

**Council of University System Staff Attendance Roster**

October 25, 2016 at Frostburg State University

X = Present in Person

P = Present by Phone

<b>Bowie State University</b>		
X	Trish E. Johnson (PC)	Primary
X	Andrea Davis	Alternate
X	Trenita Johnson	Alternate
<b>Coppin State University</b>		
X	Steve Delice (PC)	Primary
X	Sherrye Larkins (Chair)	Primary
X	Sheila Chase	Alternate
X	Yvonne V. Cook	Alternate
<b>Frostburg State University</b>		
X	Jody Pifer (PC)	Primary
X	Dana Severance	Primary
X	Rubin Stevenson	Alternate
X	Angela Hovatter	Alternate
<b>Salisbury University</b>		
x	Lisa Gray (Vice Chair)	Primary
X	Paul Gasior	Primary
	Teri Herberger	Alternate
X	Kim Meyer (PC)	Alternate
<b>Towson University</b>		
X	Mary Hickey (PC)	Primary
	Cyndie Zile	Primary
X	Deniz Erman	Primary
<b>University of Baltimore</b>		
	Eric Jones	Primary
	Keiver Jordan (PC)	Primary
	Margie Bivans	Alternate
	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

<b>University of Maryland, Baltimore</b>		
	Amanda Azuma	Primary
X	Mike Ruddock	Primary
	Bill Crockett	Primary
X	Angela Hall	Alternate
	Hillary Anne Edwards	Alternate
P	Susan Holt	Alternate
<b>University of Maryland, Baltimore County</b>		
X	Laila Shishineh (Co-Secretary)	Primary
P	Sheryl Gibbs	Primary
	Kevin Joseph (PC)	Primary
X	Tom Penniston	Alternate
	Olivia Dent	Alternate
<b>UM Center for Environmental Science</b>		
X	Curtis F. Henry (M@Large) (PC)	Primary
P	Julianna Brush	Primary
X	April Lewis	Alternate
P	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
X	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
X	Jennifer Volberding	Primary
P	Elia Amegashie	Alternate
	Jade Walker	Alternate
X	Mark Freeman	Alternate

**AGENDA**  
**October 25, 2016**  
**Frostburg State University**  
**GIRA – CCIT 397, Center for Communication and Information Technology**  
**10:00 a.m.**

**Call to Order**

**1. Welcome and Introductions**

- **Dr. Ronald Nowaczyk, President**
  - a) President Nowaczyk has been at Frostburg for six months
  - b) Focus on student success & importance of the role of staff in that area
  - c) Economic driver for this part of Maryland (as well as work force development)
  - d) In the process of finalizing a staff senate (started by former interim President)
  - e) Starting a new strategic planning process (previous plan ended in 2015-2016)

**2. Guest**

- **Dr. Robert Kauffmann, President, CUSF Council of University System Faculty**
  - a) Looking for opportunities to collaborate/form partnerships
  - b) CUSF passed their mission statement/vision statement and their strategic plan for the year
  - c) Share results of “Survey of Senate Chairs on the State of Shared Governance in the System” (See PPT Slides)

**3. Consent Agenda**

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

**4. Approval of Minutes from September Meeting**

- a) Angela Hovatter was not in attendance
- b) 10e: remove “underground”?
- c) 4b: add Patrick Hogan’s title
- d) Going forward Trish will be Bowie State University’s primary CUSS member and Andrea will be the alternate CUSS member.

**5. Chair’s Report**

- a) BOR Chair Brady shared the reason he allowed the Towson students to speak before the general meeting agenda. He said it was 1 the right thing to do. 2 What he should do.
- b) Chancellor shared many highlights from each campus
- c) BCCC concern addressed by Chancellor Caret: CCBC would not be a good move, Morgan is not interested in merging, and USM is open to discussion and will discuss more next month
- d) Chancellor’s Holiday invite for December 6 is forthcoming
- e) November Joint Councils meeting: Yvonne Cook will check in individuals and give out name badges
- f) Sherrye will update CUSS SharePoint

