

Council of University System Staff

Bowie State University

April 18, 2023

Call to Order

The meeting was called to order.

Approval of Minutes

- The members of CUSS reviewed the minutes. A motion was made through a poll and was seconded. The minutes were approved.

Welcome – George Jones (Staff Council President-BSU)

Mr. Jones welcomed the members of CUSS to the virtual meeting at Bowie State University. He talked in detail about how shared governance is welcomed and supported at Bowie State. H

Chancellor's Liaison Report – George Samuel

- Open Enrollment for USMO – MetLife plans complete.
 - a. Overall the Open Enrollment was successful. A glitch with the employee questionnaire function was reported. Individuals who experienced the problem were contacted and were able to complete enrollment.
- Employee Benefits Division (EBD) – Virtual Wellness Fairs
 - a. April 10th thru April 20th, 2023
 - Wellness fairs hosted by various health vendors including:
 - CareFirst, United Healthcare and Kaiser Permanente
 - Delta Dental
 - CVS
 - Other health benefits vendors

More details in will be sent via email from the EBD and on the EBD website.

Chancellor's Liaison Report – Neena Narayanan

- USM Learning and Talent Development
 - a. Conducted the first ever Performance Review Mini-Conference in partnership with Com/Psych, commonly referred to as Guidance Resources.
 - Over 1,000 registrations with a 57% turnout
 - Most popular workshop was “Giving Effective Feedback” with 413 participants
 - The conference videos can be assessed via USM Learning & Talent Development Committee's YouTube channel. <https://www.usmd.edu/learning-and-talent/>

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Chancellor's Liaison Report Cont'd – Neena Narayanan

- The next Performance Development scheduled for Halloween and will include tracks for administrative professionals and supervisors.
- Explained to CUSS members that the USM office still did not have a confirmation on the Governor's upcoming budget

Chair's Report – Kalia Patricio

- Talked in detail about the FY24 will have an 11% increase in USM Budget, including pay increases for staff - more information to come
- Consultant to review USM salary proposed to the USM Presidents - more information to come
- Discussed meeting with the USM Leaders and briefed CUSS on the Email distribution lists & degree equivalency discussions
- Informed CUSS members that the UMBC meeting would be held virtually due to campus congestion and therefore an inability to reserve a room
- Explained that the Shared governance surveys were completed.

New Business

- Elections for Executive Board Members would begin in April and run through June 2023.

Welcome - President Aminta Breaux - BSU

Thanked the members of CUSS on behalf of herself, Bowie State University and for the Council of University System Presidents for their contributions to progress and the advancement of the USM institutions. She welcomed the members of CUSS on behalf of the BSU community, the oldest HBCU in the state of Maryland. She expressed how pleased that she was to be able to continue to grow and thrive in Prince George's County by bringing in students from all across the country. Dr. Breaux noted that Bowie State University welcomed its largest incoming class in history. She expressed how proud she is of the work that is currently underway, especially in the co-curricular areas and the wraparound services. She talked about the challenges of mental health issues that the campus faced that were exacerbated by the pandemic and by the rise of social injustices. She offered her appreciation to the staff for their support that they provide to the students to ensure that they graduate on time. Dr. Breaux talked in detail about the upcoming Wellness day. Dr. Breaux talked in full detail about the erecting of the new MLK Communications and Humanities building and the completion date. campus.

