

Council of University System Staff
Final - Council Meeting Minutes
June 24, 2014 at Bowie State University

Trish E. Johnson	BSU	Primary
Karen Tyler	BSU	Primary
Linda Parker-Ford	BSU	Alternate
Trenita Johnson	BSU	Primary
Sherrye Larkins	CSU	Primary
Yvonne Cook	CSU	Primary
Lisa Gray (Co-Secretary)	SU	Primary
Paul Gasior	SU	Alternate
Jayne French	TU	Primary
Mary Hickey	TU	Primary
Dan Nagle	UB	Primary - Phone
Bill Crockett (Chair)	UMB	Primary
Roy Ross	UMB	Primary
Ben Goldberg	UMBC	Primary
Keisha Campbell	UMBC	Alternate
Curtis Henry	UMCES	Primary
Willie Brown (Past Chair)	UMCP	Primary
Sister Maureen Schrimpe	UMCP	Primary
Dana Wimbish (Vice Chair)	UMCP	Primary – via Phone
Chenita Reddick	UMES	Primary
Calynn Offer	UMUC	Primary
Christine Perchell	UMUC	Primary
Rosario I. Van Daalen	UMSO	Chancellor’s Liaison to CUSS

1. Welcome – Vice President for Student Affairs, Dr. Artie Travis
 - a. Welcomed new members to CUSS from Bowie, Linda Parker-Ford and Trenita Johnson.
 - b. The new student center has been open for 9 months.
 - c. Signature programs launched
 - d. New math and science building under way.
 - e. Thank You to Karen Tyler, BSU who is rolling off of CUSS.
 - f. EI Square- partnership with Prince George’s County Schools to make students aware of Stem programs.

2. Consent Agenda –
 - a. <https://www.dropbox.com/sh/w9x6jnhq80balfx/AAAnSfmKq4xPpuSgB0YJfQowa>

3. Approval of May Minutes
 - a. Motion by Sister Maureen Schrimpe to approve the minutes, seconded by Keisha Campbell. Motion unanimously approved.
 - b. April Minutes have been tabled until July.

4. Resolution of Appreciation for Chancellor Kirwan
 - a. Bill Crockett presented a resolution of Exemplary Service for Chancellor William E. Kirwan. Sister Maureen Schrimpe motioned to bring the resolution to the table for a vote. Motion was seconded by Yvonne Cook. Discussion regarding wording and some cosmetic additions. Motion was unanimously approved. The resolution will be presented to the Chancellor at the June 27, 2014 meeting of the Board of Regents.

5. Chair's Report
 - a. Data security – keep an eye on this. See items in Consent Agenda Folder.
 - b. Terminal Leave, separation for Exempt Staff, and retirement incentives will be presented at the June 27 meeting of the Board.
 - c. Binge drinking on campus was discussed at the Chancellor's Council meeting including ways to identify issues.
 - d. All campuses mission statements up for review.
 - e. Institutional Diversity reports are available online.
 - f. Revision of Annual Leave policy
 - i. Will be reviewed at BOR meeting on Friday
 - ii. Should be approved and wording cleaned up.
 - g. Bill asked group to report ~~and~~ on the status of the Merit increase process for each campus.
 - i. BSU – Letters notifying staff 1 week before.
 - ii. Coppin – no notification
 - iii. FSU – no one in attendance to verify
 - iv. SU – Nonexempt 2.5% and Exempt pool up to 2.5% if meets standards on PMP.
 - v. UMBC – general letter, Exempt pool
 - vi. UMB – general letter
 - vii. Towson – Same as SU
 - viii. UMCES - Nonexempt 2.5% and Exempt pool up to 2.5%
 - ix. UMES – same as SU with individual letters
 - x. UMUC

6. CUSS nominations
 - a. Chair
 - i. Bill Crockett, UMB
 - ii. Dana Wimbish, UMCP
 - b. Vice Chair
 - i. Dana Wimbish, UMCP
 - ii. Lisa Gray, SU

- iii. Keisha Campbell, UMBC
 - c. Co-Secretaries
 - i. Christine Perchell, UMUC
 - ii. Sheila Chase, Coppin
 - iii. Lisa Gray, SU
 - d. Members At Large – nominations and elections to take place in August
 - e. Nominations listed above from April and May; no new nominations in June.

- 7. Committee Meetings – each committee chair reviewed what the committee does for new members. Committees reviewed goals for the year and reported on progress for each.

