

1. Call to Order

2. Welcome and Introductions

- a. Dr. Artie Lee Travis (Vice President for Student Affairs)
 - i. Has been at Bowie State for 12 Years
 - ii. Selected as the safest campus
 - iii. Graduation coming up this week (Friday) – will be bringing graduation back to campus
 - iv. Received reaccreditation for Nursing and Business (recently)

3. Consent Agenda & Materials May 2019

4. Approval of Minutes from April 2019

5. 2019 General Session (10:30 AM)

- a. Andy Clark, Assistant Vice Chancellor, Office of Govt Relations, USM
 - i. 2.5 staff members in Office of Govt Relations (USM) – very small shop
 - ii. Each campus has a person or people assigned to government relations and those are all liaison's to Andy's area (all serve on state relations council – Andy will send a list of who these folks are)
 - iii. Session runs the same every time: proposed budget, set of proposals to review, etc.
 - iv. For the current session: whole new crop of legislators (first year: scare you to death, second year: work you to death, third year: bore you to death – law school analogy for new legislators), actively worked on 193 bills, 10 million dollar cut to USM (left to the discretion of the presidents of each institution), we have one of the strongest executive officers in the governor because we get what the governor gives us but the legislation can take it away, but we try our best to ward off any additional cuts (especially cuts to base budget), overall this session went very well
 - v. Retiree Rx Benefit: parsed out depending on the status of the retiree (creation of Prescription Drug Benefit Task Force)
 - vi. Advocacy Day is always important (despite the snow day this year) – we will reconvene for next year (and maybe develop a weather plan/back up plan)
- b. Questions for Andy
 - i. Salary structure for non-exempt staff – impact of salary compression? Will be looking at this in the next few years (also has implications from the raise in minimum wage)
 - ii. MD Technology Bill that did not pass? Price tag of 2.5 million (too high to move forward)
 - iii. Cut to the Chancellor's budget – seemed more personal, not personnel, will this impact staff? USM office is a very small part of the entire USM staff, but this is a substantial cut to that area and we do not know how this cut will come down or how it will be worked through, but should not impact staff at other campuses
 - iv. When we have potential challenges with enrollment – what actions can we take to protect the budget? Very popular: 2 + 2 Programs, Regional Centers (Shady Grove, Hagerstown, & Southern MD), CC Partnerships – think of creative ways to grow enrollment

6. Chair's Report

- a. Chancellor's Council Meeting: May 6
 - i. Legislative Update: Adrienne Jones elected Speaker of the House (great liaison to the System)
 - ii. Regents Oversight Transparency Bill was signed
 - iii. AGB Report came out last month – board has accepted all recommendations (20 actionable items)
 - iv. Guidance for Following Up on Anonymous Allegations – reviewed document
 - v. Patricia Westerman will stay on as the Chair of CUSF for next year and Ryan King White as Vice Chair and Karen Clark as Secretary and two members at large
 - vi. Grad Council: huge focus on mental health

7. Chancellor's Liaison's Report

- a. Policy on Non-Discrimination & Equal Opportunity
 - i. Academic Affairs group is looking at this policy
 - ii. If you have any feedback – just email Chevonie directly
- b. Non-Exempt Salary Structure
 - i. New/recommended salary structure for non-exempt staff – going to BoR for review at June meeting – would be in effect for two years starting this July (added new pay range – 17 – to address long term recruiting/retention difficulties with HVAC/Zone/Elevator Tech positions – impacts a very small number of people)
- c. Approved the search committee for the new president of Coppin & president of UMCP
 - i. Did not see anyone from CUSS on these committees so please make sure your voice is heard with your respective campuses
- d. DBM is not moving on all the changes to the Rx plan – is determined by the results of the court case so won't know where things stand for a few weeks
- e. Graduation season is upon us – please make sure to volunteer your services on your respective campuses if a call for volunteers is needed, or follow all graduation requests on graduation days
- f. Chevonie's last meeting for a few months (will be on maternity leave) – Tom Hoffacker (sp) will be here for those three meetings to cover for Chevonie

