

Council of University System Staff
Council Meeting Notes
November 19, 2013 - UMCP

In Attendance:

Karen Tyler	BSU	Primary
Sherrye Larkins	CSU	Primary
Rubin Stevenson	FSU	Alternate
Lisa Gray (Co-Secretary)	SU	Primary
Jen Ziegenfus	SU	Primary
Paul Gasior	SU	Alternate
Brenda Yarema	TU	Alternate
Mary Hickey	TU	Primary
Jayne French	TU	Primary
Kristen Tull (Co-Secretary)	UB	Primary
Bill Crocket (Chair)	UMB	Primary
Roy Ross	UMB	Primary
Nancy Bowers	UMB	Primary
Ben Goldberg	UMBC	Primary
Keisha Campbell	UMBC	Alternate
Lynn Knazik	UMBC	Primary
Barbara Higgins	UMCES	Primary
Delores Jackson	UMCP	Alternate
Sister Maureen Schrimpe	UMCP	Primary
Dana Wimbish (Vice Chair)	UMCP	Primary
Willie Brown	UMCP	Primary
Chenita Reddick	UMES	Primary
Calynn Offer	UMUC	Primary – By Phone
Wayne Wright	UMUC	Primary
Christine Perchell	UMUC	Alternate
John Wolfe	UMSO	Primary
Rosario I. van Daalen	UMSO	Chancellor’s Liaison to CUSS
Cynthia Hale	UMCP	Guest
President Wallace Loh	UMCP	Guest

1. Welcome and Introductions – Welcome, Dana Wimbish

a. President Wallace Loh –

- Thanks for work on pensions, sexual misconduct, role in helping staff, faculty, students; Innovation District will be built up, focus on creating new processes, innovation, and entrepreneurship; withdraw of proposal to develop the golf course
- Future developments in UMCP will include MOOC courses, university will have to develop innovative programs to promote job creation, help revitalize surrounding neighborhoods in College Park (enhancement of safety), and to bring amenities to the area (for example, shopping)
- Future will be about collaboration and partnerships, a collaboration was developed between UMB and UMCP (bringing programs together; for example, personalized medicine, collaboration in Shady Grove in biotechnology)
- Land Grant Initiative – putting knowledge to practice to solve global issues
- How can the Council assist these processes – shared governance is democracy in action

- All three components of shared governance help to contribute to the success of the System
 - Coalition Law Suit Decision set up arbitration for the USM. We potentially setup issues facing the system that will affect faculty/staff. The system will be arbitrating program and degree duplication which will impact hiring and retention.
- b. Chief David Mitchell
- 60,000 faculty, staff, and students make up the population of UMCP
 - Partnerships with faculty, staff, and student organizations
 - UMCP police is trying to diminish the concept that this is an unsafe campus
 - Some solutions have been to put up more lighting to make the campus feel safe
 - System Chiefs meet regularly to discuss ways to make campus communities safe
2. Consent Agenda – no items moved off to the active agenda.
3. Approval of Minutes from October Meeting – motion was made by John Wolfe, second by Willie Brown – so approved
4. Institution Updates
- a. UMBC – possible move to have a preschool again (preschool closed in September)
 - b. FSU – no report
 - c. Towson –
 - Cultural event (Native American Pow Wow)
 - Working with area police/community to diminish crime in the area
 - Women’s Forum at Towson – 250 USM women attended, feedback has been positive; work session involved multiple institutions; topics included: diversity, pay scales/titles vary; next forum may be at Bowie
 - d. Bowie – student enrollment went up by 2.6%; President is active in announcing the BOR Awards and has had conversations with governing bodies
 - e. Coppin – Information Technology held the first ever Staff Technology Symposium; CSU IT and staff members facilitated workshops; Staff Senate November meeting will access Lync to allow staff members unable to attend to participate via their computer
 - f. UMES – RFP Dining Services issue; looking at a staff day; increasing retention with a staff/student/faculty committee
 - g. UMB – won a diversity award (see website); still awaiting salary guidelines regarding merit increases
 - h. UMUC – new representatives (Christine Perchell, UGRD Advising, Alternate; Wayne Wright, Military Partnerships Office – Training and Development, Primary); innovative advising model is in the works; active role in safety in University, dealing with training on active shooters for faculty and staff
 - i. Salisbury – sexual harassment training, online discussion and version is used; strategic plan is almost done (collaborate process)
 - j. UMCES – HR Director has been made aware of the BOR Awards
 - k. UB – committee has been selected for presidential search (which will be closed); strategic plan is moving forward and has been a collaborative process with shared governance; topics are shifting to retention and best practices for retention; HR has received BOR Awards, a committee within Staff Senate will take charge
 - l. UMCP – presentation called Prezi.com that can be used to create presentations; BOR Award information has been announced; Campus Affairs is working on Public Safety/Security, survey will be conducted/forum will be used as a follow up; football is bowl eligible
 - m. System Office – budget is in the works; Chancellor has been posting how to deal with burdens of federal regulations and will give testimony on HEOA; Cultural and Diversity reports are due April 14th (required)
 - Reviewed the coalition law suit case (as discussed by President Loh). Though the court threw out three of the four arguments, it did send the USM into binding arbitration over the degree program duplication in the system between HBI and TWI. Document is in consent agenda in dropbox for council to review.
5. Chair’s Report

