

Council of University System Staff
University of Maryland Center for Environmental Science
May 14, 2024

Call to Order

The CUSS meeting was called to order.

Welcome- Interim President Bill Dennison

A PowerPoint presentation was given to the council called UMCES Centennial in 2025.

UMCES will be celebrating one hundred years in 2025.

- In 1925 the Chesapeake Biological Laboratory was established, and it studied Estuarine Science (where fresh water meets salt water).
- 1972 the Center started studying Eutrophication Science after hurricane Agnes struck the east coast. After the storm, the center found a lot of nitrogen and phosphorus in the bay, and the research led to Eutrophication Science which led to the formation of the Chesapeake Bay program.
- 1983 the Chesapeake Bay program was formed, which developed integrated monitoring and modeling science that supports the Bay program.
- 2015 Citizen Science was formed, which is the Chesapeake Monitoring and Cooperative.
- 2025 the Chesapeake Global Collaboration will be launched. The transition from studying to solving problems and developing a more transparent approach will now start.

UMCES' campus is located on Solomon's Island on the mouth of the Patuxent River in Southern Maryland. Groundbreaking for a new building will be added next month to house the Collaboratory.

UMCES is taking over the management of a historic building in downtown Annapolis. The building has a door on State Circle and a door on Main Street. It is the oldest building on the circle. It was built in 1720 and is 320 years old. There are three level in the building, the top level will be used as a conference room to host collaborations, the staff will be on the second floor, on the bottom floor, and the Main Street side, will be a real engagement hub.

UMCES will be making over the Main Street side of the building, which will have a very inviting presence. The side of the building facing State Circle cannot be touched because it is an historic site. USM has no presence in Annapolis so it is great that it will have a presence and educate people about the Chesapeake.

Council of University System Staff
University of Maryland Center for Environmental Science
May 14, 2024, cont'd

UMCES has 7 locations in Maryland which are the following:

- Chesapeake Biological Lab- 1925 (Southern Maryland)
- Horn Point Lab-1973 (Eastern Shore)
- A piece of the Institute of Marine Environmental Technology located in downtown Baltimore.
- Appalachian Lab in Frostburg, Maryland.
- Maryland Sea Grant, College Park
- Integration application network where the Chesapeake Global Collaboratory will be housed.

For the past 17 years, an annual report card was released which shows the good and troubled spots of the Chesapeake Bay. UMCES has been collaborating with social scientist throughout the System of Maryland to develop social and economic indicators culminating in the environmental Justice index.

UMCES is very embedded with State Agencies and when the bridge fell, UMCES was staffing the unified Command Center with the environmental unit.

The Collaboratory was a result of faculty writing a lot of proposals which resulted in the cyber Collaboratory funding from NSF (National Science Foundation).

UMCES received a grant to create a Global Center for global nitrogen innovation based out of the Appalachian Laboratory. This grant will look at the green ammonia as shipping fuel. Using green ammonia that is produced with renewable energy instead of fossil fuels.

Another grant was given to look the Aspire Program which looks at engaging societal participation, research, and education to diversify the community and the voices that we want to work with.

Umces, the Chesapeake Biological Lab, and IMAT (Independent Maritime Analysis team) are looking at changing the way we manage sewage wastewater. There are already improvements in water quality in the bay because of the removal of Nitrogen Phosphorous.

Fernando Morris Wilhelm will become UMCES 7th President on July 1,2024.

UMCES collaborates with the other USM institutions. During Covid, they collaborated with other USM Universities and developed a new professional certificate, Environment for Sustainability. They are partnering with the School of Engineering at College Park in

Council of University System Staff
University of Maryland Center for Environmental Science
May 14, 2024, cont'd

Environmental Project Management. They launched a masters program, Master of Environmental Management sustainability, at Frostburg State University.

Question from Kalia:

There is so much discussion about remote work now that I am curious what tricks have you learned? Do you just spend a lot of time on the road going between centers or do you have ways of connecting with each other that we might learn from?

Answer:

They are trying to punctuate the year with fun and engaging events. They have a staff appreciation day where everyone converges from the multiple locations.

Board Policy on Tuition- Review Proposal- Chad Muntz, Vice Chancellor for Decision Support and Chief Analytics Officer, USM and Colleen Burger the Associate Vice Chancellor for Budget

Board Policy on Tuition:



Board Policy on
Tuition.pdf

A team of five have been looking at the tuition policy. As part of shared governance, they want to speak to CUSS about the policy and gain feedback from the council as well as ideas.