8. Committee Meetings

9. LUNCH (Tentative Working Lunch)

10. Committee Reports

- a. Benefits and Compensation
 - i. Ombuds Discussion: how are ombuds implemented at each campus, how is it funded, and who do they report to – send to HR liaison to figure out who to send it to (maybe to the president)
- b. Board of Regents Awards
 - i. Question for the Exec Board (offline)
 - ii. Rubric discussion
- c. Communications and Marketing
 - i. Completed Spring 2019 Newsletter – sent to everyone (forward to your

- ii. Will start Summer 2019 Edition (maybe send the UMBC/PSS Mentoring Program to the newsletter – or send other ideas to highlight/promote for best practices)
- d. Legislative and Policy
 - i. Appreciated Andy coming and sharing an update with us
 - ii. Would like to get him on the December agenda at System to prep for the upcoming Legislative Session
 - iii. Good template for Advocacy Day (also come up with a backup plan for weather)
 - iv. Invite your government relations person to staff senate meetings
- e. Executive Committee
 - i. Ombuds discussion as well – Benefits & Compensation will send out questions to each campus (see notes above)
 - ii. Schedule online for 5-year block (will modify to include who is on and who is off)

11. Old Business

- a. Nominations from April Meeting
 - i. Confirmed: Laila (Chair)
 - ii. Tentative: Sarah (Vice-Chair) & Nicole (Vice-Chair), Amy (Secretary), LaVel (Secretary), & Susan (Secretary)
- b. New Nominations
 - i. Chair (Laila) – accepted
 - ii. Vice-Chair (Nicole) – accepted
 - iii. Vice-Chair (Sarah) – decline
 - iv. Co-Secretary (Amy) – tentative
 - v. Co-Secretary (Susan) – accepted
 - vi. Co-Secretary (LaVel) – currently an alternate (cannot run)

12. New Business

13. Institution Updates

- a. UMCP beat Towson in lacrosse – congrats UMCP
- b. Towson's dance group featured in Beyonce's video
- c. UMBC softball and lacrosse made the championship and has a new women's basketball coach

14. Adjourn

Council of University System Staff Attendance Roster

DATE: 5/14/19
 INSTITUTION: Bowie State U.

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

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

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

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

Towson University		
	Tasha Benn	Alternate
	LaVern Chapman	Alternate
	Deniz Erman, POC	Primary
	Carol Green-Willis	Primary
	Mary Hickey	Primary

University of Baltimore		
	James Hale, POC	Primary
	Stephen Shirley	Alternate

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

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

University of Maryland, Baltimore County		
	Sheryl Gibbs	Primary
	Kevin Joseph	Alternate
	Tom Penniston	Alternate
	Laila Shishineh, POC	Primary
	Michael Walsh	Primary
	Bethany Walter	Alternate

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

University of Maryland Eastern Shore		
	Chenita Reddick, POC	Primary

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

University of Maryland University College		
	Antoinne Beidleman	Primary
	Craig Binder, POC	Alternate
	Kristin Byerly	Primary
	Candace Johnson	Primary
	Karolina Nash	Alternate
	Adrienne Price	Alternate

COUNCIL OF UNIVERSITY SYSTEM STAFF



Executive Committee Attendance

Meeting Date: 5/14/19

INSTITUTION	FIRST	LAST
SU	Shemye	Larkin's
SU	Lisa	Gray
UMBC	Laila	Shishineh
UMCES	Cherita	Reddick
UMES	Amy	Griffin

Meeting Notes:

Ombuds person - who has implemented
Schedule of meetings - which schools on/off

Nominations

Chair - Laila
VC - Nicole ~~Sarah~~
Co-Sec - Amy?
Susan
Lavel? Alternate

COUNCIL OF UNIVERSITY SYSTEM STAFF



Legislative Affairs & Policy Committee Attendance

Meeting Date: 5/14/19

INSTITUTION	FIRST	LAST
SU	Vanessa	Collins
UMCES	Lori	Stepp
UB	Stephen	Shirley
UMBC	Kevin	Joseph
UMCP	Kalia	Patricia
UMD	Nicole	Miskimon

