

Council of University System Staff

March 24, 2020 Minutes

Virtual Meeting

1. **Call Meeting to Order**
2. **Approval of Minutes:** January 2020 (deferred to April Meeting)
3. **Chancellor's Liaison Report**
 - **Thank you**
 - I appreciate all you are doing. Laila and Kalia for online solution and everyone participating online. The USM is still in business. We ask for continued patience and flexibility. If you find yourself having a hard time adjusting, please check for any resources at your Institution whether it is your supervisor or EAP.
 - **Thank You, Chancellor Perman**
 - It goes without saying that these are unprecedented times, and that they require unprecedented action—swift, decisive, compassionate—to safeguard the health of our students and employees while maintaining the USM's essential role as a public good in Maryland.
 - I have been overwhelmed by the dedication you've shown to help us through the challenges this pandemic has brought to bear. Working through upended schedules and remote locations—with child care, elder care, and other significant responsibilities added to your burden—you have been heroic in making sure that the USM is a beacon for our universities and regional centers, and that we can continue offering them the very best guidance and most beneficial support. These are uncharted waters—in teaching and learning, research, patient and client services, and absolutely every facet of our administrative, financial, and student support operations.
 - Staff are supporting our employees during this period of remote work, helping them feel connected and heard when our isolation from one another makes both difficult. I can't thank you enough for the work you're doing. Please take care of yourselves and your families. Get rest and exercise. Take part in the things that make you feel stronger and more connected. Look out for friends and loved ones, neighbors and strangers, who might need you. I know you are among an incredible community of people who will come together in compassionate action to support one another, especially those whose health is more compromised than your own.
 - Certainly, I didn't anticipate the full threat of COVID-19 when I became chancellor, but I've never been prouder of the University System of Maryland—for putting science, health, and safety first, and for leading, always, in the ways that matter.

- Be safe, be well, and be good to each other.
- **MD General Assembly**
 - The Maryland General Assembly completed its work for the 2020 legislative session and adjourned on March 18. This marks the end of the 2020 Maryland General Assembly session. A total of 3,232 bills were introduced this session and the University System of Maryland (USM) Office of Government Relations, in conjunction with the State Relations Council representatives from each USM institution, tracked, offered testimony or sought amendments on more than 150 individual bills that would have had varying impacts on the USM and our institutions. Because of the COVID-19 emergency, the presiding officers of the Maryland General Assembly decided to end this year's legislative session almost three weeks early. The truncated session caused leadership to prioritize bills and some legislation did not make it to final passage. Thankfully, most of the bills the USM was working to pass were given final approval, some on the last day of session. There is a possibility the legislature will reconvene in late May to work on some of the unresolved issues. The Governor proposed, and the General Assembly approved, state support for the USM totaling \$1.581 billion, coming from the General Fund and the Higher Education Investment Fund. This is an increase of \$87 million - or 5.8 percent - over the FY 2020 legislative appropriation (note this does include COLA numbers noted below *).
 - The FY 2021 state funding provides allocations for:
 - Resident Undergraduate tuition capped at 2% (\$12.5M).
 - Governor's 3rd and final year of Workforce Development Funding (\$10M).
 - New facilities operating, and state fringe benefit inflationary increases (\$25M).
 - USM Cost of Living Adjustment Funding FY 2020 1% Annualization and FY 2021
 - January 2% * (\$37M).
 - Other institutional specific increases.
 - *USM funding estimated in DBM Personnel budget:
 - Funding for the FY 2020 1% January 2020 COLA annualization (\$18.8M) and a planned 2% January 2021 COLA (\$18.8M).
 - A \$10 million statewide health reduction that will impact the USM.

4. Questions

- Q: Are there any plans to lay off C1 and/or C2 employees?
- A: I haven't heard anything about layoffs, Central payroll said they were not looking at layoffs at the system level at this time. Individual campuses or agencies might follow their own plans

- Q: Payroll – will hiring essential or non-essential staff continue during shutdown?
- A: Some campuses have continued to hire, especially for research and medical positions. It's a challenge to onboard staff while working remotely and discussions are continuing on how to accomplish this. Advise talking to individual campus HR for more information
- Chevonie asked for members to email her with further questions/suggestions:
 - Looking for suggestions on how to balance working from home and watching children.
 - A lot of communication to students, but much less to staff. Need more guidance during this time. Request more communication from leadership to staff.

5. Chair's Report

- Legislative Session – Andy Clark sent our end of session report. Let Lailah know if you did not receive the end of session report.
- Keep letting us know about staff concerns. (email Chevonie and Lailah)
- Feedback about joint advocacy day, Thank you Laurie and Vanessa
 - Committee will discuss the survey feedback
- Hosting April meeting online regardless of returning to work
 - 2020-2021 CUSS calendar will be shared at April meeting. Lailah will send out email.
- E. Hinson – is there a limit to consecutive service on CUSS.
 - Check with your staff council/senate.
- 5. Old Business a. Letter to New Presidents:
 - New Presidents will be starting in May and June
 - Kalia sent out the drafts for the letter. Any suggestions (please look over the letters and send by the end of the week)
 - Question to group: Should we sent them before the start dates?
 - Consensus: wait until they start.

