Council of University System Staff

Council Meeting Notes

October 22, 2013 – Frostburg State University

In Attendance:

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| --- | --- | --- |
| Trish E. Johnson | BSU | Primary |
| Karen Tyler | BSU | Primary |
| Sheila Chase | CSU | Primary |
| Sherrye Larkins | CSU | Primary |
| Yvonne Cook | CSU | Alternate |
| Jay Hegeman | FSU | Primary |
| Rubin Stevenson | FSU | Alternate |
| Lisa Gray (Co-Secretary) | SU | Primary |
| Jen Ziegenfus | SU | Primary (by Phone) |
| Paul Gasior | SU | Alternate |
| Ron Butler | TU | Primary |
| Jayne French | TU | Primary |
| Mary Hickey | TU | Primary |
| Brenda Yarema | TU | Alternate |
| Kristen Tull (Co-Secretary) | UB | Primary |
| Dan Nagle | UB | Primary (by Phone) |
| Nancy Bowers | UMB | Primary |
| Bill Crockett (Chair) | UMB | Primary |
| Roy Ross | UMB | Primary |
| Ben Goldberg | UMBC | Primary (by Phone) |
| Keisha Campbell | UMBC | Alternate (by Phone) |
| Kathlyn Miller | UMBC | Alternate (by Phone) |
| Barbara Higgins | UMCES | Primary |
| Sister Maureen Schrimpe | UMCP | Primary |
| Dana Wimbish (Vice Chair) | UMCP | Primary |
| Chenita Reddick | UMES | Primary |
| Carlynn Offer | UMUC | Primary |
| Anthony Scorsune | UMUC | Primary |
| Lisa Andrews | UMUC | Alternate |
| John Wolfe | USM Office | Primary |
| Rosario I. van Daalen | USM Office | Chancellor’s Liaison to CUSS |

1. Welcome - President Jonathan C. Gibralter welcomed CUSS to Frostburg State University.
   1. FSU started a new branding campaign with a new logo and tag line “One University. A World of Experiences.”
   2. New Press Box for Bobcat Stadium almost complete.
   3. New Center for Communications and Information Technology will be turned over to FSU soon. It will house WFWM, FSU TV-3 and academic computing, along with the disciplines of mathematics and computer science, all under one roof. A planted green roof, the gutters and downspouts on CCIT will gather rainwater to water the lawn and plantings. CCIT will be LEED-Gold certified.
   4. FSU’s goal is to increase enrollment to 6,000 students.
2. Consent Agenda – no items
3. Approval of Minutes – a motion was made by Rubin Stevenson to accept the minutes from the September 24, 2013 meeting, the motion was 2nd by Jayne French. The motion was passed by unanimous vote.
4. Institution Updates
   1. Two Issues for CUSS’ discussion came out of the last institutional updates at UMB
5. Parking Fees –How is shared governance used in reviewing or advising of the processes for policy and fee structure at each institution? Please have this information to Brenda Yarema (Benefits & Compensation Committee) by November 12th.
6. Child Care – please bring back information about child care on your campuses (CC Roy Ross)

as well as information on your campuses Parental Leave Policy (do you have lactation centers/rooms on your campus?).

* 1. USMO – Judge issued an opinion in the coalition case; academic affairs is in the process of putting together a work group to examine HBIs in the system. The USMO is very close to having a service award ceremony for employees which has not taken place in many years. Upcoming meeting on active-shooter awareness/ preparation.
  2. UMUC – Results of the elections will be October 25th and nominees had a meet and greet with staff; lactation center and child care policies are being discussed; meeting with appointed AVP in HR; HR will be conducting a study on position structure every two years; Office of the President now houses marketing enrollment; management and academic affairs (implementation in process).
  3. UMES – Trying to get elections going to bring in new CUSS members; broke ground on new engineering building; food services is being looked at to be outsourced (RFP) – 80 employees have been given letters stating the change of providers will occur and their positions will be eliminated on December 31, 2013.
  4. UMCP – Staff Senate passed a new sexual harassment and awareness prevention policy – In spring 2014, new students will have to take a 100-level course based on this Title IX policy (online or in-person); Expanded student conduct policy, which makes students responsible to the policy even if they are off-campus.
  5. UMCES – Barbara Higgins has used the past month to educate the staff on shared governance and what CUSS is; working with IT to get an all staff email list to send out the newsletter and inform the staff about CUSS.
  6. UMBC – Staff Senate continues to work on smoke-free campus; committees are working on flexible work schedules; provost will be at the next meeting to discuss strategic plan
  7. UMB – Please see the above action item to get information about child care plans on your campus; liability and funding for child care seem to be the main issues; current option is to work with downtown Baltimore Center and other organizations to come up with one facility that all fund and use (in discussion phase); parking issue is ongoing.
  8. UB – Staff Senate had an open meeting to go over the strategic plan and suggest edits; All branches of shared governance met with the Chancellor to discuss what each organization wants in a new president; a list of possible search committee names were sent to the Chancellor’s Office; Service Awards will be on

