

**COUNCIL OF UNIVERSITY SYSTEM STAFF**  
**Meeting Minutes**  
**October 28, 2014 – Frostburg State University**

X = In Attendance    P = Attending by Phone

<b>BOWIE STATE UNIVERSITY</b>		
X	Trish E. Johnson	Primary
X	Trenita Johnson (Member at Large)	Primary
	Linda Parker-Ford	Alternate
		Alternate
<b>COPPIN STATE UNIVERSITY</b>		
X	Sheila Chase (Co-Secretary)	Primary
X	Sherrye Larkins	Primary
P	Keri S. Hickey	Alternate
X	Yvonne V. Cook	Alternate
<b>FROSTBURG STATE UNIVERSITY</b>		
X	Jay Hegeman	Primary
X	Jesse Ketterman	Primary
X	Rubin Stevenson	Alternate
	Stacy Wassell	Alternate
<b>SALISBURY UNIVERSITY</b>		
X	Lisa Gray (Co-Secretary)	Primary
X	Paul Gasior	Primary
		Alternate
		Alternate
<b>TOWSON UNIVERSITY</b>		
X	Mary Hickey	Primary
X	Gay Pinder	Primary
X	Deniz Erman	Primary
		Alternate
		Alternate
		Alternate
<b>UNIVERSITY OF BALTIMORE</b>		
X	Frederick Kowalski	Primary
P	Sasha Hudson	Primary
	Keiver Jordan	Alternate
		Alternate
<b>UNIVERSITY SYSTEM OF MD OFFICE</b>		
X	Rosario I. van Daalen	Chancellor's Liaison to CUSS

<b>UNIVERSITY OF MARYLAND, BALTIMORE</b>		
X	Bill Crockett (Chair)	Primary
	Roy Ross	Primary
X	Kevin Watson	Primary
	Colette Becker Beaulieu	Alternate
	Amanda Azuma	Alternate
P	Janet Nance-Richardson	Alternate
<b>UNIV. OF MARYLAND BALTIMORE COUNTY</b>		
P	Ben Goldberg	Primary
X	Keisha Campbell (Member at Large)	Primary
X	Sheryl Gibbs	Primary
	Kevin Joseph	Alternate
P	Michelle Massey	Alternate
		Alternate
<b>UM CENTER FOR ENVIRONMENTAL SCIENCE</b>		
	Barbara Higgins	Primary
	Curtis F. Henry	Primary
<b>UNIVERSITY OF MD, COLLEGE PARK</b>		
X	Dana Wimbish (Vice Chair)	Primary
X	Dylan Baker	Primary
	Sister Maureen Schrimpe	Primary
	Willie Brown	Ex-Officio Chr.
P	Debbie Grover	Alternate
X	Sarah Goff-Tlemsani	Alternate
P	David Klossner	Alternate
<b>UNIVERSITY OF MARYLAND EASTERN SHORE</b>		
X	Chenita Reddick	Primary
		Primary
		Alternate
		Alternate
<b>UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE</b>		
X	Larry Hogan	Primary
X	Christine Perchell	Primary
		Alternate
		Alternate
<b>GUEST SPEAKER</b>		

Call to order by CUSS Chair Bill Crockett.

