**Council of University System Staff Attendance Roster**

 May 16, 2017 at UMBC

X = Present in Person P = Present by Phone

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| **University of Maryland, Baltimore**  |
| X | Amanda Azuma  | Primary |
|  | Bill Crockett | Primary |
| X | Angela Hall | Primary |
| X | Nicole Miskimon | Alternate |
|  | Hillary Anne Edwards | Alternate |
| X | 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 |
| X | Julianna Brush | Primary |
| X | April Lewis | Alternate |
|  | 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 |
| X | Sarah Goff-Tlemsani | Alternate |
|  | Dylan Baker | Alternate |
| **University of MD University College** |
| P | 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** |
| X | Steve Delice (PC) | Primary |
| X | Sherrye Larkins (Chair) | Primary |
| X | Sheila Chase | Alternate |
| **Frostburg State University** |
|  | Jody Pifer (PC) | Primary |
| P | Dana Severance | Primary |
|  | Rubin Stevenson | Alternate |
|  | Angela Hovatter | Alternate |
| **Salisbury University** |
| P | Lisa Gray (Vice Chair) | Primary |
| P | Paul Gasior | Primary |
|  | Teri Herberger | Alternate |
|  | Kim Meyer (PC) | Alternate |
| **Towson University** |
| X | Mary Hickey (PC) | Primary |
| X | Cindi Zile | Primary |
| X | Deniz Erman | Primary |
| **University of Baltimore** |
|  | John Brenner | Primary |
| P | Keiver Jordan (PC) | Primary |
|  | Michelle Junot | Alternate |
| **University of Maryland Eastern Shore** |
|  |  Chenita Reddick (PC) | Primary |
| **University System of MD Office** |
| X | Chevonie Oyegoke | Chancellor’s Liaison to CUSS |
|  | John Wolfe, Jr. | Primary |

* Deniz & Susan & Juliana did not use parking code

AGENDA May 16, 2017

UMBC Apartment Community Center

10:00a.m.

Call to Order

Welcome and Introductions

Greg Simmons, Vice President for Institutional Advancement

1. Recognized Dottie and Kathy for their work with shared governance at UMBC (joined the CUSS meeting as the president and vice president for the Non-Exempt Staff Senate – NESS) and recognize the importance of shared governance
2. Just wrapping up the 50th anniversary as a campus with commencement next week – focus on increasing participation and engagement of alumni
3. Lots of construction on campus, largest freshmen cohort we’ve ever had: opening new arena in December (bring graduation back to campus), breaking ground on our new Interdisciplinary Life Sciences Building (not owned by any department but interdisciplinary focus) replacing the Academic Services/Theater Buildings across from student union (Commons), $150 million dollar campaign launching in the fall (with already $90 million in commitment)
4. Real focus of all initiatives on student success – creating a sense of community for everyone
5. Thanks to CUSS Members: the work that we do is critical to our success as institutions

Consent Agenda

* May Meeting Materials

Approval of Minutes from April Meeting

* Under committee reports: capitalize State for Bowie State
* April Minutes Approved

Chancellor’s Liaison’s Report

1. Aminta Breaux (new President for Bowie State) announced
2. Review of Policy on Professional Conduct of Non-Exempt and Exempt Staff Employees
	* Ethics training (online) for certain positions – some institutions are doing more than others, some for all employees
	* All employees at the level of director or above (within six months of appointment) and to all staff or administrators at director or above at least every five years must receive training (addition to policy)
	* Institutions may use it as a tool for training as new staff are onboard – some institutions may do it for all employees (left up to the autonomy of each institution)
	* Motion & Second to Approve
3. Committee of Finance held annual capital budget meeting/workshop: Board of Regents, institution presidents, and members of the committee all met last week – each president gets 20 minutes to talk about their capital planning projects (what’s in the pipeline, what’s needed) and then the committee starts to create a priority list and deadlines in preparation for upcoming meeting on June 16th (chance to review the list, comments, feedback beforehand)

Chair’s Report

1. Board of Regents meeting - congratulated the USM student regent from UMBC, Brandon Enriquez)
2. Chancellors council Meeting: Ombudsman conversation with CUSF & USMSC Chancellor will review and review with Presidents for approval at all institutions.
3. Board of Regents Awards: DDiscussed having a training session on the evaluation process of nominees packets. Better use of a rubric for scoring nominations in the future
4. All minutes/notes from the Board of Regents meeting can be found online along with the agendas (some can be found on SharePoint as well) – may want to look at the SAT percentile distributions of first time undergraduates (and transfer students) broken down by institutions

Committee Meetings

Committee Updates

* Benefits and Compensation
1. TU faculty going to senate to put forth motion to demand COLA every year and cannot raise fees such as parking if no COLA (if no COLA then no merit given)
2. Discussed Chancellor’s salary guidelines that discuss COLA, merit, and exceptions (employee retention, reorganization, etc).
* Board of Regents Awards
1. Faculty BOR awards are evaluated by a committee only (not the entire CUSF council members) – would this be something we’d want to consider?
2. This may be an opportunity for us to improve on the process – determine who/how should read the nominations and make decisions
3. Discussion on how and when staff nominees are recognized at the institutions.
* Communications and Marketing
1. Next newsletter coming out in July – will reach out in mid-June to get information about institutional updates from each institution
2. Highlight Bowie State and UMCES outgoing Presidents in next newsletter
* Legislative and Policy
1. Paul emailed everyone a letter to review – thanks for Advocacy Day: make sure we aren’t there at the same time as another large university, include some other things to work on for next year
2. Hoping to get the letter out today
* Executive Committee
1. We’d like the committees at our June meeting to discuss and take notes on what they’ve done and what outstanding items still exist and determine some goals for next year
2. Follow up with Chair Brady about the reimbursement/travel concerns we expressed to him –need to collect more info from each institution before we send anything specific

Old Business

* Nominations for Executive Committee
1. Any new nominations for Chair? No (Currently Lisa Gray, Salisbury)
2. Any new nominations for Vice Chair? No (Currently Mark Freeman, UMUC)
3. Any new nominations for Co-Secretary? No (Currently Laila Shishineh, UMBC & Candace Johnson, UMUC )
4. Nominations will open /members will vote at the June meeting. New Business

Institution Updates

1. UMCES: trying to coordinate a staff day to get staff together and recognized and first year completing nominations for the staff (creating a Staff Excellence Award)
2. Towson: small work group for social and event networking to create opportunities for staff to get together off campus (featuring a staff area: like facilities doing a walking tour of campus) and had service awards last week (including Board of Regents)
3. UMUC: starting a search for a new provost
4. UMB: staff senate received community service award for the year (first time going to the senate not just to individual staff) (Dr. Perman very supportive of shared governance)
5. UMBC: PSS/CUSS Elections (9 new senators, 2 new CUSS), Mentoring (5th or 6th year of the program: pair veteran staff with new staff for a one year commitment to work together – funded by the Provost’s Office as an opportunity to connect staff and provide some development – all participants engage in a meet & greet speed dating type activity to get to know each other before paired), PSS Picnic (end of June: chance to get together, win prizes, etc), Job Well Done (chance for staff who go above and beyond – awards include funding/prizes), Flexible Work Schedules (in our monthly newsletter: highlight people with flexible work schedules and how they make it work)
6. UMCP: end of the year party to recognize staff (a year of free parking, other awards/rewards and recognize several staff and play some games)
7. Bowie: scholarship fund for students (raise money every year) and recognizing those that are retiring, new/opening buildings (LED Gold buildings, environmentally friendly)
8. Coppin: summer academic success program (growing), women’s staff mentoring program opportunity (with peers)

Adjourn