

Council of University System Staff
Tuesday, June 25, 2019
University of Maryland Eastern Shore (UMES)

1. Call to Order

2. Welcome and Introductions by Dr. Robert Mock, Chief of Staff, President's Office

- a. Attending the meeting on behalf of President Heidi Anderson
- b. Has been employed with university about seven months
- c. UMES sits on 1100 acres
- d. Five different prominent majors – criminal justice is largest major. Working on getting Physician Assistant program back
- e. New pharmacy building under construction soon
- f. Just over 3000 students. Working on getting back to 4000 students
- g. 1700 beds on campus, about 60% of students stay on campus
- h. Five doctorate degree programs
- i. President's inauguration will be held September 13th

3. Consent Agenda & Materials June 2019

4. Approval of Minutes from May 2019

- a. Motion to approve made by Vanessa Collins, seconded by Carol Green-Willis.

5. Chair's Report

- a. Had chancellor's council meeting and BOR meeting.
- b. Reviewed freedom of speech statement. Was approved at BOR meeting. Will be distributed from system and posted on website.
- c. New policy reviews on student council. Discusses how long students serve and compensation for student regent. Currently asking for two student regents to serve a one-year term and a two-year term. Currently prohibited from compensating them.
- d. Notified that chair of CUSF has stepped down – Trish Westerman is moving to Towson as Associate Provost of Faculty Development. Robert Kaufman will take place, and Elizabeth Brun will be Vice Chair.
- e. Maria Thompson, President of Coppin, retiring June 30th. Committee searching for replacement. Listening session on campus on May 9th. Retained Academic Search as firm used to conduct search. Website with info about search will be live by end of month.
- f. Tim McDonough is new Vice Chancellor of Communication and Marketing for USM.
- g. BOR meeting was held Friday at UMES. One recommendation from AGB consulting firm (did review of board practices) was to move more items off consent agenda in closed session into open session. Discussed freedom of expression. Update also given on policy of sexual misconduct. Reviewed three of those policies. Nominations for new BOR offices won't happen until December; was originally slated for September.
- h. Presidential search update for UMCP – Gary Atzman is chair of this search. Has retained Isaacs & Miller as search firm. Will be 20-person search committee. May 8th held shared governance forum. Presidential search website should be launched through USM site. Closed search.
- i. Brit Kirwan gave report on football safety protocol put in place. Twenty

recommendations from Walters report. Likely they've been implemented. Football commission gave recommendations. Should be completed by end of summer.

- j. UMCP also implementing health care model for athletes. One of five schools in country to do so.
- k. Report on adenovirus. Investigation launched on that as well. All info about reports can be found on USM website.
- l. Since the passage of Senate Bill 719, the board delegated responsibility of financial disclosures to audit committee (for chancellor).
- m. Towson received approval for differential tuition for nursing and business, and info science. Will cap at 3000 dollars per student. Will be phased over three years. Additional money will be used for financial aid and retention of faculty, as well as national competitiveness.
- n. Briefly discussed chancellor search committee across all three councils. By August committee should be formed.
- o. New BOR meeting schedule posted online for next two years.
- p. Report on Greater Washington collaboration forum.
- q. Submitted BOR nominees for approval; all ten were approved.

6. Chancellor's Liaison's Report

- a. No report.

7. Committee Meeting

8. LUNCH (Tentative Working Lunch)

9. Committee Reports

- a. Benefits and Compensation
 - i. See Spring 2019 newsletter for this year's accomplishments.
 - ii. Next year, will continue looking at ombudsman issue. Towson, Salisbury and Frostburg don't have one. Staff council will make recommendation that they get one.
 - iii. Will keep on top of prescription coverage for retirees.
 - iv. Will continue monitoring online enrollment for benefits and COLA/merit.
 - v. Made note on July 5th governor's holiday. All schools should get extra admin day.
- b. Board of Regents Awards
 - i. Set goals for next year, including updating the rubric and providing training to school committees next year
 - ii. June and July, if any changes are made to packet need to be made by August. November deadline for rubric.
 - iii. Training for members will be online via webex. Will be scheduled same day as CUSS meetings.
 - iv. Look into grading exempt and non-exempt staff differently. Will likely use upcoming year to work on this and send out current rubric while it's being worked on.
- c. Communications and Marketing
 - i. Excited to focus on best practices at various campuses and will continue in coming year.

- ii. Streamlined process for producing newsletter.
 - iii. Published information sheet this year to share with campuses.
 - iv. Need new members, as one member will not return and one's membership is TBD.
 - v. Suggested promotional videos to highlight campuses and what CUSS has accomplished.
 - vi. Had discussion regarding internal communication to have draft minutes earlier to share with other cuss members. Option to join via video conference. Allow video presentations from campus leaders.
 - vii. Summer newsletter will hopefully be published mid-August. Antoine and Trish will head process.
 - viii. Several best practices to highlight. UMUC Sparks internship allows employees to work in other departments to possibly transition into new role.
- d. Legislative and Policy
- i. Confirmed that Andy Clark will attend December 10th meeting at USM office to discuss planning for Advocacy Day 2020.
 - ii. Discussed accomplishments for current term:
 1. comprehensive template for planning Advocacy Day
 2. joint letter to Annapolis regarding retiree prescription coverage
 3. will discuss accomplishments again at July meeting
 - iii. Discussed ideas for committee for coming term:
 1. Emphasize importance of members getting to know government affairs reps
 2. Idea for new committee is to consider suggestions for additional actions to influence prescription coverage decisions
 3. Merit: partner with Benefits committee to address importance of consistent merit pool so that it can be used as it is intended to be. Departments cannot use it as performance acknowledgement because we get it so frequently.
 - iv. Steven Shirley will be leaving UB. Has accepted position at UMBC as Director of Admin, Hilltop Institute. This will be his last CUSS meeting. Will be replaced by Suzanne Tabor, Director of Government Affairs.
- e. Executive Committee
- i. Discussed presenters for summer months
 - ii. Sent follow-up email to Tom H, Chevonie's replacement while on leave, for quick update. Sent dates for August, September and October
 - iii. Send current POC for institutions to Laila. Once new members are elected send updated list to Laila (name, email address, phone number, primary or alternate). Send form again even if you're already part of CUSS.
 - iv. Sister Maureen suggested that members indicate when their term is up.

10. Old Business

- a. Nominations
- i. Current nominations: Laila Shishineh for Chair, Nicole Miskimon for Vice Chair, Susan Holt for Co-Secretary, Amy Griffin as tentative for Co-Secretary, LaVel Jones as alternate.
 - ii. Motion to close nomination for chair made by Sister Maureen. Seconded by

- Mary Hickey.
- iii. Laila elected as Chair.
- iv. Motion to close nomination for vice chair made by Sister Maureen. Seconded by Mary.
- v. Nicole elected as Vice Chair.
- vi. New nominations for Co-Secretary. Candace nominated Antoine Beidleman, but he declined.
- vii. Carol Green-Willis nominated herself.
- viii. Sister Maureen made motion to close nomination. Seconded by Mary.
- ix. Susan Holt and Carol Green-Wills elected as Co-Secretaries.

11. New Business

- a. Elections
 - i. Members at Large will be elected next month.
 - ii. Mary recommended that faculty decorum be addressed. Mentioned that during Performance and Tenure time, faculty aren't evaluated as staff members are. Faculty are evaluated by students, but not on an employee-basis.

12. Institution Updates

- a. No updates.

13. Adjourn

Motion to adjourn made by Colette Beaulieu. Seconded by Sherly Gibbs. Meeting adjourned at 1:10 PM.

