



Council of University System Staff
AGENDA
October 22, 2019
Frostburg State University
CCIT Building (Gira Center), Room 397
101 Braddock Road, Frostburg, MD 21532
10:00 a.m.

1. Call to Order

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
Global Campus*
3501 University Blvd. East
Adelphi, MD 20783

*University System of Maryland
Office*
3300 Metzgerott Road
Adelphi, MD 20783-1690

2. Welcome and Introductions

Frostburg President, Dr. Ron Nowaczyk

- Values the input and collaboration for different governance units and the Staff Senate, which is very helpful
- Customer Service- we all are competing for students; how do we empower the staff to do a better job. Staff is the face of the University and are who the students see first.
- Risk Management – University did a good job of identifying what are potential risks on campus, then prioritized the risks and addressing them currently. How are we engaging the staff - because their information is valuable?
- Short discussion on use of background checks on campus.
- Working to address inclusion on campus - talked about the initiative within the President’s Leadership Circle
- Frostburg is very diverse, 44% students are of color, but still have not solved that issue of inclusion. Sports teams have an inclusive environment among themselves, but not the university-wide.
- Diversity Equity and Inclusion efforts - student government has a new counsel of 20 students with some other staff/faculty. He has worked to empower that group to move the university forward.

Staff Senate Updates (Kim - Vice Chair of Staff Senate)

- State background check is completed on all FSU staff (clarification from president’s note)
- Risk Management - Mock fire drill example
- Police Dept. has conducted a Mock Active Shooter scenario/training
- Ombudsmen at FSU - developed a plan to appoint retired Faculty & Staff in the role
- Staff Emeritus has been created for exemplary service
- They are partnering with HR for nomination to BOR
- Building a new Residence Hall - will house 431 beds. Have not had one built in 40 years. Spent 7.1 million upgrading existing resident halls.
- Regional Recreation Center for campus and community use being considered
- Multicultural Center on campus using the Lincoln School.

3. Consent Agenda & Materials: October 2019

4. Approval of Minutes: September 2019

- Sister Maureen Schrimpe motioned approval, Yvonne Oliver 2nd motion, unanimously approved

5. Chair's Report

- Attended part of BOR retreat last week. Will share via email some minutes of the retreat since she was unable to attend for the entire day. We will hear more next month at the Joint Councils meeting with CUSF and USMSCI.
 - Focus on shared governance and transparency - will hear next month from the Vice Chair for BOR and other Regents what they have been working on the past year.
 - Hosted a panel and Speaker of the House Adrienne Jones shared that we are expecting a deficit in the budget cycle next year but it will not be large-scale cuts to higher education.
 - Refresher for the Board core areas working with the Attorney General, Athletics, Capital Planning, and Accreditation and the responsibility of the Board.

6. Chancellor's Liaison's Report

a. Open Enrollment

- i. Open Enrollment is underway. We have received positive feedback regarding the new SPS Workday system. Current challenge is getting into the system; however, it is user friendly once employees get in.

b. Retiree Prescription Drug

- i. No update but staying tuned in for any information/updates

c. Tuition Remission

- i. Tuition Remission will go live across the USM effective November. Employees will be able to sign up for tuition remission online.

d. USM Board Retreat

- i. Held on October 16-17th at Arundel Mills. There was a Board Self-Assessment and the results were shared with those in attendance. Other topics included; The Changing Higher Education Landscape, Board Governance, The Next Strategic Plan, A Conversation with Speaker of the House, Adrienne Jones, Enterprise Risk and Crisis Management (Our Biggest Vulnerabilities Ahead) and Regional Higher Education Governance and Operations. Board self-assessments, presentations and additional information are provided online at www.usmd.edu.

6. Committee Meetings

7. LUNCH

8. Committee Reports

Benefits and Compensation

- Campus Closure Policy:
 - College Park Messages don't have a start time policy documented or announced
 - Do each campus have an alert system? For bad weather or a phone number to call into?
 - A letter will go out to the schools to get more information on the topic. Find out what are the best practices.
 - Make recommendations to Staff Senate to address reopening times. Review System policy for closing and reopening, See policy III part A for revision.
 - Action Item: Do a letter to the system requesting a language change on Policy on Emergency conditions: Cancellations of classes/campus to include tentative reopening times
- Tuition Remission Policy:
 - Why are being hit twice for fees on the campus of your home institution? Employee fees should already be included, but if going to a different school it makes sense to pay fees.
 - Why are we paying at our home institution?
 - Can we ask about policies in the actual meeting for each campus, have everyone bring the information to the meeting.
 - Action Item: Ask CUSS Point of Contacts to collect information from their intuitions and report in December.

