

1) Call Full Council Meeting to Order (10:00 AM)

a. Welcome & Chancellor's Liaison Report from Chevonie Oyegoke (USM)

Welcome to the final 2021 meeting of the Council of University System Staff. Thank you all for being here on Zoom today. I am devastated so many of you new members are missing out on the joy of in-person connection, collaboration, and creativity that happens when we all gather. I also regret many of you are not here to experience the Elkins Building where so many of the system office staff work. But I also have had the privilege of being a part of these meetings since the we were forced to go remove back in the spring of 2020, so I know you all have met those hurdles and risen to the occasion. Back in August of 2020, a writer for the Atlantic quote for an article David Perry, who is both a tenured professor at Dominican University in Illinois and a senior academic advisor in the University of Minnesota Twin Cities history department. Perry stated when the pandemic hit and universities across the country has to shift to remote learning, "students and faculty were immediately prioritized, and staff were an afterthought." I am so thankful that, that was not the case in the USM. Our staff have stepped up to the occasion and staff were front and center of decision making and implementation of processes and procedures. As a result of staff's heroic efforts, we remain strong and we are proud to say that we are USM. Thank you, CUSS, for providing a voice for staff employees of the USM, for making sure they are not, have not been, and will never be, an afterthought. Next June will mark the 30 th anniversary of CUSS serving as a permanent advisory council to the Chancellor and the Board of Regents. The work you do here is important. The people you serve depend on you to be the voice at the table representing employee concerns. Thank you for your service. A special thank you to our dynamic chair, Dr. Laila Shisheneh, and the CUSS committees: Awards and Outreach, Legislative Affairs & Policy, and Staff Resources & Special Projects.

Introductions

It's now my pleasure to introduce Senior Vice Chancellor for Academic & Student Affairs, Dr. Jo Boughman. A board-certified Medical Geneticist with her Ph.D. in medical genetics and a bachelor's in medical technology from Indiana University, when Dr. Boughman speaks talks about COVID, community and college campuses, I listen. Dr. Boughman services at the senior staff person for the USM Board of Regent Committee on Education Policy and Student Life, chairs the systemwide Academic Affairs Advisory Council, and is the USM liaison on academic and student life issues to the Maryland Higher Education Commission She also convenes the vice presidents for student affairs of the USM institutions and serves as the liaison for the Council of University System Faculty and the USM Student Council. Dr. Boughman, thank you for joining us today.

Next, I am thrilled to welcome Vice Chancellor for Administration and Finance, Ellen Herbst. With her MBA from the Wharton School of Business at the University of Pennsylvania and bachelor's in economics and accounting from the University of

Delaware, Newark, Ellen is a leadership force to be reckoned with. Serving as a senior leader for the USM Office and across the system, she works directly with the 12 institutions, 3 regional centers, and represents the USM as it partners with Maryland's public officials to fulfill the USM mission. Ellen oversees the USM's strategic planning, performance and accountability, enrollment management, operating budget, finance and comptroller, debt management and financial reporting, endowment administration and oversight, capital planning and development, information technology, institutional research and information management, financial and administrative policy development, real property and procurement, and yours truly in human resources. Ellen's calm, confidence and compassion in her leadership throughout the past year has been a privilege to witness. Ellen, it's a pleasure to have you here with us today. Ellen Herbst, Vice Chancellor for Administration & Finance (USM)

CUSS Report

Thrive through the holidays!

The USM training committee made up of representatives of all of our institutions will be hosting the last training of the year in conjunction with Guidance Resources to offer sessions to employees in preparation for the holiday season and beyond. It's one day full of free workshops that will help our employees prepare and succeed through the holiday break. Make sure you sign up and register for one and all Thrive through the holidays sessions:

- Using Guided Imagery for Wellness and Stress Reduction
- Communication Skills for Families
- Making the Most of Family Occasions
- Sleep: An Essential Component of Health and Well-Being
- Learning to Relax
- Bringing Out the Best in Others
- Staying Connected: Keeping the Spark Alive in Your Relationship
- The Psychology Behind Saving Money and Other Good Financial Habits
- After the Holidays: Managing That Debt

Thank you ALL for your hard work this year, take the time to rest, relax and enjoy the break. Don't forget to unplug, we have a busy year coming up so please take this time to enjoy family, friends and a well deserved break. Look forward to seeing you in 2022. Stay safe, healthy and happy holidays.

