**Council of University System Staff Attendance Roster**

**June 27, 2017**

**University of Maryland Eastern Shore**

X = Present in Person P = Present by Phone

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| **University of Maryland, Baltimore**  |
|  | Amanda Azuma  | Primary |
| X | Bill Crockett | Primary |
|  | Angela Hall | Primary |
|  | Nicole Miskimon | Alternate |
|  | Hillary Anne Edwards | Alternate |
| P | Susan Holt | Alternate |
| **University of Maryland, Baltimore County** |
| X | Laila Shishineh (Co-Secretary) | Primary |
|  | Sheryl Gibbs | Primary |
| X | Kevin Joseph (PC) | Primary |
| X | Tom Penniston | Alternate |
|  | Olivia Dent | Alternate |
| **UM Center for Environmental Science** |
| X | Curtis F. Henry (M@Large) (PC) | Primary |
|  | Julianna Brush | Primary |
| X | April Lewis | Alternate |
| X | Amy Griffin | Alternate |
| **University of MD, College Park** |
| X | Patrick Perfetto | Primary |
|  | Emily Hartz (PC) | Primary |
| X | Sister Maureen Schrimpe (M@Large) | Primary |
|  | Dana Wimbish (Past Chair) | Alternate |
|  | Sarah Goff-Tlemsani | Alternate |
|  | Dylan Baker | Alternate |
| **University of MD University College** |
| X | Candace Johnson (Co-Secretary) (PC) | Primary |
|  | Jennifer Volberding | Primary |
|  | Elia Amegashie | Alternate |
|  | Jade Walker | Alternate |
| X | Mark Freeman | Alternate |
|  | Jason Tiwari | Alternate |

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| **Bowie State University** |
| X | Trish E. Johnson (PC) | Primary |
| X | Trenita Johnson | Primary |
| X | Andrea Davis | Alternate |
| X | LaVel Jones | Alternate |
| **Coppin State University** |
|  | Steve Delice (PC) | Primary |
| X | Sherrye Larkins (Chair) | Primary |
| X | Sheila Chase | Alternate |
| **Frostburg State University** |
|  | Jody Pifer (PC) | Primary |
|  | Dana Severance | Primary |
|  | Rubin Stevenson | Alternate |
|  | Angela Hovatter | Alternate |
| **Salisbury University** |
| X | Lisa Gray (Vice Chair) | Primary |
| X | Paul Gasior | Primary |
| X | Teri Herberger | Alternate |
| X | Kim Meyer (PC) | Alternate |
| **Towson University** |
| X | Mary Hickey (PC) | Primary |
|  | Cyndi Zile | Primary |
| X | Deniz Erman | Primary |
| **University of Baltimore** |
| X | Eric Jones | Primary |
|  | Keiver Jordan (PC) | Primary |
|  | Michelle Junot | Alternate |
| **University of Maryland Eastern Shore** |
| X |  Chenita Reddick (PC) | Primary |
| **University System of MD Office** |
| X | Chevonie Oyegoke | Chancellor’s Liaison to CUSS |
|  | John Wolfe, Jr. | Primary |

**Council of University System Staff**

**Council Meeting Minutes**

**University of MD Eastern Shore**

**June 27, 2017**

**Call to Order**

1. **Welcome and Introductions** (10:00 a.m. – 10:15 a.m.)
* Dr. Juliette Bell, President welcomed council members.
* UMES opened new Engineering and Aviation Sciences building which supports digital media & telecommunications, as well as engineering and aviation sciences programs.
* New Carnegie classification; reclassified last year from comprehensive to doctoral university. Producing research doctorates as well as professional degrees.

1. **Consent Agenda**
* [June Agenda and Meeting Materials](https://coppineagle.sharepoint.com/teams/CUSS/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fteams%2FCUSS%2FShared%20Documents%2FCUSS%20JUNE%202017&FolderCTID=0x012000D27FFD16EEA7364F85BE3B66E10ACB3B&View=%7BC3FB719A-D854-4FCF-A5C3-1D8731511429%7D)
1. **Approval of Minutes from May 16, 2017 Meeting**

Cindi Zile’s name needs to be corrected. Motion to approve made my Sister Maureen Schrimpe; seconded by Mary Hickey.