A survey was posted for CUSS members which is the Tuition Policy for staff to give their feedback.

Taken from the PowerPoint that was shared with CUSS:

USM Board Policies are looked at and updated as necessary. It is time for policy 8-2.1, Board Policy on Tuition to be updated.

The desired outcome of this initiative is a revised tuition policy that provides institutions with needed flexibility for innovation, maintains transparency, for stake holders, meets the Board of Regents and State of Maryland's financial stewardship expectations and requirements for the USM, and advances the USM's strategic goals of expanded access and affordability.

Council of University System Staff
University of Maryland Center for Environmental Science
May 14, 2024, cont'd

There are five definitions in the tuition policy which are:

- Definition of tuition guidelines
- How to calculate FTES students
- State appropriations.
- Self-Funded operations
- Auxiliary enterprise.

Questions the tuition review team are asking:

- Should there be any language regarding modality, and how a course is offered in a tuition policy? Is this a reason to have differential price?
- Are there any specific populations or specialized groups, or processes that should allow for specialized groups that should be considered in this policy?
- The definition of tuition itself. Is it clear, transparent, and does it cover what should be covered?
- Mechanisms or any kind of considerations from end users that would make the definition and processes more transparent and general.

Question:

- Has there been discussion about rolling fees or some section of the fees into tuition itself?

Answer:

- it is a campus-by-campus decision how to assess mandatory and non-mandatory fees. Those are proposed each year by the president of each university and approved by the board. How USM sees tuition is the cost of the academic service within the state supported budget. This is how it is written right now.

Council of University System Staff
University of Maryland Center for Environmental Science
May 14, 2024, cont'd

Question:

- Will you define what a student is? Some staff members who are taking classes at their institutions find it challenging to get some of the benefits that students receive.

Answer:

- Chad had not thought about defining a student. He said It is a great suggestion to define what a student is.

Chancellor's Liaison Report- George Samuel

The Chancellor's Office is issuing a clarifying policy about duplicate fees charged to staff when taking courses in the USM. The clarification will avoid duplicate type fees charged to the staff when taking courses in the USM.

Kalia- The USM office realized that making an actual policy change to the tuition remission policy or fee policy is an AFSCME negotiable item and with the unified collective bargaining, it is not something the system office is prepared to add to their agenda. CUSS has been assured that the Chancellor's Memo has the same weight as a policy change.

USM is engaging in a compensation study for the entire system. USM finally got the commitment, and they got the RFP completed. This will be sent out to get a bid then the work can start on it.

Question:

The wording going forward will cover both the duplicate fees and times when that staff member might not have access to something because of their status.

Answer:

No, the memo is clarifying the fees at the home institution.

Council of University System Staff
University of Maryland Center for Environmental Science
May 14, 2024, cont'd

Question:

- Can you in general tell us what the guidelines are for compensation for 2025?

Answer:

- The guidelines provide a 3% cola, and it allows for a merit increase. The effective date when the increases can begin is being left to the President of each institution. The merit increase percent is left to the President of each institution to decide what to give. Each institution will come up with its' guidelines.

Kalia asked George if the USM was still looking into getting pet insurance discounts and other benefits. They will be looking at it again for the next fiscal year. They are looking at a better way to deliver the products through payroll deduction, but right now it is not possible. They are looking for a cleaner more efficient process to have the deduction taken out of the employee's paycheck.

Chair's Report- Kalia

- Cola/Merit- average 5.5%
- Shared Governance Awareness Survey- USM and Campus levels- Update
 - Missing from Coppin, Towson, UMBC, UMCP, UMES, UMCES.

Chancellor's Council Updates

- Policy updates to student residency, procurement, and faculty appointments, titles, and tenure.

The Council of University System Presidents.

- They spoke about FAFSA, and the importance of having strong financial aid staff.
- They are also in agreement with the tuition fee duplicative issue.
- Future meeting invitations- Chancellor Perman, Vice Chancellors, etc. Ideas provided:
- Government relations staff at each campus
- Board of Regents members

Council of University System Staff
University of Maryland Center for Environmental Science
May 14, 2024, cont'd

New Business

- Zoom has a new feature which will allow notetaking. What do you think about utilizing Zoom AI for notetaking and still have the Co-Secretaries review for accuracy?
 - Moving forward if CUSS wants to use it then the council will vote on it. CUSS will explore working with AI.
- Roy is asking for support in filling out a survey to figure out what everyone's understanding of what top level shared governance looks like in each institution. Especially what group meets with the Vice Presidents, Provost, or the President. How effective do you think it is meeting with the top level? This survey will start a discussion for all the council and maybe at the next meeting or future meeting we can have a discussion to see what is working and not working at the institutions.
- What is the best way we can get the issues of the staff to the people who can make the change.

