

CUSF Executive Committee meeting

Minutes

April 3, 2017

**ATTENDANCE:**

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| Chair: Robert B. Kauffman, FSU | Present |
| Vice Chair: Nagaraj Neerchal, UMBC | Present |
| Secretary: Patricia Westerman, BSU | Present |
| At-large: Chris Brittan-Powell, CSU | Present |
| At-large: Elizabeth Clifford, TU | Present |
| VCAA: Joann Boughman, USM | Present |
| Asst to Sr VCAA: Zakiya Lee, USM | Absent |

12:03 Call to Order

Robert Kauffman called the meeting to order.

Robert: Chancellor's Council was cancelled, as was CUSP.

12:05 Report from USM – Joann Boughman

Joann: All eyes are focused on the last week of the legislation session. The budget is set and it is not as bad as it could have been. Some money was moved into higher education to address issues at Shady Grove and Hagerstown.

Nagaraj Neerchal: Enrollment looks very good at those centers.

Joann Boughman: Nagaraj also attended the Education Policy meeting.

Chris Brittan-Powell: Do we expect those regional sites to become something else?

Joann Boughman: No. The model is to meet the needs of those regions, but the regional centers are not designed to have their own faculty. The faculty and students belong to the campuses. We see no reason for a change to this model. The centers are thriving. Shady Grove is now larger than Coppin. There are discussions with the Southern Maryland Higher Education Center because of increases in the need for engineering and aviation.

Chris Brittan-Powell: Because they are near the bases?

Joann Boughman: Yes. Other budget news is the discussion of the $30 million transfer from our fund balance to USM for operating budgets so that our institutions will not need to cut their base budgets. A study group this summer will analyze the fund balance process. Joe Vivona will be part of this process, before his retirement in the next year.

One of our biggest issues around budget involves decisions at the federal level, such as the lack of provision of indirect costs on grants. We have confidence in our legislators. And we will testify on behalf of higher education.

On Association of Governing Boards (AGB): This group is extremely strong nationally and a great organization. They provide training for boards of trustees, regents, etc. They also conduct in-depth studies from time to time. They have people who return as AGB fellows. They have been looking over the last couple years at shared governance. They wrote a report—"Shared governance: Is okay good enough?" based upon a survey. Then they decided they wanted to do a deeper dive, so they asked Dave Maxwell, a president emeritus, and he did 10 studies of shared governance around the country. And they asked USM how shared governance was working within the context of a system. Dr. Maxwell asked Chancellor Caret if USM would be willing to participate. Caret asked me (Joann) and BOR Chair Jim Brady, who said "yes." We thought that this was a good opportunity, whether they find good or bad; if bad, we'll use it as a means of self-improvement. They talked to Caret, Brady, Robert Kauffman twice, and I think it is both relevant and important that Brady and Caret were both interested in participating. The report came out last week, and we'll share it. I talked to Dave after they finished the process, and he said that both Bob and Brady said they thought things were open and engaged, and Dave was surprised at openness, engagement, feedback loops of reports back to BOR, faculty senate shared governance surveys, etc. He said that he doesn't often see this type of process. We have pathways for communication that are not available at other places.

Robert Kauffman: We operate in our own little fishbowl, so we do our processes without understanding what others are doing. What we are doing is light-years ahead of what's going on across the country: having a shared governance survey and then having a chancellor who uses shared governance survey results in his evaluation of presidents. We are, as a system, doing a lot of things that other systems could be doing and should be doing.

Joann Boughman: Dave said that quickly it was apparent that the issue is communication, both talking and *listening*. It was amazing to have all three people focus on the listening part of the process.

Nagaraj Neerchal: Please share this with the senate chairs. And the report as well.

Robert Kauffman: The Maryland case study is in our packet for today.

12:28 State of shared governance report

Robert Kauffman: I've revised the public report, but don't use the one you have received with the excom packet. I'll send out a revision in a day or two. The good news is we got it done before the annual evaluation of presidents.

Jo: The chancellor is very pleased. He values very much the input.

Robert Kauffman: Overall it is a very positive report.

12:30 Elections

Robert Kauffman: How should we approach this?

Chris Brittan-Powell: I would suggest a sole-topic email on this sent out so that people could think about it.

Robert Kauffman: I will send out such an email. I had a conversation with Bill Chapin, who suggested that each person have someone nominate him or her. We'll ask Bill to run the election. The by-laws say that anyone nominated must send a short paragraph. Bill will compile these paragraphs and send them to all members. Voting is by secret ballot.

Nagaraj Neerchal: April will be the nominations meeting and May will be the voting meeting?

Robert Kauffman: Yes. So I will send an email out on elections, in which I will give Bill's email address for the nominations to go to. Also, we'll have an open nomination at the meeting.

