

**Council of University System Staff
9/24/2019 Draft Minutes
University of Maryland, Baltimore County**

1. **Call to Order** – The meeting was called to order by Chair, Laila Shishineh.
2. **Welcome and Introductions by Greg Simmons, VP of Institutional Advancement (10 AM)**
 - New 5000 seat event center. Used by athletic teams and for concerts.
 - New Interdisciplinary Life Sciences Building, designed to bring together teams of faculty, scientists, and engineers from multiple disciplines and schools to work together to solve problems.
 - Received approval to build a new student health and wellness building
 - Leadership introducing Campus wide strategic enrollment plan focusing on "telling UMBC story" and introducing new branding, how to attract students and how to appeal to new students so that they want to stay.
 - Campus Career Fair to be held, will have 160 employers attending.
 - Enrollment: 14k students, 10k undergraduates. Leadership meeting with county representatives to figure out how to bring in the community (feel like college town) Event Center was built outside the "circle" to feel less isolated, more like a shared community.
 - Discuss type of transportation provided for students: regular shuttles to BWI, Halethorpe rail station, off campus communities, downtown universities; shared cars, ride share program. Working with Baltimore county executive for regional transportation.
3. **UMBC Professional Staff Senate (PSS) Presentation (10:15 AM)**
 - Due to room constraints, Laila Shishineh will send out PowerPoint via email to the CUSS group.
 - Shared governance bodies at UMBC: Faculty, SGA, Graduate Student Association, Professional Staff Senate (exempt) and NESS (Non-Exempt Staff Senate)
 - PSS structures itself around an action plan each year. After elections, the group meets to decide the key initiatives they want to work on, then assigns each initiative to one of the committees.
 - Committee Structure: campus committees managed by related departments/division
 - PSS Committees (Internal)
 - Staff outreach and development
 - Collaborates with other groups on campus to build community
 - Staff picnic
 - Biannual stress busters; free massages
 - Work-life balance committee
 - Educating staff, working with HR with differing initiatives
 - Partner with provost office with funding and other opportunities to push initiatives forward
 - Examples: events and discussions to educating employee: flex schedules, telecommuting, how to utilize their services.
 - Mentoring committee (Pairing newer staff with other staff to mentor)
 - How do you mentor match? - Speed networking (speed dating) 3-4 minutes questions per mentor, mentees report if there is anyone

they would like to work with. Mentors only say who they can't work with top 3-5 people they want to work with.

- Good opportunity to get to know staff they might not have met otherwise.
- Mentorship lasts for one year.
- Mentees employed under three years, mentors more than 3 years
- Committee has set up a structure that has made the process easier (ex: planning calendar in advance)
- Invited to leadership events, meet with the President's Council, VP's and Deans
- PSS are given the opportunities to edit campus announcements,
 - How to get that? By supporting university (listen)
 - University steering committee has a PSS rep on committee
- Dinner with Freeman and other VPs in January
- They go to admin with positive messages (offer solutions rather than complaints)
- President and Provost invited to one meeting per year.

4. Consent Agenda & Materials: September 2019

- Sister Maureen Schrimpe motioned approval and Deniz Erman 2nd the motion, and was unanimously approved.

5. Approval of Minutes: August 2019

- Edits to August minutes submitted to Kalia Patricio
 - i. Under New business: - motion made Sister Maureen Schrimpe should read "close nominations"
 - ii. LaVel Jones name misspelled in same paragraph
- Motion to approve minutes
- Sister Maureen Schrimpe motioned approval and Lisa Gray 2nd the motion, and was unanimously approved.

6. Chair's Report (Lisa Gray)

- On behalf of Laila, Lisa attended the BOR meeting - awarded the 10 nominations sent forward (Towson has the first awardee (Jane French) to win 2 awards).
- First meeting live streamed.
- Yesterday - a message from system was sent out to report what was discussed at the board meeting. All were encouraged to read this newsletter.
- Presentation was given on student debt and financial aid.
- Update on College Park Athletics situation.
 - i. All recommendations were satisfied.
- System and Institutions have 4 searches (Coppin and College Park President, Chancellor, and Director of the Southern Maryland Regional Academic Center)
- Friday - there was an announcement from UMB, NIH awarded a 7 year contract 200 mil contract to the Center for Vaccine Development for multi-year flu shot study.

