

**Council of University System Staff**  
**AGENDA**  
**Tuesday, January 22, 2019 – 10 a.m.**

**University of Maryland, Baltimore**  
**SMC Campus Center, Room 349**  
**621 West Lombard Street, Baltimore, MD 21201**

- 1. Call to Order**
- 2. Welcome and Introductions by President Jay Perman**
  - a. UMB's location – should be helping and connecting to the community around the campus and trying to refocus on what the campus can do to help
- 3. Consent Agenda & Materials October [Agenda & Meeting Materials](#)**
- 4. Approval of Minutes from December 2018**
  - a. Minutes approved as is
- 5. Chair's Report**
  - a. No report currently
  - b. Chancellor's council meeting was very brief
  - c. New Rx Bill dropped last week: trying to repeal the bill that initiative this change
- 6. Chancellor's Liaison's Report**
  - a. Should be seeing 2% increase in paychecks (first full disbursement next pay period)
  - b. Online benefits now live!!
  - c. Government relations calls every week – can get a copy of the newsletter if you wish to do so
  - d. 2020 state budget is now available: cap tuition increases at 2% and fund more degrees in STEM and health care and an increase in education for K-12 as a result from the Kirwan Report – Chancellor and Board feel good about the budget (will know more as the session continues)
  - e. CIAA Conference will be hosted at Bowie State 2021-2023 (previously in NC for a long time)
  - f. Government shut down: does impact some of our campuses in terms of grant funded opportunities (trying to find funding for those impacted) and may also impact spouses/dependents – try to identify opportunities to help
- 7. Committee Meeting**
- 8. LUNCH (Tentative Working Lunch)**
- 9. Committee Reports**
  - a. Benefits and Compensation
    - i. Issues with leave for third shift employees (like House Keeping) when they are not notified of closures until the next morning and then have to use their own

- leave to cover the time
  - ii. Need to hear from Coppin and Frostburg
- b. Board of Regents Awards
  - i. Waiting for awards to come in and then will start reviewing
  - ii. Just as a reminder: committee will review (along with volunteers) – currently have a few volunteers but let Teri know if you still want to review
  - iii. Can reconsider volunteers for review next year depending on how it goes this year
- c. Communications and Marketing
  - i. UMES & Salisbury: waiting for an update for the newsletter (should have UMES as of last week – will check)
  - ii. Waiting to get a summary of the best practices survey from Mark (should have this as well)
- d. Legislative and Policy
  - i. Legislative session has begun – budget is proposed
  - ii. Busy preparing for advocacy day – confirmed as Wednesday, 2/20
  - iii. Details will be coming soon – there will not be a February meeting
  - iv. Will share info about weekly conference calls/newsletter for anyone who wants the information
- e. Executive Committee
  - i. Will be running elections to replace Vice-Chair
  - ii. Will determine 2019-2020 meeting dates and update website

## 10. Old Business

- a. Best Practices Survey Results (Mark)
  - i. Communications Comm will be sending out the executive summary and sharing it in the next newsletter
  - ii. Hope that this document will be a place for us to save best practices, refer to it, use as a resource
- b. Ad-Hoc Bylaws Committee Final Recommendations (Mark)
  - i. Two-year terms for executive committee: decided not to pursue this now since everyone is elected for a two-year term only as is (remain at one-year commitment)
  - ii. Regional centers: do not need to include as all staff at these centers have a home campus and can work through their governance group at their home campus instead of being represented on CUSs
  - iii. Alternate language: asking campuses for funding to support all CUSS members to attend meetings, not just representatives
- c. Procedures for Shared Governance Survey:
  - i. Will go out next week to staff senate chairs with a February 28<sup>th</sup> deadline for all participates and complete final report by the end of March to go to the Chancellor and BoR
  - ii. Motion to approve, Second, All in Favor
- d. Elections for Executive Board
  - i. Nominations: Laila Shishineh for Vice-Chair (starting in February)
  - ii. Nominations: Candace Johnson for Co-Secretary (starting in February)

## 11. New Business

- a. CUSS Policy Review
  - i. Policy on Sick Leave: as of October 1, 2018 – we had to add language for MD Health and Families Act to amend our current policy
  - ii. Receiving this policy now – need to approve changes (to include contingent staff and student employees)
  - iii. Not approved: needs to be ASAP – proposing to add “safe leave” to our current “sick leave”
  - iv. Minor edit on page three: seems to be some language missing
  - v. Motion to approve, Second, All in Favor
- b. Motion to Discuss BoR Evaluation Process in the next cycle, Motion, Second

## **12. Institution Updates**

## **13. Adjourn**

### Conference Call Information

Dial-in Number: 515-604-9334

Participant Access Code: 257548

*Next Meeting Friday 15 November at University of Maryland, Baltimore*

# COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date: Jan 22, 2019

## Board of Regents Staff Awards & Recognition Committee Attendance

INSTITUTION	FIRST	LAST	ATTENDANCE
umces	Michelle	Prentice	✓
UMB	Janet	Nance-Richards	✓
TU	Derriz	Erman	✓
SU	Teri	Herberger	✓
UMB	Christina	Ferwick	✓
UMUC	Candace	Johnson	✓
CSM	Anthony	Littlejohn	✓
BSU	Treneta	Johnson	✓
UMCP	Darrell	Clauborne	✓

