## Council of University System Staff

### Council Meeting Minutes - Final

April 26, 2016 – Towson University

P = Attending by Phone

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<th>Bowie State University</th>
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AGENDA
April 26, 2016
Towson University
Administration Bldg., Room 424
10:00 a.m.

Call to Order
1. Welcome and Introductions
   Dr. Kim Schatzel, President of Towson University

2. Consent Agenda
   http://bit.ly/1kOSTIi

3. Approval of Minutes from March Meeting

4. Chair’s Report

5. Chancellor’s Liaison’s Report – Chevonie Oyegoke

6. Committee Meetings

7. Committee Updates
   Benefits and Compensation
   Board of Regents Awards
   Communications and Marketing
   Legislative and Policy
   Executive Committee

8. Old Business
   Items moved off of Consent Agenda
   Board of Regents Award Update

9. New Business
   Nominations for Executive Committee

Conference Call Information
Dial-in Number Participant: 1-877-668-4490
Access Code: 638 088 449

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
Call to Order

1. Welcome and Introductions
   - Dr. Kim Schatzel, President of Towson University
     i. Twelve weeks at Towson
     ii. Goals
        1. Academic excellence and impact on the state
        2. Retelling Towson story
           a. 2nd largest, fastest growing institution in the system
           b. 85% on-campus
     iii. Four women presidents in system
     iv. Expressed thanks to CUSS for our work and contributions
        1. Not enough talk about importance of staff

2. Consent Agenda
   - [link](http://bit.ly/1kOSTIt)

3. Approval of Minutes from March Meeting
   - Minutes approved by consent

4. Chair’s Report
   - Budget passed both house/senate with a $75 million increase over last year
   - Merit increase included in the budget
   - E&E 2.0 showed savings
   - Funding approved for many capital projects across institutions
   - SB332, which would have given the legislature undue influence in the selection of the Chancellor was defeated
   - Workgroup on ORP improvement was established
   - SB979, altering the eligibility provisions of the Optional Retirement Program, passed. This allows for exempt employees who are reclassified as non-exempt due to changes to the Fair Labor Standards Act (FLSA) to remain in the ORP. Leave accrual would remain at the exempt level until the beginning of the next fiscal year.
   - Diversity and Inclusion Council
     i. CUSS will have a member on council
     ii. Forwarded Bill Crocket as member
     iii. Overseen by Chancellor, reports to Board of Regents
   - Revisions to the CUSS constitution was approved by the Board of Regents and the Board of Regents was made aware of changes to the CUSS by-laws

5. Chancellor’s Liaison’s Report – Chevonie Oyegoke
   - Preparation underway for planning Board of Regents Staff Awards Breakfast (September)
   - Chancellor salary guidelines going out this week
     i. Merit for 2017 fiscal year
        1. Exempt employees - 2.5% merit pool
2. Non-exempt employees – 2.5% merit for those with meets expectations or above on PMP
   ii. No COLA
   iii. Remain judicious on spending
   iv. Salary structure remains in place pending outcome of Fair Labor Standards Act changes
   v. Minimum wage $8.75 effective July 1, 2016
   vi. Question was raised around salary compression issue that may arise due to Fair Labor Standards Act changes
      1. Working proactively with federal government on phased in approach; if done all at once would be a problem

- Board of Regents approved policy on criminal backgrounds check
- Received Contingent I/II spreadsheets.
   i. Distributed to institutions for feedback
   ii. Will then work on how to communicate
- JoAnn Goedert, Associate Vice Chancellor for Administration and Finance-Human Resources will be retiring June 30, 2016
   i. Hiring for her replacement plus other positions

6. Committee Meetings

7. Committee Updates

   • Benefits and Compensation
     i. Pilot program on job shadowing
        1. In-person or virtual
        2. Putting together email to look for volunteers for both mentors/mentees
        3. Do as professional development
     ii. Chevonie Oyegoke has spreadsheet on Contingent I/II benefits for review
     iii. Looking at how to make day care benefits available system-wide
     iv. Want to work with Bill Crockett on diversity/inclusion issues
     v. Dana Wimbish requested that the committee stay abreast of Fair Labor Standards Act changes/implementation

   • Board of Regents Awards
     i. Nominations have been forwarded to Dana Wimbish
     ii. 2/3 of institutions have returned surveys and results are being reviewed
     iii. Still having trouble getting enough nominees
     iv. Need more support from top – BOR, Chancellor, Presidents
        1. Most people said hard to get nominees
        2. Look at people who win institution service awards
        3. Do all schools recognize staff via staff awards? No
     v. Try to get a CUSS member on each institutions BOR Staff Awards committee
     vi. Not getting enough “above and beyond” nominees
     vii. Will keep the packet the same
     viii. Look to Professional Staff members at each institution to find nominees
     ix. Send feedback to institutions about each packet submitted
1. Sister Maureen Schrimpe motions that going forward we send packets back to institutions with comments; Mary Hickey seconds; approved by full membership
   
   x. Follow-up on idea of Outstanding Performance award – prepare draft for CUSS review
   
   xi. Additional survey will be distributed to CUSS members for feedback on the overall process

- Communications and Marketing
  
  i. Deadline for newsletter is May 15
     1. Will be sending out reminders
     2. Looking at ways to “refresh” look and content
        a. Highlight departments
        b. Did you know
        c. Institution facts
  
  ii. LinkedIn site is up and running; search for CUSS to find

- Legislative and Policy
  
  i. Starting to talk about next year
  
  ii. Advocacy Day
     1. Start work sooner
     2. Need better agenda so that groups are better coordinated
     3. Need more food

- Executive Committee
  
  i. No report

8. Old Business

  - Items moved off of Consent Agenda
  - Board of Regents Award Update

9. New Business

  - Nominations for Executive Committee
     i. Sherrye Larkins for Chair (Mary Hickey, Tim Casey)
     ii. Lisa Gray for Vice-Chair (Mary Hickey)
     iii. Laila Shishineh for Secretary (Dana Wimbish)
     iv. Candace Johnson for Secretary (Dana Wimbish)

Motion to adjourn the meeting made by Sister Maureen Schrimpe and seconded by Lisa Gray; approved by consent

Next meeting May 24, 2016 at UMBC - University of Maryland Baltimore County