



Council of University System Staff

MINUTES

Tuesday, December 11, 2017

University System of Maryland Office
Elkins Building, Atrium
3300 Metzertott Road, Adelphi, MD 20783
10:00 a.m.

Bowie State University
14000 Jericho Park Road
Bowie, MD 20715

Coppin State University
2500 W. North Avenue
Baltimore, MD 21216

Frostburg State University
101 Braddock Road
Frostburg, MD 21532

Salisbury University
1101 Camden Avenue
Salisbury, MD 21801

Towson University
8000 York Road
Towson, MD 21252

University of Baltimore
1420 N. Charles Street
Baltimore, MD 21201

**University of Maryland,
Baltimore**
620 W. Lexington Street
Baltimore, MD 21202

**University of Maryland
Baltimore County**
1000 Hilltop Circle
Baltimore, MD 21250

**University of Maryland Center
for Environmental Science**
P.O. Box 775
Cambridge, MD 21613

**University of Maryland,
College Park**
College Park, MD 20742

**University of Maryland
Eastern Shore**
Princess Anne, MD 21853

**University of Maryland
University College**
3501 University Blvd. East
Adelphi, MD 20783

**University System of Maryland
Office**
3300 Metzertott Road
Adelphi, MD 20783-1690

1. Call to Order

2. Welcome and Introductions from Chevonie Oyegoke

- a. Human Resources – new CHRO's – some institutions are doing reorganization
- b. Policy changes
 - i. Parental leave
 - ii. Sick leave
- c. January and April COLA increases
- d. ACA provided benefits to those who were “not regular”
 - i. HR offices have been sending hours to DBM on a regular basis
 - ii. Special open enrollment going on now (thru end of January to be covered for 2019)
- e. SPS (state personnel system) – online enrollment as of January 2
 - i. W Number – pseudo SSN
 - ii. Look into benefit system and use it to change info or add qualifying life events! Yay!!!!
 - iii. Open Enrollment has come and gone – no more changes unless it's a qualifying life event.
- f. Upcoming Legislative Session
 - i. General Assembly convenes 1/9
 - ii. Inauguration 1/16
 - iii. House Bill introduction date 2/8
 - iv. Adjournment 4/8
- g. Retirement changes to align TIAA and Fidelity with Nationwide
 - i. Go to HR departments if you don't have these on your campus

3. Consent Agenda & Materials December [Agenda & Meeting Materials](#)

4. Approval of Minutes from October & November

5. Chancellor's Liaison's Report

- a. Tuition Remission Demonstration (30 minutes)
- b. www.usmd.edu/tuition-remission/
- c. Pilot phase right now and launching system-wide by Fall 2019
- d. No more SSNs or paper forms
- e. One place where all employees can go, no matter where they work
- f. Will be working with institutions regarding dropping classes, etc. (for consistency)
- g. If any of your information is inaccurate, go to your HR office to communicate changes/updates
- h. If you don't want to take a degree program and just a single class, you need to speak to your supervisor to see if it qualifies for tuition remission
- i. If you want to take multiple classes at different institutions, you must file a separate application for each institution
- j. Online application is not completed until student is accepted at the

- institution and student/employee ID number is assigned
- k. Use your own institution's login information
 - i. Will use multi-factor authentication method via your phone
- l. Start New Application
 - i. Choose institution and available semester
 - ii. Choose who the application is for (employee, spouse, dependent)
 - iii. Make sure to enter supervisor information and course information correctly!
 - iv. Choose student level
 - 1. Number of credits and Student/Employee ID number
 - v. Acknowledgements and Affirmations
 - 1. Will only show those that you need
 - vi. Both Employee and Supervisor will get a confirmation email when the application is filed
 - 1. Supervisor will follow link in confirmation email to see pending approval(s) if there is a conflict with work schedule - Supervisor will not need to approve is there is no work schedule conflict
 - vii. Institutions will be communicating this new system to their employees on their own timeline – ask your HR Benefits Coordinator for details