Meeting Notes = about 3 volunteers to assist with grading - should have approx 12 people  
 = will send out additional buzz to campuses; call with T. Casey to go over  
 ↳ conference call Sharepoint

Discussion about grading and grading matrix

- cover letter: will not ~~take~~ take off for a box being checked; name, category, signature
- job descriptions: need signatures, okay to attach
- things not included will get a zero.

will not know how many eyes on a packet until packets come in (Feb 9th is due date)

# COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date: 1/22/19

## Communications & Marketing Committee Attendance

INSTITUTION	FIRST	LAST	ATTENDANCE
Umuc	Antonia	Beideman	<i>[Signature]</i>
Umuc	Adrienne	Price	<i>[Signature]</i>
umbc	Tom	Pennist	<i>[Signature]</i>
JU	Lavern	Chapman	<i>[Signature]</i>
CSU	SHOLA	Chase	<i>[Signature]</i>
Ta	Carol	Green-Willis	<i>[Signature]</i>

### Meeting Notes:

- Working on the next newsletter, waiting on Bowie, Salisbury, UMEJ
- We are including information about the best practices survey
- Tips → estimated to start in May on staff engagement

# COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date Jan 22

## Executive Committee Attendance

INSTITUTION	FIRST	LAST	ATTENDANCE
UMMA	mark	FL.	✓
UMBC	leila	S.	✓
CSU	Shenye	L.	✓
UMES	Chenille	R.	✓
USMO	Chenille	O.	✓
SU	Lisa	Gr.	Phone

## Meeting Notes:

- \* Government Relations & Title IX, keep comm. w/ govt relations contacts
- \* Advocacy day, working w/ OASF. Feb 20th  
 schedule groups w/ meetings. CUSS → RSVPs (Shenye)  
 Lisa Follow up w/ Andy. @mads room #  
 @parky info
- \* shared governance survey.
- \* Draft meeting date for 2014-2020 (assumptions)
- \* Bar when really needn out to J. Casey at CSU.

# COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date 1/22/19

## Benefits & Compensation Committee Attendance

INSTITUTION	FIRST	LAST	ATTENDANCE
UMB	Susan	Hart	
umces	Julia	Bliss	
CSU	Smia	McCaill	
SU	Charles	Overholts	
VMDCP	Elizabeth	Hinson	
UMBC	Mike	Wash	
TU	MARY	Hickey	ADA

Meeting Notes: James + Susan will quantify data  
 teleconference with group will be set up to discuss findings  
 group will decide how to frame results

discussed question about campus closing due to  
 weather and how to handle employees who don't  
 have completely on a closed day and have to take their own time

→ UMD

→ likely lowest paid w/ least earned leave  
 disproportionately affected.

→ UMD - will call payroll to get clarification on  
 policy.

Does anyone else have this issue (campus closed - employees have to  
 use own time)

# COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date: 1/22/2019

## Legislative Affairs & Policy Committee Attendance

INSTITUTION	FIRST	LAST	ATTENDANCE
UMB	Nicole	Miskimon	NM
UMCP	Matthew	Nessan	Matthew Nessan
UMUC	Carolina	NASH	[Signature]
UMBE	Kevin	Joseph	NM
UMCES	Lori	Stapp	Stapp
SU	Vanessa	Collins	Vanessa
FA	<del>HADY</del>	<del>HICKEY</del>	<del>HADY</del>

### Meeting Notes:

- Vanessa and Nicole will draft an email to Andy Clark + Patrick Hagan for Lisa to review.
- Advocacy Day - discussed planning steps + timeline
- Committee members who have not yet reached out to their campus government affairs rep. to establish relationship + share info. as we prepare for Advocacy Day
- Committee Members will reach out to Student Affairs reps to encourage their ~~at~~ attendance at Advocacy Day.
- First weekly report <sup>for this legislative session</sup> from USM Government Affairs (Andy Clark) was emailed Friday

**Council of University System Staff Attendance Roster**  
**Tuesday, January 22, 2019**  
**University of Maryland, Baltimore**

Bowie State University		
<i>TJ</i>	Trenita Johnson	Primary
<i>TJ</i>	Trish Johnson, POC	Primary
	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
	Rubin Stevenson	Alternate
	Stacey Utley-Bernhardt, POC	Primary

Salisbury University		
<i>P</i>	Lisa Gray	Primary
<i>TH</i>	Teri Herberger	Alternate
<i>VC</i>	Vanessa Collins, POC	Primary
<i>JMO</i>	Charles Overholt	Alternate

Towson University		
	Tasha Benn	Alternate
<i>LC</i>	LaVern Chapman	Alternate
<i>RE</i>	Deniz Erman	Primary
<i>CS</i>	Carol Green-Willis	Primary
<i>JH</i>	Mary Hickey	Primary

University of Baltimore		
	James Hale, POC	Primary
	Stephen Shirley	Alternate

University System of Maryland Office		
<i>CO</i>	Chevonie Oyegoke	Chancellor's Liaison to CUSS

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

University of Maryland, Baltimore County		
<i>P</i>	Sheryl Gibbs	Primary
<i>Uy</i>	Kevin Joseph	Alternate
<i>TP</i>	Tom Penniston	Alternate
<i>LS</i>	Lalla Shishineh, POC	Primary
<i>MM</i>	Michael Walsh	Primary
	Bethany Walter	Alternate

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

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

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

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