

# December 13th CUSS Meeting at USMO

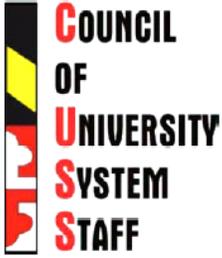
Name	Signature
Amanda Azuma	
Amy Griffin	Amy Griffin
Andrea Davis	calling in
Angela Hall	Angela Hall
April Lewis	April Lewis
Bill Crockett	Bill Crockett
Candace Johnson	Candace Johnson
Carolyn Skolnik	
Chevonie Oyegoke	
Cynthia Zile	
Dana Severance	Dana Severance
Deniz Erman	Deniz Erman
Emily Hartz	
Hilary Edwards	calling in
Jade Walker	
Jenn Volberding	Phone
Joseph Vivona	present
Juliana Brush	Juliana Brush
Kevin Joseph	Kevin Joseph
Laila Shishineh	
LaVel Jones	
Mark Freeman	
Mike Ruddock	
Paul Gasior	
Sarah Goff-Tiemsani	
Sherrye Larkins	Sherrye Larkins
Sheryl Gibbs	on phone
Sister Maureen	Sister Maureen Schumpe
Susan Holt	
Teri Herberger	Teri Herberger
Trenita Johnson	
Curtis F. Henry	Curtis F. Henry
Tom Penniston	
MAEY HIXEY	Mae Hixey
Pat Perkett	
Dylan Baker	
Cherita Redder	Cherita Redder
Jason Tiwani	Jason Tiwani

Trish Johnson

## Council of University System Staff

### AGENDA December 13, 2106

USM  
Elkins Building  
Chancellors Conference Room  
10:00 a.m.



*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

### Call to Order

#### 1. Welcome

a) Chevonie welcomes everyone and introduces two guests: Carolyn Skolnik (Associate Vice Chancellor) and Joe Vivona (COO & Vice Chancellor for Administration & Finance)

b) Joe Vivona: state having difficulty generating revenue, uncertainty around the budget and raises

c) Questions to Mr. Vivona:

- How is USM handling the recent FLSA decision and the impact on people who work for USM? We knew that this was something that could happen and we really will just be waiting to see where the legal process leads us.

- We were not told we could not implement it – so why did we decide not to? We lost our justification for doing what we were told we had to do. We were operating to implement a federal mandate, not for our own reasons. If we decided to still do it for some people, we really should be looking at all positions (when it is not federal mandated).

- What is the status of the system office moving to Baltimore? System headquarters is now in Baltimore, at the Columbus Center; Chancellor does have cabinet meetings, council meeting, etc. Chief of Staff, Communications Staff will relocate in 2017 to Baltimore.

#### 2. Consent Agenda

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

#### 3. Approval of Minutes from November Meeting

a) Minutes approved

#### 4. Chair's Report

a) We asked the BOR to join one of our meetings

- Jim Brady will join us from 11:00 a.m. to 1:00 p.m. (and will stay for lunch) March 28<sup>th</sup>, 2017 at Coppin State University

- CUSS members share questions for Regent Brady at the January meeting

- BOR Chair also plans to join CUSF

b) Discussion at the BOR retreat: Impact of the election and Trump's administration (5 areas of emphasis), major impact of immigration issue (DACA), could impact around 250 of our students but we will just have to wait and see how things shake out

- c) Speaker at retreat: Johnny Taylor CEO of Thurgood Marshall. Spoke on diversity and inclusion
- d) System campaigns coming up (7 years) – institutions may start in a silent phase, meet ½ of their goal, and then launch the official campaign: Reason for Campaign - build endowments, foster future philanthropists, increase alumni participation, getting major gifts (USM goal is 2.7 billion dollars)
- e) Patrick Hogan presented potential topics for legislative agenda for upcoming session (establishing facilities endowment, reviewing optional retirement program, open education resource expansion) as well as possible issues/bills of concern (paid sick leave standard, financial aid)
- f) B-Power USM initiative to pave the way for a strong Baltimore to get more students from Baltimore city schools to Coppin and UB
- g) M-Powering between College Park and University of Maryland, Baltimore (key focus on research)
- h) As required by Senate Bill 1052: moving USM corporate headquarters to Baltimore city Chancellor officially relocated as of July 2016 along with leadership and support staff. Completion of the move is to occur by July 2017
- i) USM Scorecard is available on USM site under publications (distributed during meeting)
- j) CUSF reported a concern regarding faculty bullying - CUSS members noted a concern and some some institutions regarding faculty and staff bullying
  - CUSF Report (also available online) – included two concerns (one around bullying of faculty members which seems to be more of an issue at some campuses than others need to move something forward around an ombudsperson at each campus (for those not comfortable going to HR with issues or for when issues are not resolved)
  - We need to decide if we want to make a motion to explore the impact of bullying (faculty to faculty, faculty to staff, staff to staff)
  - Come to next meeting with rationale, why, implications then we can motion to create an ad hoc working group (e-board will help determine the charge)