6. Committee Meetings

7. LUNCH (Tentative Working Lunch)

8. Committee Reports

- a. Benefits and Compensation
 - i. Policy questions
 - 1. Gather data and see how universities compare to each other
 - ii. Day of Mourning
 - 1. Some institutions opted not to take part in it
 - 2. Some institutions are getting the time off (can take up to Jan. 5th to take it per individual Union MOUs)
 - 3. USM policy 7-7.30 paragraph 2
<https://www.usmd.edu/regents/bylaws/SectionVII/VII730.pdf>
 - 4. Take this policy take back to individual Staff Senates for discussion
- b. Board of Regents Awards
 - i. Getting ready to send out communication buzz to BOR committees at each institution (including tips) to encourage nominations
 - ii. Committee and Volunteers from CUSS to grade packets once they arrive
- c. Communications and Marketing
 - i. CUSS Info Sheet c/o Amy to use on campus for those who do not know what CUSS is
 - ii. Winter newsletter to be published in February
 - 1. Form will be simplified (word count limit added)
 - 2. Staff senate best practices
 - 3. Highlights from the Legislative policy committee
 - iii. Exit Survey for outgoing members
 - iv. Pictures for directory of CUSS members (online)
 - 1. Will take pictures at August meeting or have members

provide pictures at August meeting

- d. Legislative and Policy
 - i. Continuing the conversation about retiree Rx benefits
 - ii. Govt. affairs reps meeting next week
 - 1. Will be circling back to those reps for next steps
 - iii. General outreach to govt. affairs reps hasn't gone very well
 - iv. Talking points to prepare for Advocacy Day
 - v. Follow-up questions for Andy and Patrick for Advocacy Day dates
 - vi. How to tap into student orgs on campuses to get better turnout from students for Advocacy Day
- e. Executive Committee
 - i. Best Practices Survey has been emailed out to Council in prep for afternoon discussion
 - ii. Please type up and email committee notes to Stacey (subernhardt@frostburg.edu) for inclusion in minutes
 - iii. Mark Freeman-Price is stepping down as Vice Chair of CUSS
 - 1. January is last meeting
 - 2. Floor to open for nominations for Vice Chair and Co-Secretary and election will happen in January
 - a. Nominations
 - i. Laila – Vice Chair
 - ii. Candace – Co-Secretary

9. Old Business

- a. Best Practices Survey Results (Mark)
 - i. See document emailed by Mark for details
 - ii. Reach out to campuses shared governance groups re: organization
 - iii. 11 of the schools participated
 - iv. Both Quantitative and Qualitative methods were used (where possible) in analyzing the findings
 - v. Email Mark with questions
 - vi. This will also be on January agenda for discussion
- b. Ad-Hoc Bylaws Committee Update (Mark)
 - i. Satellite Sites (Hagerstown and Shady Grove)
 - 1. No one solely reports to either of those sites
 - 2. If they don't report to a specific institutions, the employees default report to College Park (usually)
 - 3. Make sure the employees at these sites have a presence in our shared governance structure
 - ii. Executive Board Roles for 2-year terms
 - 1. Will bring some consistency to the Council, but;
 - 2. A lot of CUSS representatives don't have multiple year terms at separate institutions
 - 3. Will table this issue for now for possible discussion by a future board (if wanted)
 - iii. Attendance by Alternates
 - 1. Funding issues (in some cases, alternates are not given funding to for travel reimbursement)
 - 2. Will issue statement to Presidents to ask them to support ALL elected CUSS representatives (no matter if they are Primary or Alternate)
 - 3. In most cases, CUSS treats all representatives like Primaries
 - 4. CUSS could do better in communicating expectations of Alternate representatives

5. Will be working with Communications Committee to work on CUSS on-boarding documents to clarify the language/expectations of Alternate representatives
6. If we expect Alternates to take active role in Council, we need to make a by-laws change
7. Do we still need these distinctions?
8. CUSS present by-laws state that Alternates do not have to attend meetings and they do not vote – do we need a by-laws change?
9. Conversation around this issue will continue

10. New Business

- a. Board of Regents Retreat (Mark & Laila)
 - i. Enrollment and Student Success Data
 - ii. AGB (Association for Governing Boards) President, Richard Legion
 1. Standards and procedures for governing boards across the country
 2. What is the responsibility of a Fiduciary?
 - a. Not just about money
 - b. Really about the entire organization
 - i. Public reactions to decisions
 - iii. Next steps based on recent happenings in USM
 1. Will be rededicating to shared governance
 2. Chancellor and staff will go on third listening tour across state of MD
 - a. Student safety
 - b. Affordability
 - c. High Quality Educational Opportunities
 3. Risk Management and Crisis Management Workgroups to be established and assessed
- b. Shared Governance Survey (2019) (Mark)
 - i. Last year we did our inaugural shared governance survey
 1. Sent to staff senate chairs and asked them to send it down to their councils (to maximize response rate)
 - ii. New survey will be made available in January for voting at the January meeting
 - iii. Faculty have been doing it for three or four years so CUSS and Student Councils decided to put out a survey for the first time last year.
 - iv. Presidents appreciate the feedback

