

Council of University System Staff Attendance Roster
March 28, 2017
Coppin State University

X = Present in Person

P = Present by Phone

Bowie State University		
X	Trish E. Johnson (PC)	Primary
	Trenita Johnson	Primary
X	Andrea Davis	Alternate
X	LaVel Jones	Alternate
Coppin State University		
X	Steve Delice (PC)	Primary
X	Sherrye Larkins (Chair)	Primary
X	Sheila Chase	Alternate
Frostburg State University		
X	Jody Pifer (PC)	Primary
X	Dana Severance	Primary
	Rubin Stevenson	Alternate
	Angela Hovatter	Alternate
Salisbury University		
X	Lisa Gray (Vice Chair)	Primary
X	Paul Gasior	Primary
X	Teri Herberger	Alternate
X	Kim Meyer (PC)	Alternate
Towson University		
	Mary Hickey (PC)	Primary
X	Cyndi Zile	Primary
X	Deniz Erman	Primary
University of Baltimore		
	John Brenner	Primary
	Keiver Jordan (PC)	Primary
	Michelle Junot	Alternate
University of Maryland Eastern Shore		
P	Chenita Reddick (PC)	Primary
University System of MD Office		
X	Chevonie Oyegoke	Chancellor's Liaison to CUSS
	John Wolfe, Jr.	Primary

CSU Staff Senate

Tim Casey

Sribala Narasimhadevara

Sandra Battle

Special Guest

BOR Chair James Brady

University of Maryland, Baltimore		
	Amanda Azuma	Primary
X	Bill Crockett	Primary
X	Angela Hall	Primary
X	Nicole Miskimon	Alternate
X	Hillary Anne Edwards	Alternate
	Susan Holt	Alternate
University of Maryland, Baltimore County		
X	Laila Shishineh (Co-Secretary)	Primary
P	Sheryl Gibbs	Primary
X	Kevin Joseph (PC)	Primary
X	Tom Penniston	Alternate
	Olivia Dent	Alternate
UM Center for Environmental Science		
P	Curtis F. Henry (M@Large) (PC)	Primary
X	Julianna Brush	Primary
X	April Lewis	Alternate
	Amy Griffin	Alternate
University of MD, College Park		
	Patrick Perfetto	Primary
	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		
	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. Maria Thompson, President**
 - a) Coppin strives to be an exemplar for urban campuses
 - b) Data democratization implemented at Coppin enables a new level of shared governance through networked leadership. (IT and data enabled) All employees have access to the same data/dashboard about what is going on across campus
 - c) Helps to make sure everyone has access to the same data, helps to lower the walls of silos, more visual representation of data (lots of graphs) to compare trends and take action and tell the story of the data, give a longitudinal view of the data, increases transparency, and allows every level of the institution to make data driven decisions
3. **Consent Agenda & Materials [CUSS March Meeting Materials](#)**
4. **Approval of Minutes from January 23, 2017 Meeting**
 - a) Motion to approve and second: all approved
5. **Chair's Report (10:20a.m.)**
 - a) BOR Staff Awards: still awaiting a response for the fifth category to be approved and we also reviewed and submitted 38 BOR Staff Award nomination packets
 - b) Board of Regents Chair, James Brady will be joining us today and will stay through lunch.
 - c) CUSS Members: Please inform Sherrye when your institution has new CUSS members. The email list serve will be updated by Friday.
 - d) Advocacy Day: thanks to everyone who could attend! The day went very well – Legislative Committee will report out with committee updates.
 - e) Spring Break days off: variance across campuses how many days people get off (decided by the president when/how/where to put those university days/ administrative leave days)
 - f) Chancellor's Meeting: no updates at this time on the budget (Chevonie confirmed), students have been asking about funding around text books and we do not have a proposal or resolution for them at this time
 - g) Ombudsman update: Would like to revisit ombudsmen at all institutions but it is quite costly for this to happen, CUSF and CUSS both interested in pursuing an ombudsmen at each campus, CUSF did take it to the chancellor a few years ago, but now all three councils will work together to bring this request to the chancellor, CUSF already has a report so we will review that and see if we can update it to represent all three councils
6. **Chancellor's Liaison's Report**
 - a) Work Day System: moved all retirement into the system but now moving all benefits – started the conversion two years ago (State Personnel System: called "Work Day") – system wants to move ALL employee data over so all state employees can enroll online for benefits – all HR and IT departments are working on this as we speak and hopefully everything will be automated (huge effort) – no more IVR: packet will include a link and everyone will go online to register/make changes/do flex accounts
 - One challenging area has been adjunct faculty and/or part time employees

