

Council of University System Staff (CUSS) Meeting - MINUTES

October 26, 2010

Frostburg State University

Baltimore, MD

In attendance:

**Members**

Cynthia Coleman	BSU
Marie Meehan	BSU
Absent	CSU
Jesse Ketterman	FSU
Absent	SU
Absent	TU
Karyn Schulz	UB, CUSS Co-Secretary
Absent	UMB
Lori Smith-Watson	UMBC
Joel DeWyer	UMBC
Absent	UMCES
Chenita Reddick	UMES
Willie Brown	UMCP, CUSS Chair
Sister Maureen Schrimpe	UMCP
Dolores Jackson	UMCP
Absent	USMO
Ayman Abdo	UMUC
Melissa Stein	UMUC

**Alternates/Guests**

Mi'Shaun Stevenson	BSU
Karen Tyler	BSU
Stacy Wassell	FSU
Bernard Wynder	FSU
Gynene Sullivan	UMB
Debby Mathis	UMUC
Carol McKissick	UMB

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Chancellor's Liaison to CUSS:

Rosario I. van Daalen	USMO
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1. WELCOME AND INTRODUCTIONS

- Dr. Jonathan Gibraltar, President of Frostburg State University, welcomed us to the campus and shared his support of shared governance
  - i. Dr. Gibraltar commented how fortunate CUSS is to have Willie Brown as its chair, referring to Willie's continuous open communication with the Chancellor and the Presidents of the USM
  - ii. He shared that at FSU, shared governance plays an important role in creating and implementing the campus's strategic plan and is currently working jointly to update the university's mission statement
  - iii. Dr. Gibraltar showcased some highlights about FSU:
    - 1. Through these difficult economic times, FSU experienced no layoffs/job losses
    - 2. The average SAT of incoming freshmen was up
    - 3. Enrollment is at the institution's highest

4. There is lots of expansion occurring at FSU that includes an \$18 million dollar renovation of the Lance University Center, a new Center for Communication and Technology and a new College of Education and Allied Health. This is very positive since the last new building on the FSU campus was opened when President Nixon was in office.
- iv. Dr. Gilbralter praised the efforts of Jesse Ketterman's Alcohol Abuse program, which has been nationally recognized and has significantly reduced the binge drinking rate at FSU
- v. FSU has recently been named one of the greenest campuses and has a strong sustainability campaign called Learning Green – Living Green
- vi. Dr. Gibraltar also shared how recently, the campus screened over 1300 students for cholesterol and created a database to be able to provide support for students to help them live a healthier lifestyle. This is funded through a grant received by the campus. The campus is also in the midst of preparing to become a smoke-free campus
- vii. Dr. Gibraltar also highlighted its use of MapWorks, an Early Alert system that provides all campus personnel who interact with students the ability to input information so all can provide support towards their success on campus

## 2. APPROVAL OF MINUTES

- Minutes for September meeting were approved as amended
  - i. Executive Committee: Joe Hill (ex officio) is not a member of the Executive Committee. Willie discussed with Joe his status but invited him to attend any future CUSS meetings as his history with CUSS is greatly appreciated

## 3. CHAIR'S REPORT

- Joint meeting between CUSS and CUSF scheduled for November 16, 2010 at UMCP. Willie asked CUSS if we should include the USM student council as well to create a united front on issues all share
  - ACTION: Willie to contact USM student council leader to invite their representatives to the November 16<sup>th</sup> meeting.
  - Agenda for joint meeting shared and discussed during CUSS meeting
    - Welcome and introductions
      - a. Introductions will include some CUSS members sharing their stories to give faculty and students a broader understanding of how staff supports the mission of USM
    - October minutes from CUSS, CUSF and USM Student Council will be approved
    - USM Report shared by the Senior Vice Chancellor of Academic Affairs
    - Associate Vice Chancellor for Government Relations and the Director of Legislative Affairs will share a legislative update
    - Unfinished business for each group will occur in separate rooms
    - Lunch: Willie has asked that CUSS members sit with CUSF and student council members in order to get acquainted

- General discussion:
      - a. Benefits
      - b. Furloughs
      - c. Other
    - Create a joint CUSS/CUSS/USM Student Council endorsement/statement
    - **ACTION ITEM: Gather a breakdown of staff, faculty and students per institution**
- Use of CapWiz
  - Willie and Colette met with Andy Clark and PJ Hogan to discuss the use of CapWiz prior to the election. It was suggested to wait until after the election, preferably once the budget is submitted by the Governor, in order to respond accordingly regarding USM
  - A formal letter from CUSS will also be sent to the Governor and state legislatures after the budget has been submitted to support USM
    - Signatures will include the CUSS Chair, Vice Chair and Legislative Committee Chair
- Board of Regent's Staff Award – new category update
  - There will be a review of the new category after this year's inclusion to determine if any changes need to be made
- Council membership letters still need to be sent to members' presidents and supervisors
  - Schools still missing information include: Frostburg, Towson, UB, UMB, UMES, UMCES
- CUSS Standard Operating Procedures
  - Willie requested that all CUSS members review the list on the agenda and provide information about each process (timeline, tasks needed, etc.) for completion to prepare a SOP report for future CUSS members and chairs
- Committee membership was reviewed and approved
- Open Floor discussion:
  - Ayman asked if CUSS would pursue the implementation of the regional staff leadership development trainings that occurred two years ago
    - Include the importance and purpose of shared governance
    - Best practices of organization, structure
    - History of shared governance in the USM system

