

Council of University System Staff

April 20, 2021

1. Call Meeting to Order
2. Welcome from President Schatzel (Towson University)
 - a. Thankful for our staff, faculty and students for support, kindness and compassion. We couldn't be where we are today without that support.
 - b. We will be holding ten in person commencements in a month, twocommencements per week. Social distancing will be in place.
 - c. Fall semester will be on campus. Housing requests are up 20% versus last year. Students want to return to campus.
 - d. Questions

Q: Are staff returning in the fall?

A: Staff have come in on and off throughout the spring semester, especially staff working with students. Staff was looking for a date to work towards – July 6 is the date when everyone can have an expectation of having a significant presence on campus.

Q: Is each campus President having discussions with the Chancellor regarding the new mandatory vaccine policy?

A: Chancellor Perman is working with the Presidents on discussing whether or not we will be considering mandating the vaccine in certain areas. Very optimistic that anyone who wants a vaccine will have it available .

Thank you to President Schatzel for supporting shared governance on campus.

3. Approve minutes
 - a. Motion – Sister Maureen
 - b. Second - Vanessa
4. Chancellor Liaison's Report
 - Legislative Session

Thank you all for your support during this past session of the general assembly. We truly appreciate your attendance at this year's advocacy day and we are happy to report that the governor's operating budget proposal for the USM of \$1.4 billion was passed by the General Assembly, and we're grateful for the funding at a time when budgets are so significantly strained. In addition, HB1/SB1 passed which is the historic agreement providing \$577 million over 10 years for Maryland's historically Black institutions. With this bill, we've taken a giant step toward funding equity between the state's HBCUs and its traditionally white institutions. It positions Coppin, Bowie, and UMES for even greater growth and prominence. And, of course,

Council of University System Staff

April 20, 2021

that means it strengthens not only these universities; it strengthens the System, too. It strengthens the state. It's a landmark agreement—and a necessary one.

- **\$1,000 Bonus**

During our last meeting, I shared with you that, Governor Hogan proposed a supplemental budget for Fiscal Year 2022 that provides a \$1,000 bonus for state employees. It was passed during the legislative session and the bonus will be paid to Regular employees and will be pro-rated based on percentage of employment. Campuses were given discretion on whether to extend the bonus to other groups on campus because they had to use their own funds to supplement it. Employees will receive their bonuses by the end of the month.

- **MetLife**

The USM is pleased to announce that MetLife Insurance Company has been selected as the new provider for Supplemental Life and Long-term Disability (LTD) insurance. Effective April 1, 2021 MetLife replaced UNUM as the USM vendor. Under their new plans:

Life insurance rates have decreased; and no more paper forms are necessary – you may enroll in, view, or increase your coverage online.

If you currently have a life insurance or LTD plan with UNUM, your existing coverage will carry over to MetLife. There is nothing you need to do to keep your current coverages in force. If you do not currently have a UNUM plan, you may enroll in a plan with MetLife during the special enrollment period.

Special Enrollment Period

MetLife is offering a special enrollment period through April 30, 2021, allowing all USM employees to apply for or increase optional life, dependent life, and LTD coverage (90-day elimination period option only) by answering just five health questions. Employees who do not wish to answer any health questions may apply for or increase their LTD coverage under the 365-day elimination period option.

After the special enrollment period, employees may only make changes to their supplemental life and LTD benefits during the annual open enrollment period or when there is a qualifying life event (e.g., marriage, birth or adoption, or divorce). Make sure you take time to review MetLife's options during this special enrollment period, so that you can enroll or make changes by April 30th.

Council of University System Staff

April 20, 2021

Please note that this supplemental coverage and enrollment period does not affect or apply to any life insurance coverage in which you are enrolled through the State's life insurance vendor, which is also MetLife

- During the week of June 7th the USM will come together for USM Professional Development Week. USM Professional Development Week will be hosted remotely the week of June 7th – June 11th. The theme for the event is "USM 2021 and Beyond!" and the content areas are as follows:
 1. Personal Leadership Mastery,
 2. Diversity, Equity and Inclusion,
 3. Wellness for the Workplace; and
 4. Workplace Productivity

In the coming days, you will receive a save the date notice from your HR office, we ask that you block some time out of your busy schedule to attend these trainings being offered. In mid-May you will receive information on how to register for the event. We hope you participate and encourage your colleagues to do so as well.

- Vaccines available for all Marylanders 16+
Governor Hogan announced that all Marylanders 16 and older will be eligible to schedule appointments and get vaccinated through all providers. We strongly encourage all eligible USMO employees and their family members to:

Pre-register as a Maryland mass vaccination site at covidvax.maryland.gov or by calling 1-855-MD-GOVAX or

Use the state's "[Find a Vaccination Clinic Near You](#)" tool to find pre-registration information for hospitals, pharmacies, clinics, and local health departments across Maryland.

Please consider getting your vaccine to protect your family, friends and colleague

Q: Vaccination mandates: can you give us an update?

A: It is changing by the minutes. On Friday BOR to the Chancellor said he will work with USM Presidents re: mandate. P. Perman supports mandatory vaccination due to social distancing on college campuses seeks council of university presidents. CP requests allowing to decide after council of Presidents. Will update as soon as we have more information.

Q: If people don't want vaccine will that be discussed

A: Discussions will be had, religious reasons, accommodation reasons.