Executive Committee position nominations (2025-2026)

Secretaries-/Co-secretaries

Trish (accepted)- nominated by Deniz Erman and Vivian Hill

Deniz(accepted) -nominated by Trish Johnson

Vice Chair

Kathleen Hebbel (accepted)- nominated by Deniz Erman

Roy Prouty (accepted) – nominated by Vandaliah Aderholt

Chair

Kalia Patricio (accepted)- nominated by Deniz Erman

At the June meeting we will still take nominations and then vote on the Executive Committee. In August, we will vote for the two Member at Large positions.

Old Business: None

Approve Minutes:

Minutes Approved

Council of University System Staff
University of Maryland Center for Environmental Science
May 14, 2024, cont'd

Committee Reports and Updates:

Awards and Outreach Committee:

- The committee spoke about due dates to finish their projects. The new non-exempt BORSA packet will hopefully be done on July 16. Changes to the grading criteria for the current packet will be due on 7/1, and updates to the exempt BORSA packet, title changes, will be due 6/18.
- The committee wants to add a new award to the BORSA packet, Community Awards, and decided to work on this in 2024-2025. The Rubric for the new non-exempt packet will also be worked on and ready to go by the end of January 2025.
- The committee discussed the current rubric and how to change it to make easier for the graders to understand how to grade. Some ideas: make the supplemental material count for a grade, clearly state, and identify what to look for in a packet-4 versus a 3, etc...
- Kara Kauffman has volunteered to take on the newsletter. Hopefully we can figure it out.

Legislative Affairs and Policy Committee:

- The committee discussed the Legislative Sessions Report that came out last week.
- Of note was the failure of HB 341 for this cycle, which would have granted Non-State Supported Employees COLA funding to the USM budget. We expect this to come-up in a future cycle and think it would be in USM Staff's benefit to support it alongside the System Office.
- This brought up question around lifetime f CI/CII.
- Moving into the next cycle of meetings, we'd like to invite State Relations Committee members from hosting universities in addition to the presidents.
- On meetings, we'd like to also invite Susan from the USMO-GR to more meetings prior to Advocacy Day and plan a legislative portion to the Joint Councils Meeting in November.
- We need a way to document the goals/language for Advocacy Day. Kalia please poke Susan/Jay.

Council of University System Staff
University of Maryland Center for Environmental Science
May 14, 2024, cont'd

Staff Resources and Special Projects Committee:

The committee reviewed the 2023-224 Action Plan Goals to identify what items they can check off their list and what may still require additional action this year as well as potentially next year.

1. Tuition Remission fees policy change- currently waiting to see the final letter Chancellor Perman issues (with the understanding that the letter/memo will hold just as much weight as a formal policy). Still discuss how to determine consistent and equitable removal of fees for staff members that may not have access to certain programs/benefits due to primary designation status of “staff” instead of “students”.
2. Staff Support Programs (OMBUDS)- the committee gathered a survey of information that they will take and compile in a letter similar to the previously submitted tuition remission letter to show the growing support and need for OMBUDS at all USM institutions. VJ will provide the committee with a draft for their review prior to the June 2024 CUSS meeting.
3. Transparent Telework Practices and green initiatives to ensure equitable business needs- Finally received the matrix document (from a Towson rep) indicating various telework policies and practices across USM, but the information was dated back to 2021, which means it is currently outdated. VJ will share with the committee for further exploring and obtaining updated information via a survey or having the campus POC’s reach out to have their institution POC confirm accuracy, and any changes still proposing to create some USM easily accessible and transparent landing webpage while recognizing the topic of telework is ongoing, broad, affects employees differently based on their position, and affects each institution differently.
4. Leave Donation Program- This was put on hold due to the USM consolidated collective bargaining and possible changes in current eligible leave offerings, as well as the upcoming robust option of Paid FML (FMLI-Family Medical Leave Insurance) which has an effective contribution date of July 1, 2025 and an effective benefits eligibility for use date of July1, 2026—more to come in the next few months from each institution and USM/HR.
5. Emergency Loan Support- This was not explored this year due to timing and focusing on the other 6 items but is still open for further discussion and exploring.
6. Pet Insurance- Discussed looking into the current benefits offered at system schools that participate in [Care@Work.com](https://www.careatwork.com) to include UMD College park through LifeMart, which is simply a discounted pet insurance provider, but also hoping to hear more from

Council of University System Staff

University of Maryland Center for Environmental Science

May 14, 2024, cont'd

7. USM/George in terms of eventually exploring a pet insurance program where the premium can be taken as payroll paycheck deductions and provide a greater and less costly benefit.