#### 4. CHANCELLOR'S LIAISON REPORT

- Rosario emphasized the need for CUSS to be diligent in our communications with the Governor and Legislature after the budget has been submitted. She shared that the Legislature returns to their offices the second Wednesday in January so a letter campaign (email) should begin the third week of January. The State budget is due by the end of January if the current administration is reelected and early February if a new administration is elected

- Rosario followed up on an email she sent to CUSS recently regarding the Public Employees' & Retirees' Benefit Sustainability Commission meetings which have occurred in Annapolis
  - No representation from CUSS, which needs to be increased to have our presence felt
  - Very heavily attended by labor unions and other state and county employees
  - The commission may replace the Blue Ribbon Commission as they are tasked with making suggested changes to the current system
    - There could be reductions or cutbacks
  - Next meeting is November 10, 2010 at 12:30 in State House Building, Room 120
- The Classification committee for restructuring the nonexempt salary structure is finishing a rough draft to be shared with the USM HR directors in December
  - A final report is expected to be shared in January with information to the Presidents' Council by March 2, 2011 in order to make it to the BOR April meeting
- The Joint Commission on Pensions, which meets yearly, is having their next meeting on November 9, 2010 in the State House Building, Room 120
  - Discussion about the state pension plan
  - COLA
  - Actuarial (formula used to determine how long an employee will live to determine amount needed for retirement) contribution rate

## 5. COMMITTEE MEETINGS

- Willie asked that each committee meet to review their respective mission statements and determine upcoming focus/tasks for each committee
  - Executive Committee
    - Started to create the Standard Operating Procedures (SOP)
      - a. See attached
  - Legislative Affairs Committee
    - Polished mission statement:
 

The Legislative Affairs Committee will monitor the Maryland Legislative Sessions to identify USM-related bills, apprise CUSS of relevant issues, and propose responses when appropriate.

      - Will work to maximize CUSS Annapolis Day in February
  - Community Development Committee
    - New name: Staff Awards & Community Outreach
      - a. Updated mission statement: This committee facilitates the process of selecting the annual Board of Regents Staff Award recipients, in addition to assisting in the development of activities that provide for the professional and social development of staff at the University System of Maryland institutions.
      - b. Increase participation of the BOR Staff Awards

- c. Provide prizes for runners up: lunch with their Presidents, invite to CUSS meetings to present their certificate and/or recognize their nomination
- d. Brown bag sessions around the state to raise awareness of CUSS and provide professional development by staff councils

- o Communications Committee

- Secure access to the website for faster changes, either by obtaining a user ID from USM or having a dedicated contact that can update the website as requested within 24-48 hours.
- Update CUSS listserv with current membership by December 1
- Print out membership list before each meeting for review by CUSS members
- Work with Executive Committee to establish timeline for communications and website review
- Mission statement reads:

The Communications Committee will develop means of conveying CUSS issues to various constituents: Exempt and Nonexempt Staff, Faculty, Students, Regents, Legislators, etc. The Committee will also develop formal and special features for the newsletter, oversee the CUSS website, and production of print and electronic media.

- o Benefits Committee

- Mission statement will stand as is currently written
- The committee will work with each HR office and staff council to insure communication between everyone

## 6. OLD BUSINESS

NEXT MONTH'S MEETING: November 16, 2010, University of Maryland College Park

*Respectfully submitted by Karyn Schulz, CUSS Co-Secretary*

<b>Process</b>	<b>Timeline</b>	<b>Committee</b>
Annual meeting with Chancellor	Late August/early September	Executive Committee
Distribution of materials for the Board of Regents Staff Awards	Late August	Staff Awards & Community Outreach
Receipt of completed BOR Staff Awards packets	3 <sup>rd</sup> week in January	Staff Awards & Community Outreach
Winners selected for BOR Staff Awards	February meeting for submission to BOR	Staff Awards & Community Outreach
Certificates of appreciation sent to runners-up <b>ACTION ITEM: Official notification to CUSS of confirmation of winners</b>	3-4 weeks after BOR confirms winners	Staff Awards & Community Outreach
Nominations (Chair, Vice Chair, Co-Secretary)	April, May, June	All
Elections (Chair, Vice Chair, Co-Secretary)	June	All
Nominations/Elections – Members-at-Large	August	All
Annapolis Day	February meeting	Legislative committee
Letter campaign to Governor	2 <sup>nd</sup> /3 <sup>rd</sup> week of November (regardless of election year or not)	Legislative committee
Letter campaign to legislature	3 <sup>rd</sup> week of January	Legislative committee
Website review	August (main) – continues monthly as needed <b>(standing agenda item)</b>	Communications committee
Letters to Council members Presidents' and Supervisors'	September	All
End of Year Report	July	All committee chairs submit to CUSS Chair
Quarterly newsletter		
Calendar of meetings		
Annual (semi) joint meeting with CUSF, USM Student Council		
Focus on upcoming year		
Documentation/update of election processes per institution (develop		

comprehensive timeline)		
Documentation/update of each institutions shared governance entities		