

- 1) Call Meeting to Order
- 2) Kathy Dettloff Vice President of Admin and Finance -UMBC
 - a. Joined UMBC August 2019 coming from John Hopkins for 17 years
 - b. Getting to know the people and the organization and presidential transition
- 3) Welcome from President Hrabowski – UMBC
 - a. Thanks to our staff
 - b. Kathy what advice would you give CUSS staff as they are growing in their careers? Being open to things and forget about a mentor and get a sponsor to work with you as a partnership. See things from the leader's position. How do I support the people that I work for? Getting to know people by taking everything in even if you don't understand it.
 - c. Welcome all to UMBC.
 - d. Relationships matters as you build relationships. Always be involved in professional development .
 - e. Success is never final.
 - f. What is your highlight – Being a part of amazing students and seeing student's succeed and also bragging about UMBC and the system.
 - g. Any regrets? No.
 - h. April 7 - Day of Mental Health.

Linda Gooden Chair, BOR

1. Thanks to our staff.
2. Role of Chair – Understand problems and how to solve them. Increase transparency with ways to support students for success. What's best for staff and faculty and how to advocate for everyone in the system.
3. Bring on 7 new board members this year – priorities:
 - a. Each board member is an advocate for each university
 - b. Ransomware and cyber security need to be strengthened
 - c. Strengthen relationship with Higher Education
 - d. Hire internally
 - e. Personal goal to retain our presidents
4. Presidential search
 - a. Continue the work in Diversity, Inclusion & Equity
 - b. Strategic Plan – Short -Mid -Long term

Chancellor's Liaison Report

TRAINING

- o Monday, April 28: **Administrative Professionals Conference** | Reclaim - Rediscover - Renew in '22 - registration now open
 - o Completely FREE to all USM employees

- o Keynote panelists from UMD, UMGC, UMB, UMBC, and USMO
- o 9 workshops for administrative professionals such as “Upgrade Your Work with these Overlooked Apps”, “Conducting Vibrant Online Meetings in a World of Zoom Fatigue”, and “Administrative Professionals: The Original Influencers”
- o 100% online
- o Register here: [USM Training & Development - USM \(usmd.edu\)](https://www.usmd.edu/training-development)

BENEFITS

- o The USM sponsors a Life Insurance and LTD plan that’s separate from the state’s Life Insurance plan. It’s **USM MetLife**.
- o Enrollment for it is not during the regular fall open enrollment period, but it’s available now, through Monday, March 28.
- o Becomes effective April 1.
- o If you want to talk to a person from MetLife who can help you with your decisions on this, you can set up an appointment.
- o 202 appointments as of today, March 15.
- o Details are at <https://www.metlife.com/info/usmd/>

CUSS Chair’s Report

- Redoing a brand and have shared the logo with exec comm (email Laila if you’d like to see it)
- Funding for the end of the year was found to have a CUSS gathering. A poll was sent out. This meeting could be held outside of our regular scheduled meetings.
- Minutes approved unanimously.

Committee Reports

Awards & Outreach (Deniz/Dawn/Carol/Susan)

Attended: Susan Holt, Dawn Stoute, Carol Green-Willis, Kathleen Hebbel, LaVern Chapman, Mubo Sani, Paul Gaisor, Samantha Mais, Tim Casey, Yvonne Oliver

- We received a total of 31 BORSA nomination packets- 27 are exempt and 4 are non-exempt. Here is the breakdown by University:
 - Bowie-2 exempt
 - Coppin- 1- exempt
 - Frostburg- 1- exempt
 - Salisbury- 6- 3 exempt and 3 non-exempt
 - Towson- 4 -exempt
 - UMB- 4- exempt
 - UMBC- 4 exempt

