

CUSS Meeting -October 20, 2020

1. Call Full Council Meeting to Order (11:00 AM)

- Welcome from FSU
 - Dr. Ronald Nowaczyk – President
 - Thank everyone for the work we do - it's a combined effort from us all.
 - Finishing week 10 - reduced capacity and students appreciate being on campus and online.
 - What's going on at FSU, keeping focus on the strategic planning goals
 - Student learning for student success
 - Student leadership in a Student Affairs Study Abroad Program
 - Maryland Regional Outreach and Engagement
 - How to realign university resources to keep us working and meet our goals
 - Improving advising for students and getting them connected to careers
 - Single Sign-on advising software
 - Document imaging for Admissions
 - Interactive online Catalog
 - E-Portfolio for Faculty and E-portfolio for students starting with College of Education
 - Refreshing our brand
 - Student Recruitment
 - Transfer students
 - Attracting adult learners
 - Racial and Social Justice Inclusion - more data and robust data, the council looking at campus climate survey
 - Multi-Cultural Center
 - 2-3-year budgeting and changes taking hard look at how we do business including looking at software and technology

Question: What the climate is like for your students and how the students feel about the pandemic, wearing masks and living with others on campus? How are they responding?

Answer: 90-95 percent are compliant with the request of wearing masks. The pandemic is causing all of us to go through emotions and nerves are frayed. People are tired and it is a difficult time for us all. Election season causing emotional challenges with uncertainty about the future but this is a safe and healthy environment and it's a tough time for us all.

Q & A with Chancellor Perman – USM

Dr. Perman stated (approximately) "It has been a pleasure working with Laila, the Executive Council and Chevonne. Expressing gratitude, things are going as well as we can expect. 90-95 percent of people are doing what they are supposed to. When people get together and follow the rules and use common sense we can make it through. I appreciate the Return to Campus Initiative Group which meets and puts together plans which is a huge effort and that was important to me".

Question 1: What are the long-term impacts on the USM as an entity from the COVID-19 pandemic?

Comments paraphrased: I worry about the students ...mentally and emotionally and financially as we try to support students through freezing fees... We can't afford to lose any student. We don't want to lose a generation of students. Worried about burn out from faculty and staff.

Budget: Independent of state dollars we depend on the revenue from tuition and fees, auxiliary services, dorms, and grants and contracts.

Challenges are far greater than the expenses of moving to remote learning with the cost of technology, training, testing from Covid and modifications to classroom. As of July 1, 2020 we are going to be short budget-wise and it's going to get worse. This year is the least of our worries - looking at fiscal year 2022-2023 the budget will be even smaller and financial recovery at least not until 2024.

Question 3: How is the USM planning to maintain talented staff through this crisis as we face significant financial hardships? (Susan)

The system is good because of the people we have hired. The challenge is hiring verses retaining people. Remote work will be available because that way people have more options and they do not have to worry about commuting or transport. This helps us retain people. We must pay attention to the benefits and make sure we make career and advancement more available.

Question 4: Is the USM thinking creatively across institutional HR offices of ways to assist hard-hit campuses or units that are downsized? Is there potential for staff who face lay-offs to be considered first for positions at other campuses within the USM? (Kalia)

Yes, we have to be creative and think about the budget impact. We cannot rule out layoffs this year or in the future. The good news the system has never worked as system as they are working now to utilize the experiences and resources at other system schools in order to implement ideas elsewhere.

Question 5: What are some ways you think CUSS could be of assistance (to the USM and/or to staff) as we continue to navigate these challenging times? (Carol)

I appreciate the help and you all are already doing it, don't want things to fester if things are bubbling up, we want to hear about it and keep it coming. People should vote and get flu shots. We need to keep staff invested in the staff awards process. Staff should also take time off and encourage your colleagues to take care of themselves.

Question: In the spring do you expect to see refunds for tuition and fees?

We will continue the way we are now except for Towson but if institutions are remote or hybrid they will continue as they are now.

2. Approve September Minutes:

- Minutes approved by Poll.

3. Chancellor's Liaison Report

- Thank you for all your hard work during this pandemic.