- a. Board of Regents Meeting – see BOR agenda
(<http://www.usmd.edu/regents/agendas/>)
 - Change in Students Council – president resigned in October, still without a chair for the council and elections are being held the week of November 18th; interim chair was appointed
 - CUSF – working on how shared governance works on the institutional level
 - CUSS – reported on committees; Exempt Biennial Market Salary Survey report and proposed salary structure will be supported because it deals with retention and - sustainable communities-? ; EAP will be sent to 12 out of 13 institutions; concern on how ACA has not been mentioned at the state level and how this will impact C2 contracts; tuition remission proposal by faculty – silent on issue until after legislative session, per request of CUSF
- b. Chancellor’s Council Meeting –
 - Social Media Policy for Students (please review) creates rules to protect students/recommendations to staff on things we cannot do; forming a quasi-endowment, up to 50 million will be put in an investment account from non-state fund balances.
6. Old Business
 - a. Annual Newsletter Update – will be out ASAP
 - b. Items Moved off Consent Agenda
7. CUSF/CUSS Joint Executive Committee Meeting
 - a. Find ways to work together that will be important to CUSF/CUSS in the whole system.
 - b. Annapolis Day – find issues that can be agreed on and worked on together and how to make the best of the day
 - c. Proposed to have a meeting with both groups at the Systems Office with the Chancellor’, PJ Hogan, and Andy Clarke; meeting will be used to discuss what issues we will take a stand on (we would have to move our normal January meeting in order to meet with CUSF)
 - Proposal (tabled)
 - UMUC would be able to host the meeting in December instead of the System Office – UMUC please find out if the December change would work for your
 - January meeting would be moved to January 15th to meet with CUSF at the System Office
8. Committee Meetings – Lunch
9. Chancellor’s Liaison’s Report
 - a. EAP Update – working on a letter with the Chancellor to announce this System-wide. The program goes into effect January 1, 2014. **DO NOT SHARE WITH YOUR INSTITUTION AT THIS TIME.**
 - Once this goes public, please work with HR to promote this to your staff. You can start working with your institution now to work on a plan.
 - b. VII-7-45 Sick Leave for Exempt and Nonexempt Staff Employees – DRAFT
 - Opens up sick leave to be used for caring for family members without limit on available accrued sick leave
 - FMLA is separate
 - Advanced Sick Leave – changes in language that will not exclude staff members who are on probationary status
 - c. VII-7-00 Policy on Annual Leave for Exempt and Nonexempt Staff Employees – DRAFT
 - Purpose – to put in writing actual practice for the policy for annual leave from former policy manual
 - Needs full BOR approval
 - d. USM Policy on Termination With Prejudice – Established in MD law on Oct. 1, 2012 – USM new policy with CUSS’ proposed revisions have been moved to the Chancellor’s Council
 - See definition – if a person is terminated under the criteria of this law, s/he will be added to a list.

- Before an offer is made, HR has to research this state website to see if that potential employee is listed. If so, then that individual will not be hired (it applies to any person hired at the USM except one considered temporary under the definition in the policy).
- Discussion lead to shared governance input and will be acknowledged next meeting.
 - Action: Discussion from council raised concerns on it no applying to C-2 and C-1 employees. The council asked that the policy be reviewed and revisions be considered for it to apply to C-2 and C-1 employees.