- b. Joann Boughman, Senior Vice Chancellor for Academic & Student Affairs (USM)
 - a. We are trying to get all the campuses involved with the Afghan refugee recovery process. We are working with several agencies to see what we can do to support some of the Afghan refugee families. One organization is called ECAR (Every Campus a Refuge)
 - i. College Park has found six homes for families.

- ii. Other support can be supplied by the campuses, like after-school programs, ESL services, helping people get a drivers license. Looking for staff support, will send out information in the future.
 - b. COVID 19 update
 - i. Seen as national leader of public leaders in our Covid response
 - i. First to mandate vaccine – over 90% vaccinated, almost 100% compliance
 - ii. Vaccine believed to be effective against Omicron
 - iii. Upticks of Delta on campus this fall, may need to do more testing since vaccinated can get and transmit the virus.
 - iv. Mask mandates will still be in effect
 - v. UMS is not expected to mandate boosters but encourages everyone to get boosters
 - vi. Considering increasing testing protocols for students after the break. Everyone will need a negative test to return in the spring
 - vii. Pleased with the progress we have made.
 - c. Ellen Herbst, Vice Chancellor for Administration & Finance (USM)
 - a. Enrollment management – Institutional research – getting students, retain them and getting them graduated
 - b. Budget
 - d. Strategic plan – system office is in process for over a year. For the strategic plan – please let everyone know they can find out a lot of detail and provide feedback by going here: <https://www.usmd.edu/strategic-plan/>
 - i. There are links on this page to a lot of resources and at the bottom of the page is a feedback form that goes to a dedicated email box we are using for the strategic plan stakeholder feedback
 - b. Doing it differently – (with Jo) stakeholder input within and outside the system. Webpage where all materials are there to look at. Please scan the PowerPoint and give your input (to Laila who can send on).
 - e. Budget:
 - a. 20 million restored to the budget, fighting to get 93 M restored
 - b. Ellen and Jo work with the legislature to get our needs addressed.

Questions:

Q: Can you shed more light at the System level and whether salary compression will be addressed.

A: BOR will be voting on a recommendation by the Finance committee on moving our minimum pay for regular staff (permanent full time) exempt and non-exempt which is where the BOR has authority to change.

- Each campus President has authority over students. Salary structure in the first four steps (below \$15.00 per hour) to adjust.
- Committee wants more time to come to a recommendation on how to deal with compression.

- Board wants to go ahead with bringing minimum wages up in January
- 2-part issue; minimum wages and compression. Compression will be addressed in the Spring.

Q: Does USM have a rough estimate of what that will cost the system to raise those hourly wages? Any discussion on how that will be accomplished?

A: estimate of 1.8 million across the system

Q: So to clarify - campuses will need to address compression within wage categories individually.

A: Scale is what USM will worry about. Everyone will be brought up to \$15.00, those outside that will be adjusted at the discretion of their university.

Q: Is it also addressing exempt's as well?

A: Yes

Send any additional questions to Laila for follow up.

Liaison update:

Reminder, last year for employees to carry over 480 hours of leave, please make sure you take any leave over 480 hours before end of the year.

Thrive Through the Holidays: <https://www.usmd.edu/training-and-development/>
One day workshop on December 20

2) CUSS Chair's Report (10:45 AM)

- Joint Councils Meeting – please email feedback to Laila
 - Will explore the idea of doing a couple of open sessions on topics discussed at the Joint Meetings next year. Will provide updates
- Friday is next BOR, Laila will be presenting at Bowie and she will update us next meeting
- Please review the PowerPoint for the strategic plan and provide feedback on the form that will be provided.
- Chancellors committee meeting – discussed ideas: students council promoting each campus to promote wellness days.
- March – reflect on 2 years of COVID pandemic.
- Will discuss input with executive committee

3) New Business

- Save the Date: Advocacy Day 2022 on Wednesday, February 16, 2022
- October Minutes approved - 26/27 votes (1 abstention)

4) Old Business

5) Committee Meetings (11:00 AM)

- a. Send Meeting Minutes to Kalia by Wednesday, 12/8

6) Committee Reports (11:45 AM)

a. Awards & Outreach (Deniz/Dawn/Carol/Susan/Mubo/Paul)

Attendance: Susan, Deniz, Kathleen, Tim, Samantha, Lavern, Dawn, Sister Maureen, Keven and Yvonne.

