



**Council of University System Staff**  
**December 10, 2019 AGENDA**  
**UM System Office**  
**3300 Metzert Rd, Adelphi, MD 20783**  
**10:00 a.m.**

**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 Metzert Road  
Adelphi, MD 20783-1690

1. **Call Meeting to Order - 10:05**
2. **Welcome and Introductions by Chevonie Oyegoke, USM**
  - Covered the history of Wilson Homer Elkin, President of the University of Maryland 1954-1978
  - 2019 was a great year full of excitement and many successes
    - University System of Maryland at Southern Maryland became 3rd Regional Higher Educational Center
    - Governor Hogan changed name of UMUC to UMGC
    - Legislation approved changes to the BOR transparency and oversight bill - Expansion of new member position who is required to have expertise in Finance, Diversity, workplace inclusion, and administration in higher education.
    - Newsletters now sent throughout the year
  - UB strengthened ties with Baltimore City Police with Baltimore City education and training center relocating to their campus
  - Online Open Enrollment successful
  - Jay Permen new chancellor term begin on 1/6/20
3. **Consent Agenda & Materials: December 2019**  
**Approval of Minutes: October 2019 & November 2019**  
Motioned Sister Maureen Schrimpe motioned approval and Paul seconded the motion: unanimously approved
4. **Chair's Report**
  - BOR Retreat overview
  - BOR Meeting will send out the report and the meeting is also live-streamed
  - Chancellor committee meeting minutes will be available
  - Holiday Party successfully held at Chancellor's home
  - Chancellor Dr. Perman will begin 1/6/20
  - Bruce Jarrell has been named interim President of UMB
  - Dr. Anthony Jenkins from WVU will be President of Coppin
  - Executive committee will draft a letter from the committee to introduce the committee to the new Chancellor
  - Search for president of UMCP is ongoing
  - Potential to have an Emeritus Staff member on the BOR - will keep us updated on this issue
5. **New Business**
  - a. Ellen Herbst - Vice Chancellor (Administration & Finance)
    - Provided an overview of her role and the System budget:
      - Two main types of budgets: Operating Budget and Capital Budget
    - STEM 3 year financial enhancement program enters its final year

- Kurwin Report: heading into examining the recommendations and determining how to pay for them
  - Coalition case - trying to find the money
  - Advocacy Day - the importance of speaking out and knowing who represents what district
  - Acknowledgement that USM struggles with competitiveness in the workforce when it comes to staff salaries.
- b. Tim McDonough - Vice Chancellor (Communications & Marketing)
- New back to USM - Worked at College Park 7 years ago
  - Background and specialization in Policy and Lobbying, Communication and Branding
  - Currently oversees communication office in the system
  - Sits as Chair of all University of communication for the system dealing with Public Affairs Publications
  - Discussed publications and communication throughout the system - how to get CUSS more awareness
  - We are a unique system and we should track data to promote good stories
  - Willing to assist with Advocacy Day talking points
- c. Carolyn Skolnik, Associate Vice Chancellor
- Came to review USM Policy, VII-1.22 Policy on Separation for Regular Exempt Staff Employees
  - Primary reason to amend the policy is a change in the law at the last Legislative session.
  - Major change: Exempt employee within a collective bargaining unit can now only be fired with cause.
  - Group read policy and moved to approve.

Sister Maureen Schrimpe motioned to approve USM Policy VII-1.22  
Susan Holt 2<sup>nd</sup> the motion, and unanimously approved

## 6. LUNCH (12 PM)

## 7. Committee Meetings (12:45 PM)

(Patrick Hogan & Andy Clark joined Legislative Affairs & Policy Committee)

## 8. Committee Reports

- a. Benefits and Compensation
- How many CUSS schools answered the question regarding undergrad and graduate fees for employee? Not enough.
  - Today we approved letter to USM Senate Chairs with a recommendation that campuses announce a reopening time when closed for emergency purposes.
- b. Board of Regents Staff Awards & Recognition
- Met with Marcus from USM regarding SharePoint
  - Anyone who would like to volunteer to review packets should contact Teri Herberger at [ttherberger@Salisbury.edu](mailto:ttherberger@Salisbury.edu)
- c. Communications and Marketing
- Updated information sheet has been posted on the CUSS website. Working on getting the FB page updated and

- setup for approvals before anything is posted
  - Waiting to get input from Kyle at UMBC on the best way to track the numbers of views from the information sheet
  - Developing another document with words that describe “CUSS”; our purpose, what we do, and how we do it; may use “CUSS Works” as subject verses “CUSS Words”.
- d. Legislative Affairs and Policy
  - Met with Patrick Hogan, Andy Clark, and Tim McDonough to discuss preliminary plans for Advocacy day.
  - Logistics: Andy will reserve room for common meeting place. He will also confirm the USM that Foundation will pay for the cost of food.
  - RSVP's will go out; Very Important to RSVP so the appropriate amount of food can be ordered.
  - RSVP will be due approximately two weeks before Advocacy day
  - Discussed increasing Social Media presence around Advocacy Day (hashtag)
  - Would Communications Committee Help?
  - Discussed making a video to use as a follow-up and contingency for cancellations or absences.
  - Need volunteers at next meeting for a series of “Did you know?” short segments
  - Hoping to get a campus (possibly SU) to edit videos so they can be distributed.
  - Big issue/topic: Funding of Kirwan Report and how that may compete with USM position of budget
  - Find ways to complement Kirwan recommendations
  - Weekly teleconference calls will begin a week after the Legislative sessions begins
  - Vanessa Collins will send a briefing email to CUSS chair Laila, Patrick, Andy, and Tim this email will be forward to CUSF and USMSC.
- e. Executive Committee
  - Distribution of formal letter will send to the Executive committee
  - No other business
  - Moved into subcommittees

## 9. Old Business

- a. Debrief Joint Councils Meeting
  - Thoughts on Survey - 36 staff attended, 80 people in total
  - Regent Representative will be assigned to each campus - if you have question Wilma Osbourne will take all questions
  - Regional offices will have one Regent assigned
- b. Distribution Plan for Letters to Campus Senates - each PoC should send the letter to their Campus Senate Chair or Office.

## 10. New Business

- a. Advocacy Day Video: How To Create/Edit/Share
- b. Anti-Bullying Policies: Do campuses have them?

<https://www.usmd.edu/regents/bylaws/SectionVII/VII805.pdf>

Seems some campuses have them embedded in other policies, like anti-harassment and discrimination policies.

**11. Adjourn**

Motion made to adjourn by Shelia Chase. Motion seconded by Lavern Chapman

Conference Call Information

Dial-in Number: (502) 738-3042

Participant Access Code: 306 369 590#

*Next Meeting: Tuesday, January 21, 2020 at UMB*