State of Maryland Open Enrollment

It's that time of year again, it's open enrollment. If you have not yet done so, please set up your multi-factor authentication credentials for the new Workday Log In page so that you are ready to make your elections. The deadline is November 13th so go in and make your elections. You don't have to do anything if you want to continue the same benefits except for FSA which has increased to \$2,750 for 2021. Please review your benefits and check to see if you have what you need to take you into next year. For those of you with prescription coverage, you can go to any major retail pharmacy and get a flu shot at zero cost. Please take advantage!

USM Health and Mental Wellness Webinars

As the Chancellor mentioned, the USM is partnering with Guidance Resources which is an Employee Assistance Program (EAP). The chosen webinars are a result of the feedback campuses received from employees in areas they were struggling with, as well as Guidance Resources experience with the calls they have received specifically from many of our employees who are looking for ways to manage various challenges. We hope that you take advantage of these webinars this week, and listen to experts as well as your colleagues throughout the system on strategies you can implement in your own daily life. In addition, UMB and UB are hosting webinars and have invited employees throughout the USM to attend.

The webinars are for all USM employees and include:

- Addressing mental health in the workplace
- Being an effective manager during COVID
- Coping with uncertainty
- Gratitude for healthier living
- Jumpstart: The Power of Exercise
- Laughter, humor, and play to reduce stress
- Tools to handle stress

You can register by opening up the flyer that was sent by Laila, or the link that I will provide in the chat.

University System of Maryland Becomes First System-wide Member of the International Center for Academic Integrity

For those of you that have been in CUSS for quite some time, you may remember that CUSF discussed during our joint meeting the issue of academic integrity throughout the system. It has been included as an agenda item or a break-out committee session for the past three years, at least. Well as a result, the USM becomes the First System-wide member of the International Center for Academic Integrity. “We are delighted to be the very first System member of ICAI,” said Dr. Joann A. Boughman, Senior Vice Chancellor for Academic and Student Affairs for USM. “We have been working with our institutions as they do the important work of creating cultures of academic integrity that reflect their respective academic contexts and traditions. Partnering with ICAI will allow us to go to the next level in terms of leadership development, data collection, and more.”

UMGC President Javier Miyares to Assume New USM Leadership Role

University System of Maryland (USM) Chancellor Jay A. Perman has announced that Javier Miyares, the retiring president of the University of Maryland Global Campus (UMGC), will transition this fall into an advisory capacity to the Chancellor, focusing on system-wide data analytics and how to better position the USM for distance education during and after the COVID-19 pandemic. In this new role, he will work with USM presidents and their respective academic teams to assess and improve the digital curriculum system-wide. His appointment is effective immediately. Lawrence E. Leak, PhD, will assume the role of interim president at UMGC until the search for a permanent replacement can be completed. “When I assumed the role of Chancellor, I knew that Javier was eager to begin his retirement after an incredible tenure as UMGC president—and yet he agreed to stay on another 10 months,” Perman said. “Javier’s new role will better allow System leaders to tap his considerable expertise and improve remote learning across the USM. The pandemic has reinforced how vital it is that students benefit from a high-quality online education—and I’m deeply grateful that President Miyares will remain to advance our work in this area.”

4. **Chair’s Report**
5. **Old Business**
6. **New Business**
7. **Committee Reports**

- Benefits & Compensation

Attendees: Colette Beaulieu, Co-Chair Meredith Carpenter, Carol Green-Willis, Kathleen Hebbel, Elizabeth Hinson, Sister Maureen Schrimpe, Rhonda Schwinabart, Jessica Scott, Suzanne Tabor

The committee decided to survey USM Institutions to find:

- Mental Health Resources and/or EAP services being offered at Institutions
- Specific COVID-19 informational resources for Staff (FAQ, Dashboard, etc.) and does the campus HR or other designated departments, etc. offer a list of links to emergency resources such as food pantries, financial assistance, childcare assistance, etc.
- Compensation for work at home expenses and how, if at all, staff are being reimbursed for expenses such as ink, paper, etc. This is especially important because many staff will be working from home much longer than originally anticipated (possibly into Spring for many USM Institutions).

In the next month the committee will work via email to develop the survey. The survey will then be sent to the Executive Committee for revisions, suggestions, and approval before being sent to identified CUSS POC's.