10. Committee Updates

a. Benefits and Compensation

- Met online in the previous week
 - List of important items will be submitted to the drop box
- Discussed trying to get a partnership with CUSF to discuss items that are faculty/staff related
- Look at existing policies to discuss where we stand as CUSS
- Ask the Chancellor about having a “seat at the table/voice” and how this role is used. We need to make sure that we are on top of policies.

b. Board of Regents Staff Awards Committee

- If your campus needs any assistance, Jennifer’s contact information is on the packet (for assistance with the process, may be passed on to the committee)
- Tasks:
 - History of the nominees (per Systems-Office) – award/institution/year
 - Formal process to poll campuses once nominations have been received to make sure that the process is going smoothly (contact liaison and President)
 - Find out if each campus holds a ceremony to congratulate winner or if winners are honored

c. Communications and Marketing Committee

- The annual newsletter is being finalized
- Charged committee members to think about who will be the new chair (if applicable)
- We need to work on a template for the business cards ASAP.
- Have a discussion about LinkedIn

d. Legislative

- November 14th – conference call to discuss options for the Annapolis trip – work with CUSF
 - Possible option to go on Monday 1/2 day/1:30 p.m., 2:30 break to meet with elected officials, set up a time for Monday night (committee only) to meet with legislators – or – meet with Andy Clark for dinner on Monday for discussion; returning for a full day on Tuesday (all of CUSS) 8:30-Chair, 8:45 Andy, 10:00 House/Senate Recognition, 10:30-1 speak to legislators in office – this is something that will continue to be looked at
 - One Day Trip – meeting with legislators, scrapped the tour, included earlier start times for meetings

e. Executive Committee

- Benefits Charge – get the file to Rubin (FSU) ASAP.

11. New Business – please work on the “To Do” list from FSU and today.

Motion to Adjourn –

Second –

Next Meeting: December 10, 2013 at the University System of Maryland Office (USMO).



Bowie State University
14000 Jericho Park Road
Bowie, MD 20715

Coppin State University
2500 W. North Avenue
Baltimore, MD 21216

Frostburg State University
101 Braddock Road
Frostburg, MD 21532

Salisbury University
1101 Camden Avenue
Salisbury, MD 21801

Towson University
8000 York Road
Towson, MD 21252

University of Baltimore
1420 N. Charles Street
Baltimore, MD 21201

**University of Maryland,
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620 W. Lexington Street
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1000 Hilltop Circle
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AGENDA

November 19, 2013

University of Maryland College Park
Samuel Riggs IV Alumni Center
Crist Board Room (First Floor)

10:00 a.m.

Call to Order

- 1. Welcome and Introductions** (20 minutes)
 - President Wallace Loh
 - Chief David Mitchell
- 2. Consent Agenda**
 - https://www.dropbox.com/sh/t0fkdg41jnwydpo/UY_U_fV7Xe
- 3. Approval of Minutes from October Meeting** (5 minutes)
- 4. Institution Updates** (4-5 minutes each institution) (50 minutes max)
 - News and items that is important to the Council including shared governance topics and other staff related items.
- 5. Chair's Report** (15 minutes)
 - Board of Regents Meeting
 - Chancellor's Council Meeting
- 6. Old Business**
 - Annual Newsletter Update (15 minutes)
 - Items Moved off Consent Agenda
- 7. CUSF/CUSS Joint Executive Committee Meeting** (15 minutes)
- 8. Committee Meetings** (35 minutes)
- 9. Chancellor's Liaison's Report** (25 minutes)
 - VII-7-45 Sick Leave for Exempt and Nonexempt Staff Employees –DRAFT
 - VII-7-00Policy on Annual Leave for Exempt and Nonexempt Staff Employees –Draft
 - USM Policy on Termination With Prejudice
- 10. Committee Updates**
 - Benefits and Compensation (7 minutes)
 - Board of Regents Staff Awards (7 minutes)
 - Communications (7 minutes)
 - Legislative (7 minutes)
 - Executive Committee (7 minutes)
- 11. New Business**

Next Meeting is at USMO on December 10, 2013