11. Speaker, Ellen Herbst – Vice Chancellor for Administration and Finance

- a. One year in position as of November 26
- b. Legislative Session
 - i. Kirwin Commission Report (K-12 education)
 1. Possible \$4.4 Billion in additional spending
 2. Implications across everything else in terms of spending
 - ii. State has a surplus in revenue going into Legislative Session
 1. State has a structural deficit (Medicaid)
 2. No one understood the true implications (Medicaid continues to grow)
 - iii. Budgets are a document about priorities
 - iv. Title IX and Training Issues
 - v. Questions about Governance and the Regents' Role
 1. This year's BOR Retreat was designed to focus on

recommitment to shared governance and the role of the presidents vs. the role of the Regents

2. BOR will bring in outside company to do assessment of the Board

c. Admin and Finance

- i. Sustainable budget model and governance for regional centers (USMH and Shady Grove)
- ii. Financial Strategies for schools suffering from enrollment declines
- iii. Funding Guideline for Institutions
 1. Working on institutions where there's a gap in state appropriations funding
- iv. Free Community College
 1. High School Pipeline (first year after HS)
 - a. $\frac{1}{2}$ stay in state (community college and USM schools)
 - b. $\frac{1}{4}$ out of state
 - i. Opportunities for recruitment
 - ii. MD is a net exporter of HS graduates to the South and an importer from the North
 - c. $\frac{1}{4}$ don't go anywhere
 - i. Opportunities for pathways to higher ed
- v. Incoming Fall 2019 enrollment (no specific school – across the system)
 1. $\frac{1}{3}$ are first time traditional students
 2. $\frac{2}{3}$ are transfers and/or non-traditional
 3. IRIS (Chevonie will send link out)

12. Adjourn

Conference Call Information

Dial-in Number: 1-866-759-8456

Participant Access Code: 5242844

Next Meeting January 22, 2018 at University of Maryland, Baltimore

Committee Notes 12/12/18

Benefits and Compensation Committee

1. Continued discussion on the policy questions that were sent to each campus. Worked on re-wording the third question for clarity; "Is there a policy in place to deal with 3rd shift employees when the campus is closed due to weather..." Some campuses do not have a "3rd shift" but do have employees that may work overnight. Next step: Analyze the answers from each campus to compare and contrast.
2. We discussed the state granted "Day of Mourning" Some campuses granted an extra leave day to be used before January 5th. Several campuses did not.
 - a. Examined the following Leave Policy:
 - i. II. AMOUNT OF HOLIDAY LEAVE Employees are eligible to earn 11 holidays per year, or 12 holidays during a year of general or congressional elections, and any other special observance as required by the legislature and Governor, or otherwise provided by the Chancellor or President. Part-time employees who are employed on at least a 50% full-time basis shall earn holiday leave on a pro-rated basis. All employees must be in a paid employment status on the calendar date that the holiday is earned, in order to be eligible for holiday pay when the holiday is observed.
<https://www.usmd.edu/regents/bylaws/SectionVII/VII730.pdf>

BOR Committee

1. Noted that another Communication Buzz should go out on Wednesday, 12/12, and will include tips on how to put together successful packets, and ideas on how to encourage nominees.
2. Depending on the number of packages and volunteer reviewers, each packet should be reviewed by at least three members, but the members will not have to review every packet.
3. A call will be sent out, possibly this week, to all CUSS members asking for volunteers for reviewing.

Communications Committee

1. CUSS Info Sheet - sent to all by Amy Griffin; available to share with your campus
2. Winter Newsletter
 - a. Reviewed timeline; publish in early February
 - b. Will include:
 - i. Institutional Updates
 - ii. Staff Senate Best Practices

- iii. Policy Committee Update
 - c. Form to request Institutional Updates will be modified and will have a character limit
- 3. Future Meetings - will try an option for those joining the larger meeting by phone to join the committee meeting remotely (Google Hangouts or Zoom Conferencing)
- 4. Future Project Ideas
 - a. Update the New Member Packet re: Alternate Role
 - b. Revisit previous project begun by Communications Committee - create an Exit Survey for outgoing members
 - c. Add pictures of CUSS members to the existing directory (take the pictures at the August meeting)

