

**Council of University System Staff Attendance Roster**

Tuesday, October 24, 2017

University of Maryland Baltimore County

X = Present in Person

P = Present by Phone

<b>Bowie State University</b>		
	Trenita Johnson	Primary
X	Trish Johnson	Primary, POC
X	LaVel Jones	Alternate
<b>Coppin State University</b>		
X	Sheila Chase	Primary
X	Dondra Davenport	Alternate, POC
X	Anthony Littlejohn	Primary
	Sonia McCain	Alternate
X	Sherry Larkins	Ex-Officio
<b>Frostburg State University</b>		
	Liz Nelson	Alternate
	Dana Severance	Primary, POC
	Rubin Stevenson	Alternate
	Stacey Utley-Bernhardt	Primary
<b>Salisbury University</b>		
X	Lisa Gray	Primary
X	Teri Herberger	Alternate
X	Vanessa Collins	Primary, POC
	Charles Overholt	Alternate
<b>Towson University</b>		
X	Deniz Erman	Primary
X	Mary Hickey	Alternate
	Conor Reynolds	Primary
X	Cyndi Zile	Primary, POC
X	Carol Green-Willis	Alternate
<b>University of Baltimore</b>		
	Eric Jones	Primary, POC
	Keiver Jordan	Alternate
<b>University of Maryland Eastern Shore</b>		
X	Chenita Reddick	Primary, POC
<b>University System of MD Office</b>		
X	Chevonie Oyegoke	Chancellor's Liaison to CUSS

<b>University of Maryland, Baltimore</b>		
X	Colette Beaulieu	Primary
X	Sharese Essien	Alternate
X	Angela Hall	Primary, POC
X	Susan Holt	Primary
X	Nicole Miskimon	Alternate
X	Janet Nance-Richardson	Alternate
<b>University of Maryland, Baltimore County</b>		
X	Sheryl Gibbs	Alternate
X	Laila Shishineh	Primary, POC
X	Michael Walsh	Alternate
X	Pheng Xiong	Primary
X	Tom Penniston	Alternate
X	Bethany Walter	Primary
<b>University of Maryland Center for Env. Science</b>		
X	Julianna Brush	Primary, POC
X	Amy Griffin	Primary
X	April Lewis	Alternate
<b>University of MD, College Park</b>		
	Dylan Baker	Alternate
P	Sarah Goff-Tlemsani	Alternate
	Emily Hartz	Primary
X	Patrick Perfetto	Primary, POC
X	Sister Maureen Schrimpe	Primary
	Dana Wimbish	Alternate
<b>University of MD University College</b>		
X	Mark Freeman	Primary
X	Candace Johnson	Primary
X	Jenn Volberding	Primary, POC
	Craig Binder	Alternate
	Karolina Nash	Alternate
X	Sylvia Bolden	Alternate

**Council of University System Staff  
Council Meeting Minutes  
University of Maryland Baltimore County**

**1. Call to Order**

**2. Welcome and Introductions: Lynne Schaefer, VP for Admin. and Finance**

- Has been with UMBC for 12 years.
- New event center, will open later this fall. Will be a place for men's and women's basketball and volleyball, as well as convocation, commencement and concerts. Approaching six thousand seats.
- New interdisciplinary life sciences building. Focus is on bringing together faculty from different disciplines together to work on projects. Will also be a place for teaching students. Many learning classrooms and teaching labs. Will be completed in Summer 2019. Made of lots of glass for an open, airy look.
- Continue to transition existing classrooms into active-learning classrooms (removing current furniture and replacing with moving furniture for a more interactive environment).
- Doing a number of other less-visible improvements on campus, such as replacing roofs and sidewalks. Also replacing elevators that are original to some buildings (meaning they're more than 50 years old).
- UMBC celebrating 50<sup>th</sup> anniversary this year.
- Have focus on work-life balance. Resources available on HR site to assist with this. There's a wellness initiative to bring together all people on campus who touch wellness (recreation, training and development, health center, women's center, etc.).
- There's a "what every supervisor should know" toolkit on the HR site. Training accompanies that.
- Also has tool kit for admin professionals. Also shared-services initiative, about halfway through transitioning campus through shared services. Created backup for when someone is on vacation to ensure things go smoothly.
- Professional Staff Senate has created staff-mentoring program. Pairs new people with long-term employees to help guide their careers and day-to-day decisions. Has received rave reviews.
- UMBC has 14,000 students. Over half of undergraduate students are STEM majors.
- Welcomed largest freshman class this year (about 1,770 students) ever. Many are STEM majors.

