## Council of University System Staff Attendance Roster

April 25, 2017, at Bowie State University

X = Present in Person  
P = Present by Phone

### Bowie State University
- **X** Trish E. Johnson (PC)  
  Primary
- **X** Trenita Johnson  
  Primary
- **X** Andrea Davis  
  Alternate
- **X** LaVel Jones  
  Alternate

### Coppin State University
- **P** Steve Delice (PC)  
  Primary
- **X** Sherrye Larkins (Chair)  
  Primary
- **P** Sheila Chase  
  Alternate

### Frostburg State University
- Jody Pifer (PC)  
  Primary
- **X** Dana Severance  
  Primary
- **X** Rubin Stevenson  
  Alternate
- Angela Hovatter  
  Alternate

### Salisbury University
- **X** Lisa Gray (Vice Chair)  
  Primary
- **X** Paul Gasior  
  Primary
- **X** Teri Herberger  
  Alternate
- Kim Meyer (PC)  
  Alternate

### Towson University
- **X** Mary Hickey (PC)  
  Primary
- **P** Cyndie Zile  
  Primary
- **X** Deniz Erman  
  Primary

### University of Baltimore
- John Brenner  
  Primary
- **P** Keiver Jordan (PC)  
  Primary
- Michelle Junot  
  Alternate

### University of Maryland Eastern Shore
- **X** Chenita Reddick (PC)  
  Primary

### University System of MD Office
- **X** Chevonie Oyegoke  
  Chancellor’s Liaison to CUSS
- **X** John Wolfe, Jr.  
  Primary

### University of Maryland, Baltimore
- **X** Amanda Azuma  
  Primary
- **P** Bill Crockett  
  Primary
- **X** Angela Hall  
  Primary
- **X** Nicole Miskimon  
  Alternate
- **X** Hillary Anne Edwards  
  Alternate
- **X** Susan Holt  
  Alternate

### University of Maryland, Baltimore County
- **X** Laila Shishineh (Co-Secretary)  
  Primary
- Sheryl Gibbs  
  Primary
- Kevin Joseph (PC)  
  Primary
- **X** Tom Penniston  
  Alternate
- Olivia Dent  
  Alternate

### UM Center for Environmental Science
- **X** Curtis F. Henry (M@Large) (PC)  
  Primary
- Julianna Brush  
  Primary
- **X** April Lewis  
  Alternate
- **X** Amy Griffin  
  Alternate

### University of MD, College Park
- **X** Patrick Perfetto  
  Primary
- **P** Emily Hartz (PC)  
  Primary
- **X** Sister Maureen Schrimpe (M@Large)  
  Primary
- Dana Wimbish (Past Chair)  
  Alternate
- Sarah Goff-Tlemsani  
  Alternate
- Dylan Baker  
  Alternate

### University of MD University College
- **X** Candace Johnson (Co-Secretary) (PC)  
  Primary
- **X** Jennifer Volberding  
  Primary
- Elia Amegashie  
  Alternate
- Jade Walker  
  Alternate
- **X** Mark Freeman  
  Alternate
- **X** Jason Tiwari  
  Alternate
1. Call to Order

2. Welcome & Introductions (10:00a.m. -10:10a.m.)
   • Dr. Mickey Burnim, President
     a) Retiring on June 30th (of almost 11 years of service at Bowie and 41 years in
        higher education)
     b) New state-of-the-art science building is almost complete
     c) Joined by VP for Student Affairs and Chair for Staff Council

3. Consent Agenda & Materials [CUSS April Agenda and Materials]

4. Approval of Minutes from March 28, 2017 Meeting: Correction: Jody Pifer was not present. Susan Holt was present. Motion to approve made by Sister Maureen Schrimpe; seconded by Dana Severance.

5. Chair’s Report (10:20 a.m.)
   • BOR/Chancellor Update (All information below is available in detail via the SharePoint page)
     o Meeting was at College Park. BOR Faculty Award recipients were recognized. There were 16 faculty members awarded in four categories: Excellence in Teaching, Excellent in Mentoring, Excellence in Public Service, and Excellence in Scholarship Research or Creative Activity.
     o Chancellor always gives report and often commends the presidents at the institutions. His comments about the presidents are available on SharePoint.
     o Capital and operating budget. Final operating budget for fiscal year 2018 passed both House and Senate. General assembly approved 304 million dollars in capital construction projects across the USM.
     o Governor’s father passed away. System will send a resolution to the family.
   • CUSF Report/ Recommendation [CUSF Survey Docs]
     o Report in regard to survey that was (Dr. Kauffman - Frostburg) shared at Salisbury. Survey was sent to Chancellor. Survey is great tool to evaluate president and the university. Students will be implementing the survey and developing their own questions. Governance Survey will be revamped for next year. Sherrye Larkins asked Lisa Gray to be chair of this venture and implement it. Lisa will work with chair of a committee and contact Dana Wimbish to obtain original survey to avoid starting from scratch (Shared Governance Survey). Lisa will determine what committee to work with or if she’d like to select a group of people.
     o BOR agenda items are on the BOR site. CUSS members are welcome to attend each meeting. Mary Hickey asked to have meeting agenda for BOR posted to CUSS agenda each month.
USM Student Council had last meeting discussing the shared governance survey and nominations for May elections. Sherrye asked that CUSS members check with their student council reps and confirm that they are attending USM Student Council meetings. Some institutions have both undergrad and grad representatives.