Meeting Notes:

- Appreciated update from Andy Clark
- Get him on Dec agenda at usm office to discuss upcoming session. (12/10)
- Good template to schedule appointments for Advocacy Day.
- Encourage communication + relationship with each campus ~~State~~ ^{Govt} Relations Reps.
 - Andy will send an updated list of State Relations Council.
- Encourage CUSS/Staff Senate to invite Govt Relations Rep to a meeting to discuss their role in Legislative Session.

COUNCIL OF UNIVERSITY SYSTEM STAFF



Communications & Marketing Committee Attendance

Meeting Date: 5/1/19

INSTITUTION	FIRST	LAST
UMB	Sarah	Hokenmaier
UMBC	Toni	Penniston
BSU	Jessie	Johnson
TU	Yvette	Chapman
CSU	Sheila	CHITSE
VMU	Anthony	Beitlerman

Meeting Notes:

- Spring 2019 Newsletter - completed and sent out/posted on website.
- Summer 2019 Newsletter
 - plan to publish in August
 - Hope to spotlight Board of Regents Committee if awards are known.
 - Will brainstorm ideas for a Best Practices article.
 - ↳ UMBC Staff Mentoring Program
- Communications about CUSS
 - Is the website accomplishing what is needed? > Review & make suggestions for re-organization.
 - What is the message? What is the audience?
 - bring us your ideas
 - individuals
 - Campus senators/councils
 - video/FB/etc. - Complementary part of marketing campaign

COUNCIL OF UNIVERSITY SYSTEM STAFF



Benefits & Compensation Committee Attendance

Meeting Date: 5/14/19

INSTITUTION	FIRST	LAST
UMB	Susan	Holt
UB	James	Hale
UMCP	Elizabeth	Hinson
TU	MARY	Hickey
UMBC	Mike	Walsh
CSU	Smra	McCain
UMCES	Julia	Bliss
Bowie	LaVell	Jones

Meeting Notes:

- o Separation policy was emailed to HR at each school as a recommendation of best practices.
- o Discussed Quorum's Code of Conduct.
 - Problem: no guarantee of confidentiality when issues are brought.
 - UMCP: not concerned ombudsmen recruited.
- o Suggest: 3rd Party Ombuds not affiliated w/ any school
- ? How is ombuds term implemented in your school?
- ? How is position funded?
- ? # Who do they report to?

COUNCIL OF UNIVERSITY SYSTEM STAFF



BoR Staff Awards & Recognition Committee Attendance

Meeting Date: May 14, 2019

INSTITUTION	FIRST	LAST
Coppin	Anthony	Littjohann
UMD	Janet	Van Pelt
UMBC	Sheryl	Sibbs
UMCES	Michelle	Proffice
Towson	Deniz	Erman
UMCP	Darrell	Claiborne
Bowie	Trevin	Johnson

Meeting Notes:

- = Teri not present today
- = group would like to know who the winners are (obviously with the understanding that we will not be able to talk about it outside of group) group works hard, we would also like to know if there are any issues that has come up — feedback can help in the next year.
- = will be having conversations about rubric
- = questions about should we apply the same rubric to each of the different categories
- = "additional support" should provide additional information, but what if this person only did one thing they are being nominated for?
- = can the people writing letters speak firsthand? → need to work w/campus to stress how letters are written
- = clarify the term "community" self campus or campus community at large
- = personal insight vs. recommendation

① = how do we get non-exempt people nominated
↳ we will have to reach out to the campuses

= are the qualifications for non-exempt too tight such that they may not want to apply or be able to apply?

→ should analyze exempt positions that were nominated (ie Directors) vs. the positions of non-exempt. maybe need to make changes or grade them differently