Once the committee receives responses from all the USM Institutions, we will develop a handout that will be shared with all CUSS members to ensure the shared governance groups on their campus are aware of resources that they can provide for their staff.

- BoR Staff Awards & Recognition

In attendance: Deniz, Michelle, Dolores, Linda, Sara

- Deniz updated the committee that the request has been sent to CUSS POCs for definition of Senior Leadership in each USM institution. Deniz also let the committee know the first Communications Buzz was sent and asked for an update on making contact with their University representatives. Several committee members have established contact with their campus representatives and plans were made to connect further (Michelle and Deniz will facilitate as needed).
- The committee reviewed the packet grading process using example packets and gathered feedback. Committee members liked using the existing rubric but a discussion was held around defining "Impact" and how it affected scoring more closely. There was also discussion of tying the award category definitions into the grading process more specifically to become part of the scoring rubric. Other discussion was held around standardization of font size and type for nomination packets for consistency in length, as well as adding back the "Above and Beyond" criteria for exempt packets, while only keeping the "Impact" grading criteria for non-exempt packets. Requests for volunteers to help grade packets will be requested at the December meeting.

- Communications & Marketing

Sheila Chase, LaVern Chapman (Co-chair), April Lewis, Christine Marconi, Tom Penniston, Chenita Reddick, Rubin Stevenson, Dawn Stoute (Co-chair) - excused

- Antoine Beidleman began the meeting and led a discussion around maximizing our social media platforms & sharing content from the Chronicle of Higher Education
- Antoine Beidleman, Sheila Chase and Christine Marconi will rotate posting to social media platforms
- Need "editor" access for Sheila Chase and Christine Marconi to publish content on Facebook.
- LaVern Chapman will distribute sample videos from other universities as a marketing sample for discussion at the next meeting. It was delayed from the previous meeting.
- 2020-2021 Newsletter Tentative Schedule:

- a. Fall 2020: Approx. November 16, 2020 (Article request email sent out 10/30, articles due 11/9)
 - i. CUSS Chair Letter
 - ii. Institutional Updates
 - iii. CUSS Committee Spotlight: Executive Committee
 - iv. New CUSS representatives listed at end of newsletter
 - b. Winter 2021: February 2021 after Advocacy Day (Article request email sent out 2 weeks prior to newsletter due date)
 - i. CUSS Chair Letter
 - ii. Institutional Updates
 - iii. CUSS Committee Spotlight: Policy & Legislative Committee – Advocacy Day
 - c. Spring 2021: Approx. May 17, 2021 (Article request email sent out 4/30, articles due 5/10)
 - i. CUSS Chair Letter
 - ii. Institutional Updates
 - iii. CUSS Committee Spotlight: Benefits Committee
 - d. Summer 2021: August, 2021 after new members identified (Article request email sent out 2 weeks prior to newsletter due date)
 - i. CUSS Chair Letter
 - ii. New Executive Committee announced
 - iii. Institutional Updates
 - iv. CUSS Committee Spotlight: BOR Committee (winners listed)
- Executive Committee – no notes to report
 - Legislative Affairs & Policy
Meeting attendees: Vanessa Collins, Lori Stepp, Sharese Essien, Megan Manley, Jerry Lee Lewis, Kelly Ward, Michael Walsh, Vonzella McQueen, Susan Holt

Went over strategy for review of CUSS Bylaws. Currently on hold until the Executive Committee has a chance to review suggestions.

The Committee will be meeting virtually with Patrick Hogan and Andy Clark during the December CUSS meeting. Send questions prior to the meeting so they can be organized and possibly sent to them ahead of the meeting. Please send by 12/1/2020. We will meet with them during our Committee time. Some initial questions include: what will the format of the event look like (in person or virtual); if the event is to be online, what web based platform should we use; are there any legislative initiatives we should be aware of; should we work with the Chancellor's office to procure handouts (similar to last year's event).

Legislative Affairs and Policy would like to reach out and meet with Communications about creating a video that can be used for Advocacy Day.

During the report-out to the council, it was noted that Zoom can record which should be helpful in making a video.