**3. Special Guest: Dr. Laurelyn Irving, UMB Ombudsperson**

- Background: master's in social work, doctorate in Higher Ed admin, most of career is in student services. Also has background as a mediator through her efforts to train staff.
- Phrase "Ombudsman" comes from Swedish phrase "an ear to the people."
- Her niche is conflict resolution. Works closely with HR. Role is more informal and confidential. Likes to say that she's a good place to start if someone doesn't know where else to go. In her role, supports faculty and staff. Tries to come up with a menu of things for

people to consider in her efforts to help them. Some things she can help with directly include mediation, providing an outsider's suggestion, and conflict coaching. Sometimes facilitates group processes.

- Many people prefer to go Ombudspersons because they feel that HR represents the institution.
- Reports to Vice President Roger Ward. She isn't allowed to discuss cases with her supervisor because she has to protect the confidentiality of people who come to her (unless they give her permission to disclose their identity).
- Ombudsman Association gives her nine categories to choose from when creating report of meeting with client. Relationship with supervisor and relationship with colleagues are two most commonly discussed topics.

#### **4. Consent Agenda & Materials October [Agenda & Meeting Materials](#)**

#### **5. Approval of Minutes from September**

- Correction – Trenita Johnson and Lisa Gray were both present at September meeting.
- Motion to approve made by Max, seconded by Angela Hall.

#### **6. Chair's Report**

- Chancellor's council meeting was October 2<sup>nd</sup>.
- Resolution for ombudsperson was presented. Was passed to provost group and passed back to president's council.
- Amazon looking for second headquarters in North America. Maryland is attempting to get Amazon to come to the state.
- Excel Maryland – Looking at some things state wide; initiative by governor.
- Discussed women's forum. Several campuses don't have representation. Self-funded group addressing women's issues across the state. Conference was last Friday, October 20<sup>th</sup>, at Shady Grove. Theme this year was work-life balance. Conference is once a year, every October. Nicole Miskimon will provide contact for anyone interested (each campus is allowed up to five representatives). [www.usmd.edu](http://www.usmd.edu) (go to Women's Forum).
- October 20<sup>th</sup>, USM BOR meeting held at UMES.
- Chancellor made presentation on Excel Maryland. Also had presentation from Faculty Senate. They're still working on academic dishonesty issues. Will develop timeline for that. Currently identifying the problems collecting data. One of presidents spoke up and said it's not a new issue. Student council presented DACA resolution. Also developing shared governance survey to coincide with faculty governance survey. Looking for guidance for Title IX changes.

#### **7. Chancellor's Liaison's Report**

- Open enrollment is under way. Deadline to make changes is November 15<sup>th</sup>.
- New announcement - flex spending max increased to \$2,650. Elections for 2018 – go back in and make changes in account.
- CVS Caremark is new prescription carrier.
- If you completed 2017 wellness activity, zero copays for your PCP will continue for 2018.
- Anne Arundel Medical Center and BCBC have made agreement – services will not be disrupted. Three year contract.

- Medicare will issue new ID cards. Will no longer have social security numbers on them. Employees that are 65 and older will no longer use old cards. April 2018-2019 will issue new cards. Will replace SSC with ID number.
- Maryland Charity Campaign – goal is \$3 million this year. Can give online (mcc.maryland.gov); currently at \$483,323. Open October 4th – December 15<sup>th</sup>. Raised more than 2.9 million last year.