- g) Executive Committee met and co-secretaries will get minutes to the Executive Committee, and then they will be shared with the CUSS members within a week of each CUSS meeting – these minutes will be in DRAFT form only – not for public sharing until approved by the CUSS member’s next meeting.
- h) Sherrye asked that the Communications and Marketing Committee focuses on the accuracy and edits on the CUSS website. Forward corrections to Chevonie to have USM webmaster make corrections or additions when needed.
- i) All CUSS representatives should be sharing the Chancellor’s video and Dr. Hrabowski’s video about the BOR Staff Awards (e.g., “On behalf of their institution President and the Chancellor...”).
- j) Committee meetings will be 45 minutes at each CUSS meeting – have a committee member capture notes from each committee meeting.
- k) Make a note on the attendance sheet if you need a name tent. Bring your name tent to each meeting or give it to the person hosting the next meeting – Pat will take them for UMCP joint meeting.
- l) Mary will continue to have CUSS name badges made (must pay \$7 in advance).
- m) At CUSS meetings, please sit with someone you don’t know and not from your institution.

#### 6. Chancellor’s Liaison’s Report – Chevonie Oyegoke

- a) USM office has a new logo focused on innovation and ties to the state: if we use anything with the USM logo, make sure to get the new logo (available online too)
- b) Open enrollment until midnight Nov. 15<sup>th</sup>: no exceptions
- c) FLSA: there’s no update, still, in the next few weeks, the institutions will send their own communications to employees that are impacted, but still no final decision (still waiting on the leave component), but as soon as we know more, it will be disseminated (hopefully by the end of the month)
- d) A lengthy discussion among CUSS members followed related to a variety of topics around FLSA, classifications, etc. FLSA will only be looking at exempt employees that do not meet the federal guidelines (for now), and after we meet the guidelines, we will then relook at salary compression issues. If folks have concerns about their classifications, these can vary from each institution. Some campuses offer desk audits if your position has drastically changed. Non-exempt employees may have to follow a different process (again this can vary).
- e) Consensus as a group among CUSS members that we need to share some of our concerns around this topic – Sherrye charged the Benefits & Compensation committee with drafting some wording for us to share on behalf of CUSS. Part of the challenge we seem to have is with “other duties as assigned.” As well as what we do when people leave, retire, etc. and then we downgrade positions or do not fill positions.

#### 7. Committee Meetings

## 8. Committee Updates

- **Benefits and Compensation**
  - a) Will table tuition remission discussion for now
  - b) Looking at teleworking policies at each campus
  - c) Would like to examine the comment on job description “other duties as assigned.” Large concern for staff
  - d) The question discussed: Do campuses typically have an ombudsperson whom people can go to with concerns or a human relations person?
  
- **Board of Regents Awards**
  - a) Created a flyer for e-mail and flyers for departments to market BOR Staff Awards (Towson) – will share with entire group and could recreate for each institution
  - b) Discussed an additional award for staff recognition: should it be added to the BOR award or a separate award for an employee that does their job amazingly well?
  
- **Communications and Marketing**
  - a) Social media outlets exploration (trying to determine what platforms make the most sense – rethinking LinkedIn and just created a Twitter account @CUSS\_USM)
  - b) Fun Fact Fridays: as we continue to explore ways to disseminate information
  - c) December newsletter: looking to change some colors/layout to mix things up a little – possibly look at a charitable opportunity for the December meeting in collaboration with USM. Chevonie will share additional information.
  - d) Committee will produce a December newsletter and a February special edition newsletter for the council’s advocacy day. Highlighting one of the two presidents (Towson and FSU)
  - e) All information MUST be in by November 15<sup>th</sup> for the December newsletter
  
- **Legislative and Policy**
  - a) Reach out to government relations at your university to share what CUSS is doing, establish a relationship, and explore goals at each institution
  - b) Legislators are really busy during the session, so consider reaching out prior to or after the session
  - c) Bring ideas to Patrick prior to the session (when he’s at the USM meeting) that he might be able to share on our behalf
  - d) Should focus on things other than budget at the session since budget is addressed by the Chancellor as well as it already decided by then
  - e) Create a brochure or slides that we could share that are more interactive rather than just a one pager (in partnership with the Communications & Marketing Committee) All committees should submit information for the brochure or slides
  
- **Executive Committee**
  - a) Shared that the council members are like liaisons to their respective campuses on behalf of CUSS. Council members should communicate CUSS information with their campus staff.

