Council of University System Staff

Council Meeting Minutes

May 21, 2014 at UMBC

|  |  |  |
| --- | --- | --- |
| Trish E. Johnson | BSU | Primary |
| Karen Tyler | BSU | Primary |
| Sheila Chase | CSU | Primary |
| Sherrye Larkins | CSU | Primary |
| Yvonne Cook | CSU | Alternate - Phone |
| Jesse Ketterman Jr. | FSU | Primary  |
| Jen Ziegenfus | SU | Primary |
| Paul Gasior | SU | Alternate |
| Jayne French | TU | Primary |
| Mary Hickey | TU | Primary |
| Kristen Tull (Co-Secretary) | UB | Primary |
| Nancy Bowers | UMB | Primary |
| Bill Crockett (Chair) | UMB | Primary |
| Ben Goldberg | UMBC | Primary |
| Keisha Campbell | UMBC | Primary |
| Willie Brown (Past Chair) | UMCP | Primary |
| Sister Maureen Schrimpe | UMCP | Primary |
| Dana Wimbish (Vice Chair) | UMCP | Primary |
| Chenita Reddick | UMES | Primary |
| Calynn Offer | UMUC | Primary |
| Christine Perchell | UMUC | Primary |
| Anthony Scorsune | UMUC | Alternate |
| Larry Hogan | UMUC | Alternate |
| Rosario van Daalen | USMO | Chancellor’s Liason to CUSS |
| Josh Lubben  | UMBC | Guest |
| Jaime Oleksik | UMBC | Guest |
| Laila Shishineh | UMBC | Guest |

1. **Welcome and Introductions**
* Welcome Provost and Senior Vice President Philip Rous.
	+ Welcome to UMBC, please take some time to walk around the campus; UMBC has a new performing arts center; more buildings will be built in the future
	+ One of the main characteristics of UMBC is that the campus is a community and the foundation of everything is the staff, faculty and students working together to support the research, mission, and success of the students at UMBC
	+ Middle States accreditation is up and UMBC is also working on a strategic plan
	+ Thank you to CUSS for your support
	+ Questions:

Where will UMBC be in the next five years?

* + - Part of this is the strategic plan; the vision of UMBC is the vision of the people and the community; UMBC will continue to focus on growing enrollment, moving research to the next level (deciding what the next level is), will continue and enhance focus on student success (affordability); UMBC is innovative – staff, students, and faculty have the opportunity to come up with new ideas; new ideas are encouraged at UMBC, this reflects back on the community and that the greatest asset is the community
		- The 50th Anniversary of UMBC is in two years – the nexus of this is Middle States, strategic plan
1. **Consent Agenda**

[https://www.dropbox.com/sh/t0fkdg41jnwydpo/AAD7\_\_Bz-9-TIEPRtjH1MV4Ia](https://umpd.umd.edu/owa/redir.aspx?C=qa5vY-iPe0GdSX_WRinAfLxeLoYDRdEIdKrosbJQVwddEXreKJSTtiJ7QonojcC6i7ujbqo1z8I.&URL=https%3a%2f%2fwww.dropbox.com%2fsh%2ft0fkdg41jnwydpo%2fAAD7__Bz-9-TIEPRtjH1MV4Ia)