CUSF, CUSS & USMSC chairs meet after every BOR meeting. First year in a while that CUSF, CUSS and Student Council have worked hard together. After nearly every meeting, the three councils meet as a group to discuss updates. They try to incorporate presidents’ council in that meeting, but the presidents didn’t want to join meeting. Presidents, Chancellor and BOR has recognized this.

Agenda items for a CUSF or SC representative to share each CUSS meeting was suggested.

At last meeting, shared what set up would be at each institution. Someone mentioned that it would be nice to put timelines or dates on it. Sherrye looked at sheet and confirmed that there are some points that need to have timeline. Each institution should book room in advance for CUSS meeting and request presence of President. Should also look at having signs (directional) made for attendees of CUSS. Work with parking and transportation at each institution to work out signs and how to have them posted.

6. Chancellor’s Liaison’s Report (10:25 a.m.)

- Maryland General Assembly completed its work. Session went well. USM office of government relations offered testimony and sought amendments on more than 75 bills that had impact on all constituents. Combing through them all to determine their impact. Have to figure out new policies and procedures.
- Waiting for Chancellor’s salary guidelines. Doesn’t appear to have any merit or COLA this year. We were able to buy down the tuition hike, minimal 2%.
- Some bills (priority for HR) MD Healthy Working Families Act - sick leave will be extended to safe leave. Opening to pool of new employees; policies will have to be revised.
- Work group to study optional retirement program - received unfavorable report. Last year came up with bill to study optional retirement program. Determining if it will be approved next year.
- Passed (retirement decisions). If new employee, have up to first pay period to make decisions regarding retirement. If you enroll in ORP, can switch back within a year. Change – Have to decide on day one of employment what retirement program you want to choose. HR departments determining ways to help employees make decision regarding retirement programs. Two different programs to choose from. Effective July 1, 2017.
- Recruitment – three positions in USM open. Assumed there will be more retirement with changes.
- Next week, benefits meeting with retirement vendors – TIAA, Fidelity and Nationwide. Will have workshop to get people ready to retire. Chevonie’s priority is HBCUs because funds offered are lower (trying to get contribution levels up). People need to contribute their own funds. Pension gives 7%.
- Jenn discussed her experience working with a Fidelity rep to discuss her retirement options and ways to ensure that she saves enough for retirement.
- Chevonie recommends that everyone log in to their retirement accounts and contribute extra money each month ($10, $20, $30).
- There is an RFP this year. All three vendors have to rebid for our contract. Determination will be made by 7/1/17. Result may be that we have new vendors.
- Social Security also has a website that you can log in to so that you can see how much you’ve contributed, which can be added to the amount you’ve contributed in your Fidelity account.
- There are two committees that are made up of board members from each institution – people that are matching vendor values with our values.
- RFP is available on Maryland State Retirement and Pension website. May 15th is due date for all vendors who are interested in entering application for business with USM.
- If vendors change, employees will have opportunity to move their funds (maybe with exception of TIAA).

7. Committee Meetings (10:45 a.m. – 11:30 a.m.)

8. LUNCH (Tentative Working Lunch)

9. Committee Reports
   - Benefits and Compensation
     i. Four members present; read Ombudsman proposal and approved it as is. Feels that it covers all responsibilities of Ombudsman.
     ii. Motion to approve Ombudsman proposal made by Mary; seconded by Paul. All in favor. None opposed. Will be shared with Robert Kaufman and James Kirk.
   - Board of Regents Awards
     i. Discussed creating an email box. In future, if there are questions from universities, mailbox will give everyone on committee access and ability to answer questions. Committee members will be more involved; everyone will be given duties to perform.
     ii. Still going forth with determining how to carry out awards process.
     iii. Curtis asked if nominees are announced – it was informed that nominees are announced, but not until evaluation process if over. Different for each institution.
     iv. Certificate of Honorable Mention will be sent to non-winners.
     v. Deniz is working on getting recognition for nominators because there is a lot of work that goes into nominating someone. Sherry mentioned that it’s different at every institution, because the nominee should put a lot of work into the nomination packet as well.
   - Communications and Marketing
     i. Changing release schedule for newsletter so that it’s more tied to calendar. Next newsletter released in July.
     ii. This month, tried to highlight Bowie State on newsletter.
     iii. Will highlight Bowie State staff member this month.
     iv. UMBC staff member will be highlighted next month.
     v. Sherrye asked that every committee chair give an update of their committee’s accomplishments and goals met. Also mentioned that point of contact members
should begin working on highlights for their institutions. Sherrye will work on her farewell.