Council of University System Staff

April 20, 2021

5. Tom Hoffacker, HR Officer (USM)
 - a. Q&A about proposed updates to the USM BoR Policy on Professional Conduct
 - i. Policy on Professional conduct of exempt and non exempt employees. Changed title to Policy on Professional conduct and bullying.
 - ii. Policy establishes expectations of the conduct of employees
 1. Provide a definition of bullying and what is not bullying. Does not change discipline, but added that bullying might lead to disciplinary actions
 2. Policy covers several regulations in MD laws; ethics, COI, political activity
 3. Policy pertains to staff, faculty might draw up their own.
 4. Effective date: 6/17 to approve
 - a. Q: Activist minded staff who oversee student club work. How to make staff understand when they are engaging in political activity rather than just helping students use their voices. How does HR draw that line?
 - b. A: Not sure this will address that, but it is good food for thought.
 - c. Q: Can we share this with our campuses?
 - d. A: it's not public yet, keep it in CUSS
 - e. Q: Regarding the committee that reviewed, did they represent all campuses?
 - f. A: 6 members on the committee, not every university had a representative, but all HR had opportunity to appoint a work group member.
 5. CUSS approval to go forward with notes: 22 yes 1 abstain
6. Chair's Report
 - a. Thanks BOR Staff Award Committee for doing a quick and efficient job. I have final nominations and will put forward the recommendations
 - b. Thank you for forwarding the shared governance to all the campuses, working on summarizing and preparing a report for the Chancellor. Information will be presented at the June BOR meeting.
7. Committee Meetings

Benefits & Compensation (Colette & LaVel)

Attendees: Colette Beaulieu, Co-Chair; LaVel Jones, Co-Chair; Meredith Carpenter, Sheryl Gibbs, Elizabeth Hinson, Sister Maureen Schrimpe, Rhonda Schwinabart, Jessica Scott, Rubin Stevenson

- a. The committee worked on a survey for USM Institutions to find out what resources USM Institutions offer to staff:

Council of University System Staff

April 20, 2021

- i. Mental Health Resources and/or EAP services
 - ii. Ombudsperson/Conflict Resolution Services
 - iii. Fees not covered by tuition remission – cost to employee for Undergraduate and Graduate classes – per class
 - iv. Food Pantry
- b. Once the survey is completed and reviewed by the committee, it will be forwarded to the Executive Committee for approval. The survey will be sent to POC's only and not for distribution to staff at each of the USM Institutions. The information received from this survey will assist the Benefits and Compensation Committee in setting goals for the rest of this term and for the next term starting in August. Co-Chair Colette Beaulieu will be finishing her term on CUSS July 2021 and will not be returning in August.

BoR Staff Awards & Recognition (Deniz & Michelle)

In attendance: Robert Alicea, Deniz Erman, Delores Jackson, Michelle Prentice, Sara Wilhelm

1. For the 2020-2021 cycle, the committee and volunteers graded 37 packets from 12 campuses (an increase of 9 packets from the last cycle). The committee had a discussion for revising the existing grading rubric and how to introduce more nuance into the grading process. We also discussed how to encourage strong packets and how to proactively share packet feedback and comments with individual campuses.
2. Remaining goals for the committee are to revise the nomination packet to further encourage non-exempt nominations and to further define senior leadership definitions from USM campuses.
3. Laila will provide her report to the Board of Regents at the June meeting after which the results can be announced to CUSS.

Communications & Marketing (Dawn & LaVern)

1. CUSS Video Progress: awaiting feedback from USM Marketing & Communications team regarding the point of contact to create the video with photos of our various CUSS represented campuses, script (TUSS or USM), and voiceover.
2. Ask Executive Committee if Andy Clark USM End of Session reports would be on CUSS Website
3. Juneteenth Holiday: announcement posted on CUSS FB page
4. Newsletter: email requesting institutional updates to be sent out 4/30, articles due 5/10, distribute newsletter 5/17, Spotlight on Benefits Committee

Council of University System Staff

April 20, 2021

5. Suggested that a CUSS survey on attitudes on vaccines be sent to employees, but it was pointed out that each campus is sending out their own "campus climate" surveys. Also, CUSS just sent out a survey regarding remote working and returning to campus.
6. Kudos to the team for updating CUSS's FB page.

Legislative Affairs & Policy (Lori & Vanessa)

We discussed the proposed USM Telework policy and the upcoming review of the CUSS by-laws. We would like to share the attached 2021 End of Session Report which identifies the passing of HB 73 - SB 710 Telework Policy for state, local and higher education.

Executive (Kalia)

Present: Lisa Gray; Kalia Patricio; Antoinne Beidleman; Tish Johnson; Chevonie Oyegoke; Laila Shishineh; Susan Holt

- a. Return to work survey - feedback? We'd like to get the survey out ASAP as we move forward with reopening. We'll copy PoCs on the survey to try to get it out to as many system staff as possible.
 - b. CUSS pay proposal - will send to Chancellor and others later this week. Trying to equate CUSS with the compensation given to CUSF.
 - c. Also asking PoCs if campuses pay their leadership on staff senate
 - d. May meeting - present on our positions and take nominations for exec committee (come to meeting prepared to discuss what we do)
 - e. Do one extra meeting to talk about some of the bigger topics
8. New Business
- a. Bylaws Review (Vote at May meeting) – Laila and others have worked on by-laws. Exec committee will meet to look them over. Bylaws will be sent out to be read, then voted on. Will not vote at May meeting and review for June meeting.
 - b. We will share survey for remote/return to work with the council. We are hoping to get a really good representation from staff.

9. Adjourn

Motion - Sister Maureen Schrimpe

Second - LaVel Jones