November 7th.

* 1. Towson – Staff Council has been growing (roughly 20%); looking at a merit process and how this will be paid out; Staff development conference has been moved to spring with the hopes that more staff will be able to participate; TU is hosting the Women’s Forum Nov. 15th; Staff Senate is investigating release time for community service of up to 8 hours per semester.
  2. SU – sexual harassment policy has been instituted; fourth branch of shared governance may be instituted (combination of all three branches); looking to see how they get more employees interested in regents awards
  3. Coppin – Child Development Center opened Oct. 1st and is run by the School of Education, 4 hours maximum, hours of operations is 10-8; preschool will open in February (without the input of shared governance); showcasing the School of Education on November 5th , will be walking schools through the childcare center; shared governance meeting with faculty, staff, and students – voted against one shared governance organization and will maintain the three groups of shared governance; HR will be waiving the fee for 12 to go to the Women’s Conference; planning a holiday party; customer service workshops, required; brought in new food service vendor (decided with shared governance); celebrated Coppin Week; Staff Senate had spirit day, HR provided food; November staff senate meeting will discuss questions they want to ask of the provost
  4. Bowie – has committed to send 20 students to participate in an exchange with China; Staff Council has established a scholarship, fundraisers are conducted to fund this; spoke to the president to discuss summer flex time, this will be revisited every year – the president has to give consent each year
  5. FSU – Enrollment management has been moved to the Advancement Office (see President’s Welcome for a full update)

1. Committee (Between Meeting Updates)
   1. Benefits & Compensation – Brenda and Mary

* Reporting on benefits/discounts around USM
* Evaluation process for tracking goals and progress (an online system)
  1. Community Outreach & Recognition
* Decided to create a template to obtain correct information about nominees for Regents Awards; would like approval from CUSS – move to New Business
* Possible committee name change – move to New Business
* Possible move of marketing of CUSS to Communications Committee
* Possible timeline for Board of Regents Staff Awards – added to new business proposal timeline
  1. Communications – Tony & Kristen
* Newsletter hold up – because of Adobe InDesign software issue
* Mid-meeting did not happen due to scheduling conflicts
* Research on cards on business cards for Annapolis Day – Staples looks like the best choice
* LinkedIn – proposal for vote to create a LinkedIn group (administrator needed, content, current and past members added) – moved to new business
  1. Legislative – Roy & Lisa
* Conference call with Andy Clark – soliciting his input on what we should be doing on Annapolis Day
* Proposal for new format for CUSS legislative day – move to new business
  1. Executive Committee – Dana & Bill
* Conference call meeting took place; BOR awards was discussed and if we keep the new dates, we need to assess the institutions to see if those dates work with everyone; suggestions were given to liaisons

1. Chancellor’s Liaison’s Report:

* Systemwide committees meeting list prepared by Rosario was sent out to CUSS
* CUSS list – if you are not getting the messages, please let Tony know so that your name and email can be added
* No update from the state on health care regarding ACA implementation date for newly eligible employees. The State’s website lists different resources about the ACA <http://dbm.maryland.gov/benefits/Pages/OpenEnrollment2014.aspx> Check with your Institution to see more information.
* Oct. 22-31 – correction period for Open Enrollment benefit changes.
* Employee Assistance Program (EAP) Vendor – Approved by the Board of Public Works on October 16. The vendor chosen was Inova and it goes into effect Jan. 1, 2014 (UMCP will continue with their own EAP); HR offices will update each Institution with this information.
* Nonexempt salary structure for January 2014-June 30, 2015– provided with breakdown of annual/biweekly/hourly rates (this will be implemented by the former BOT Institutions on January 8th, UM schools January 12th)
* Biennial Exempt Market Salary Survey and salary structure review – will recommend an aggressive movement forward; go to the full BOR by April

