

Council of University System Staff
 Draft - Council Meeting Minutes
 May 19, 2015 – UMBC

X = In Attendance P = Attending by Phone

Bowie State University		
X	Trish E. Johnson	Primary
X	Trenita Johnson (Member at Large)	Primary
		Alternate
		Alternate
Coppin State University		
	Sheila Chase (Co-Secretary)	Primary
X	Sherrye Larkins	Primary
	Keri S. Hickey	Alternate
	Yvonne V. Cook	Alternate
Frostburg State University		
X	Jay Hegeman	Primary
	Jesse Ketterman	Primary
	Rubin Stevenson	Alternate
	Stacy Wassell	Alternate
Salisbury University		
X	Lisa Gray (Co-Secretary)	Primary
X	Paul Gasior	Primary
		Alternate
		Alternate
Towson University		
X	Mary Hickey	Primary
	Gay Pinder	Primary
X	Deniz Erman	Primary
		Alternate
		Alternate
		Alternate
University of Baltimore		
	Frederick Kowalski	Primary
X	Sasha Hudson	Primary
X	Keiver Jordan	Alternate
		Alternate
University System of MD Office		
X	Tom Hoffacker for JoAnn Goedert	Chancellor's Liaison to CUSS

University of Maryland, Baltimore		
X	Bill Crockett (Chair)	Primary
X	Roy Ross	Primary
	Kevin Watson	Primary
	Colette Becker Beaulieu	Alternate
X	Amanda Azuma	Alternate
	Janet Nance-Richardson	Alternate
Univ. of Maryland Baltimore County		
X	Keisha Campbell (Member at Large)	Primary
X	Sheryl Gibbs	Primary
X	Kevin Joseph	Alternate
X	Michelle Massey	Alternate
		Alternate
X	Josh Lubben, President Staff Senate	GUEST
	UM Center for Environmental Science	
X	Barbara Higgins	Primary
X	Curtis F. Henry	Primary
University of MD, College Park		
X	Dana Wimbish (Vice Chair)	Primary
X	Dylan Baker	Primary
X	Sister Maureen Schrimpe	Primary
	Willie Brown	Ex-Officio Chr.
X	Debbie Grover	Alternate
X	Sarah Goff-Tlemsani	Alternate
	David Klossner	Alternate
University of Maryland Eastern Shore		
X	Chenita Reddick	Primary
		Primary
		Alternate
		Alternate
University of MD University College		
X	Debby Mathis	Primary
	Aaron Zaccaria	Primary
	Candace Johnson	Alternate
X	Alyssa Petroff	Alternate
	Deanna Mayer	Alternate

Call to order by CUSS Chair Bill Crockett.

1. Welcome by Dr. Freeman Hrabowski, President of University of Maryland Baltimore County.
 - a. Welcomed the group to campus, stating that UMBC has students from 150 countries.
 - b. Thanked the group for their role in shared governance.
 - c. What is UMBC proud of?
 - i. It is the only campus on the Dean's List for Great Campuses to Work For.
 - ii. The average level of giving in the Maryland Charities Campaign is 20% system wide, however it is 70% at UMBC.
 - d. Introduced Valerie Thomas, Associate Vice President for Human Resources
 - i. Has been working on a lot of policies for work/life balance and looking at initiatives to utilize them.
 - ii. UMBC just a launched a website.
 - e. Welcomed Josh Lubben from the Professional Staff Senate at UMBC.
2. Consent Agenda
 - a. <http://bit.ly/1kOSTIt>
3. Approval of minutes by consent:
 - a. April
4. Chair's Report
 - a. Voluntary Separation Program – system is not eligible – if installed, it would be a part of the E&E 2.0 recommendation.
 - b. May 10th – Special BOR Session
 - i. Tuition Increases – 5% increase in undergraduate tuition across the board, except UMBC which would increase 7%, and no increase for graduate and out-of-state varied with the UMB Dental School increasing by 13%.
 - ii. COLA saved – money approved to spend, K-12 not be activated.
 - iii. Coalition Case – still in pending mediation
 1. A remedy proposal was filed and USM has 30 days to respond.
 - iv. Three presidential searches are under way at Towson, Frostburg & Coppin. Coppin may have an announcement today.
 - v. Non-exempt Pay Plan approved and goes into effect July 1, 2015. Plan allows for a 4% adjustment to salary ranges.
 - vi. Exempt Pay Plan review will begin this summer.
 - vii. E & E 2.0 – The following are beginning looked at: student analytics, system wide communication, procurement, tuition pricing, faculty retirement, real estate, and business processes.
 - viii. Merit Increase – the house approved critical need for faculty and the senate approved critical need for both faculty and staff. What was the outcome?
 - ix. Non-exempt and exempt pay program. There will be a special meeting on May 6th to discuss the non-exempt pay plan
 - c. Faculty Council held a meeting of the senate chairs system wide, should we consider doing the same for staff to help align goals?
5. CUSS Meeting Schedule
 - a. June meeting at Bowie – June 16th or 23rd?
 - b. July 28th meeting at UMCES move to July 21st.
 - c. August meeting UMES – looking at August 11th.
6. Chancellor's Liaison's Report – Tom Hoffacker for JoAnn Goedert
 - a. SPS Benefits Implementation – enrollment process electronic vs paper or IVR.