- 8. Chancellor's Liaison's Report
 - a. Tuition Remission (TR) – Proposal from CUSF/CUSS to provide 50% TR at all Institutions has not been forgotten and positive discussions are taking place. St. Mary's College of Maryland is discussing its reciprocity with the USM, specifically regarding policy for dependent children of USM employees from USM Institutions currently eligible for 100% of the benefits (UMB, UMCES, USMO; for UB only first two years) . Refer back to the April minutes for the policy details.
 - b. Section VII Review of USM Policies has been completed
 - i. CUSS will get an opportunity to review end of July or in August.
 - ii. Mostly technical changes (i.e., UMS vs. USM, employee group names, including current practices).
 - c. Wellness Committee evolving -
 - i. How is it going to operate? Waiting for State DBM-EBD to inform us on their wellness program through the health insurance providers effective 1/1/2015.
 - ii. Keisha Campbell ready to represent CUSS once committee gets organized.

- 9. Notice of Termination Policy (VII-1.22) – Guest Associate Vice Chancellor, Joann Goedert
 - a. Current policy had two items that violated Federal law which made institutions and employees vulnerable.
 - i. Continued pay, payout, tax account
 - ii. USM Retirement Planning Incentives Plan
 - 1. Post severance Contributions
 - 2. Window Program
 - 3. Phased Retirement
 - 4. Hybrid retirement agreements

- iii. Bill Crockett motioned the following: CUSS reviewed and agrees to move forward with the recommendations for the terminal leave policy and understands that the need for the USM policy revision is to comply with IRS guidelines/regulations. Mary Hickey seconded the motion. The motion unanimously passed.

10. Committee Updates

- a. Benefits and Compensation
 - i. Systemwide Discounts
 - ii. 2 new members – Linda Parker-Ford and Curtis Henry
 - iii. Daycare review
 - iv. Parking Fees – don't know what we can do, do we really have a say in those fees? The committee was asked to see what role shared governance has at each institution.
 - v. New Chair – Mary Hickey
- b. BOR Staff Awards
 - i. Feedback survey – Jen Z. is working on this.
 - ii. Information to all institutions
 - iii. Satellite campuses (Shady Grove and Hagerstown) – how do they receive information?
 - iv. Awards for teams – the committee decided that the BOR awards are individual awards and the team applications would not be accepted.
 - v. Contingent III employee award – UMUC is the only institution with C3's and used overseas (they are comparable to C2's and yes, they should be included).
- c. Legislation & Policy
 - i. Goals and objectives, establish guidelines for Annapolis Day.
 - ii. More time to review and discuss issues
 - iii. Mini excursions to Annapolis during the Fall (meet/greet/learn)
 - iv. Work with government relations offices
 - v. New Chair – Ben Goldberg
- d. Communication
 - i. Newsletter articles due from chairs by July meeting
 - ii. Google form with member information
 - iii. Need to take a picture of CUSS at the July meeting for the newsletter.

11. CUSS Elections - Results

- a. Chair – Bill Crockett
- b. Vice Chair – Dana Wimbish
- c. Co-Secretaries – Lisa Gray and Sheila Chase

12. Old Business

- a. Bylaw update Article VI – Section I Committees(a) [6.1(a)]
 - (a) The council may establish, but is not limited to, a standing committee structure that includes Compensation, Benefits, Community Development and Communications
- b. Recommended Change

“Compensation, Benefits, Community Development and Communications Committees” to the following “(1) Benefits and Compensation, (2) Board of Regents Awards and Recognition, (3) Communications and Marketing, and (4) Legislative Affairs and Policy.”
- c. Motion was made by Keisha Campbell to make the recommended changes. Seconded by Sister Maureen Schrimpe. Discussion regarding the name of the BOR Awards & Recognition. Motion unanimously passed.

13. New Business –

- a. CUSS Archive Work Group
 - i. Roy Ross, Yvonne Cook and Willie Brown volunteered.
- b. Open enrollment for benefits will be October 15 – November 14 – there will be no correction period and all changes will be via paper form, no IVR.
- c. A suggestion was made that each representative talk to their respective staff councils to ensure that members elections occur prior to the CUSS year which is August to July to ensure that we have members elected or appointed to CUSS for the new year beginning in August.

14. Meeting Adjourned – Motion was made by Sister Maureen Schrimpe, seconded by everyone.

15. **Next Meeting:** CUSS July Meeting will be held at UMCES July 22, 2014.



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,
Baltimore*
620 W. Lexington Street
Baltimore, MD 21202

*University of Maryland
Baltimore County*
1000 Hilltop Circle
Baltimore, MD 21250

*University of Maryland Center
for Environmental Science*
P.O. Box 775
Cambridge, MD 21613

*University of Maryland,
College Park*
College Park, MD 20742

*University of Maryland
Eastern Shore*
Princess Anne, MD 21853

*University of Maryland
University College*
3501 University Blvd. East
Adelphi, MD 20783

*University System of Maryland
Office*
3300 Metzgerott Road
Adelphi, MD 20783-1690

AGENDA

June 24, 2014
Bowie State University
Wiseman Student Center
First Floor, Ballroom B
10:00 a.m.