Board of Regent Staff Awards

- Hosting SharePoint: make the most sense to have system host SharePoint site management. CSU has indicated that the campus would like to host. Anthony has had conversations about releasing it to the system to no avail. Will go back to have one more conversation and then ask that CUSS leadership step in.
- Rubric for nominations: Group will be mock grading based on an updated rubric. Will be working on refining.
- Need to improve nominations - For example, if a person only did one thing, the multiple references could talk about the impact and not just the one single thing. (Quality and Content)

Communications & Marketing

- An email will be sent with "CUSS words" in the subject line and it will have a link to Google docs with an updated version of a flyer that was done last year as to what we on CUSS do.
- If lots of people open and view we will consider doing a short video
- We will keep the CUSS Facebook page and make updates
- Newsletter request will be sent out this week the schedule; Monday Nov. 4 Articles doc, Thursday Nov 7th Draft to Executive Committee, Tuesday Nov. 12 Any edit to Dawn Stoute, Wednesday Nov. 13 Final draft for any last minute corrections, Friday Nov. 15 Final newsletter to Laila for

distribution

Legislative Affairs & Policy

- Discussed ideas for contingency plans
- Make handouts
- Put together packets to send with letters
- Include the USM impact (positively) related to state budget
- Discussed how groups are arranged and importance of attendance
- Discussed previous experiences with Advocacy Day
- Reminder to ask about parking and shuttles arrangements
- Meeting arranged with Andy Clark and Patrick Hogan to discuss logistics planning at December. CUSS meeting
- Passed around 2019 notebook with emails and schedules
- Discussed Google Docs as reposting for documents

Executive

- Communications Executive Committee highlights will be sent soon
- Continue to highlight shared governance best practices
- Continuity in business practices for positions, chairs, and PoCs
- Hope to create role expectations by CUSS committee and protocols for continuity
- Chancellor Holiday Party, Sunday, December 8th

9. Old Business

10. New Business

Joint Councils Meeting Agenda & Questions (Laila)

- College Park will be hosting Thursday November 14th- will send out RSVP and must confirm by November 1st assigned to tables and parking
- Reviewed joint meeting agenda
 - Chancellor welcome video
 - Pres. Loh welcome
 - Chancellor search update & BoR updates (Vice-Chair Gossett & Regents)
 - Debrief last Legislative session plan for next year
 - State of the Councils Reports plus Q & A
 - Individual Council Meetings

December CUSS Meeting (Chevonie)

- Will participate in Toys for Tots again - collect donations at USM December CUSS meeting (additional details will be sent prior to the meeting)

11. Institutional Updates

All institutions share an update (capture for newsletter)

Bowie: Ground Breaking Entreprenurialship Center with 500 student housing spaces on upper floors and 4 business downstairs in order to start the student business .

Searching for new Vice President and Provost.

Coppin: Centralized Academic Advising Center and extended hours to cover early mornings and late evening; conducted University-wide customer service training.

Frostburg: Won Divisions II Football Game.

Salisbury: Running a “We are SU” Campaign - a \$75 million fund raising campaign that will focus on the people of our campus. The goal is to increase scholarships and provide more funding to academic programs.

Towson: President met with Students, Faculty, and Staff on Sexual Assault and Mental Health. Conclusion: adding 7 more Police Officers and 4 additional counselors for Counseling Center.

UMB: Former member of UMB Staff Senate was elected to the House of Delegates District 8 of Baltimore County
Senate School Supply Drive going on now
Holiday Toy Drive for Veterans soon to come
Civility campaign pledge online
Staff Senate celebrating 25 years anniversary

UB: Adjustment of the 3 schools
Participated in Maryland Service Day

UMBC: Welcome for new staff member share governance opportunity for people to teach
Ribbon cutting for Life Science Bldg.
New Coffee House Oka Mocha (alumni-run)

UMCES: 2nd Annual Staff Appreciation Day celebrated
Sept 24th Amy Griffin Staff of Excellence Award \$500 gift.
Board of Visitors held a contest who had the best Tweet and elevator pitch with the prize being \$1250 for Staff development

UMES: Installation of new President
School Pharmacy breaking ground next year
Physician Assistant accreditation created/renewed

UMCP: CP New Vice President of Student Affairs Patty Perillo
\$36 million Practice Facility for Basketball teams
2 new Residence Hall just broke ground
New Dining Hall will seat over ten thousand
Purple line Construction through campus

UMGC: Focus on academic realignment, which will replace the Undergrad and Grad Schools (each with their own academic dean and offer both undergrad and grad coursework for The School of Arts & Sciences, The School of Business, and the School of Cybersecurity & Information Technology)
Participated in Maryland Day of Service by supporting “So Others Might Eat” and making pb&j sandwiches

12. Adjourn

Motion made to adjourn by Shelia Chase. Motion seconded by Antoine Beidleman. All in favor.

Conference Call Information

Dial-in Number: 402-994-1128

Participant Access Code/Pin: 487 607 277#

Next Meeting: Joint Councils Meeting on Thursday, 11/14 at UMCP