

**Council of University System Staff Attendance Roster**

August 9, 2016 at Salisbury University

X = Present in Person

P = Present by Phone

<b>Bowie State University</b>		
P	Trish E. Johnson (PC)	Primary
P	Andrea Davis	Primary
<b>Coppin State University</b>		
X	Steve Delice (PC)	Primary
X	Sherrye Larkins (Chair)	Primary
	Sribala Narasimhadevara	Alternate
	Yvonne V. Cook	Alternate
<b>Frostburg State University</b>		
X	Jody Pifer (PC)	Primary
	Dana Severance	Primary
	Rubin Stevenson	Alternate
	Angela Hovatter	Alternate
<b>Salisbury University</b>		
X	Lisa Gray (Vice Chair)	Primary
X	Paul Gasior	Primary
X	Teri Herberger	Alternate
X	Kim Meyer (PC)	Alternate
<b>Towson University</b>		
X	Mary Hickey (PC)	Primary
X	Cyndie Zile	Primary
X	Deniz Erman	Primary
	David Biglari	Alternate
<b>University of Baltimore</b>		
	Eric Jones	Primary
	Keiver Jordan (PC)	Primary
	Margie Bivans	Alternate
P	Michelle Junot	Alternate
<b>University of Maryland Eastern Shore</b>		
X	Chenita Reddick (PC)	Primary
<b>University System of MD Office</b>		
X	Chevonie Oyegoke	Chancellor's Liaison to CUSS
	John Wolfe, Jr.	Primary

P	Amanda Azuma	Primary
X	Mike Ruddock	Primary
X	Bill Crockett	Primary
	Angela Hall	Alternate
	Hillary Anne Edwards	Alternate
X	Susan Holt	Alternate
<b>University of Maryland, Baltimore County</b>		
X	Laila Shishineh (Co-Secretary)	Primary
	Sheryl Gibbs	Primary
X	Kevin Joseph (PC)	Primary
X	Tom Penniston	Alternate
	Olivia Wolfe	Alternate
	Victoria Lloyd	Alternate
<b>UM Center for Environmental Science</b>		
X	Curtis F. Henry (M@Large) (PC)	Primary
X	Julianna Brush	Primary
X	April Lewis	Alternate
X	Amy Griffin	Alternate
<b>University of MD, College Park</b>		
X	Patrick Perfetto	Primary
X	Emily Hartz (PC)	Primary
X	Sister Maureen Schrimpe (M@Large)	Primary
P	Dana Wimbish (Past Chair)	Alternate
X	Sarah Goff-Tlemsani	Alternate
	Dylan Baker	Alternate
<b>University of MD University College</b>		
X	Candace Johnson (Co-Secretary) (PC)	Primary
	Jennifer Volberding	Primary
X	Caitlin Smith	Primary
	Elia Amegashie	Alternate
	Jade Walker	Alternate
P	Mark Freeman	Alternate

Council of University System Staff  
Council Meeting Minutes  
August 9, 2016 at Salisbury University

**Call to Order**

**1. Welcome and Introductions**

- a. Each member introduced themselves and spoke about their interest in Shared Governance.
- b. Welcomed by Mr. Marvin Pyles, Interim VP for Administration & Finance
  - i. Former CUSS member (during time at College Park)
  - ii. Shared the important role that CUSS plays addressing major issues for the system
  - iii. Salisbury: designated as a growth institution a few years ago – lots of new buildings (Education, Business), new stadium, new academic commons (library)

**2. Consent Agenda**

<https://coppineagle.sharepoint.com/teams/CUSS/ARC/2016>

**3. Approval of Minutes from July Meeting**

- a. Motion to approve minutes by sister Maureen Schrimpe and seconded by Paul Gasior; approved by consent

**4. Chair's Report**

- a. Chancellor's meeting canceled this month
- b. BOR September Meeting is at Towson: open to all CUSS members to attend (9/9/16 at 9 AM)
  - i. BOR will recognize BOR Award winners at September Meeting
- c. CUSS November meeting will be joint meeting with CUSF and Student Government (Friday 11/18/16)
  - i. USM Student Council will pull together the agenda and we will pull together the nametags
- d. All members MUST fill out the CUSS member update form (will be sent via Google forms)
- e. CUSS website information will be updated with new member info and the calendar for the upcoming year
- f. Tim Casey will email everyone to make sure they have access to the SharePoint to access all public CUSS materials as well as BOR awards information

**5. Chancellor's Liaison's Report – Chevonie Oyegoke**

- a. Chevonie Oyegoke wants everyone's names and emails for Chancellor's correspondence/CUSS list
- b. Mary sent out an email on behalf of Chevonie Oyegoke about tuition remission to update the current process – have met with several CIOs to find out if there is a more streamlined/electronic way to process tuition remission forms. Will likely take a couple

more months to figure out a process/system but please respond to Mary's email to share feedback on the process so it can be included in the process to determine a new system. Will have representatives from each campus (30 to 40 people) to discuss pros/cons/strengths/challenges.