- Please make sure to pay attention for any information coming out from respective HR offices
- b) USM Office thanks CUSS for representation at Advocacy Day and for continuing to support initiatives
- c) UNUM: special enrollment during the entire month of February with an effective date of April 1 – 2,500 enrollments
- d) Upcoming Retirements: Anne Moultrie Vice Chancellor of Communications – will repost her position as Vice Chancellor for Marketing & Communications, Teri Hollander Associate Vice Chancellor for Academic Affairs, and Joseph Vivona Vice Chancellor of Administration and Finance and COO (may serve as a special assistant to the Chancellor during the transition)

7. Speaker/Discussion/Q&A 11:00a.m. -12:30p.m.

- **Regent James Brady, BOR Chair**

- a) Introductions of CUSS membership
- b) Introduction from James Brady: BOR should not be a mystery entity, try to not meddle in campus matters, but there to support students primarily just like all of the campuses
- c) Importance of dialogue: will try to answer questions but also open to discussion
- d) First question: performance-based funding – sounds good if you say it fast but not as practical in implementation – an area in MD that we continue to look at but it is not at the top of our list at the moment but what we are focused on is funding equity across institutions (these two things are not synonymous)
 - Follow up question: how do we get to funding equity? Metrics might be a tool or a part of the way to get to the right answer but there are a lot of other factors that need to be considered (sometimes we focus way too much on metrics – and they are important). There's no perfect formula to get to funding equity.
- e) Second question: We should make decisions with the best information that we have and we rely on the councils for some of this information and we, as a council, must make sure that we are being heard. We should think of our role as important advisors to the group that has the responsibility to oversee the entire system.
 - Follow up question: what are the core priorities for the board and what issues do they focus on when they meet? Primary focus is always student success. Huge proponent of inclusion and diversity. We can attract diverse students but we're bringing them into an environment that is not prepared for them so inclusivity is critical. Must be prepared to work with students from all backgrounds and must create a welcoming environment for all. Otherwise cannot be surprised when there are retention issues. Increasingly diverse population makes inclusivity and diversity focus: is the right decision and the smart decision.
 - We all must ask ourselves: what should the role of the university be in the future? We are trying to accomplish an overly narrow objective (focus: students are graduating and have jobs). While this is very important – the primary role of the university should be to produce

contributing members of society, preparing students to be members of the real world.

- f) What is the board's strategy to tell that narrative/story of us being institutions of learning versus institutions of employability? Dialogue on the role of the university, board is constantly talking about all of these things, if figuring this out was easy, we would have done it by now.
- g) E & E question: higher education notoriously NOT that efficient so the goal is to continue to explore efficiency and effectiveness options.
- h) Appointments to BOR by the governor – how have you created board culture based on these appointments? All nominations run through the senate committee, even despite potential political differences/perspectives. Enhancing board orientation as new members come on. And charge all new regents to not spend all of their time with meetings, but rather to spend time at the campuses.
- i) Visionary question: need to be agile, cannot assume that the way things have always been is how they will remain, things are very different now than they were before. Be aggressive with the wants/needs of the institutions. Make sure the BOR are hearing about the wants/needs. Need to hear our input (repeated multiple/many times).
- j) Cultivating our future leaders question: making sure our students have thought diversity – meaning that we challenge them on their views/perspectives and make sure they understand diversity in all its forms. Preparing them for the diversity that is the real world.