1. **Chair’s Report (10:20 a.m. - 10:35 a.m.)**
* Chancellor Council Update
	+ President’s Council meeting – an accommodation was given to the Presidents of Bowie and UMCES had given.
	+ Provided updates and commended institutions.
	+ Patrick Hogan provided summary of everything accomplished for legislative. No budget update shared.
* BOR Meeting
	+ Sherrye provided updates for CUSS at meeting regarding our accomplishments (ombudsman, senate survey).
	+ USM Student Council shared what they are working on. Complimentary of joint council’s resolution for Ombudsman. Resolution of the implementation of new student fees at UMD – resolution does not address merits of fee itself. The council is collaborating as student members to discuss what’s going on at their institutions.
	+ USM Student Council conducted the election of their officers on May 21st. President is William Shorter of University of Baltimore. Vice President for Undergraduate Affairs is Zachary Sotergren of Salisbury University. Vice President for Graduate Affairs is Caden Fabbi of University of Maryland, College Park. William may be selected as next USM student regent. He’s in the running with another candidate. If he gets it, Caden Fabbi will take his place as USMSC president, and a new vice president will be elected in the fall.
	+ CUSF Report: Officers will stay the same for the next term (2017-2018). Highlighted things CUSF is working on.
		1. Created new logo for CUSF.
		2. Newsletter will be published in fall and spring.
		3. Joint meeting in November at UMCP was start of all councils joining together.
		4. Chair Brady attended CUSF and CUSS meeting; he was asked to continue to attend these meetings. He also mentioned the inter-council attendance of Sherrye and James Kirk (student council chair) and how well they worked together. CUSF implemented report that will assist with reviews. Will be collaborative so that CUSS and USM Student Council will work on survey together.
	+ Sherrye shared it is important that staff senate at each institution meet with their presidents to express concerns and request updates.
	+ BOR meeting’s agenda and materials can be found on the USM Website Click BOR and then agenda, information regarding reports and items to be discussed are available. Sherrye asked that we look at following reports: Cultural Diversity report for 2016-2017 (called annual progress report), Institutional Cultural Diversity Report for 2016-2017 and the Campus Crime Report (2011-2015). The Campus Crime Report covers crimes that have occurred at the institutions within the USM system, including sexual assault, murders, etc). Broken down by institution; the larger the institution, the more crime.
	+ Diversity & Inclusion Meeting discussion revolved around Richard Collins III, the BSU student who was killed at UMCP. It is recommend that members consider joining that committee at their institutions.
	+ BOR officers will remain the same for the 2017-2018 term.
	+ BOR Staff Award winners were shared with President’s. Winners will be notified by July 10th. Deniz Erman (CUSS BOR Awards committee chair) will email non-winners as honorable mention as soon as official letters go out. Information regarding winners will be published in July’s newsletter.
	+ CUSS calendar needs to be altered. For 2019-2020 January meeting, it says UMCP but it should be at UMUC.
* Ombudsman update
	+ Sherrye, CUSF and USMSC mentioned joint ombudsman resolution at BOR Meeting. In the resolution the wording will be “Ombudsperson”. Hopefully by September/October the resolution will be approved. CUSF will bring one of the ombudspersons from one of the institutions to one of their meetings – Sherrye thinks it’d be good for CUSS to do this. Will make it stronger for staff senate members at institutions to explain why it will be helpful at each institution.
1. **Chancellor’s Liaison’s Report (10:35 a.m. - 10:50 a.m.)**
* USM Office has extended an offer to new vice chancellor for communications and marketing, Jeff Neal. Will start on 8/7/17. Neil will provide strategic marketing and communication, leadership for chancellor, senior leadership and BOR. Will help increase the public’s understanding of USM as a whole and all institutions. The push is to give the USM as a whole more visibility. Neal comes from Harvard. Has also supported a governor and two senators from Rhode Island.
* Diversity and inclusion – Anne Moultrie, outgoing Vice Chancellor for Communications, had retirement breakfast yesterday. Leonard Raley spoke about all of her (Moultrie’s) experience. Moultrie worked at UMCP for many years. Her work with school of business was highlighted. Moultrie stated that her work as an advisor to the National Association of Black Journalists at UMCP was her most important work.
* Our work all ties back to students. Regardless of your role at your institution, find a way to uplift students by mentoring, employment, coaching, resume help, etc.
* Retirement decision changes. 7/1/17 – exempt employees no longer have one year to decide on retirement plan enrollment. Exempt employees currently have opportunity to make a decision regarding retirement within a year of start date. Starting 7/1/17, new employees must make choice on first day of employment. Even if one leaves the USM and comes back, he or she must remain in that program. Education regarding that program is important because it’s a difficult decision to make.
* Maryland Healthy Families Act (Maryland sick and safe leave) – governor vetoed the bill. Was in place 4/5/17. Was going to provide up to five days of paid sick leave to employees. In addition, family members were going to be added. Wasn’t just impacting USM system. It’s believed it will be revisited next year, but it will be reviewed to ensure that businesses aren’t put in jeopardy.
1. **CUSS Nominations/Elections (10:50 a.m. - 11:00 a.m.)**
* Chair - Lisa Gray nominated; no additional nominations.
* Vice Chair – Mark Freeman nominated; no additional nominations.
* Co-secretaries – Laila Shishineh and Candace Johnson– no additional nominations.
* A motion was made for the officers. Sister Maureen made motion to approve; seconded by Trenita. All approved. None opposed.
1. **Committee Meetings (11:00 - 11:30 a.m.)**
2. **Committee Updates (11:30 - 12:00 p.m.)**
* Benefits and Compensation
1. Discussed Ombudsman position. Discussed with Towson’s president; it’s in the works at Towson. Mark Freeman mentioned that UMUC’s Ombudsman would be happy to speak at university senate meeting.
2. Discussed staff senate elections at various institutions. Will work to get all institutions on same page as far as election process for CUSS (on same time schedule).
3. Mary Hickey will no longer be chair since her role is moving from primary to alternate with recent election.
* Board of Regents Awards and Recognition
1. Working on updating award packet by middle of July to be sent to presidents.
2. Had questions regarding eligibility. Bill confirmed that eligibility is based on last five years of service to institution.
3. BOR Staff Award wording “above and beyond”, will be reworded stating the “person’s impact”. This will be judged overall for all award categories.
4. There were a total of six BOR Staff Award winners this year. While not all institutions had winners, UMCP had two.
* Communications and Marketing
	1. Draft of newsletter will be reviewed this week. Will be released after 7/10 when BOR winners are announced.
	2. Discussed expectations for next year. Mark Freeman will contact other committee chairs.
* Legislative
1. Discussed goals and rated themselves based on what was done. Created paragraph summary. Also discussed retirement updates for state. Determined that compensation committee could maybe come up with some communication to send to university presidents.
2. Chevonie Oyegoke, Chancellor’s Liaison, explained that HR offices are now working on communicating this information to employees. Currently, each institution has their own onboarding and orientation process
3. Paul Gaisor will not be in CUSS next year; new chair for Legislative committee has not yet been chosen
* Executive Committee
	1. Charged Legislative committee to review CUSS bylaws and determine if any changes need to be made, specifically regarding attendance (primary vs. alternate). No need to look at Constitution. Look at wording and determine if line regarding responsibilities of alternate need to be added. (Alternates that attend are usually lost because of inconsistent attendance)
	2. It is responsibility of CUSS members to share the meeting minutes with staff senate at their institutions and primary and alternate CUSS members who weren’t able to make the meeting.
	3. Laila and Candace will keep track of attendance via a spreadsheet.
	4. At Towson, it is only approved for one car to have mileage reimbursed. Sherrye asked that Deniz send memo to her with that information.