\*\* All council notes are available on USM site under retreat agendas (to see all points and additional points in detail)

##### **5. Chancellor's Liaison's Report**

- a) Went back to the board to update the exempt salary structure, board approved a new one (post-FLSA) – will be sent via email (effective January 1<sup>st</sup> with new salary structure as approved by the board on December 9<sup>th</sup>)
- b) Scorecard: we are the second largest employer for the state of MD (second only to Ft Meade), shares enrollment totals, as well as faculty/staff totals (over 38,000 staff)
- c) At the joint meeting: our plan is to help the state of MD reach 55% college completion for adult population (25 years and older) including 2 year associates or 4 year bachelor's, collaboration with community colleges and four-year schools, expand enrollment at satellite campuses (Shady Grove and Hagerstown), and increasing financial aid – so can we make sure we are encouraging staff across campus to complete degrees (for those 38,000 staff) as this will also contribute to the 55% college completion rates

\*\* Do we know what percentage of that 38,000 do not have college degrees? Can we target/market specifically to those without degrees?

- d) B-Power: final stages of hiring a Program Coordinator Community Outreach Specialist that will manage this initiative (going out to middle/high schools to talk to students/families from 6<sup>th</sup> to 12<sup>th</sup> grade about college preparedness, financial aid, scholarships, honors opportunities, affording college, etc.) – way2gomaryland.org (hopefully someone hired in January and then spend time revamping the program)
- e) Anyone participating in the Toy Drive today - before lunch – we'll do a photo op with the toys

## 6. Committee Updates

- a) Legislative Affairs & Policy Committee
  - Sent sample letter that we can use to introduce ourselves to delegates/senators in the legislature – feel free to adjust as needed
  - Items to discuss with Patrick Hogan (was supposed to attend today but unable to do so): should we be testifying before specific committees, especially pertaining to staff members, like sick leave benefit (relating to retirement plans), keep us posted if there are ever updates related to tuition remission
  - Where did we land on doing a brochure or something we could take with us? Unsure if this landed with Communications & Marketing or Legislative Affairs & Policy?
  - Discussion of potential ideas for the day: a table for each campus (with faculty, staff, students) or is this segregating us too much instead of focusing at the system level (we are all USM)?
- b) Communications & Marketing Committee
  - By Friday COB share any absolutely necessary updates to the newsletter (Mark will send to everyone)
  - Updated social media on Twitter and FB - add them if you haven't
  - Newsletter will be released in January followed by a March edition
- c) Benefits & Compensation Committee
  - Ombudsperson – exploring who has one and who does not, what role they play and what other duties do they perform for those that do have one (is there some way to make this system wide)
  - Other duties as assigned – at the bottom of most position descriptions (how this applies to different positions and is there a timeline for how long someone has to perform “other duties”)
- d) Board of Regents Awards
  - Discussion to add a new award to the BOR Staff Awards process or develop an award for staff who perform their normal duties
  - We came up with a new award to add to the Board of Regent's Staff awards or to add alone. We came up with the name Inclusion, Multiculturalism, and Social Justice. We talked about how to evaluate the packet- should it be above and beyond- Dana suggested it should be evaluated by the impact that a person makes. We also discussed finding out how the award became above and beyond and maybe think about changing the years from 5 to 3 years. Why can't the years in one institution be changed to the years in the USM system?
  - New award under consideration to the BOR;

## STAFF AWARD for INCLUSION, MULTICULTURALISM and SOCIAL JUSTICE

This award is given to a staff member in recognition of outstanding work in fostering diversity and social justice education, competency and/or action among students, staff, and/or faculty. It recognizes a USM staff member who serves as an example to others through a commitment to diversity and social justice beyond the scope of one's full-time professional responsibilities.

### Review Criteria:

Determination of the award will be based on an outstanding or an exceptional contribution to one's campus community in the area of inclusion, multiculturalism, and social justice. The identified contribution may have resulted in a wide range of identifiable outcomes, including, but not limited to:

- further community engagement in diversity dialogue and education,
- examined and modified current practices and policies impacting one's department/institution, and/or
- implemented projects and initiatives that foster inclusion, multiculturalism, and social justice.