1. **Approval of Minutes from April Meeting**
* Tabled until June – awaiting edits
1. **Chair’s Report**
* July meeting is scheduled for UMCES – we may need to host the meeting at another campus – question posted to UMES representatives to see if we can host the meeting there on July 22
* Board of Regents Meeting
	+ Next meeting is in June - BOR Awards will be discussed and vetted
	+ Educational Policy is meeting on May 21st – report from each campus on diversity, equity and inclusiveness – link will be sent out to CUSS members
	+ Dana and Bill are serving on the USM Workgroup on Retirement Incentive Policies and Proposals to review BOR *Policy on Terminal Leave* and *Policy on Separation for Regular Exempt Employees.*
		- Discussion of tenured faculty and how they can move on to open up new spaces for incoming faculty; current practice is not in compliance with the IRS
		- Best practice to provide the outgoing faculty with access to their institution; education and retirement workshops;
		- Separation of Exempt Staff – deals with taxable issues on involuntary separation of Exempt staff
* Chancellor’s Council Meeting
	+ IT Security – with the recent data breaches, the USM is looking at means through policy, procedure, and action to reduce risk. A presentation is in the consent agenda.
	+ Discussed the Campus Compact Program at Montgomery College with the Universities at Shady Grove– developing pipelines of success for at-risk and minority students (works on persistence and success); the program works with high school students, getting them into MCC and then to Shady Grove; counseling, coaching, financial assistance is provided along the way.
	+ Upcoming Search for Chancellor
		- We hope to have a CUSS representative on the search committee; shared governance needs to remain an importance
		- We have had 12 years of successful and visionary leadership under Chancellor Kirwan; we have had success in growth and enhancement while assuring accountability and efficiency; we have had someone who came up through the system and was able to think of the broad perspective of the system
		- CUSS Discussion – “thank you” to Chancellor Kirwan: letter of appreciation (could this also be put in the newsletter); proposed declaration/resolution (to be passed electronically or at the June meeting) to be read at the next BOR meeting
* Will discuss Committee Goal setting at the June meeting.
* The council was asked to discuss staff employee shared governance role at commencement. This was tabled until the institutional reports.
1. **Committee Meetings – break for meeting**
2. **Chancellor’s Liaison’s Report**
* Chancellor’s Resignation – After 12 years of service, Chancellor Kirwan is stepping down as the Chancellor of USM (started in August 2002); Chancellor Kirwan originally promised five years of service; Chancellor Kirwan has continuously fought for our budget; CUSS has seen two Chancellors who were very dedicated to shared governance; timeline is unknown (possibly 4-6 more months); no word on appointment of an interim Chancellor
* New President for UB – Dr. Kurt Schmoke – shared governance was a part of this search
* Two policies are being revised (terminal leave for faculty and termination for Exempt Staff). Will be presented to the BOR in June.
* Working on revising annual leave policy – working on keeping this moving forward to the BOR in June.– the current practice that didn’t make it into the policy in February 2014 is being brought back in.
* Policy Review Process – working on this for several years; the package is in final review with the SHRC and will be shared with CUSS at the same time that is sent to the union.
* The Systemwide Compensation Classification Committee (CCC) – working on timeline to get a draft report to the SHRC for discussion at the August meeting. The goal is to have the full report to the Board by the December meeting; structures would go into effect July 2015.
	+ Current structures will be adjusted every time there is a COLA, in addition to the market review
* USM Wellness Committee – was established in the Summer 2013; committee initially made up to address faculty, staff, and students concerns but still under development. CUSS would like to be on this committee and that idea can be brought forward; the current group is a systemwide group (contact: Wendy Denny, Salisbury University – email will be sent to representative of the committee to see if we can have someone from CUSS represented)
	+ See Towson for their model of a wellness committee
	+ Possible charge of the CUSS Benefits and Compensation Committee
* Open Enrollment – will take place in October; Systemwide Benefits Coordinators will attend a training meeting on August 19 at the USMO (mandatory)
	+ Open Enrollment will be using paper forms instead of the IVR– please be patient with your benefits coordinator who will be extremely busy
	+ Adjunct Faculty (3 courses/9 credits per semester) will be considered for possible enrollment in health benefits. State will provide direction
	+ Information on student workers will be forthcoming
	+ Rates will be announced with the open enrollment materials; no word at this time.
* Merit increases will go into effect on July 1, 2014 –
1. **Committee Updates**
* Benefits and Compensation
	+ Where are the results from the previous survey on discounts/services for USM institutions? Committee will follow-up on this and take ownership of the document
	+ Day Care Center Survey – discussed during committee meeting, going to work on taking the questions and putting them in a survey form to be published in Survey Monkey; need assistance from a member of CUSS to see if we can blast out this email to all campuses; ideas on if institutions need to team up with local daycare centers in the area; thought if we need to bring in IRB
	+ Charged to draft a questionnaire for each institution to find out what does not exist/what does exist. The current audience is each institution’s shared governance representative. This is to be an ecological scan and not a Needs Assessment or Gap Analysis. That may occur based on the results from the initial scan.