- i. October 15 start of open enrollment.
 - ii. Training for staff who don't have access to PC's.
 - iii. New employees can enroll on the 1st day of the month after employment; this will be effective July 1, 2015.
 - iv. DBM will be training HR Benefit Coordinators in early August.
 - b. Policy Review – needs to be completed by May 31, 2015.
 - c. Salaries
 - i. 2% COLA from January continued in July.
 - ii. Non-Exempt increase 4%
 - iii. Retention increases for faculty and operationally critical staff – there are strict guidelines.
 - iv. State Minimum Wage will increase to \$8.25 July 1st.
 - v. Chevoni Oygoke will be the new HR Officer replacing Rosario van Daalen.
7. CUSS Quarterly Newsletter
- a. Completed - copies distributed to the council.
 - b. Corrections suggested – once updated, a link will be sent for distribution.
8. Committee Meetings
9. Committee Updates
- a. Benefits & Compensation –
 - i. Chart of Benefits for Contingent I & II Employees.
 - ii. Put on hold the Daycare topic.
 - iii. Discount list online – still accepting updates
 - iv. PMP – still gathering – would like to see all non-exempt and exempt on the same form.
 - v. Daycare savings account.
 - b. Communications & Marketing-
 - i. Quarterly Newsletter
 - ii. Barb will be point of contact for gathering institutional updates from each school.
 - iii. Facebook Page – discussion regarding whether or not this would be a useful tool.
 - c. Board of Regents Awards & Recognition-
 - i. Reviewed Goals
 - ii. Visibility at satellite locations and system office.
 - iii. Encourage CUSS members to be involved in nomination process.
 - iv. Workshop sessions at institutions.
 - v. Submitting packet on website as soon as awardees are named as well as begin buzz communications.
 - vi. Designee to turn in report to communication committee.
 - vii. Recognition of Award Nominations.
 - d. Legislative Affairs & Policy-
 - i. Review of Committee Goals
 - ii. Going to create a Google Doc to communicate with committee members between meetings.
 - iii. Send update for quarterly newsletter.
 - iv. Mail materials to legislators ahead of time and emailing them regarding our date for CUSS visit.
 - v. Discussion regarding hosting a luncheon for the legislators.
 - vi. Discussed the need for us to change the format of the January CUSS meeting to better prepare the group for Annapolis Day and the BOR award process.
 - e. Executive Committee –
 - i. CUSS Member Google Doc revision for new members to include term end date and supervisor information.
10. Shared Governance Workgroups

- a. Staff Senate Survey – want to release in August and have it returned by October 1st to give a new report to Chancellor at the joint meeting in November.

11. CUSS Nominations

- a. Chair – no new nominations
- b. Vice Chair - no new nominations
- c. Co- Secretary – two nominations Amanda Azuma and Kevin Joseph

12. Old Business

13. New Business

A motion was made to adjourn by Sister Maureen and 2nd by Mary.

Meeting Adjourned

Next Meeting: Bowie State University on June 23, 2015.



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 Metzgerott Road
Adelphi, MD 20783-1690

AGENDA

May 19, 2015

University of Maryland Baltimore County

Albin O. Kuhn Library

7th Floor

10:00 a.m.

Call to Order

1. **Welcome and Introductions**
 - Dr. Freeman Hrabowski , President
2. **Consent Agenda**
 - <http://bit.ly/1kOSTIt>
3. **Approval of Minutes from April Meeting**
4. **Chair's Report**
 - Board of Regents Meeting
 - Chancellor's Council Meeting
5. **CUSS Meeting Schedule**
6. **Chancellor's Liaison's Report**
7. **CUSS Second Quarterly Newsletter**
8. **Committee Meetings**
9. **Committee Updates**
 - Benefits and Compensation
 - Board of Regents Awards
 - Communications and Marketing
 - Legislative
 - Executive Committee
10. **Shared Governance Work Group Update**
11. **CUSS Nominations**
12. **Old Business**
 - Items Moved off Consent Agenda
13. **New Business**

Next Meeting is at Bowie State University June, 2015