- Legislative and Policy
  i. Discussed sending a letter to Andy Clark and Patrick Hogan. Wanted to congratulate them on their successes. Letter will discuss Advocacy Day and make suggestions for next year. Letter will discuss room that was used and selection for caterer.
  ii. Schedule of all institutions’ advocacy days will be gathered.

- Executive Committee
  i. Reviewed E&E report. Felt that five points were accurate for institutions that were represented. However, felt that information was not accurate to each institution, and therefore more investigation will take place.
  ii. Points needs to be reviewed to determine if the point is state-wide, or if they’re specific to each institution.
  iii. Document is posted in SharePoint. Everyone should read it to determine if those scenarios are occurring at each institution. Point of Contact (POC) for each institution should review the document and send updates to Lisa by May 5th.

10. Old Business
- Ombudsman follow up - Resolution sent in regard to Ombudsman. Mary did some research and data collection. Sherrye spoke with several Presidents to confirm their support of Ombudsman. Robert Kaufman drafted the resolution. Once a resolution is approved it will be submitted.

11. New Business
- Nominations for Executive Committee
  i. Chair, Vice Chair and Co-Secretary nominations. There is no limit to how long a Chair can run.
  ii. The Chair attends several meetings (Chancellors Council, BOR, BOR Retreat); a C USS Report must be submitted for each meeting as well as a vocal report. The Chancellors Council meeting with presidents and USM Vice Chancellors is held once a month. Meetings are held the first Monday of each month and first Tuesday in the summer. C USS Chair is responsible for giving a C USS report at these meetings. C USS meeting minutes are helpful for drafting reports. Many reports from years’ past are in SharePoint. There are six BOR meetings that Chair must attend and at which he/she must provide a C USS report.
  iii. Vice Chair is responsible for scheduling monthly conference calls with Executive committee, preparing agenda and materials for monthly meetings, keeping list serve up-to-date, and serving as a support system for Chair. Vice Chair can attend Chancellor and BOR meetings in Chair’s absence.
  iv. Co-Secretaries – Take turns taking minutes at meetings and consolidate them to create one document. Submits minutes to Executive Committee soon after the meeting to review minutes to ensure that they’re ready to be disbursed to entire C USS committee. Must send minutes to Chair immediately to ensure that he/she is prepared for the Chancellor’s/BOR meeting. Also liaison of one of the four committees.
  v. Sister Maureen nominated Lisa for Chair, seconded by Laila. Lisa accepted. Steve Delice nominated Laila; she declined.
vi. Vice Chair – Jenn nominated Mark; seconded by Candace. Mark accepted nomination. Laila nominated by Paul; declined by Laila.

vii. Co-Secretary: Laila nominated by LaVel, accepted by Laila. Candace nominated by Laila; accepted by Candace.

• Institution Search Committee
  i. UMCES, Bowie have search committees.
  ii. UMCES: Staff council representation on search committee. Has not started interviewing yet; still in process of reviewing candidates and determining which candidates to bring in for interviews.
  iii. Bowie: Shared Governance is represented on committee to search for president. Web page is supposed to be updated but has not been. Dr. Burnim said goal is to make announcement this semester. Is surmised that the process is on track. One staff senate member, one staff member. Nominations taken; people allowed to self-nominate or nominate others. Nominations could be sent to systems office.

12. Cindy and Kevin pulled together our concerns with E&E 2.0. Sherry placed it in the consent agenda. Everyone should review this before it’s shared with Chairman Brady.

13. Institution Updates

14. Adjourn (2:30 p.m.)

15. Motion to adjourn made by Mary; seconded by Paul. Meeting adjourned at 1:56 pm.

Next Meeting May 16, 2017 at University of Maryland Baltimore County.

Conference Call Information
Dial-in Number:
Participant Access Code:
### Meeting Date
04/25/17 - Bowie State

### Benefits & Compensation Committee

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### Meeting Notes:
- Approved ombudsperson joint resolution.
- Discussed 'other duties as assigned' that appears on job description.
- Look into more data & info.
Meeting Date: ________________

Board of Regents & Recognition Committee

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Meeting Notes

- Keep the way we've wrote up award + put into award packet.
- Spoke about chair position.
- Send Maulbay - for the questions to go to for everyone to have access.
Meeting Date: 4-25-17

Communications & Marketing Committee

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Meeting Notes:

# Monthly schedule now Jan-April July-Oct.

# UMES & BSU Presidents centered for Spotlight in July

# Next month spotlighting UMBC on Social Media

This month was Bowie shared articles. Spotlight out Thurs.

D will send interview Q's to UMBC.
Meeting Date: ________________

Legislative Affairs & Policy Committee Attendance

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Meeting Notes:

- Jason Tiwani needs to be added to this list.
- Letter from Committee to Patrick & Andy - topics
  - Congratulations on a successful session
  - Suggest not having other USM institutions visit on Advocacy Day.
  - Point out the room presented logistical challenges that may have been avoided in a different set of rooms.
Will craft an e-mail, send it to the Comm. members, get suggestions, and send the final draft to the two gents.

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<tr>
<td>Jane</td>
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