* Board of Regents Awards
	+ Committee is developing questions for feedback from institutions for 2015 packet submission.  Survey Monkey will be sent to each institution asking for comments/feedback on the packet and submission process.
	+ The committee is also refining the guidelines to determine the winner of the packet.  Next year’s packet and evaluations will all be electronic which will change the review process.
	+ Sherrye has ideas on creating an e-form to submit the packet in sections (cover sheet, nomination letter, Letters of recommendation, optional supporting materials)
	+ Questions: best practices for faculty on each campus; best practices for how each campus nominates staff members for BOR; discussion on whether or not to keep the timeline consistent with this past year
	+ Proposed resolution to keep the timeline for at least three years – tabled?
* Communications and Marketing
	+ Please see the email sent to all members – please fill these forms out
	+ By June 4th, Kristen will draft a letter from CUSS to the Chancellor
	+ We are waiting on approval of multiple minutes – executive board members, please review the minutes and make sure those are the approved copies
	+ BOR Results, committee chair reports will be needed for the CUSS newsletter
* Legislative
	+ Concluded discussion on 2014 legislative session
	+ Committee would like direction on what their role will be when legislators are not in session
		- Future conference call will be planned to determine what the role of this committee is, beyond Annapolis Day
* Executive Committee
	+ Workgroup created, using tool from CUSF, to look at shared governance at each USM institution
		- Goals are to find out what kind of representation there is at each ~~campus~~ institution to find out what kind of council/senate there is on campus – please respond to Keisha’s email
	+ Please respond to Calynn’s email about the institution election cycle
	+ Ad-hoc committee to determine term limitations for executive board
	+ Concerns on how to handle CUSS terms and how those affect membership and staff senate on each campus (can be an off-line conversation)
1. **CUSS Nominations – nominations ongoing**
* Chair
	+ Bill Crockett, UMB
	+ Dana Wimbish, UMCP
* Vice Chair
	+ Dana Wimbish, UMCP
	+ Lisa Gray, SU
	+ Keisha Campbell, UMBC
* Co-Secretaries
	+ Christine Perchell, UMUC
	+ Sheila Chase, Coppin
* Members At Large – nominations and elections to take place in August
1. **Institutional Updates (3-4 minutes each institution)**
* Commencement – which campuses staff employee shared governance councils are represented on stage at commencement?
	+ Yes: TU, UB, UMB, UMBC, UMCP
	+ No: BSU, CSU, FSU, SU, UMUC
	+ Unsure: UMES
	+ N/A: UMCES, USMO
* Bowie – commencement was at College Park on 5/19; no staff representation on stage at commencement
* Coppin – last staff senate meeting 40 attendees, 15-20 were through Skype; IT department will tape staff senate meetings; no representation on stage at commencement
* FSU – no report; no representation on stage at commencement
* SU – Staff Appreciation Day on June 12 (healthier selection of food, offices will be able to take pictures with the mascot, honoring employee of the year, BOR packets); broke ground on Academic Commons (will be the largest building, fall 2016); football stadium broke ground; 4 teams in D3 finals; no representation on stage at commencement
* Towson – gearing up for the 14th staff development day, May 28th (staff are allowed to attend for at least ½ day; lunch, workshops – compromised of tech workshop, wellness); May 29th Towson Employee Picnic; 6 colleges graduate, starting May 21st; staff council sits on stage (volunteers) and shared governance is recognized
* UB – Staff senate is recognized at commencement, new president (Pres. Schmoke); library renovations; commencement on 5/22
* UMB – in the middle of elections, recognized at commencement and part of the platform party
* UMBC – childcare center plans to reopen Summer 2015; president of each shared governance body are on the commencement platform
* UMCP – chair of the senate is on the commencement platform; senate elections; Willie is the new chair-elect for university senate 122 faculty, 22 staff, 22 students (limited role at CUSS); CUSS elections took place and an orientation meeting will take place on 5/22 so that they understand what to expect (first time this is taking place)
* UMUC – not announced/or a part of platform party; commencement took place this past weekend; met with Director of Employee Relations to go over employee wellness and staff layoff policies; there is a BOR workgroup composed of system faculty and senate chairs (April 18th) to go over the impact of UMUC effect on enrollment decline within USM – UMUC faculty, staff and students are not involved in this workgroup; submitted a daycare proposal to HR, requesting have one on sight and possibly partner with local organizations – the response was financial reasons and they did not acknowledge the proposal for partnerships with local community daycares or community colleges
1. **Old Business**
* Items Moved off Consent Agenda
* No report – covered in reports
1. **New Business**
* The USM Policy on Sexual Misconduct was distributed. Council members were asked to provide feedback to the chair no later than May 31. Comments will be forwarded to the USMO for review.
* Bylaw changes – a proposed bylaw change on committee names will be formulated and presented at the June meeting (per the bylaw protocols).CUSS Archive Work Group – tabled
* **Other New Business**: Why doesn’t TU have bus passes while other USM schools have them; question regarding whether or not Shady Grove and Hagerstown employees can participate in CUSS, can they be part of the membership process for CUSS – can each institution do research on representation at the satellite campuses?
1. **Next Meeting:** Bowie State University – June 24, 2014