- a) Newsletter: We will continue having the Newsletter with institutional updates.
- b) Spotlight: Highlight the institution that we are visiting that month. Have the executive committee send a "Thank you" with the spotlight of the university.
- c) Tim Casey will work on setting up a subgroup for the committee to communicate.
- d) Paul will look after the website.
- e) Facebook and Instagram- Susan and Kathleen will be in charge of sending out information.
- f) January 20th from 9:30-10:30, we will have a training meeting on how to grade the BORSA packets.
- g) A call out to CUSS members for volunteers to grade packets.

b. Legislative & Policy (Roy/Vonzella)

Attendance: Andy Clark, USMO; Patrick Hogan, USMO; Yvonne Harper, Farah Helal, Kyle Dineen, Laila Shishineh, Jessica School, Amy Nightengale, Holly Brewer, Jerry Lewis, Keisha Bownes, Lei Zhang, Magui Cardona, Meredith Carpenter, Michael Walsh

With Patrick and Andy from USM Office AND some reps from the other Councils, we reviewed the draft plan for advocacy day and made some decisions on details.

An important point is that although the main push for advocacy day is the USM budget, all other ideas or bills are open to discussion with any delegates. So then the question becomes how do we determine HOW to advocate for the budget or even a thing we're passionate about.

To address this, we briefly discussed a plan to host a set of three identical workshops in late Jan and early Feb to not only discuss HOW to advocate in general but WHAT universities have cared about in the past in the legislature.

Introductions from Patrick and Andy from the USMO.

Introductions from USMSC Representatives

Introductions from CUSF Representative

Review of USM Advocacy Day Plan

- Interest in separate advocacy days for USMSC
- Patrick notes that this *isn't* a stressful day. So, don't worry :)
- Interest in separate groups for delegate meetings, perhaps geared toward specific bills/ideas
- We need to be mindful of teaching/class conflicts
 - Note: No one is expected to be there the entire time
- We still need to collate points for us to address with the delegates
 - These should be half provided by Patrick and Andy via the Points of Excellence
 - The other half is whatever we'd like. Personal, Higher Education, Student, Faculty, or Staff related

CUSS wants to organize three "How to Advocate" Workshops in late January and early February before USM Advocacy Day. These would be on Zoom and include State Relations Council representatives from each of the USM institutions, as available.

c. Staff Resources & Special Projects (Elizabeth/John/Kalia)

Attendees: Kalia Patricio, Irene Amoros, Vanessa Collins, Ginger Steelman, Thomas Healy, Trish Johnson, Obioma Akaigwe, Sheryl Gibbs, Elizabeth Hinson

The Staff Resources Committee met and discussed the following:

- a. The salary compression and minimum wage subcommittee are looking at issues that will hit harder now with the January minimum wage raising to \$15.00 for five non-exempt wage bands. The subcommittee is working on a memo to go through the executive committee and then on to the Chancellor in January to discuss impact - include individual stories and data.
- b. The tuition remission and fees subcommittee have heard from 11 of the 12 universities to update the data on the amount of fees that are paid by employees to take undergrad or grad classes at their home institution. They range from \$15 per course (UMGC) to \$130.00 per credit (Bowie) to \$455 as a flat fee (UMCP). That discrepancy among universities has an impact on who/how many employees can afford to take classes and pursue a degree at their home institution. Guidance sought on how to relay this information and who the audience should be.
- c. the Covid response and communication subcommittee would like to gather resources to provide to staff at all universities related to virtual/telework.
- d. Executive (Kalia – If Needed)

Trish Johnson at Bowie hosted a mental health week. Offered games, massages, sessions on how to deal with stress. President gave them Tuesday and Wednesday off.

7) Adjourn (12 PM)

- a. Motion Sister Maureen Schrimpe
- b. Second Jayne French

Next Virtual Meeting:

January 18, 2022

Host: UMGC