



Council of University System Staff

Minutes
September 18, 2018

University of Baltimore
Student Center in the Bogomolny Room, Fifth floor
21 W. Mt. Royal Ave, 21201
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 Metzgerott Road
Adelphi, MD 20783-1690

1. Call to Order

2. Welcome by UB President, Dr. Kurt Schmoke

- Newly-Renovated library to be open on 9/21
- Fourth year of presidency and trying to find niche in the system
- UB serves the adult learner – avg. age of undergrads is 28
- Friendly to transfer students
- Only university in system with law school and undergrad program on same campus
- 5000 students – equally divided among UG and Grad

3. Consent Agenda & Materials September Agenda & Meeting Materials

4. Approval of Minutes from August

5. Chair's Report

- a. Friday, 9/21/18 – recognition breakfast for BoR Staff Awards at Towson
- b. Honorable mention certificates will be given to each campus president at the BOR meeting afterwards
- c. Honorable mention certificates will be sent to each campus the week after

6. Chancellor's Liaison's Report

- a. Open Enrollment 10/15 – 11/14
 - It will be on the IVR again this year.
 - Online open enrollment next year.
 - Flexible Spending account – you must make an election
- b. HR Departments from USM got together and identified DAWG (Data Analytics WorkGroup)
 - Trends with staff and faculty
 - Currently there is data on students to identify retention, etc., but no data on faculty and staff
 - Make sure of consistency with data that institutions have on campuses
 - Ensure that all schools are reporting the same data for their staff and faculty to look for trends in HR.
- c. Automated tuition remission process via homegrown software package – you may or may not be asked to do tuition remission via a portal vs. a form
 - Just finalizing which campuses will be doing it first

- Fully automated product for you, your spouse, and dependents
- d. State employees COLA raise as of 1/1/19 – news blurb stating it wasn't going to happen. Chevonie will find out and report out later.
- e. Pending lawsuit regarding Rx benefits for retirees (class action)
 - Summary: Once retiree becomes eligible for Medicare Part D, State Rx benefit goes away.
 - Lisa sent Andy Clark an email regarding conversation, but has not heard back.
 - CUSS stance: possible write-in campaign, etc. based on Council recommendations.
 - Council will wait to hear back from Andy Clark before we decide what we will do
 - Plans will be finalized at October meeting
 - Department of Budget Management has set up counseling sessions for retirees to help them find a plan that will work.

7. Committee Meeting

8. LUNCH (Tentative Working Lunch)

9. Committee Reports

- a. Benefits and Compensation
 - Will be sending email out to POC's about three questions
 - i. Retiree's Rx plan issue
- b. Board of Regents Awards
 - i. New packet is on system website
 - ii. Call for anyone who wants to review who is not on BOR committee – reach out on anyone on the committee
 - iii. Will have training for new members or volunteers
 - iv. Create sample packets to share with committees at each institution to show what a winning packet looks like
- c. Communications and Marketing
 - i. Two new co-chairs, Sarah (UMB) and Antoine (UMUC)
 - ii. Shared drive files moving to new co-chairs
 - iii. Information sharing regarding informational sheet and newsletters
- d. Legislative and Policy
 - i. Committee is a lot bigger than in years past
 - ii. Upcoming discussion with Andy Clark to get ahead of legislative session – ideas, feedback, advice, etc.
 - iii. Will be working with Lisa to plan that meeting
 - iv. Homework to reach out to government affairs representative on each campus – communication plan
 - v. Topics to address besides legislative session
 1. Title IX and Sexual harassment prevention training
 2. USM guidelines to weather-related closures (third shift)
 3. Administrative leave and it's use

4. Retiree Rx benefits – wait to hear from Andy Clark before we ramp up to help

e. Executive Committee

- i. All committee chairs please copy Lisa and Mark on all communications with committees
- ii. Google Docs sheet to track attendance to follow-up w/members who are chronically absent
- iii. Role and Responsibility of POC (point of contact) for each institution
 1. Main person to reach out to at each institution with questions or information
 2. POC may be the conduit between executive board and other CUSS members for each institution
- iv. Name badges are \$7. Mary Hickey must have money before she can order them.
- v. Ideas from Shared Governance Survey may be shared each month via minutes – highlights and tidbits
- vi. Free community college in MD – what's the impact going to be?
 1. Enrollment Management and Financial Aid may have some idea of what the impact might be on your institution.

10. Old Business

- a. Shared Governance Best-Practices Survey
 - i. Was due on 9/14/18 – received 9 of 12 as of Monday, 9/17/18
 - ii. Initial report will be given at October meeting and full report will be in November.