**9. Old Business**

- **Items moved off consent agenda**

**10. New Business**

**11. Campus Updates (no report)**

Committee Meeting Notes:



Meeting Date: 10-25-16

Legislative Affairs & Policy Committee Attendance

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

Meeting Notes:

- Reviewed discussion from Sept. meeting
- How can we help other comm. w/ their goals @ Assembly.
- Reach out to Gov't Relations
- " " " " legislators prior to session.
- Wonder about bringing ideas to Patrick prior to the session for inclusion in the Gov's budget. →

- Concentrate on non-monetary issues?
  - During assembly \$ is already set in Gov's budget.
  - Regs. might be something we could have an effect on during \$ session.

- Work on a one pager?

- Quirky web site to show ~~us~~ who/what CUSS is.

# COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date:

Communications & Marketing Committee

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

Meeting Notes:

- New views for CUSS FB page -
- Mark created CUSS Twitter Page @CUSS-USM  
 Added the BOR videos to page  
 - using points of pride // CUSS accomplishments.
- December Newsletters Ideas
  - \* Try to change the face (Holiday Edition) colors
  - \* Have each school provide commencement dates/speakers
  - \* Toys for Tots Donation for the December  
 Mtg @ Systems Office
  - \* BOR reminder on encouraged information
  - \* Important Dates Section Annapolis Day  
BOR Due Date

~~Twitter~~  
 LinkedIn  
 importance

# COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date

## Benefits & Compensation Committee

INSTITUTION	FIRST	LAST	ATTENDANCE
FSU	Jody	Pifer	<i>Jody Pifer</i>
TU	Mary	Hickey, Chair	<i>Mary Hickey</i>
UB	Eric	Jones	
UMB	Hillary	Edwards	
UMB	Susan	Holt	
UMBC	Olivia	Dent	
UMBC	Kevin	Joseph	
UMCES	April	Lewis	<i>April Lewis</i>
UMCP	Emily	Hartz	<i>Emily Hartz</i>
UMCP	Sister Maureen	Schrimpe (Liaison)	
UMUC	Jade	Walker	

CSU *SHEILA CHASE* *Sheila Chase*

### Meeting Notes:

- 1) Put a hold on the "Tuition Remission" review
- 2) Teleworking project will be a 4-8 month project; was given the policy, agreement, and checklist from Towson to take to other institutions and compare. Make a chart of comparison and bring back to next meeting.
- 3) Duties as assigned outside of scope of work
  - depends on job you are being asked to do;
  - how long will you be doing these duties;
  - reason why you need to do them;
  - need guidelines put in place
  - ask to have a ambassador at each campus

# COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date:

Board of Regents & Recognition Committee

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

## Meeting Notes

★ Agenda - How to get the word out? Work from the Top Down  
 Posters and Flyers... Mike Ruddock offered to doctor the handouts  
 for each institution. Idea: speak directly to the staff  
 ? some schools have specific committees or processes to get the  
 word out... Idea: Poster or yard signs w/ dates to re-use at  
 every campus year over year. Streamline documentation Process  
 to simplify the process; this is to make it easy. Help define  
 candidates roles: "going above and beyond." Outreach to students  
 to nominate any staff Idea: Employee of the Month Award can be  
 a gateway to staff being more involved with Awards around campus.  
 Initiative: the 2k award, accomplishment on resume; being recognized.

📌 Idea: Timeline suggestion in Oct once a week promote the Awards; as December comes encouraged to fill out the nom. Forms; Push Hard in January.

Challenge: Get more people nominated... last year nominations, president awards; HR receives the BOR Packet.

📌 Idea: Nominee should draft an outline of their job descriptions and accomplishments. Can nominate yourself.

📌 Idea: Reach out to Communication Team or Unit... Is Shadygrove included - Yes!

☆ Issue: 5th Award Proposal... Maybe or maybe not.

Cause of low morale... if staff doesn't feel as they deserve the award. / Conflict with employee reviews... PIP or PAD... PMP how to address supervisor who always gives a standard versus outstanding. 📌 Idea instead of new category let's focus on participation and instead on the CUSS discussion as a whole. 📌 Idea: email Mike of your Annual Review Category(ies). 📌 Idea: Mike will email the group for more information on our concerns. >> fwd to CUSS.