UMB Senate has been involve with various endeavors to promote UMB's core values to contribute to the betterment of their community. Their outreach committee has excelled especially with their Thanksgiving drive in collaboration with USM and WJZ the local news station, there was a remarkable turn out.

- Great success with the cold weather kits, they provided aide kits to the neighbors in the surrounding areas but now it is expanded to all weather kits which is a yearlong effort with the kits adapting to the change of the seasons.
- Success with UMB's Christmas Store. They work with a local church to provide toys and parents in the neighborhood come to shop.
- Back to school drive where we support local schools with school supplies.
- Organized UMB's first Got Talent which celebrated the diversity of talent among staff members and they had an Art gallery.
- In the past year, Staff Senate has made sure their mission statement clearly aligns with the goals to UMB. A lot of senators have been active in participating in various workgroups around the campus. Future Work Staff group that Aaron is on and it has been a yearlong endeavor with a lot of dedicated staff members putting in extra hours outside of work to study trends and provide recommendations which UMB's Leadership recently responded to. You can find this information on UMB' website if you are interested.
- The Senate has been committed to obtaining a clean and welcoming environment on campus. Fall campus cleanup had 34 volunteers that collected over 135 pounds of trash. Demonstrating the commitment of their staff to keep their campus clean.

Questions: Can you tell us some of the lessons learned in your process of working through telework Policy on your campus?

UMB has Adopted the holistic approach to telework and the policies. How do you come up with a universal policy that will address the specific needs of not just faculty, not just staff, but students, staff, and faculty. UMB's Leadership responded to the senate's evaluation with thorough evaluation. As technology adapts and progresses, Aaron thinks the future will be a moving target.

Council of University System Staff

University of Maryland, Baltimore

March 12, 2024, cont'd

USM learning and Talent Development Committee Introduction and updates.

Zonda Rollins Director at UMB for Organizational and Employee Development

Power point presentation:

What this committee does

- A collaborative team of learning Professional from each USM school
- A subcommittee of SHRC.
- An Arm of CUSS

Achievements in Numbers

- 40+ Virtual workshops provided.
- 9 virtual conferences hosted.
- 2,035 attendees reached.
- Cost-effectiveness: \$2.06 per attendee.

Structure and Collaboration

- 25 committee members
- Representation from the majority of USM campuses.
- Bi-weekly and quarterly meeting structure.
- Use of common virtual; conference and document sharing platforms.

The Impact of our work

- Free training for staff and faculty
- Participation of over 20 executive leaders

- A shared training calendar for all campuses
- Best practices and courses shared between Talent Development Professionals
- Joint training sessions offer.
- Opportunity to have leveraged vendor cost for Online learning and recruiting.

Council of University System Staff

University of Maryland, Baltimore

March 12, 2024, cont'd

Next Step-2024

- **Performance Review Mini Conference**
Completed with 750 registered.
- **Professional Development Week**
Planned for Sept 2024
- **Community of Practice Workshops**
2 planned for 2024

Questions? Comment?

Question: Out of all the workshops you have done, what has been your favorite?
Leveraging resources. To work and collaborate with other staff and bring learning ideas back to the campus. Sharing resources and hearing and seeing what other universities are doing helps to broaden our resources. Also, having the high-level executives come speak to the committee. Some of the Presidents of the USM have spoken to the committee. The signature event is the Professional Development Week.

Question: Do you keep archives of the professional workshops and trainings?
Yes, go to the USM website and under Talent and Development Resources, you will see the Learning Videos Archive and USM Institutions Learning Links.

Introduction of Alison Wrynn, Sr. V ice Chancellor, Academic and Student Affairs

Sr. Vice Chancellor Wrynn has been with the USM for a little over a year.

Speaking to this committee is a little different for her because she came from the California State University System, and they do not have a staff council.

She grew up outside of New York and went to Western Massachusetts to become a physical education teacher.

After she graduated from college, her family, and her move to California. She taught high school in Los Angeles for four years. She finished her master's degree at Cal State Long Beach in the History of Sport and went to Berkley for her Ph.D. Her academic work is on the history Sprots Medicine and Exercise Science.