- UMCES- 1- exempt
- UMES- 3-2 exempt, 1 non-exempt
- UMCP-5- exempt
- Laila and Sister were both nominated.
- Tim has sent out a link to a private folder in google for the Award and Outreach committee members to use for files and archives.
- We discussed issues with grading the packets. There were questions on how strict we were to grade regarding margins and type size, especially with emails and what to do if the margins were too large (to match letterhead). We discussed that we would likely not be taking points from those because the purpose of the margins was to make sure people weren't trying to condense two pages into one, but we would discuss with Deniz. We also discussed hints for grading the packets, ranging from revisiting packets we've graded once we're finished and taking notes for each letter to remind us what we liked about this person.
- LaVern sent the committee members the CUSS video to review before sending it to the executive committee. The committee thinks it's great and should move forward.
- Dawn reported that we have two newsletters left for this year May and August, we also discussed putting the new logo on the newsletter once it's finalized.

Legislative & Policy (Roy/Vonzella)

Attendees: Jerry Lewis-UMCP, Amy Nightengale-FSC, Lei Zhang-UMB, Magui Cardona-UBalt, Michael Walsh- UMBC, Shelia Case-?, Meredith Carpenter-UMCP, Roy Poutry-UMBC, Vonzella McQueen-BSU

- Debrief from Advocacy Day.
- We discussed what went well and what did not. We aim to summarize these thoughts in a letter to next year's committee by the end of our term. We want to extend thanks to all who participated in person or in spirit with our 2022 Advocacy Day, Feb 16.
- Further information will be sent out in the next few days on how to give support or oppose a bill in the MD Legislature.
- We aim to invite some graduate students to our April meeting to discuss the MD Collective Bargaining for Graduate Students Bill (SB0118 & HB0751 in MD Legislature). The aim will be to garner support for this bill and end with CUSS resolving to alert the BoR to our position or write a more formal letter to the House & Senate Committee Presidents. This all to be discussed and/or modified through discussions with CUSS.

- We also addressed the final aspect of our committee charter: to review the governing documents. Laila will send Vonzella and Roy an (unofficial) update of the Bylaws for our review. Any proposed changes from those found on the USMD website will be discussed with CUSS.
- We need to find ways to be better prepared for Advocacy Day and advocating in general. We'd like to address how legislative information flows between the legislature/USMO/Shared Governance groups so that we can prepare our future counterparts for their advocacy on the USM budget and beyond!

Staff Resources & Special Projects (Elizabeth/John/Kalia)

Attendees: Elizabeth Hinson, Kalia Patricio, Ginger Steelman, Raelynn Grasso, Irene Amoros, Obioma Akaigwe, Vanessa Collins, Trish Johnson, Jayne French, Tom Healy

- The Staff Resources and Special Projects Committee focused our time on finalizing and approving two letters that will be sent to the Executive Committee before our next CUSS meeting.
- The first letter is for the Chancellor and thanks him for helping move forward the COLA and merit increases across USM. It also encourages him to remember that we are still not keeping pace with cost of living expenses/inflation and to continue to fight for the staff in the budget. Finally, it asks him to push the campuses to study and be transparent in their findings on salary compression issues and how the \$15 minimum wage change will impact salaries across our campuses.
- The second letter is again for the Chancellor and the Board of Regents and asks him to consider the effects of the wide-range of fees for staff who wish to take undergrad or grad classes at their home institutions. It provides data on those fees by campus, shows how many employees in a given semester take advantage of this benefit, and asks him to consider the UMBC model of each campus looking at the fees and deciding which ones are appropriate for staff to pay instead of lumping us in with all students. Our hope is that he puts pressure on each campus to look at the fees and understand that these high costs may be preventing employees from taking classes and pursuing development opportunities.
- We also talked about a few items the committee may want to focus on next year including other areas where there is limited accessibility to take classes.

New Business

- Executive Committee position will be open Chair – Vice Chair – Co Sec (2) – Member at Large (2)

- I think we should pay attention to the drug insurance for retirees' issue as it boils down to understanding the current arrangement, at least for pre-2011 employees, is an open-ended obligation by the State to pay all out-of-pocket charges above a certain threshold. Switching to Part D Medicare would cap the State's costs, which would thereby increase the potential cost to retirees.

Adjourn (12:15 PM)

- Motion Jane
- Second Susan