- c. Wellness Programs: scheduled monthly meetings with employee benefits division to talk about challenges at any campus, first call was last week on Friday. Effort to form a partnership with these divisions to get more information shared.
- d. Have hired a new Associate Vice Chancellor for Admin/Finance – Caroline Skolnik from UMCP – was formerly a staff attorney for College Park (before that in the Attorney General's Office for Education)
- e. Questions: Could not log in because log in information was inaccurate? Online enrollment for benefits – What are our log in numbers? When we started the online enrollment process, hoping to move everything online, but had to stop. When employee information goes to Maryland Dept of Budget & Management (DBM), you should get a W number that goes with you wherever you go/wherever you work. Once W numbers are set, should make things easier for DBM. Has slowly started to roll out, but not yet so in transition right now.

## **6. CUSS Nominations for Member-At-Large**

- a. Nominations from the floor
  - i. Sister Maureen Schrimpe
  - ii. Curtis Henry
- b. Motion to accept: Mary Hickey motioned and Caitlin Smith second. Approved by consent

## **7. Committees**

- a. Committees shared their descriptions to the members
- b. Benefits & Compensation: review and evaluate staff issues/concerns and share information back with the committee and the chancellor's liaison
- c. Board of Regents Awards: create a process for nominations and processing of all awards to be sent to BOR for review, also look at how each campus recognizes staff members
- d. Legislative & Policy: advocating for the 10,000 staff members in USM, organizing the legislation day
- e. Communications & Marketing: responsible for communicating information out that is shared during the CUSS meetings, updating website, updating quarterly newsletter

## **8. Committee Updates**

- a. **Benefits and Compensation**
  - i. A lot of new members
  - ii. Continue to work with Chevonie on compiling tuition remission information
  - iii. Look at teleworking: who can and who cannot utilize it
  - iv. Possibly look at performance review for exempt/non-exempt
- b. **Board of Regents Awards**
  - i. Explore how each institution evaluates packets/advertises it at their institution

- ii. Email deans/presidents informing them of the importance of the awards
  - iii. Talking points posted online
  - iv. Re-word some of the wording in the packet and share better info on how to evaluate
  - v. Where do we get the position description from? HR? May not actually match what they do
  - vi. Working on a getting a 5<sup>th</sup> category (not really a goal)
  - vii. Can students nominate? We think yes...
  - viii. Help people realize it's not difficult to nominate/make it as easy as possible
  - ix. Importance of getting buy in from the President's/leadership at each campus
  - x. Chancellor video: challenge presidents to buy in
  - xi. UMBC video: Freeman sharing why it's important/how we do it/want to get more nominations (late September/early October)
  - xii. Three members: could use some more members
- c. Communications and Marketing**
- i. Continue with having the newsletter done quarterly (four times a year) – 15<sup>th</sup> of each month prior to distribution to have newsletter complete
  - ii. Upload minutes as soon as they are approved from the previous meeting so they are always updated/live
  - iii. At each meeting: take pictures/share snippets of what people talk about at meetings and share that information on FB/social media to start to put names/faces/ideas together for people who might be visiting the pages
  - iv. "Did you know..." section to the newsletter to highlight tidbits happening at each campus in newsletter
  - v. Must identify a key person/contact at each campus for whenever we want to collect information
- d. Legislative and Policy**
- i. A lot of new members
  - ii. Connect with government relations committees to try to be more connected to legislators (connect people by institution)
  - iii. Will send goals to chair
- e. Executive Committee**
- i. No specific goals yet but wanted to compile all goals and then determine the goals of the Exec Committee afterwards
  - ii. Will compile all goals and share with BOR – send goals to Lisa for each committee
  - iii. Co-Secretary's will send minutes within 5 days and then Exec Comm will review them before distributing to the group sooner than before the next meeting

## 9. Old Business

### a. Items moved off consent agenda

- i. N/A

### b. Approval of 2016/2017 Meeting Schedule

- i. February 28 (Annapolis) is tentative until Legislative Committee
- ii. May meeting moved to May 16, 2017 (previously May 23, 2017)
- iii. July meeting moved to July 18, 2017 (previously July 25, 2017)

- iv. Motion to approve: Sister Maureen motioned, Mary Hickey seconded. Approved by Consent

#### **10. New Business**

- i. Point of contact from each institution were established
- ii. Name badges available for those who want to purchase them...(\$7 each)
- iii. Workforce statistics: Bill Crockett agreed to oversee and to report in 2017

#### **11. Institutional Updates**

- a. Bowie: hired new AVP for Academic Affairs – hired the person who did the job in the interim
- b. Coppin: combined Student Affairs and Enrollment Management with a new VP
- c. Frostburg: new president since May 2016 with entire leadership being interim
- d. Towson: nominate someone to be on the search committee for new VP for diversity initiatives
- e. Salisbury: opening new academic commons in just a few weeks
- f. UB: new VP for enrollment management/marketing and Director for Financial Aid passed away in EC floods two weeks ago
- g. UMB: trying to beef up BOR awards, just finished middle states
- h. UMBC: 50<sup>th</sup> anniversary big weekend in September, one current and one former student competing in the Olympics, directly impacted by EC floods, staff member's twin sister was significant other of Director for Financial Aid who passed away
- i. UMCES: newly formed staff senate/council
- j. UMCP: several students in the Olympics, working on a food pantry, first university to do a hand scan
- k. UMUC: accepting nominations for 6 staff members for awards at the end of the year
- l. UMES: no report/no one available to share

A motion to adjourn was made by Sister Maureen Schrimpe and seconded by Mary Hickey approved by consent.

Next Meeting September 27, 2016 at UMB