1. Chair’s Report
   1. Chancellor’s Council & Board of Regents Retreat

* BOR Retreat:
  + Technology benefits (track retention rates, tracking student attendance, etc.); course redesign; utilizing financial aid to see how it is deployed/assessed to correct places/people/etc.; how the government will be looking at the effectiveness of financial aid/affordability of higher education
* Chancellor’s Council Meeting
  + CUSF Chair’s Report – 11 institutional faculty shared governance audit and processes.

1. Old Business
   1. Annual Newsletter Update – ongoing, InDesign issue – not easy to use and not available to current Communication Committee members.
2. Committee Meetings – Break out by committees for discussions and work
3. Committee Updates
   1. Benefits & Compensation – Discussion of performance review processes (principle, practicality of the process);
   2. Community Outreach & Recognition – already updated.
   3. Communications – will stop using the InDesign template and create a new template in a Word format; campus assessment for delivery of newsletter; newsletter needs to be completed ASAP (new deadline of Nov. 1); proposal to use the photo from 10/22 FSU meeting; further research on business cards;
   4. Legislative – reflection on conference call with Andy Clark; discussion of reformatting Annapolis day – committee, please put these items into a proposal so CUSS can discuss it at the next meeting; conference call notes will also be sent out to CUSS members. Two options were proposed as possible ways to change the current format. More research and discussion needed.
   5. Executive Committee – Did not meet during break so that committee liaisons can meet with each committee. No report.
4. New Business

* Each Institution has a benefits spreadsheet that shows what discount resources are available to institutions. Please report back whether or not this list is correct one week before the next CUSS meeting (Nov. 12).
* Approval of updated Board of Regents Staff Award nomination packet (Community Outreach and Recognition Committee)
  + Revisions made to BOR packet:
    - Pg. 2 – develop items into leading paragraphs to provide more content and information
    - Pg. 2 - #4, should be moved
    - Pg. 3 – Nomination Package - Packet does not say who to submit the nomination packet to and when – needs timeline and where to send the packet to
    - Language should include that anyone may nominate an employee
  + Amendments need to be made and then submitted to the Executive Committee for approval
* Approval of proposal timeline – Board of Regents Awards (Community Outreach and Recognition Committee) – approved as amended:
  + Bill would send announcement to campuses (ASAP)
  + January 10th – nomination packets are due to Jen – change this date to Jan. 31
  + January 31st – CUSS begins evaluation process – change this date by Feb. 15
  + February 28th – CUSS sends back evaluations to committee – change this date to March 15
  + March 25th – Community Outreach and Recognition Committee discusses nominations at meeting – Change this date to April 22
  + April 15 – all awards due to Bill – Change this to May 15
* Motion: Change the name of Community Outreach and Recognition Committee to Board of Regents Staff Awards Committee
  + Motion made by Yvonne Cook, 2nd to the motion by John Wolfe
  + Discussion – if another award comes up, ad hoc committee could be formed
  + Motion passes (full approval, 0 nays, 0 abstain)
* Motion: Change the Communications Committee to Communications and Marketing Committee
  + Motion made by Brenda Yarema, 2nd to the motion by John Wolfe
  + Motion passes (full approval, 0 nays, 0 abstain)
* Approval of LinkedIn group (Communications Committee)
  + Charge the Communications and Marketing Committee to come up with procedures for forming a LinkedIn group.
* Discussion – possible change in start time; interest of time – keeping time, no time keeper; Dana has been appointed to act as the parliamentarian/time keeper by the Chair.

A Motion was made to adjourn the meeting by Mary Hickey, 2nd by John Wolfe.

Meeting was adjourned.

Next Meeting: November 19, 2013, UMCP