Council of University System Staff  
December 10, 2019 AGENDA  
UM System Office  
3300 Metzerott Rd, Adelphi, MD 20783  
10:00 a.m.

1. Call Meeting to Order - 10:05

2. Welcome and Introductions by Chevonie Oyegoke, USM
   ● Covered the history of Wilson Homer Elkin, President of the University of Maryland 1954-1978
   ● 2019 was a great year full of excitement and many successes
      ○ University System of Maryland at Southern Maryland became 3rd Regional Higher Educational Center
      ○ Governor Hogan changed name of UMUC to UMGC
      ○ Legislation approved changes to the BOR transparency and oversight bill - Expansion of new member position who is required to have expertise in Finance, Diversity, workplace inclusion, and administration in higher education.
      ○ Newsletters now sent throughout the year
   ● UB strengthened ties with Baltimore City Police with Baltimore City education and training center relocating to their campus
   ● Online Open Enrollment successful
   ● Jay Permen new chancellor term begin on 1/6/20

3. Consent Agenda & Materials: December 2019
   Approval of Minutes:
   October 2019 & November 2019
   Motioned Sister Maureen Schrimpe motioned approval and Paul seconded the motion: unanimously approved

4. Chair’s Report
   ● BOR Retreat overview
   ● BOR Meeting will send out the report and the meeting is also live-streamed
   ● Chancellor committee meeting minutes will be available
   ● Holiday Party successfully held at Chancellor’s home
   ● Chancellor Dr. Perman will begin 1/6/20
   ● Bruce Jarrell has been named interim President of UMB
   ● Dr. Anthony Jenkins from WVU will be President of Coppin
   ● Executive committee will draft a letter from the committee to introduce the committee to the new Chancellor
   ● Search for president of UMCP is ongoing
   ● Potential to have an Emeritus Staff member on the BOR - will keep us updated on this issue

5. New Business
   a. Ellen Herbst - Vice Chancellor (Administration & Finance)
      ● Provided an overview of her role and the System budget:
         ○ Two main types of budgets: Operating Budget and Capital Budget
      ● STEM 3 year financial enhancement program enters its final year
• Kurwin Report: heading into examining the recommendations and determining how to pay for them
• Coalition case - trying to find the money
• Advocacy Day - the importance of speaking out and knowing who represents what district
• Acknowledgement that USM struggles with competitiveness in the workforce when it comes to staff salaries.

b. Tim McDonough - Vice Chancellor (Communications & Marketing)
• New back to USM - Worked at College Park 7 years ago
• Background and specialization in Policy and Lobbying, Communication and Branding
• Currently oversees communication office in the system
• Sits as Chair of all University of communication for the system dealing with Public Affairs Publications
• Discussed publications and communication throughout the system - how to get CUSS more awareness
• We are a unique system and we should track data to promote good stories
• Willing to assist with Advocacy Day talking points

c. Carolyn Skolnik, Associate Vice Chancellor
• Came to review USM Policy, VII–1.22 Policy on Separation for Regular Exempt Staff Employees
• Primary reason to amend the policy is a change in the law at the last Legislative session.
• Major change: Exempt employee within a collective bargaining unit can now can only be fired with cause.
• Group read policy and moved to approve.

Sister Maureen Schrimpe motioned to approve USM Policy VII-1.22 Susan Holt 2nd the motion, and unanimously approved

6. LUNCH (12 PM)

7. Committee Meetings (12:45 PM)
   (Patrick Hogan & Andy Clark joined Legislative Affairs & Policy Committee)

8. Committee Reports
   a. Benefits and Compensation
      • How many CUSS schools answered the question regarding undergrad and graduate fees for employee? Not enough.
      • Today we approved letter to USM Senate Chairs with a recommendation that campuses announce a reopening time when closed for emergency purposes.
   b. Board of Regents Staff Awards & Recognition
      • Met with Marcus from USM regarding SharePoint
      • Anyone who would like to volunteer to review packets should contact Teri Herberger at tlherberger@Salisbury.edu
   c. Communications and Marketing
      • Updated information sheet has been posted on the CUSS website. Working on getting the FB page updated and
setup for approvals before anything is posted

- Waiting to get input from Kyle at UMBC on the best way to track the numbers of views from the information sheet
- Developing another document with words that describe “CUSS”; our purpose, what we do, and how we do it; may use “CUSS Works” as subject verses “CUSS Words”.

d. Legislative Affairs and Policy

- Met with Patrick Hogan, Andy Clark, and Tim McDonough to discuss preliminary plans for Advocacy day.
- Logistics: Andy will reserve room for common meeting place. He will also confirm the USM that Foundation will pay for the cost of food.
- RSVP’s will go out; Very Important to RSVP so the appropriate amount of food can be ordered.
- RSVP will be due approximately two weeks before Advocacy day
- Discussed increasing Social Media presence around Advocacy Day (hashtag)
- Would Communications Committee Help?
- Discussed making a video to use as a follow-up and contingency for cancellations or absences.
- Need volunteers at next meeting for a series of “Did you know?” short segments
- Hoping to get a campus (possibly SU) to edit videos so they can be distributed.
- Big issue/topic: Funding of Kirwan Report and how that may compete with USM position of budget
- Find ways to complement Kirwan recommendations
- Weekly teleconference calls will begin a week after the Legislative sessions begins
- Vanessa Collins will send a briefing email to CUSS chair Laila, Patrick, Andy, and Tim this email will be forward to CUSF and USMSC.

e. Executive Committee

- Distribution of formal letter will send to the Executive committee
- No other business
- Moved into subcommittees

9. Old Business

a. Debrief Joint Councils Meeting

- Thoughts on Survey - 36 staff attended, 80 people in total
- Regent Representative will be assigned to each campus - if you have question Wilma Osbourne will take all questions
- Regional offices will have one Regent assigned

b. Distribution Plan for Letters to Campus Senates - each PoC should send the letter to their Campus Senate Chair or Office.

10. New Business

a. Advocacy Day Video: How To Create/Edit/Share
b. Anti-Bullying Policies: Do campuses have them?
Seems some campuses have them embedded in other policies, like anti-harassment and discrimination policies.

11. Adjourn

Motion made to adjourn by Shelia Chase. Motion seconded by Lavern Chapman

Conference Call Information
Dial-in Number: (502) 738-3042
Participant Access Code: 306 369 590#

Next Meeting: Tuesday, January 21, 2020 at UMB