1. Welcome by Dr. Thomas Bowling, Vice President of Student & Educational Services at Frostburg State University. He was one of the founding members of CUSS for Frostburg in 1992 which was the date CUSS was created.
  - a. Welcomed us to the new CCIT (Center for Communication and Information Technology) building which opened this year.
  - b. Values the hard work that CUSS does and appreciates the way we keep our constituents informed.
2. Consent Agenda
  - a. <http://bit.ly/1kOSTIt>
3. Approval of minutes from September 2014 meeting
  - a. Motion was made by Yvonne Cook and 2<sup>nd</sup> by Mary Hickey. Minutes unanimously approved with corrections.
4. Planning for Joint CUSF/CUSS/USMCS Conference
  - a. We have invited the Chancellor to address the group.
  - b. Vice Chancellor PJ Hogan and Andy Clark have been invited.
  - c. Time has been set aside in the afternoon for individual council meetings.
  - d. The conference will be held in the Stamp Union Building, UMCP.
  - e. Suggested topics for the agenda
    - i. Legislative & Policy Committee topics
      1. Re-educating the legislative body on CUSS and how to convey on voice.
      2. Healthcare – propose guidelines about making sure the wellness outcomes are not enforced – could we get a policy statement on this?
      3. Compare and contrast what might happen based on the outcomes of the elections, and where will higher education be positioned in those scenarios.
      4. Impact of unfunded mandates on the budget.
      5. Higher Education funding and the fiscal impact.
      6. Re-authorization of the Higher Education Opportunity Act – impacts?
    - ii. Possible faculty concerns
      1. Campus Safety & BETA Teams
      2. Overview of Federal landscape
      3. Ebola readiness and response
    - iii. Benefits & Compensation
      1. Insurance for students – has a program been implemented at all Institutions?
5. Chair's Report
  - a. BOR October 24, 2014 Meeting
    - i. See Report presented to BOR (at end of minutes)
    - ii. Task force on alcohol (awareness, prevention and determent)
    - iii. Cyber Security – UMCP/UMBC collaboration
      1. UMUC won the Cyber Security Olympics in Spain this past summer.
    - iv. Academic Achievement
    - v. Return on Investment on academic buildings
    - vi. Biennial Nonexempt Market Salary Survey and Report on Salary Structure Adjustment
    - vii. Open Source Textbooks – presented by students
    - viii. USMSC students visited the White House
    - ix. Passage of BOR Policy on student classification for admission and tuition purposes
  - b. UMUC Master Plan is available online – please review
  - c. BOR Staff Award information packets for 2014-2015 have been sent out. Per our discussion, the award criteria does not allow for group submissions.

## 6. Chancellor's Liaison's Report

- a. Upcoming Women's Forum Annual Conference is Friday, November 14 at Bowie State University.
- b. Chancellor's search – no update
- c. Biennial Nonexempt Market Salary Survey and Report on Salary Structure Adjustment
  - i. Adjust entire structure by 6% increase (2% COLA and 4% market adjustment) effective July 1, 2015 through June 30, 2017– Consensus at Administrative/Financial Vice Presidents level
  - ii. Next levels to present: Chancellor's Council (presidents); and looking for approval at the BOR December meeting.
- d. Update on Dental Plans –
  - i. CUSS Benefits and Compensation committee will draft a letter of concern regarding the lack of participating dentists in the outlying areas – Eastern Shore and Frostburg.
  - ii. Ann Timmons is the contact at DBM-EBD (Department of Budget & Management- Employees Benefits Division)
- e. USM-BOR HR Policy Review – A packet of approximately 60 policies have had technical/practice revisions. The HR Portal password will be sent to Bill. He will have ability to provide revisions through the portal after discussion with CUSS members; CUSS members will have access for read and review.
- f. Update on Discounts to staff – let's post what we have.
- g. Tuition Remission Policy changes – Regents have requested we track usage.
- h. CUSS Website – we need to work on keeping information up to date.

## 7. Committee Updates

- a. Legislative & Policy Committee
  - i. Annapolis Day – we cannot reserve a room until after the elections  
Choices of dates are as follows: Feb. 26, Feb. 25 & Feb. 18
  - ii. Reviewing the Legislative Information Packet and updating
  - iii. Ben will email everyone about how to find your legislators.
  - iv. Business cards will be ordered once we have the member list complete.
  - v. Letter for CUSS members to use to schedule and make appointment.
- b. Benefits & Compensation Committee
  - i. Write a letter about Dental Benefits Plan and shortage of dentists.
  - ii. System wide list of discounts document prepared by CUSS will be converted to PDF.
- c. BOR Awards Committee
  - i. Award information has been sent to the Presidents.
  - ii. Working on establishing the timeline for the next 5 years.
  - iii. Award packet will be posted on the CUSS website.
  - iv. Clarification letter will be sent regarding submission is for one Exempt Staff and one Nonexempt Staff employees in each category per Institution except for the E&E award which is for two nominations, regardless of exempt or nonexempt; and that the guidelines do not allow for a group nomination.
  - v. Challenges
    1. No nominations – look at resubmitting last year's nominees
- d. Communications & Marketing Committee
  - i. Larry Hogan is the new chair. He is also the person responsible for sending CUSS updates to the System website.
  - ii. Website – is a work in progress – sent a template to the System Office (USMO) with updates.
  - iii. Membership list update
  - iv. A CUSS LinkedIn account has been created – search with "Council of University System Staff"
  - v. What are the best practices for communicating within your Institution?