6. Virtual Committee Meetings

Benefits and Compensation

Attending:

Michael Walsh – UMBC

LaToya Lewis – UMB

I believe her name was Ariel - but do not see on roster list – UMGC

Colette Beaulieu – UMB

We discussed the current situation with most staff currently teleworking and our committee would like to, once the virus crisis is over, investigate how successful or not teleworking was for institutions and employees where teleworking is underutilized and

or not supported before the pandemic. We hope to be able to gather that information so that CUSS can advocate for more for teleworking in normal conditions and not just emergency situations.

We also discussed parking fees at our various institutions and if anyone at our institutions have discussed pro-rated parking for teleworkers, etc. Colette and LaToya both work at institutions with the highest parking and the other two members attending today see to work at institutions where parking fees are very low or non-existent.

Board of Regents Staff Awards & Recognition

Good afternoon. The BOR Staff Award & Recognition Committee met this morning to discuss this year's awards and how the grading process worked. Attendees included myself, Linda Kuligowski, Deniz Erman, Casey Jackson, Michelle Prentice, Sheryl Gibbs, and volunteer reviewers Liz Hinson, Susan Holt and Antoinne Beidleman.

A question was asked during the Council meeting about the need for additional volunteers. No additional volunteers are necessary as all reviewers have checked in, all packets assigned, and reviews should be complete by the end of this week.

The committee agreed that it is difficult to score the packets using only the scoring rubric. It is not a perfect tool and needs some revisions. Now that everyone on the committee has gone through the process, revisions may be easier to implement. Some specific items discussed were: whether or not we should "score" the cover sheet and position description; getting groups together to review a set of packets; ranking the packets we are asked to review; recruiting more volunteers. These suggestions and the specifics of each will be discussed over the summer and fall prior to the next round of awards.

Communications & Marketing

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Communications & Marketing Committee Updates

March 24, 2020

Members present

April L. Lewis – UMCES – Chair

Dawn Stoute – UMBC – Co-Chair

Laven Chapman – Towson – Co-Chair

Sheila Chase – Coppin

Ayamba Ayuk-Brown

Comments were made about the Winter newsletter in reference to how timely it went out, things that were covered, and a big thank you to Dawn for always getting it out.

Question was asked if the CUSS Information Sheet has gone out and we didn't think it had. Dawn said she would follow up with the Executive Committee. We have some time before the next Newsletter is to be sent out so we did not have any other updates.

Legislative Affairs & Policy

Legislative Affairs and Policy Committee Meeting – WebEx March 24, 2020

Vanessa welcomed everyone and thanked them for all the help and coordination for Advocacy Day 2020. Lori provided a good summary of the day's events.

We briefly went through the survey results. Overall, the responses were very favorable. We discussed a few suggestions from the survey as well as some of our ideas for improvement.

- RSVP form
 - Include on the RSVP if the CUSS/CUSF member has previously attended an Advocacy Day
 - Include a Yes/No question if the CUSS/CUSF member would like to be a group leader. We feel having a confident group leader would be ideal to introduce the group members and begin discussions.
- Carve out significant time during the January 2021 CUSS meeting to help better prepare our CUSS members for a meaningful experience in our State's Capitol. We did this but next year we can be more specific with some information instead of a general overview.
 - Main goals of the day
 - What to expect
 - Everything from parking to going through security multiple times
 - Scheduled meetings, group formation, and putting the pieces together
 - Explain process of setting up appointments with the legislators and why it's difficult to send out the schedule and group information earlier than a day or two before.
 - Encourage members to visit the Maryland General Assembly website to do some research to help them feel more prepared.
 - <http://mgaleg.maryland.gov/mgawebsite>
 - Provide them with Senate and Delegate Committees so they can look into who they might be meeting with.
 - Senate: Budget and Taxation Committee
 - Senate: Education, Health and Environmental Committee
 - Delegate: Appropriations Committee

- Encourage CUSS members to be familiar with the Legislative Newsletters that are sent out weekly.
- When possible, connect a Bill number to talking points. This can be found in the weekly Legislative Newsletters all CUSS members receive. Encourage them to bring the latest issue of the newsletter so they have it for reference.
- Reach out to 2020-21 CUSF Chair and ask if they'd like CUSS to include CUSF members in the groups instead of using placeholders. This would help streamline the check-in process and they won't have to figure out what group to join.
- Provide a more detailed maps of the buildings.
- Perhaps meet virtually sometime between the January CUSS meeting and Advocacy Day to give updates and go over main topics or important points to share with the legislators.