11. New Business

- a. Questions for BOR at Joint Meeting
 - i. November 16th at College Park with 4 BOR members invited for panel discussion
 - ii. CUSS will be handling logistics and CUSF will handle agenda
 - iii. Send any questions to Mark and Lisa by October 5.
 1. Make sure the questions are on the level that can be answered by our BOR representatives; not so drilled down in the weeds that they are unable or unwilling to answer them.
 2. Mark and Lisa will compile the questions and then send them back out to Council for a vote.
- b. Formation of Ad-Hoc Bylaws Committee
 - i. Mark will be on committee as a liaison to help guide conversation, but committee will operate independently of CUSS. Volunteers: Elizabeth H (UMD), Mary H (TU), Sheila C (CSU), Sarah H (UMB) and LaVel J (BSU)
 1. Attendance policy for primaries and alternates
 2. Would we like to move to 2 year terms for executive committee?

3. Would we like to extend a seat on CUSS to USMSH and USMH?

12. Institution Updates

- a. Bowie State
 - i. Had bike tour and president rode 20 miles
 - ii. President had "Chat and Chew" networking event for faculty and staff
- b. UB
 - i. Please visit the new library on your way out!
- c. UMES
 - i. New president started Sept. 1
 - ii. Campus is re-energized and she is an awesome person
 - iii. Believes in collaboration and working with other presidents at other institutions.
- d. Towson
 - i. New VP of Admin and Finance
 - ii. Provost search happening now
- e. UMCES
 - i. First staff appreciation day coming
 - ii. First UMCES staff award will be given as well
- f. USM
 - i. Please go on the website to look for other job opportunities if you want them
 - ii. Let's keep the expertise within!

13. Adjourn

Next Meeting October 23, 2018 at Frostburg State University

Council of University System Staff Attendance Roster

Tuesday, September 18, 2018

University of Baltimore

Bowie State University		
X	Trenita Johnson	Primary
	Trish Johnson, POC	Primary
for	LaVel Jones	Alternate

Coppin State University		
AB	Sheila Chase	Primary
P	Anthony Littlejohn, POC	Primary
SA	Sonia McCain	Alternate
SA	Sherrye Larkins	Ex-Afficio

Frostburg State University		
	Liz Nelson	Primary
	Amy Nightengale	Alternate
	Rubin Stevenson	Alternate
MMB	Stacey Utley-Bernhardt, POC	Primary

Salisbury University		
RLH	Lisa Gray	Primary
JH	Teri Herberger	Alternate
	Vanessa Collins, POC	Primary
	Charles Overholt	Alternate

Towson University		
	Tasha Benn	Alternate
P	LaVern Chapman	Alternate
DE	Deniz Erman	Primary
CSW	Carol Green-Willis	Alternate
WR	Mary Hickey	Primary
	Conor Reynolds, POC	Primary

University of Baltimore		
JH	James Hale, POC	Primary
SS	Stephen Shirley	Alternate

University System of Maryland Office		
OO	Chevonie Oyegoke	Chancellor's Liaison to CUSS

University of Maryland, Baltimore		
P	Colette Beaulieu, POC	Primary
CF	Christina Fenwick	Alternate
SCM	Sarah Hokenmaier	Alternate
SH	Susan Holt	Primary
NM	Nicole Miskimon	Primary
NM	Janet Nance-Richardson	Alternate

University of Maryland, Baltimore Co.		
SG	Sheryl Gibbs	Primary
RDG	Kevin Joseph	Alternate
TR	Tom Penniston	Alternate
LS	Laila Shishineh, POC	Primary
MW	Michael Walsh	Primary
	Bethany Walter	Alternate

University of Maryland Center for Env. Science		
JB	Julia Bliss	Alternate
AG	Amy Griffin, POC	Primary
MKO	Michelle Prentice	Primary
CS	Lori Stepp	Alternate

University of Maryland Eastern Shore		
CR	Chenita Reddick, POC	Primary

University of Maryland, College Park		
	Darrell Claiborne	Alternate
	Sarah Goff, POC	Primary
EH	Elizabeth Hinson	Alternate
MN	Matthew Nesson	Alternate
KP	Kalia Patricio	Primary
SM	Sister Maureen Schrimpe, POC	Primary

University of Maryland University College		
AB	Antoinne Beidleman	Primary
	Craig Binder	Alternate
MP	Mark Freeman-Price, POC	Primary
CJ	Candace Johnson	Primary
KN	Karolina Nash	Alternate
AP	Adrienne Price	Alternate

COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date 9/18/18

Benefits & Compensation Committee Attendance

	INSTITUTION	FIRST	LAST	ATTENDANCE
1	BSU	Lavel	Jones	✓
2	TU	Mary	Hickey	✓
3	UMCES	Julia	Bliss	✓
4	UMCP Sts. Maureen	Sister Maureen	Schrinpe	✓
5	UMD	Elizabeth	Hinson	✓
6	UB	James	Hale	✓
7	UMB	Susan	Holt	✓
8	CS	Sonia	McCain	✓
	UMUC	Mike	Walsh	✓