1. **LUNCH (12:00p.m.) Working Lunch**
2. **Old Business –** No old business
3. **New Business**
* Resolutions for former CUSS Members at Retirement
	1. We have done it in the past for executive committee members.
	2. We need to determine the qualifications (Is it retirement or leaving position? What are the checkpoints to determine the resolution?)
	3. The number of years served on CUSS is a factor
	4. Another example is that a resolution was created for Chancellor Kirwan.
	5. Do we have the roster of every CUSS member since 1992?
* Staff Senate Members (selection process at Institutions)
1. **Institutional Updates (3-4 minutes each institution time permitting)**
	1. BSU – Official opening for new Math, Science and Tech building. New President starts 7/1/17. Athletic Director named AD of the year for CIAA. Honda All-Star Challenge – team went to the finals for the first time. Coach Robert Batten named Coach of the Year. Bowling team won CIAA as well.
	2. UMB – Hired new Title IX coordinator.
	3. Towson – Lacrosse team made it to the final four. Doing branding for the university.
	4. UMBC – Baseball team won American League Championship. Had last commencement at Royal Farms Arena; next year will hold it at new center on campus. Work/life balance feature started where they’re interviewing staff members who are working with supervisors to telecommute or have alternative schedule. Held staff senate elections for new senators and CUSS members. Had staff member present at Higher Ed Conference for PeopleSoft Schools managing their application process. Just held annual meet and greet for mentors and mentees; this year there will be 18 pairs starting on 7/1/17. Just completed national high level searches – new Dean for academic affairs and one for College of Information Engineering Technology.
	5. UMCES – Staff council completed first year of activity. Had elections for first time. Have three new council reps. Curtis Henry won’t be returning. Finalists for President’s search have been submitted to BOR.
	6. Coppin – Held elections for staff senate; CUSS members: one new primary and two new alternates. Summer Academic Success program started on 6/24/17 – about 100 students.
	7. UMUC – Staff Council Nursing Room for new mother’s recommendation was approved.
	8. UMCP – New Milk Boy Art House is open, partnership with College of Performing Arts. Hotel at UMD (four diamond, 297 room hotel) will open 8/22. Built 800-car garage and 2,000 sq. foot space.
2. **Adjourn -** Meeting adjourned at1:35 pm.

Next Meeting is at University of Maryland Baltimore on Tuesday, July 18, 2017.