She started her academic career at Cal State Long Beach, and she went through the faculty ranks, she had a good career, she published a lot of journals in Sprots History but decided to become an Administrator. She liked policy and curriculum and figuring out ways to help students. She was a lead

Council of University System Staff

University of Maryland, Baltimore

March 12, 2024, cont'd

advisor in her department of 1300 students. The best part of her day is helping a student figure out a problem, so she wanted to do this on a bigger scale and moved to Cal State Fullerton as the Director of Undergraduate Studies and General Education for a couple of years before moving to California State University System office which is one of three systems of higher education in California. She worked in Academic and Student Affairs while at the System Office and she moved from Associate Dean to Associate Vice Chancellor of Academic Programs.

While working through COVID she decided she wanted to do more and had the opportunity to apply for this position at Towson University. She likes Chancellor Perman he is honest and the people who work for USM have integrity. She does not like to work from home but is a big supporter of hybrid work. Everyone at the USM office pitch in to help one another. This is how they get through their days. She enjoys learning about things and moving forward on a vareiaty of initiatives. The strategic plan of 2030 everyone is working hard to implement and make sure we meet the metrics. Spending time in Annapolis advocating for USM.

Questions: What ways can staff partner with you in advancing the USM?

Staff are very important. Everyone plays a key role in the University. She views work as a team. There does not have to be a winner or a loser. Everyone can win and move forward together.

She wants to hear from staff when things are not working on campus. If the functional part of the University is not working, then the academic can't support the students. In the end, we are here to support the students. Students are always her first concern.

Chancellor's Laison Report (George)

We are just monitoring the legislation that will affect the USM.

We are working on the compensation study with College Park to finish the RFP and get it out. Once that is done, they will start looking for a major compensation consultant to look at our pay programs and pay practices for the staff and see what adjustments must be made. This will be a long project. Projected date to be finished two years. One year for the study and another year for the USM to figure out what to do with the information.

Council of University System Staff

University of Maryland, Baltimore

March 12, 2024, cont'd

CUSS Chair's Report

A. USM Policy Change- Tuition remission and Duplicate Fees: An update

There is potential that at our next meeting or following meetings, we will see a draft of policy change to reduce fees for staff.

B. Learning and Talent Development Committee Funding Request- CUSS Support.

There was a lot of discussion on this topic. Roy motioned to give the LTF \$2000 from CUSS' fund and allocate it to LTD. With the notion that we will revisit this in fiscal 2025 and vote again.

1. Kalia changed the letter to the USM asking for their support for the LTD and asking them to approve the rollover of CUSS' funds, whatever is left over from CUSS' own development events to LTD.
2. CUSS voted on the following:
 - a. Do you vote to approve the letter to the USM supporting the LTD Funding Broadly (removing using CUSS Funding)? 16- approved, 4- abstained, 2- voted no
 - b. Do you vote to approve the general CUSS development funding reallocation of \$2,000 to the LTD for FY 24? 15- votes yes, 5- voted no, 2- abstained

C. Welcome letter to UMCES President and Vice Chancellor for Sustainability

All USS members agreed to send the letter without making changes.

D. Shared Governance Survey for Staff Senate Members.

CUSS received decent responses from the Universities. Kalia and Kathleen are starting to evaluate the information. Each University will receive their campus report and a summary. The Chancellor will receive the summary and all campus reports.

E. Shared Governance Awareness Survey- USM and Campus Levels

This is a brief questionnaire going to the Presidents of the universities to distribute to all staff and faculty. This questionnaire will show CUSS staff and faculty's awareness of shared Governance on the campuses.

Approve Minutes: December 2023 and January 2024. Minutes approved.

New Business

2024-2025- Executive Board Positions.

We will go over at the next meeting.

Council of University System Staff

University of Maryland, Baltimore

March 12, 2024, cont'd

Old Business

Roy will report in his committee briefing on Advocacy Day.

Committee Reports and Updates on Action Plans

- a. **Awards and Outreach-** The committee members spoke about how hard it is to do Facebook and the Newsletter, marketing CUSS through Facebook, etc. – someone needs to be committed to do this. It was suggested to pick one person from each committee who will be dedicated to working on the communication and marketing of CUSS. Maybe there can be an ad hoc committee formed for this.
- b. **Legislative and Polic Committee**
 - In the future this committee will have additional meetings to prep for advocacy day.
 - This committee will engage better with the Office of Government Relations.
 - It will start earlier in the year to identify committee members in the legislation earlier.
- c. **Staff Resources and Special Projects**

Looking into telework process on each campus. Most do have one. Most have two days of teleworking a week. No-one is truly remote.

Tuition remission – small celebration of success that the system is listening to CUSS.

Meeting Adjourned