This award is chiefly concerned with the quality of work. The quantity of work may serve as a factor when appropriate. Therefore, the committee will look for evidence of intensity and a level of focus that achieves a greater impact on one's campus community.

- e) Executive Committee
  - o No Update

## 7. Adjourn

# COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date \_\_\_\_\_

## Benefits & Compensation Committee notes

INSTITUTION	FIRST	LAST	ATTENDANCE
CSU	Sheila	Chase	
FSU	Jody	Pifer	
TU	Mary	Hickey, Chair	Mary Hickey
UMB	Hillary	Edwards	
UMB	Susan	Holt	Shult
UMBC	Olivia	Dent	
UMBC	Kevin	Joseph	KA J
UMCES	April	Lewis	April Lewis
UMCP	Emily	Hartz	
UMCP	Sister Maureen	Schrimpe (Liaison)	SMS
UMUC	Jade	Walker	

- BSU NO Lavel JONES  
 Meeting Notes: *Lavel Jones*

UMGS- NO  
 Salisbury- NO  
 USM NO

1. Ambuds - who do they report to

~~How has the mon theatre Campus~~

How can all institution have access

- what are the other duties?
- who selected the people?

Other duties as Assigned

- who job ~~description~~ description has other duties as assigned
- Is it removed when you grade goes higher
- Do you need your job description re-classified
- What is the time frame of other duties as assigned
- If a person is out on leave,

# COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date: 12-13-16

**Legislative Affairs & Policy Committee notes**

INSTITUTION	FIRST	LAST	ATTENDANCE
BSU	Trenita	Johnson	✓
CSU	Steve	Delice	
FSU	Angie	Hovatter	
SU	Paul	Gasior, Chair	✓
TU	Cynthia	Zile	
UB	Keiver	Jordan	
UMB	Bill	Crockett	✓
UMB	Angela	Hall	✓
UMBC	Thomas	Penniston	✓
UMCES	Julianna	Brush	✓
UMCP	Dylan	Baker	✓
UMCP	Patrick	Perfetto	✓
UMUC	Candace	Johnson (Liaison)	✓
UMUC	Caitlin	Smith	

UMUC Jason Tiwani ✓ Jason.Tiwani@umuc.edu

**Meeting Notes:**

- o General discussion of committee goals for the year.
- o Should CUSS member seek to testify before committees in the leg.
- o ORP Study? What issues are there that we should address?  
Sick leave benefit for ORP members?

- o Protect tuition remission keep us informed.

# COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date:

Board of Regents & Recognition Committee

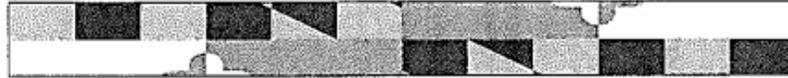
INSTITUTION	FIRST	LAST	ATTENDANCE
BSU	Andrea	Davis	
CSU	Yvonne	Cook	
FSU	Dana	Severance	<i>Dana Severance</i>
SU	Teri	Herberger	<i>Teri Herberger</i>
SU	Kimberly	Meyer	
TU	Deniz	Erman, Co Chair	<i>Deniz Erman</i>
UMB	Amanda	Azuma	
UMB	Mike	Ruddock	<i>Mike Ruddock</i>
UMBC	Sheryl	Gibbs	
UMCES	Curtis	Henry, (Liaison)	<i>Curtis F. Henry</i>
UMUC	Jenn	Volberding	
UMUC	Elia	Amegashie	

Meeting Notes

*I will email you the notes tomorrow. Deniz*

1/11  
@UMK

# COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date: 12/13/16

## Communications & Marketing Committee notes

INSTITUTION	FIRST	LAST	ATTENDANCE
UB	Margaret	Bivans	
UMUC	Mark	Freeman	Mark Freeman
UMCP	Sarah	Goff-Tiemsani	Sarah Goff
UMCES	Amy	Griffin	Amy Griffin
Bowie	Trish	Johnson, Chair	Trish Johnson
UB	Michelle	Junot	
UMES	Chenita	Reddick	Chenita Reddick
UMBC	Laila	Shishineh (Liaison)	Laila Shishineh
UMCP	Dana	Wimbish	
USMO	John T	Wolfe Jr	

### Meeting Notes:

- \* Newsletter, Dec/Jan, is done.
- \* Jan 3 release.
- \* Sending to Poc's today for final review  
- updates due by Thursday.
- \* Final ~~the~~ version will be sent out Friday.
- \* CUSS website now has our FB & Twitter information