8. Old Business
  - a. Newsletter – almost finished – should be available first of November.
  - b. No items moved off Consent Agenda
9. New Business
  - a. Institutional Reports
    - i. In an effort to use our time more strategically, we would like a representative from each Institution to submit their institutional reports to Dana two weeks prior to the next meeting.

Meeting Adjourned

**Next Meeting – Joint CUSF/CUSS/USMCS Meeting  
University of Maryland, College Park  
November 11, 2014**

October 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  
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**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 Metzert Road  
Adelphi, MD 20783-1690

Our last meeting was held on September 23, 2014 at the University of Baltimore. CUSS was welcomed by President Kurt L. Schmoke. Dr. Schmoke briefed the council on several important areas related to the University of Baltimore, its staff, and its local community. This included an overview of the role shared governance at UB, where UB is heading, and the impact it will have as educational and economic entity for the city of Baltimore. The council was joined by the leadership team of the UB Staff Senate -Kristen Tull, Bill Schnirel, and John Brenner

The following has occurred since our last report:

- The Council has reviewed and fully supports the proposed amendments to *USM/BOR VII-2.70 - POLICY ON STUDENT CLASSIFICATION FOR ADMISSION AND TUITION PURPOSES*.
- Continue to participate and provide input as a member to the USM Sexual Misconduct Policy Workgroup that recently convened on October 9, 2014.
- At our September meeting, Associate Vice Chancellor JoAnn Goedert provided a comprehensive review of the changes to the State of Maryland's State Employee Health Plans. This session help provide insight and guidance for shared governance to assist in our communication with our constituencies on the many changes occurring in 2015.
- The Communication Committee has finalized our annual newsletter which is being released this month highlighting the accomplishments of the past term. The committee is looking to start enhancing our communication channels with social media and news feeds in the coming term.
- The Policy and Legislation Committee is working on revamping our Annapolis Advocacy Day into what we are calling Annapolis 2.0. This new approach is to increase our reach and effectiveness with the anticipated changes occurring in the legislative and executive branches in 2015.
- The BOR Staff Award Committee has finalized the 2015 award packets. These were distributed to the institutions the week of October 13.
- The Benefits and Compensation Committee is looking at institutional and system wide employee discount programs that can be shared.
- The Executive Committee will be conducting more system wide assessments on shared governance, its role, and importance in the USM.

Our next meeting is on October 28 at Frostburg State University.

Respectfully submitted,

Bill P. Crockett, MS, RCRSP  
Chair



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## AGENDA

October 28, 2014  
Frostburg State University  
CCIT Building, Room 397  
10:00 a.m.

### Call to Order

1. Welcome and Introductions
2. Consent Agenda
  - <http://bit.ly/1kOSTIt>
3. Approval of Minutes September Meeting
4. Joint CUSF/CUSS/USMSC Conference Planning
5. Chair's Report
  - Chancellor's Council Meeting
6. Chancellor's Liaison's Report
7. Committee Meetings
8. Committee Updates
  - Benefits and Compensation
  - Board of Regents Awards
  - Communications and Marketing
  - Legislative Affairs & Policy
  - Executive Committee
9. Old Business
  - CUSS Newsletter
  - Items Moved off Consent Agenda
10. New Business
  - Institutional Reports

For those unable to attend but would like to phone in:

### Conference Call Information

Dial-in Number: 1-605-475-5950  
Participant Access Code: 4780721

Next Meeting is at University of Maryland, College Park on November 11, 2014