|  |  |  |
| --- | --- | --- |
|  | **Bowie State University** |  |
| X | Trish E. Johnson | Primary |
| X | Trenita Johnson  | Primary |
|  |  | Alternate |
|  |  | Alternate |
|  | **Coppin State University** |  |
| X | Steve Delice | Primary |
| X | Sherrye Larkins | Primary |
| X | Tim Casey | Alternate |
| X | Yvonne V. Cook | Alternate |
|  | **Frostburg State University** |  |
|  | Reid Bluebaugh | Alternate |
| X | Jesse Ketterman | Primary |
| X | Rubin Stevenson | Primary |
|  | Stacy Wassell | Alternate |
|  | **Salisbury University** |  |
| X | Lisa Gray(Vice Chair) | Primary |
| X | Paul Gasior | Primary |
|  | Teri Herberger | Alternate |
| X | Kim Meyer | Alternate |
|  | **Towson University** |  |
| X | Mary Hickey | Primary |
| X | Jayne French | Primary |
| X | Deniz Erman | Primary |
|  |  | Alternate |
|  |  | Alternate |
|  |  | Alternate |
|  | **University of Baltimore** |  |
| X | Eric Jones | Primary |
| P | Michelle Junot | Primary |
|  | Keiver Jordan | Alternate |
|  |  | Alternate |
|  | **University System of MD Office** |  |
| X |  Chevonie Oyegoke  | **Chancellor’s Liaison to CUSS** |
| X | John Wolfe, Jr. | **Primary** |

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|  | **University of Maryland, Baltimore** |  |
|  | Amanda Azuma (Co-Secretary) | Primary |
|  | Roy Ross (retired) | Primary |
| X | Kevin Watson | Primary |
| X | Bill Crockett  | Primary |
| X | Angela Hall | Alternate |
|  | Carl Jackson | Alternate |
|  | **Univ. of Maryland Baltimore County** |  |
| X | Laila Shishineh | Primary |
| P | Sheryl Gibbs | Primary |
| X | Kevin Joseph (Co-Secretary) | Primary |
| X | Tom Penniston | Alternate |
| P | Arthur Bezwada | Alternate |
| X | Victoria Lloyd | Alternate |
|  | **UM Center for Environmental Science** |  |
|  | Barbara Higgins | Primary |
| P | Curtis F. Henry | Primary |
|  | **University of MD, College Park** |  |
| X | Dana Wimbish (Chair) | Primary |
|  | Dylan Baker | Primary |
| X | Sister Maureen Schrimpe | Primary |
|  | Willie Brown | Ex-Officio Chr. |
| X | Debbie Grover | Alternate |
| P | Sarah Goff-Tlemsani | Alternate |
|  | David Klossner | Alternate |
|  | **University of Maryland Eastern Shore** |  |
|  | Chenita Reddick (Member At Large) | Primary |
|  |  | Primary |
|  |  | Alternate |
|  |  | Alternate |
|  | **University of MD University College** |  |
|  | Deanna Mayer | Primary |
| X | Debby Mathis (Member At Large) | Primary |
| X | Candace Johnson | Primary |
| X | Cynthia Steele | Alternate |
|  | Jade Walker | Alternate |
|  | Alyssa Petroff | Alternate |
| X | Mark Freeman |  |

Council of University System Staff

Council Meeting Minutes - Draft

January 19, 2016 – University of Maryland University College

**X = In Attendance P = Attending by Phone**

#### AGENDA

**January 19, 2016**

**University of Maryland University College**

**Auditorium of the Academic Center at Largo**

**10:00 a.m.**

**Call to Order**

1. **Welcome and Introductions**
	* **Javier Miyares,** **UMUC President**
2. **Consent Agenda**
	* <http://bit.ly/1kOSTIt>
3. **Approval of Minutes from December Meeting**
4. **Bylaw and Constitution Adhoc Committee Report**
5. **Board Of Regents Award and Recognition Committee**
* **Sharepoint Training**
1. **Chair’s Report**
2. **Chancellor’s Liaison’s Report – Chevonie Oyegoke**
3. **Committee Meetings**
4. **Committee Updates**
	* **Benefits and Compensation**
	* **Board of Regents Awards**
	* **Communications and Marketing**
	* **Legislative and Policy**
	* **Executive Committee**
5. **Old Business**
	* **Items moved off of Consent Agenda**
6. **New Business**
	* **USM Advocacy Day – Annapolis February 11, 2016**