8. **Question for BOR Joint Meeting in November** - Meeting will be held at UM College Park on November 15<sup>th</sup>. \*Chancellor will be there, and we'll have him for an hour.\*

## 9. Committee Meetings

## 10. LUNCH (Tentative Working Lunch)

## 11. Committee Reports (points with (\*) are questions for BOR/Chancellor)

### a) Benefits and Compensation

1. Going to go back to institutions to see if issue of salary compression is being addressed.
2. \*How is the system dealing with salary compression and merit and cola increases for staff?
3. \*Purchasing from MD Correctional Enterprises isn't favorable or cost efficient. Why do we have to purchase from specified vendors?
4. Will be sending each point of contact an email to update list for schools.

### b) Board of Regents Awards

1. Meeting goals according to timeline. Due to lack of resources, will follow up next year with video for presidents.
2. Completed draft for rubric. Finalize by December. Also have survey to send to CUSS. Informational survey to find out how other campuses recognize nominees for BOR.
3. \*COLA and wages question for BOR, similar to question from Benefits committee.

### c) Communications and Marketing

1. Working on finalizing newsletter, which will be out next week.
2. \*What kind of impact is the federal immigration reform having on international enrollments on the system level? Is it impacting finances and budgets?
3. \*What is the role in the systems' schools in regard to the opioid epidemic? Are there any programs in place as a system? What type of programs or services are available to students, staff, and faculty? Is any funding going to be set aside or any training going to be provided to staff?
4. \*After the incident at UMD College Park regarding the Bowie State student, how is the system being proactive in encouraging more positive relations between diverse populations on campuses?
5. \*What are the impacts, if any, of policy changes and approaches by the current Secretary of Education to the USM?

### d) Legislative and Policy

1. Shared summary documents to bring group up to speed with goals. Includes committee task list and timeline.
2. Max will keep committee notes on Shared Point.
3. \*Last year a Senate bill was proposed, but not passed, to establish a workgroup to study the Optional Retirement Program (ORP) and present finding by December 31st. In light

of this interest, has the System taken any independent steps to review the ORP and if so, can you share with us what they are?

e) **Executive Committee**

1. Mark Freeman, Colette Beaulieu and Sherrye Larkins are working on shared governance survey – all faculty take it currently. Will be reworked to share with staff. Update by next meeting, finalized by Dec.
2. Still working on efficiency survey. Will work with Dawn Rhodes at UMB. Will send out to all USM institutions.
3. Inviting Patrick Hogan to December meeting for updates for agenda for advocacy day.
4. If you have not rsvp'd to joint meeting in Nov, please do so. Mark will resend invitation. If you don't remember whether or not you have rsvp'd, please email Mark Freeman directly so that he can mark your attendance yes or no.

**12. Old Business**

N/A

**13. New Business**

1. Sherrye Larkins attends diversity inclusion meetings with representatives from every institution. She represents CUSS. Most of conversation centers around what each institution is doing regarding diversity and inclusion. Each institution talks about programs they're starting or developing.
2. Chancellor is not available on December 12<sup>th</sup>. Checking to see if he's available Monday or Wednesday of that week, or somewhere in that time frame.

**14. Institution Updates**

1. UMB: Carl Jackson is delegate of 8<sup>th</sup> district in Baltimore County. Visit his site at [VoteCarlJackson.com](http://VoteCarlJackson.com). Has worked on Barack Obama's and Jon Ossoff's campaigns.
  - a. UMB is also revitalizing live near your work program; employees can get different amounts of money based on classes they take. University will also be chipping in. Placing emphases on revitalization of West side of Baltimore.

**15. Adjourn**

Motion to adjourn made by Sister Maureen Schrimpe at 1:28 pm and seconded by Angela Hall.

# COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date 10-24-17

**Benefits & Compensation Committee Attendance**

INSTITUTION	FIRST	LAST	ATTENDANCE
TU	MARY	HICKEY	Mary Hickey
BSU	Lavel	Jones	Lavel Jones
CSU	SHESHA	CHASE	Shesha Chase
UMBC	Mike	Wash	Michael Wash
UMCES	April	Lewis	April Lewis
UMB	Susan	HOLT	Susan Holt

**Meeting Notes:**

Committee members will ask at their institution if the issue of salary compression is being addressed

- o Towson U. is looking into the issue

Joint Meeting Question  
 How is the system dealing with salary compression and merit/cost increases for staff.

# COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date: Oct. 24, 2017

## Board of Regents Staff Awards & Recognition Committee Attendance

INSTITUTION	FIRST	LAST	ATTENDANCE
UMUC	Jenn	Volberding	✓
UMUC	Sylvia	Balden	✓
<del>UMUC</del>	<del>Debra</del>		
Towson	Deniz	Erman	✓
COPPIN	Anthony	Littlejohn	✓
UMB	Janet	Nancy Richards	✓
UMBC	Sheryl	Gibbs	✓
UMBC	Bethany	Walter	✓
Salisbury	Teri	Herberger	✓

bwalter@umbc.edu

- Meeting Notes** According to our timeline... We are meeting our goals.
- President Video -- Decided to do it next year to include updated information (categories) and Presidents.
  - Rubric -- Draft completed and will be sent to our Committee for proofing. Due date for finalization will be Dec.
  - Survey -- Finalized will be sending out an informational survey to the CUSS list; survey can be sent out to your campus staff Senate as well.
  - Question... Same as Benefits... COLA and wages...

# COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date: 10/24/17

## Communications & Marketing Committee Attendance

INSTITUTION	FIRST	LAST	ATTENDANCE
BSU	Trish	Johnson	
UMES	Cherita	Reddick	
Towson	Carol	Green-Willis	
UMBC	Tan	Pennington	
UMB	Sharese	Essien	
UMCES	Amy	Griffin	

### Meeting Notes:

- worked on questions for Chancellor
- will be getting the newsletter out by the end of this week / early next week

# COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date: 10/24/2017

**Legislative Affairs & Policy Committee Attendance**

INSTITUTION	FIRST	LAST	ATTENDANCE
UMB	Nicole	Miskimon	<i>Nicole Miskimon</i>
UMB	Angela	Heel	<i>Angela Heel</i>
SU	Vanessa	Collins	<i>VCollins</i>
UMD	Patrick	Perfetto	<i>[Signature]</i>
VMCES	Juliana	Brush	<i>Juliana Brush</i>
VMBC	Pheug (Mr)	Xiong	<i>[Signature]</i>
ESU	Dondra	Davenport	<i>Dondra Davenport</i>
TU	Cyndi	Zile	<i>Cyndi Zile</i>
UMUC	Candace	Johnson	<i>Candace Johnson</i>

**Meeting Notes:**  
 Cindi Zile handed out Summary Document for Committee History.  
 → includes Committee Task List.

MAX Xiong will keep committee notes uploaded on CUSS SharePoint

Discussed questions for Joint Meeting @ UMCP in November.  
 → Question regarding ORP sent to Candace Johnson.

# COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date 10/24/17

**Executive Committee Attendance**

INSTITUTION	FIRST	LAST	ATTENDANCE
Salisbury	Lisa	Gray	✓
UMRE	Mark	Freeman	✓
UMOC	Candace	Johnson	✓
UMBC	Laila	<del>J</del> S.	✓
UMD	Sister M.	S.	✓
USMO	Chevonie		✓
Coppin	Shemye		✓
UMB	<del>Colette</del>	Colette	✓

**Meeting Notes:**

- ✦ Shared governance survey - rework Faculty's for Staff.  
- Shemye, Colette, Mark
- ✦ Efficiency Survey, working on it.  
- VP. UMB Dawn R. Hodges.
- ✦ Patrick Hegan - invited to December. - updates, & ways to improve legislative 2018.
- ✦ UMOC - January mty. devoted to BOR.
- ✦ Benefits - updated document on website. by website.
- ✦ Resend. ~~invite~~ invite/USM joint mty.  
- remind everyone: respond to RSVP regardless of attendance. ↓