#### AGENDA

**May 20, 2014**

**University of Maryland Baltimore County**

**Albin O. Kuhn Library**

**7th Floor**

**10:00 a.m.**

**Call to Order**

1. **Welcome and Introductions**
2. **Consent Agenda**

[https://www.dropbox.com/sh/t0fkdg41jnwydpo/AAD7\_\_Bz-9-TIEPRtjH1MV4Ia](https://umpd.umd.edu/owa/redir.aspx?C=qa5vY-iPe0GdSX_WRinAfLxeLoYDRdEIdKrosbJQVwddEXreKJSTtiJ7QonojcC6i7ujbqo1z8I.&URL=https%3a%2f%2fwww.dropbox.com%2fsh%2ft0fkdg41jnwydpo%2fAAD7__Bz-9-TIEPRtjH1MV4Ia)

1. **Approval of Minutes from April Meeting**
2. **Chair’s Report**
* Board of Regents Meeting
* Chancellor’s Council Meeting
1. **Committee Meetings**
2. **Chancellor’s Liaison’s Report**
3. **Committee Updates**
* Benefits and Compensation
* Board of Regents Awards
* Communications and Marketing
* Legislative
* Executive Committee
1. **CUSS Nominations**
2. **Institutional Updates (3-4 minutes each institution)**
3. **Old Business**
* Items Moved off Consent Agenda
1. **New Business**
* **Sexual Misconduct Policy**
* **Retirement Incentive/Terminal Leave Work Group**
* **Bylaw Update Discussion**
* **CUSS Archive Work Group**

**Next Meeting is at Bowie State University on June 24, 2014**



***Bowie State University****14000 Jericho Park Road
Bowie, MD 20715*

***Coppin State University****2500 W. North Avenue
Baltimore, MD 21216*

***Frostburg State University****101 Braddock Road
Frostburg, MD 21532*

***Salisbury University****1101 Camden Avenue
Salisbury, MD 21801*

***Towson University****8000 York Road
Towson, MD 21252*

***University of Baltimore*** *1420 N. Charles Street
Baltimore, MD 21201*

***University of Maryland, Baltimore****620 W. Lexington Street
Baltimore, MD 21202*

***University of Maryland
Baltimore County****1000 Hilltop Circle
Baltimore, MD 21250*

***University of Maryland Center for Environmental Science****P.O. Box 775
Cambridge, MD 21613*

***University of Maryland,
College Park*** *College Park, MD 20742*

***University of Maryland
Eastern Shore****Princess Anne, MD 21853*

***University of Maryland
University College*** *3501 University Blvd. East
Adelphi, MD 20783*

***University System of Maryland Office*** *3300 Metzerott Road
Adelphi, MD 20783-1690*