8. LUNCH (12:30 – 1:00p.m.)

9. Committee Meetings (1:00 -1:45p.m.)

- a) Break into committees: group agreed to meet for 30 minutes instead of 45 minutes

10. Committee Reports (1:45 -2:15p.m.)

- a) Executive:
 - Try to broaden the scope of our report to the BOR about efficiency (larger than just travel/reimbursements) but include other examples
- b) Benefits & Compensation:
 - Other duties as assigned discussion continued (especially when someone is taking on responsibilities for more than 30 days) – how do we document this and how is it included on annual reviews – are there policies on campuses that we are not aware of when people are doing other duties but are not getting an official title change (acting/interim/etc). How do we identify what fits under “other duties as assigned”? And how do we identify what compensation should look like in these situations?
 - Ombudsmen update by next meeting
- c) Communications:
 - March newsletter complete: will go to Chevonie to put online then send out to the group to send to constituents – want to change the timeline for future newsletters to January, April, July, and October
 - Social media efforts: highlight host institution's members on Facebook/social media for each month, whichever institution is hosting the monthly meeting

- Will highlight BSU and UMCES outgoing presidents in next month's newsletter
- Shared Arrangement Guide for CUSS Meetings (will be sent electronically): typically we have 25 to 35 people at each meeting
- d) Legislative:
 - Having meetings scheduled in advance was way better than just showing up/cold calling them
 - Make sure to coordinate campus visits so there is not a campus there that day on top of the advocacy day
- e) BOR Staff Awards & Recognition Committee:
 - We have the winners (cannot announce them yet)
 - Feedback about the process was shared (see committee notes for details): consistently make sure to give feedback on how to make the packets better as you are reviewing them
 - Next year we could do a grade norming session at one of our meetings (like grade a packet together or have a video about grading)
 - Video for marketing (external) and video for grading (internal)

11. Old Business

12. Institution Updates (submit in writing)

- a) Everyone email updates to Laila for campus updates – will be added to the minutes

13. New Business

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

COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date: 3/28/17

Communications & Marketing Committee notes

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

* Sending latest newsletter to everyone to update website.

Meeting Notes:

* March newsletter = complete

* Altering newsletter release schedule

* Since January newsletter works out so well w/ Advocacy day, change to

→ Jan, April, July, October

* Social media efforts

→ Starting next month, highlight a staff at CUS host Inst & shared gov. rep.

→ Short Bio/interview w/ headshot

COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date: _____

BOR Staff Awards & Recognition Committee notes

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

Meeting Notes:

- BOR Award winners were discussed
- Discussed the evaluation process... adding "impact":
 - Next meeting focus on grading process, creating a proper scale; have a minimal score for next year... Bring in High scores & lowest scores... (13 L, 18, H)
- Missing Mike; Welcome Nicole.

COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date: 03/28/17

Legislative Affairs & Policy Committee notes

INSTITUTION	FIRST	LAST	ATTENDANCE
BSU	Trenita	Johnson	
CSU	Steve	Delice	Steve Delice
FSU	Angie	Hovatter	
SU	Paul	Gasior, Chair	26
TU	Cynthia	Zile	Out
UB	Keiver	Jordan	
UMB	Bill	Crockett	
UMB	Angela	Hall	J Hall
UMBC	Thomas	Penniston	TAP
UMCES	Julianna	Brush	JRB
UMCP	Dylan	Baker	
UMCP	Patrick	Perfetto	
UMUC	Candace	Johnson (Liaison)	
UMUC	Jason	Tiwani	Ⓟ
UMUC	Caitlin	Smith	

Meeting Notes:

Thoughts on the future.

- o CUSS members make appts w/ their own Del. & Senators before the session to est. relationship.
- o Felt having appts w/ key members ahead of time effective along w/ mixed groups of students, faculty & students
- o USM Day - No institutions' day on the same date.

COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date 3/28/2017 - Coppin State

Benefits & Compensation Committee notes

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

Meeting Notes:

old business

- ombuds on its way through higher levels
 - "other duties as assigned" - increase in role + responsibilities over 30-days = reassignment/increase in compensation for duration
- issues to consider {
- communications through schools/silas
 - challenges with managers being aware (or unaware)
 - changes to title (e.g. "active" or "interim")
 - team structures w/ assigning active roles while others are on leave →
 - documentation on PDPs for other duties (self + manager assessment)
 - what is the purpose of performance reviews? Employees don't see benefit.

Questions:

- Does this need to go back to the Institutions?
 - what are different policies in place?
- How long should "active" or "interim" be considered for compensation?
- How do we identify "other duties as assigned"?

* Action: share concerns for Chancellor's meeting

- Policies of entitlement for reclassification
- Policies Admin + Finance have to hold positions when vacated - without compensation to overburdened team