Chris Brittan-Powell: Maybe you could run it by Bill first.

Robert Kauffman: Yes, I was going to run it by him.

Beth Clifford: It might be good to suggest that the delegations be in touch with each other, since there is a restriction of one excom member per campus.

Robert Kauffman: Ok, I'll check in with Bill. He will be our nominations committee, and if anyone wants to help him, that's fine. People can nominate or self-nominate to Bill. Also open nominations are on the agenda for the April meeting. Bill will also handle elections. Each position must be voted by a majority.

12:45 CUSF meeting—Towson University April 20,2017—Agenda

Beth Clifford: The building is West Village Commons. There should be a parking person there so we don't need codes. I'm having trouble with phone conferencing.

Nagaraj Neerchal: Maybe use the USM conference number?

Joann Boughman: That's fine.

Chris Brittan-Powell: I know we'll hear from Chad, who's great and interacting and thoughtful. Maybe we could send out some material in advance because it's such rich data.

Joann Boughman: It's on the web already, but I'm sure he'd send it out ahead of the meeting.

Nagaraj Neerchal: We can now remove the textbook lead time issue, right?

Robert Kauffman: Yes.

Chris Brittan-Powell: The only other thing that is substantive in the legislation is dealing with the opioid issue.

Joann Boughman: All campuses will need to do some things. We've worked hard to ensure that we protect curricular content and credit-bearing aspects. In appropriate courses, faculty could engage with both opioid addiction and challenges, but there will be the need for training for faculty and staff on challenges and on distribution and use of counter-measures.

Beth Clifford: The newsletter is listed, and I think I can do most of what I need to do via email. The one question I have about the newsletter: Aside from being on the website, is it posted elsewhere?

Robert Kauffman: I sent it to the senate chairs and made hard copies available at Annapolis Day, and to the BOR.

Joann Boughman: I try to send things like this (either entire newsletter, some content from it, etc. to Chancellor's report to the Board, so that they'll be aware of it. (If you feed specific content to Ann, she can get it into the Chancellor's notes, too.)

Beth Clifford: Maybe you could mention Friday to senate chairs to send out the CUSF newsletter to their faculty.

Nagaraj Neerchal: I will include the pdf of the fall one in the packet for Friday's meeting.

Beth Clifford: The spring newsletter will be somewhat similar. I wonder if having a paragraph or two about Joann, Patrick Hogan, and a few other System staff that faculty should know about would be good.

Robert Kauffman: Can we highlight someone each time? Let's highlight Joann this time.

Joann Boughman: Sure. Absolutely.

Beth Clifford: I'd also like to get a couple sentences from each committee chair.

1:01 Committee chairs

Robert Kauffman: Chris will continue on Legislative Affairs. Elizabeth Brunn is heading education policy. Benjamin is chairing faculty concerns. Bobbi Adams is also interested in chairing either if nobody else is interested. They would be chairs for remainder of this year, with anticipation that they would be reelected next fall.

Beth Clifford: Was there going to be a new committee, based upon discussion at the last meeting?

Trish Westerman: We talked about a communication committee. For next year, I'll be happy to type up short minutes (one page) within 24 hours after each CUSF meeting. I could email them to all CUSF representatives and senate chairs for sharing with senators and faculty.

Nagaraj Neerchal: Maybe we should change Faculty Concerns to Faculty Affairs. We could discuss it at the June meeting.

Chris Brittan-Powell: I think an orientation in the fall would be good, giving the purpose of CUSF, our parameters, how we interact back at the home campuses, etc.

Robert Kauffman: It's on my to-do list.

Joann Boughman: Or you could have all new members meet with excomm for an hour just before the start of the first meeting.

Robert Kauffman: So we would meet with the new people at 9:00, and then start the meeting as usual at 10:00. So we're okay with the chairs?

All: Yes.

Robert Kauffman: I'll thank Bobbi for her interest. Also, we could invite committee chairs to excom meetings to give brief reports.

Beth Clifford: Or have committee chairs submit a one-paragraph summary to excom.

Robert Kauffman: Or have them call in a certain time to engage.

Joann Boughman: First choice is to call in at 1:15, second choice would be to submit a paragraph, just to keep the ball rolling. We are willing to work directly with committee chairs to offer policy information, etc. I am there to be helpful, not to drive the agenda.

Chris Brittan-Powell: Putting in some structures for the committees to work outside of regular CUSF meetings would be important as well. And so we need to help the committees to focus in and to give them a charge. There's so much going on in higher education, and things are moving quickly so it's important that we get engaged in a serious way.

Robert Kauffman: So we'll have committee chairs phone in at a designated time.

Nagaraj Neerchal: This is a major change, and I commend you, Robert, for making this change.