Meeting Notes:

1. Did we get any answers from Human Resource, regarding the Ombudsman.
- ASK to resend questions - Frostburg question from Stacey
2. Retirement Prescription Plan - Townson spoon on outside vendors came in to discuss their plan.
- Is ~~is~~ prepaid medical benefit useful to help with large deductibles
3. What is Human Resource doing to help retirees, with Part D, and current employees who will be retiring soon. -
4. ^{discussed} How many years do you need to be to be vested, ^{in state pension}
5. ^{discussed} What Data bases does each University use, can we all get the same database? ^{to save money}
2. How does each Campus submit tuition remission paper or electronic?

COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date: 9/18/18

Board of Regents Staff Awards & Recognition Committee Attendance

INSTITUTION	FIRST	LAST	ATTENDANCE
UMB	Christina	Fenwick	✓
UMB	Janet	Nance Richards	✓
UMUC	Candace	Johnson	✓
TOWSON	Deniz	Erman	✓
UMBE	Sheryl	Gilbys	✓
UMCES	Michelle	Prentice	✓
SU	Teri	Herberger	✓

- Meeting Notes
- ① Discussed timeline: Announcement to Presidents, Contact with BOR committees. Deadline 2/8/19
 - ② Call for volunteer reviewers. Contact any USS BOR Committee member.
 - ③ Encourage Presidential support. Videos?
 - ④ Teri to reach out to university's BOR committee chairs.
 - ⑤ There will be training for any volunteer reviewers and new committee members.
 - ⑥ Will we allow review of winning packets? →

Instead, may develop sample winning packets - one for each category.

COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date: 9/18/2018

Legislative Affairs & Policy Committee Attendance

INSTITUTION	FIRST	LAST	ATTENDANCE
UB	Stephen	Shirley	✓
umcp	Matthew	Nesson	✓
umrc	Kevin	Joseph	✓
UMUC	Haroldina	NASH	✓
UMCP	Kalia	Patricio	✓
UMCES	Lori	Stapp	✓
umrb	Nicole	Miskimon	MM

Meeting Notes:

- Discussed planning for meeting/discussion with Andy Clark
 - Purpose is to learn about potential topics that CUSS can consider in preparation for Legislative Day and to share ideas/opinions leading up to the Legislative session.
 - Nicole + Vanessa will work with Lisa Gray to plan meeting with Andy Clark.

Campus Government Affairs representatives - each Committee member as "homework" - reach out to the government affairs rep. on your campus to introduce yourself, discuss the committee's role and try to plan for future communication

(over ↓)

We talked about potential topics for the committee to work on besides the Legislative Session.

Ideas:

- Title IX and Sexual Harassment Prevention training - handled differently throughout the USM; should it be consistent? Are resources available at all institutions?

- Should there be a procedure across USM related to weather related closures and how they are communicated? Specific concerns include designation a reopening time (particular issue for 3rd shift staff) essential staff designation, use of administrative leave / definition of administrative leave

- Lisa Gray has contacted Andy Clark about USM position on the removal of the prescription insurance benefit for retirees. After she hears back from him, we may begin work on a systemwide staff response to push for a change/reversal of this change.

COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date 9/18/2018

Executive Committee Attendance

INSTITUTION	FIRST	LAST	ATTENDANCE
UMUC	Mark		
USMO	Chevonie		
SU	Lisa		
CSU	Sherryl		
FSU	Stacey		
UMBC	Laila		
UMES	Cherita		
UMCES	Amy		

Meeting Notes:

- ~~USM~~ BOR Packet, ^{old removed & new} mds updated on webpage.
- ~~All~~ chairs please copy Lisa & Mark for all committee correspondence so we are in the loop
- ~~Quastname~~ - Best Practices. was due this past Friday. missing 3 campuses. will begin finding commonalities. ~~report~~ shared at next meeting. w/ initial findings. Full Report Avail in Nov.
- ~~google~~ shared doc to track attendance. Use this to follow up w/ members who are chronically absent.

COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date: 9/18/18

Communications & Marketing Committee Attendance

INSTITUTION	FIRST	LAST	ATTENDANCE
TU	Carol	Green-wills	
UMB	Sarah	Hokenmaier	
CSU	SHEILA	CHAZE	
UMBC	Tom	Penniston	
UMUC	ADRIENNE	PRICE	
UMUZ	Antoinne	Beideman	
BSU	Trish	Johnson	

Meeting Notes:

- updates on what does? logistics on what the committee does
- Sarah Hokenmaier & Antoinne Beideman co-Chairs
-