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Committee Reports

Awards & Outreach

- Everyone did a great job grading packets. Special shout out to Muba did a wonderful job with grading and including comments
- There is a winner in every category and a good variety from different schools
- Need to keep in mind chair and co-chair for the committee next year
- Action Plan for Communication:
 - Newsletter: May 1st email request for institutional updates which are due May 10th, Newsletter distribution date approximately May 19th
 - Facebook/Twitter posting ideas: Repost, highlight minutes, mention who visited at meeting, and make comments that indicate we are working.
- BOR Subcommittee met 4/13 and thinking about doing a completely separate package for Non-exempt. Basically, have 5 categories like the packet is currently, but the categories are different:
 - Excellence in Performance
 - Making a difference to the campus
 - Acting as a role model for peers and colleagues
 - Excellence as a team player
 - Inclusion, multiculturalism, and social justice
- Questioned if the committee needed to change the categories
- Needed to figure out the criteria for grading the packets for Non-exempt
- Some categories from another university:
 - Integrity, Trust, and Ethics Ambassadorship (representation of the department)
 - Mutual Respect and Collaboration (teamwork)
 - Superior Customer Service (internal/external)
 - Professionalism
 - Pride in Work and Accountability
- Made suggestions to add new categories
- Could use Integrity, Trust, Ethics Ambassadorship; Mutual Respect and Collaboration; Superior Customer Service; Professionalism; Pride in Work and Accountability as the criteria.
- What can we put in that will be different and stand out?
- Questioned if the President should be involved in the selection process

Legislative Affairs Committee

- The MD legislative session has ended as of April 10 at midnight. A legislative session report from Patrick & Andy would be provided in the coming days that outlines accomplishments and next steps for the USMO of Governmental Relations.

- There is a concern for the lack of documentation at the home institutions regarding telework policies. The results found was that at least at UBalt, Salisbury, and Frostburg there is some

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Legislative Affairs Committee Cont'd

- university-wide documentation going out focusing largely on staff members' ability to work remotely from out of state as this has tax-time implications. The IT Staff seemed to be the impetus for these types of documents.
- Absent any state-wide or even system-wide rules on teleworking policies, the committee would like to start a discussion with Sr. Vice Chancellor for Admin and Finance Ellen Herbst or Associate Vice Chancellor for Human Resources Carolyn Skolnik. At present, the committee would like to discuss the system's ability to enforce uniformity among new job postings to include at least expectation around hybrid, fully remote, or completely in-person work. Although there have been some new postings including this information, but the committee feels the system could do more as far as transparency in salaries and benefits such as these.
- Collecting information on the statewide Green Initiative, as well as looking to potentially change the name change to BSU's staff council.

Staff Resources & Special Projects Committee

- **Tuition remission fees**
 - Meredith Carpenter reached out to Kalia to inform her that we would use the prior results to refocus and create a buss around the proposal for an "EXEMPTION" or "REMOVAL" of all fees only for staff (not their dependents) who take advantage of tuition remission e.g. eliminating unnecessary, duplicate and burdensome fees
 - Kalia mentioned that she thinks USM is looking to us to make the next move / update our proposal. Kalia asked is we know if any campuses instituted the request from last time since the Chancellor asked the President's to address duplicative fees.
 - We may want to reach out to the various institutions or HR/CUSS POC's to poll which campuses have/haven't removed the duplicate fees
- **Staff Support Programs (OMBUD, FSAP, etc.)** ☐ Brian sent out the poll to our CUSS POC's regarding which campuses have an OMBUD with a response due date of 04.21.23
 - After receipt of the answers we will share the results with CUSS, as many members indicated presenting the information to their campus senate

- **Telework Practices and green initiatives** □ VJ sent a request to LERW and USM (Tom Hoffackner) to, at minimum create transparency of policies in addition to the previously raised questions from last month's minutes (suggested links to institution telework policies, practices and telework agreements in the format similar to how USM does with employment opportunities as well as HR Offices at <https://uhr.umd.edu/telework/>)

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Staff Resources & Special Projects Committee Cont'd

- **SPECIAL NOTE:** After the committee met we learned that Roy and the Legislative Affairs & Policy committee also had discussions surrounding telework, and we may need to work with their committee on joint efforts for addressing telework concerns
- **CUSS Spring Newsletter Article:** Our committee will be "spotlighted" in the upcoming Spring 2023 CUSS Newsletter. We have been asked to provide a spotlight article for the newsletter by May 10th? Last years newsletter with the Staff Resources and Special Project Committee Spotlight article (is attached). Please make suggestions for what information to provide.

Meeting Adjourned