

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
	John Wolfe, Jr.	Primary

University of Maryland, Baltimore		
X	Amanda Azuma	Primary
	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
X	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

**Council of University System Staff
Council Meeting Minutes
Bowie State University**

April 25, 2017

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 state4 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)
 - 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.
 - Chancellor always gives report and often commends the presidents at the institutions. His comments about the presidents are available on SharePoint.
 - 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.
 - Governor's father passed away. System will send a resolution to the family.
 - CUSF Report/ Recommendation [CUSF Survey Docs](#)
 - 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.
 - 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 is 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. Sherry 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 CUSS 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. CUSS Chair is responsible for giving a CUSS report at these meetings. CUSS 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 CUSS 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 CUSS 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:

COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date 04/25/17 - Bowie State

Benefits & Compensation Committee

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

BSU Lavel Jones

Meeting Notes:

- APPROVED OMBUDSPERSON JOINT RESOLUTION
- DISCUSSED 'OTHER DUTIES AS ASSIGNED' THAT APPEARS ON JOB DESCRIPTION.
 - LOOK INTO MORE DATA & INFO

COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date: _____

Board of Regents & Recognition Committee

INSTITUTION	FIRST	LAST	ATTENDANCE
BSU	Andrea	Davis	<i>Andrea Davis</i>
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	<i>Amanda Azuma</i>
UMBC	Sheryl	Gibbs	
UMCES	Curtis	Henry, (Liaison)	
UMUC	Jenn	Volberding	<i>Jenn Volberding</i>
UMUC	Elia	Amegashie	
UMB	Nicole	Miskimon	<i>Nicole Miskimon</i>

Meeting Notes

- keep the way mile write up award + put into award packet.
- spoke about chair position.
- ~~the~~ mailbox - for the questions to go to for everyone to have access.

COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date: 4-25-17

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	<i>Amy Griffin</i>
UMCP	Sarah	Goff-Tiemsani	
UMCP	Dana	Wimbish	
UMES	Chenita	Reddick	<i>Chenita Reddick</i>
UMUC	Mark	Freeman, Chair	<i>[Signature]</i>
USMO	John T	Wolfe Jr	

Meeting Notes:

- * Monthly schedule NOW Jan-April
July-Oct.
- * UMUCS & BSU Presidents celebrated
for spotlight in July
- * Next month spotlighting UMBC on Social Media
→ this month was Bowie
shared articles. & Spotlight out Thurs
→ will send interview Q'S to UMBC.

COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date: _____

Legislative Affairs & Policy Committee Attendance

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	

Meeting Notes:

- ★ Jason Tiwani needs to be added to this list. ★
- Letter from Committee to Patrick & Andy - topics
 - Congratulate them 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. →