Call to Order

1. Welcome and Introductions

- Dr. Artie Travis, VP for Student Affairs

2. Consent Agenda

- <https://www.dropbox.com/sh/w9x6jnhq80balfx/AAAnSfmKq4xPpuSgB0YJfQowa>

3. Approval of Minutes from May Meeting

4. Resolution of Appreciation for Chancellor Kirwan

5. Chair's Report

- Board of Regents Meeting
- Chancellor's Council Meeting

6. CUSS Nominations

7. Committee Meetings

8. Chancellor's Liaison's Report

9. Notice Termination Policy

- Joann Goedert

10. Committee Updates

- Benefits and Compensation
- Board of Regents Awards
- Communications and Marketing
- Legislative
- Executive Committee

11. CUSS Elections

12. Institutional Updates (3-4 minutes each institution)

13. Old Business

- Bylaw Update Discussion/Vote
- Items Moved off Consent Agenda

14. New Business

- CUSS Archive Work Group

**Next Meeting is at University of Maryland Center for Environmental Science
on July 22, 2014**



RESOLUTION OF THE COUNCIL OF UNIVERSITY SYSTEM STAFF OF
THE UNIVERSITY SYSTEM OF MARYLAND
CONCERNING THE EXEMPLARY SERVICE OF

WILLIAM E. (BRIT) KIRWAN

CHANCELLOR OF THE UNIVERSITY SYSTEM OF MARYLAND

WHEREAS, Dr. William E. (Brit) Kirwan has led the University System of Maryland (USM) as Chancellor since August 1, 2002, and has been a member of the USM family for over forty-six years; and

WHEREAS, the University Council of System Staff desires to recognize and commend Chancellor Brit Kirwan for his tireless efforts on behalf of the University System of Maryland; and

WHEREAS, Chancellor Brit Kirwan has demonstrated a strong and unwavering commitment to the quality of public higher education and the state's economy; and

WHEREAS, during his leadership the USM grew both physically and intellectually, while strengthening and increasing the system's local, regional, national and international reputation and prominence; and

WHEREAS, he has brought forth thoughtful and meaningful initiatives that have improved and enhanced the working and academic opportunities for staff, faculty, students, and communities of the USM; and

WHEREAS, he created a thriving future for USM that maintains a vision around the core themes of academic transformation, affordability, diversity, sustainability, and community engagement; and

WHEREAS, he has served as a champion of shared governance by infusing a framework for a responsive and engaging atmosphere for all shared governance councils to effectively function; and

WHEREAS, the Council of University System Staff expresses the utmost gratitude to Chancellor Brit Kirwan for his continued support on the various initiatives and projects of this Council during his tenure;

THEREFORE, BE IT HEREBY

RESOLVED, that the Council of University System Staff gratefully acknowledges Chancellor Brit Kirwan's outstanding, unselfish and exemplary service to the University System of Maryland, the State of Maryland, and Higher Education; and

RESOLVED, that the Council of University System Staff gratefully acknowledges that his leadership has placed the USM in a position of prominence, achieved nationally recognized excellence, and provided the framework for our future successes; and

RESOLVED, that we in the Council of University System Staff, in honor of his commitment to shared governance, rededicate our 22nd anniversary this month in his honor; and finally

BE IT FURTHER RESOLVED that the Council of University System Staff hereby extends to Brit Kirwan and his family its best wishes for success in all future endeavors and our sincere appreciation for the fond memories.

PASSED UNANIMOUSLY ON JUNE 24, 2014 BY THE COUNCIL OF UNIVERSITY SYSTEM STAFF

**USM Council of University System Staff
Bylaw Amendment Proposal
First Submittal: June 4, 2014
First Reading of the Body: June 24, 2014
Date of Amendment Vote: June 24, 2014**

Current Bylaw Article and Title:

Article VI - Section 1 Committees (a) [6.1 (a)]

- (a) The council may establish, but is not limited to, a standing committee structure that includes Compensation, Benefits, Community Development and Communications committees.

Change to the following

“Compensation, Benefits, Community Development and Communications committees” to the following “(1) Benefits & Compensation, (2) Board of Regents Awards & Recognition, (3) Communications & Marketing, and (4) Legislative Affairs & Policy.”

Rationale: To update the names of the standing committees in accordance with current practice of Council of University Staff (CUSS). This is a clerical change and no new standing committees are being mandated.

If approved, the Bylaw will read as follows:

Article VI COMMITTEES OF THE COUNCIL

6.1 Committees:

- (a) The council may establish, but is not limited to, a standing committee structure that includes (1) Benefits & Compensation, (2) Board of Regents Awards & Recognition, (3) Communications & Marketing, and (4) Legislative Affairs & Policy.