**Conference Call Information**

**Dial-in Number Participant: 1-301-405-2900**

**Access Code: 248782 #**



***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
Adelphi, MD 20783-1690*

**Call to Order**

1. **Welcome and Introductions**
	* **Dr. Javier Miyares,** **UMUC President**
		1. Welcome and thanks for important work we do especially on behalf of students
		2. Discussed history and mission of UMUC and how it is different from other USM institutions
			1. Discussed challenges with college completion and how they look at retention and graduation rates differently from traditional universities due to the types of students they serve
		3. Wants to become an “employer of choice” in Maryland by being an employee friendly workplace
		4. Will be introducing WorkDay HR software this summer
			1. Improvement in timesheet processing – exceptions only
2. **Consent Agenda**
	* <http://bit.ly/1kOSTIt>
	* Changed **USM Advocacy Dan** to **USM Advocacy Day**
3. **Approval of Minutes from December Meeting**
	* Include last names in those also in attendance for completeness
	* Fix some capitalization and spelling
	* Approved with changes (motioned by John second by Paul)
4. **Bylaw and Constitution Adhoc Committee Report**
	* No substantive changes found
	* Went over changes
	* Added clarification to include “not covered by collective bargaining”
	* Clarified duties of members at large and general election process and location in document
	* Clarification of standing committee structure names
5. **Board Of Regents Award and Recognition Committee**
* **SharePoint Training**
	+ Sherrye Larkins and Tim Casey conducted training
	+ Requesting that everyone try to log in by Friday, 1/22/2016
	+ Send Tim Casey an email if you forgot your password
	+ Primaries and Alternates should participate
	+ Sister Maureen Schrimpe thanked Sherrye Larkins for all of her hard work
1. **Chair’s Report**
	* 12/11/15 was BOR meeting
		1. Renaming of Byrd Stadium to Maryland Stadium effective immediately
		2. Sponsorship/sponsors were not included in discussion
	* Chancellor’s Council meeting last week:
		1. Streamlining procurement processing and allowing online purchasing
		2. Leveraging amount of money that USM spends to get better rates
		3. Patrick Hogan discussed
			1. Collective bargaining
			2. Differential tuition
			3. Sexual assault
	* BOR creating a workgroup on diversity and inclusion
		1. Will meet throughout the spring 2016
		2. Will meeting with faculty, staff, students, executives
2. **Chancellor’s Liaison’s Report – Chevonie Oyegoke**
	* Message from Gov. Hogan’s Office – changes to wellness plan
		1. If you completed requirements by 12/31/2015 – no copays in 2016, no need to do in 2016
		2. If did not complete requirements, surcharge waived
		3. Choice of health risk assessment – state or plan
		4. Surcharges for calendar year 2016 and 2017 have been eliminated
		5. Staying with 2015 requirements/healthy activities
		6. Age/Gender appropriate screening not required; same for disease management
		7. No waivers since no surcharge
		8. Asking to have a memo explaining this to institutions (can get original text from Employee Benefits Division)
	* Discussions were held about –
		1. Affect on retirees
		2. Weight management programs – on state employee page
		3. Usage of sick leave for activities,
		4. Can we get more information on plan design (5 year plan)
			1. Not able to since we were not able to participate in initial setup,
		5. What happens when changing plan
			1. Information should be transferrable – will check with Employee Benefits Division
	* Question raised about possible merit and/or COLA. Mentioned in Baltimore Sun
3. **Committee Meetings**
4. **Committee Updates**
	* **Benefits and Compensation**
		1. Contingent I/II benefits aggregation
			1. Some information still missing
			2. Question on annual leave - eligible or not – by contract
			3. Chevonie Oyegoke requested final document to make sure it is accurate
			4. Upon completion will be posted on CUSS website
		2. Prototype of questionnaire on job shadowing in development
			1. Pre/Post questions on experience with the program
	* **Board of Regents Awards**
		1. Discussed process after nominations are received. Will send out evaluation form and tips on getting started again/early
		2. Ask CUSS chair to continue to encourage the presidents to encourage participation
		3. Discussed proposing at the March meeting an additional BOR category or CUSS award for outstanding performance in current job
		4. Dana Wimbish shared that BOR Staff award winners will get $2000 vs $1000 (current)
	* **Communications and Marketing**
		1. Newsletter
			1. Only 4 schools submitted info for December newsletter
			2. Only 1 committee submitted updates
			3. Need to get better participation
			4. How often should newsletter be produced? Yearly was not enough so doing quarterly
			5. Need to designate one person per institution to provide updates
			6. Need to be taken more seriously
			7. Look at institution’s marketing material for ideas
			8. Have until Friday Jan 29, 2016 to send in material for special newsletter for Advocacy Day
			9. Deadlines – Feb 15 for March; May 15 for June; August 15 for September; November 15 for December
			10. Salisbury president for March issue; Coppin for December/special issue
	* **Legislative and Policy**
		1. Patrick Hogan met with committee at last meeting
			1. Advocacy Day – team with other bodies (faculty and students plus foundation and systems office)
			2. Inviting all legislators to lunch
			3. Discussion items for staff – health/benefits, cola/merit and retention, challenges facing all institutions (falling HS graduation rates), what we do for students (list)
			4. Contact local legislators
			5. Towson has staff member in legislature who is willing to help
			6. No set agenda/plan/itinerary still working on this since it is coming from the office of the vice chancellor
	* **Executive Committee**
		1. CUSS email mailing list address has changed to cusslist@usmd.edu
		2. CUSS Badges - $7 in advance – email Mary Hickey
5. **Old Business**
	* **Items moved off of Consent Agenda**
6. **New Business**
	* **USM Advocacy Day – Annapolis February 11, 2016**
		1. Covered in Legislative and Policy committee report

Next meeting Thursday February 11, 2016 in Annapolis (USM Advocacy Day)