Legislative Policy Committee

- 1. Retiree Rx Coverage
 - a. Meeting next Tuesday (12/18) for campus government affairs representatives
 - b. Still need to follow up on questions from last meeting
 - i. Have any other state governments made this type of change based on the 2019/2020 implementation of revised Medicare Part D program? If so, how did they handle it?
 - ii. Which legislators (returning and newly elected) are interested in the retiree Rx coverage issue so we know who to reach out to?
- 2. Anyone else successful speaking with their reps
 - a. No
 - i. Request for help drafting email – Nicole will resend email to committee members with sample text for government affairs rep intro email
 - b. Make it a point to talk to your campus government affairs rep about anything that comes up whenever you can – this will help establish relationship/familiarity
- 3. Legislative Session
 - a. Ask Andy Clark for conference call start date; call in info; ask him to send details to all Leg Affairs committee members via email
 - b. Advocacy day
 - i. Confirm date with Andy
 - ii. Need to get list of faculty, students and staff who are attending
 - iii. Ask Lisa how they got RSVP for last year's meeting; how best to get list of names together
 - iv. See how we can tap into student groups to get more involved; reach out to them as soon as we confirm the date

- v. Our committee will put attendees into groups and schedule meetings with legislators
- vi. Ask Lisa how the food was arranged for last year; how should we do it this year

Executive Committee

1. Mark will be stepping down from CUSS, leaving the Vice Chair role vacant.
2. Laila has expressed that she would be willing to step up for the role.
3. Since our bylaws do not have a formal process for filling a executive board vacancy, we will open the floor of nominations after lunch for those interested. If Laila is elected as V.C. we will need to look into electing a Co-Secretary.
4. Eligible institutions to run for the Vice Chair vacancy include primary members from BSU, CSU, TU, UB, UMB, UMD, UMUC, and any current Executive Board members.

Council of University System Staff Attendance Roster

Tuesday, December 11, 2018

University System of Maryland Office (Adelphi)

Bowie State University		
<i>TJ</i>	Trenita Johnson	Primary
<i>TJ</i>	Trish Johnson, POC	Primary
<i>LJ</i>	LaVel Jones	Alternate

Coppin State University		
<i>SC</i>	Sheila Chase	Primary
<i>AL</i>	Anthony Littlejohn, POC	Primary
<i>SM</i>	Sonia McCain	Alternate
<i>SL</i>	Sherrye Larkins	Ex-Afficio

Frostburg State University		
	Liz Nelson	Primary
	Amy Nightengale	Alternate
<i>RS</i>	Rubin Stevenson	Alternate
<i>QMB</i>	Stacey Utley-Bernhardt, POC	Primary

Salisbury University		
<i>LG</i>	Lisa Gray	Primary
<i>JH</i>	Teri Herberger	Alternate
<i>VC</i>	Vanessa Collins, POC	Primary
	Charles Overholt	Alternate

Towson University		
	Tasha Benn	Alternate
	LaVern Chapman	Alternate
<i>DE</i>	Deniz Erman	Primary
<i>CGW</i>	Carol Green-Willis	Alternate <i>Primary</i>
<i>MH</i>	Mary Hickey	Primary

University of Baltimore		
<i>JH</i>	James Hale, POC	Primary
<i>SS</i>	Stephen Shirley	Alternate

University System of Maryland Office		
<input checked="" type="checkbox"/>	Chevonie Oyegoke	Chancellor's Liaison to CUSS

University of Maryland, Baltimore		
	Colette Beaulieu, POC	Primary
	Christina Fenwick	Alternate
<i>SOH</i>	Sarah Hokenmaier	Alternate
	Susan Holt	Primary
<i>MM</i>	Nicole Miskimon	Primary
	Janet Nance-Richardson	Alternate

University of Maryland, Baltimore County		
<i>SG</i>	Sheryl Gibbs	Primary
	Kevin Joseph	Alternate
<i>TP</i>	Tom Penniston	Alternate
	Laila Shishineh, POC	Primary
	Michael Walsh	Primary
	Bethany Walter	Alternate

University of Maryland Center for Env. Science		
<i>JB</i>	Julia Bliss	Alternate
<i>AG</i>	Amy Griffin, POC	Primary
<i>MP</i>	Michelle Prentice	Primary
	Lori Stepp	Alternate

University of Maryland Eastern Shore		
<i>CR</i>	Chenita Reddick, POC	Primary

University of Maryland, College Park		
	Darrell Claiborne	Alternate
<i>SG</i>	Sarah Goff, POC	Primary
<i>EH</i>	Elizabeth Hinson	Alternate
<i>MW</i>	Matthew Nesson	Alternate
	Kalia Patricio	Primary
<i>MS</i>	Sister Maureen Schrimpe	Primary

University of Maryland University College		
<i>AB</i>	Antoinne Beidleman	Primary
<i>CB</i>	Craig Binder	Alternate
<i>MFP</i>	Mark Freeman-Price, POC	Primary
	Candace Johnson	Primary
<i>KN</i>	Karolina Nash	Alternate
<i>AP</i>	Adrienne Price	Alternate