1:18 Review of policies

Joann Boughman: There is a group of three policies--non-discrimination, equal opportunities, and hate crimes--that attorney general's office think should be combined into one. We want to make sure these go through the appropriate shared governance processes.

And on parental leave, we have the Family Medical Leave Act (FMLA) policy that we've been working on. Questions have arisen about the interaction of the parental leave policy and the FMLA policy. We also want to ensure that there's no gender-bias issue. We want the interaction to benefit the faculty member without harming the curriculum. Major change, besides changes around military, is: Currently FMLA works on a calendar year, so someone could take 12 weeks in fall and then another 12 weeks in spring; this creates problems in small departments. The way the staff and federal policies work is on a rolling year. That's why I suggested some volunteers from CUSF review these policies. Along with that, we have the challenges of FMLA around issues such as adoption, tenure clock, etc. Some institutions have these policies, and some do not. Interaction of parental leave and FMLA (e.g., with a high-risk pregnancy)—it’s a rare circumstance. Provosts do not want ability to use FMLA or parental leave act **not** to be available until one year on the job. Provosts want autonomy to work this out on the individual campuses. I was pleased with their response. The new approach accommodates many different cases, such as international adoptions, etc.

Volunteers are Bobbi Adams, Elizabeth Brunn, and Stephanie Gibson, even as an alternate.

1:29 Senate chairs' meeting

Nagaraj Neerchal: It will include:

* USM report—workload and AGB
* Senate chairs survey
* Chad Muntz and the enrollment report
* New 5-year enrollment program—if a new program is approved and enrollment is held up; institutions given faculty lines as a result of meeting enrollment numbers; etc.

Chris Brittan-Powell will talk about Annapolis Day.

Robert Kauffman will discuss reapportionment.

Beth Clifford will call in regarding the newsletter.

Trish Westerman will do minutes.

1:32 Potpourri

Robert Kauffman:

1. Coalition lawsuit discussion— Trish Westerman will lead this discussion at the Senate Chairs' meeting

2. Ombudsman—Sherrye Larkin and CUSS were interested in it. When did we pass a resolution on this?

Joann Boughman: Year before last, I think. Zakiya will know.

Chris Brittan-Powell: I thought we discussed it and said we would look at possibilities.

Joann Boughman: We were and are lacking resources for a staff position, so we made John Wolf available.

Robert Kauffman: And I thought we passed a resolution to have an approach, but without much specificity.

Chris Brittan-Powell: College Park, UMB and Frostburg have ombudsmen. Could campuses borrow from each other?

Robert Kauffman: I was told that they are already overloaded.

Joann Boughman: If there were an issue that was bad enough on a campus, then if a request came to me, we could bring it to system and ask for a neutral party from another campus to intervene, if it is an issue that should not be resolved at the campus level.

Nagaraj Neerchal: How do we make faculty aware that an ombudsman is available at one's campus? Also, is there a need for this person to be different from the senate chair?

Joann Boughman: The faculty senate chair can announce it.

Beth Clifford: Our AAUP chair handles that kind of thing the most.

Joann Boughman: The challenge from the CUSS point of view is the mixture of union and nonunion persons, and making sure that members of the union follow proper processes for them.

Chris Brittan-Powell: Does it make sense for an ombudsman to represent both faculty and staff or would it be better to have two different ombudspersons?

Nagaraj Neerchal: And what resources would be needed for this position?

Chris Brittan-Powell: We have two law schools, so that may be a place to look for input. It sounds like the biggest problem would be compensation. Could a person get a course release, for example?

Beth Clifford: Our AAUP person gets a course release.

Joann Boughman: That would be a campus-based decision.

Chris Brittan-Powell: Maybe we should have this on an agenda for future discussion.

Robert Kauffman: I'll track down the previous resolution, then we could ask faculty concerns to work on the proposal. And I'll suggest faculty concerns reach out to existing ombudspersons for a panel at a fall CUSF meeting.

Chris Brittan-Powell: And could we discuss it at Friday's Senate Chairs' meeting?

Nagaraj Neerchal: Yes.

Beth Clifford: If someone could get a picture from that meeting for the newsletter, that would be good.

1:48 Robert Kauffman: Any action items, informational items, any other new business?

1:49 Adjourned.

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| **Future ExCom and Council Meeting Dates** |
| **Month** | **Schedule of CUSF ExCom Meetings for 2016-2017****Academic Year 1** | **Schedule of CUSF Council Meetings for 2016-2017 Academic Year** | **Location** |
| May | Monday, May 8, 2017 |  Monday, May 15, 2017 | UMBC |
| June | Monday, June 5, 2017 (optional) |  Tuesday, June 13, 2017 (opt) | USM, Adelphi |
| 1 Unless noted, ExCom meetings are all held at the USM System in Adelphi. |