7. Chancellor's Liaison's Report (Chevonie Oyegoke)

- System office thanked the BOR Committee and volunteers on behalf of the Regents, for reviewing and preparing applications. They acknowledge it is a lot of work and they appreciate it.
- System Trends 2019

- System wide enrollment expected to exceed 170,000 students.
- Trends include growing interest in STEM, Healthcare programs, increased graduation rates and higher diversity (58%)
- Open enrollment Oct 15- Nov 14, online open enrollment will go live for the first time
 - All employees contractual and regular will participate
 - Do not need to re-enroll unless changing your health coverage or contributing to a medical spending account
 - Towson: HR suggested everyone login to make sure everything is correct even if they are not making changes.
 - All dependents documentation must be entered, it cannot be edited after open enrollment closes.
 - Recommendation that everyone look at retirement, make payment adjustments as needed
- New benefit - online tuition remission will be rolling out (UMBC has already implemented)
 - Retirees or sister schools, will not use the online system this year.
- DBM sent letter to eligible or soon eligible retirees re: Med part D
- Date-12/31, employees need to retire by Dec 1 to be eligible for the current, changed to 1/1/2020
 - This will allow people to work through Dec 31. More info to DBM website
 - Email Chevronie for details on the different plans
 - Retirement request needs to be made by 9/24

8. Committee Meetings

- Finalize Action Items/Goals for 2019-2020 (Report Out)

9. LUNCH (11:45 AM – Officers Chip & Cheatem)

- Officer Chip, a 14-week-old Chocolate Lab, is training to be a UMBC comfort dog with UMBC Police. She passed her puppy training and will start comfort training next week.
- When training is complete, Chip will be desensitized to distractions around her and will respond to student's emotions.
- Everyone got a chance to pet her, and she could not have been any sweeter!

10. Committee Reports (See Committee Note Sheets for Additional Details)

- a. Benefits and Compensation
 - Telecommuting: Collect policies for all universities, printed out policy from the system. Discussed implementing a survey to determine when the policy was last updated. ACTION: Check on present policies for remote employees and teleworking.
 - Continue to monitor the pharmacy retirement plan.
 - Ombuds: Discussed that one school is opposed to hiring an Ombuds. Planning a survey to find out which universities have hired Ombuds and where they are in the process.
- b. Board of Regents Awards
 - GOAL:
 - Continue to tweak rubric
 - Push for more non-exempt nominations
 - Stress "IMPACT" as opposed to above and beyond

- Questions: Why is there a 5 year requirement? This might be stifling nominations for non-exempt staff because they might not stay at a lower paying job for five years. Committee will explore that.
 - Moving BOR SharePoint out of Coppin - Marcus (from USM) working on replicating the Coppin SharePoint for the System. Migration needs to be complete in time to set up for grading in February.
- c. Communications and Marketing
- Discussed a video to market CUSS
 - "How does CUSS benefit us"
 - Discussed possibility getting film students/interns to product the video
 - How to market it?
 - Next newsletter coming out in November - discussed need for institutional updates, will "Spotlight" Executive Committee.
 - Institutional updates due at Frostburg meeting.
 - Discussed identifying "CUSS Words" to describe what we do.
- d. Legislative and Policy
- Wednesday, Feb 19, 2020 was confirmed for advocacy day.
 - Contingency plan being worked on in case of bad weather.
 - Working on arrangements using last year's materials.
 - Invite Andy Clark to December meeting to meet up with the Legislative Committee.
 - There is good information on the System's Facebook Page for planning.
 - Will CUSF make the appointments? Can we have input? Suggested that CUSF legislative chair connect with Vanessa Colins.
- e. Executive Committee
- System Diversity & Inclusion Committee volunteer appointed: Kalia Patricio
 - Shared google drive was shared with the group, Committee Chairs and Executive Committee will have full edit rights, everyone else will have view rights.
 - Joint meeting date announced: November 14, 2019 at UMCP
 - Discussed policies we want to review and discuss, will work closely with Benefits and Compensation Committee:
 - Tuition remission fee policy
 - Campus closures and emergency conditions
 - Chevonie Oyegoke mentioned: Women's Forum will have 30th Anniversary Celebratory Conference on October 25th at Shady Grove. Keynote speakers: Dr. Janet Dudley-Eschbach, Former President of Salisbury and Dr. DeBrenna LaFa Agbenyiga, Provost and VP for Academic Affairs, Bowie State University.

b) Old Business

- Review Council & Committee Rosters – Any Updates?
 - Rosters handed out
 - If you need to make changes, please email Laila Shishineh.
 - If you have vacancies (new members) please let Laila Shishineh know as soon as possible.

11. New Business

- Council Photo was taken in the courtyard.

- Laila Shishineh introduced a future agenda item: Shared governance projects from each campus from host institutions

12. Institutional Updates

- Updates were deferred to the October meeting at Frostburg.
- Adjourn
 - i. Motion made to adjourn by Sister Maureen Schrimpe. Motion seconded by Antoine Beidleman.