Vanessa will follow-up and report back to the group regarding the letter CUSS submitted regarding the previous issue of retirees prescription drug coverage.

Members of the Committee are encouraged to review the documents on the Google drive to get an idea of what the Committee has accomplished in the past. The link was sent out as well as a few examples of the Legislative Newsletter and the list of appointments made for the February 2020 Advocacy Day.

9. Adjourn

- Motion: Elizabeth Hinson
- Second: Sister Maureen Schrimpe
- Meeting adjourned

Follow-up email post-meeting from Chancellor Perman:

How many institutions are currently exploring and/or utilizing reallocation of staff responsibilities for those who are either unable to return to campus and/or unable to perform their full job duties at home? Is this something you think each institution should be considering?

Most of our universities are either exploring the reallocation of staff responsibilities or actually reallocating those responsibilities right now. As I mentioned last week, the presidents are regularly meeting to share what their campuses are doing, and brainstorming ways to cover work functions when staff are remote, when some are unable to perform certain duties, etc.

Of course, the universities have to do what's best for them given their resources and priorities. For example, the University of Maryland, College Park created a Talent Share Program to share expertise across the campus. Employees are allowed to rotate through temporary assignments in different university departments. It's a really creative way to support UMCP's mission.

I know a lot of institutions and departments are informally offering these sorts of opportunities, and I think that's great. It's not only helpful in terms of workload, it also gives employees the chance to develop new skills, make new professional connections, network, etc.

I know many of you are going above and beyond right now and doing whatever it takes to support your colleagues. If your institution doesn't have a formal program for reallocating job responsibilities, I'd recommend you ask your supervisor what you can do to help your coworkers and your department. For those employees unable to perform their full job duties at home, supervisors and department heads will continue to find creative ways to transition employees back to work full time.

If we get to the point of layoffs, would the System consider allowing staff currently working on degrees the opportunity to finish with tuition remission?

The tuition remission policy is a Board of Regents policy—and, like all Board policies, must go through the required shared governance steps for review and approval. It's important to note that employees who may be laid off will continue to get the tuition remission benefit until the end of the semester in which they're enrolled.

As you probably know, tuition remission is a benefit specifically for active and retired employees, and there are significant costs associated with it. The institutions will have to decide if they can absorb this cost for separated employees—and it could obviously be a cost that's sustained for some time.

This is something that needs to be vetted by the shared governance councils and institution presidents before a recommendation goes to the Board.

Do you have any updates on the status of the prescription plan for state retirees?

The Fitch vs. State of Maryland lawsuit is still pending, so for now, prescription benefits for retirees stay the same. Here's the Employee Benefits Division link, which will have the most up-to-date information. As soon as we hear anything from the Employee Benefits Division, your HR offices will share it with employees.

Do you have any information, input, or thoughts on the bill for the HBCUs to leave the USM?

We're aware of the bill, but haven't yet seen the actual bill language, so it would be inappropriate for me to comment.

You mentioned our connection with, and role in supporting success in, the K-12 systems as we think about the pipeline into each of our institutions. Are there any examples of institutions that are doing this work well or ways you can think of that our institutions can help in this critical role?

There are a lot of terrifically good examples. I'll highlight just two. The University of Baltimore has nurtured a collaborative relationship with Baltimore City Schools to provide academic and direct services that improve city students' preparation for college (e.g., exposure and skill development in college-level reading/writing and math), and to offer dual enrollment programs for underrepresented students, where they can actually earn college credit while still in high school.

UB is now partnering with 17 city high school and five middle schools, and they've been doing this work for more than a decade, so this is a long-term commitment to city students. President Schmoke and his team believe in this work, believe they can strengthen this pipeline and prepare students for college and post-college success. You can find more on UB's Early College Initiatives page.

Frostburg State University has developed at P-20 Executive Council with leadership from all Maryland school districts and community colleges west of Frederick County. The Executive Council works together to address various problems involved in successfully moving students from preK-12 to postsecondary education. For instance, through the council, Frostburg partnered with Allegany County Public Schools to offer an afterschool program that includes college prep activities. Plus, the university regularly hosts K-8 students for co-curricular enrichment, career exploration, field trips, etc.