

Council of University System Staff
 Council Meeting Minutes - Final
 April 26, 2016 – Towson University

P = Attending by Phone

Bowie State University		
X	Trish E. Johnson	Primary
	Trenita Johnson	Primary
		Alternate
		Alternate
Coppin State University		
	Steve Delice	Primary
X	Sherrye Larkins	Primary
X	Tim Casey	Alternate
	Yvonne V. Cook	Alternate
Frostburg State University		
	Reid Bluebaugh	Alternate
X	Jesse Ketterman	Primary
	Rubin Stevenson	Primary
	Stacy Wassell	Alternate
Salisbury University		
X	Lisa Gray(Vice Chair)	Primary
	Paul Gasior	Primary
X	Teri Herberger	Alternate
	Kim Meyer	Alternate
Towson University		
X	Mary Hickey	Primary
X	Jayne French	Primary
X	Deniz Erman	Primary
		Alternate
		Alternate
		Alternate
University of Baltimore		
	Eric Jones	Primary
	Michelle Junot	Primary
X	Keiver Jordan	Alternate
		Alternate
University System of MD Office		
X	Chevonie Oyegoke	Chancellor's Liaison to CUSS
	John Wolfe, Jr.	Primary

University of Maryland, Baltimore		
X	Amanda Azuma (Co-Secretary)	Primary
	Kevin Watson	Primary
P	Bill Crockett (Past Chair)	Primary
X	Angela Hall	Alternate
	Carl Jackson	Alternate
Univ. of Maryland Baltimore County		
X	Laila Shishineh	Primary
P	Sheryl Gibbs	Primary
X	Kevin Joseph (Co-Secretary)	Primary
X	Tom Penniston	Alternate
X	Arthur Bezwada	Alternate
X	Victoria Lloyd	Alternate
UM Center for Environmental Science		
		Primary
	Curtis F. Henry	Primary
University of MD, College Park		
X	Dana Wimbish (Chair)	Primary
	Dylan Baker	Primary
X	Sister Maureen Schrimpe	Primary
	Willie Brown	Ex-Officio
X	Debbie Grover	Alternate
X	Sarah Goff-Tlemsani	Alternate
	David Klossner	Alternate
University of Maryland Eastern Shore		
X	Chenita Reddick (Member At	Primary
		Primary
		Alternate
		Alternate
University of MD University College		
X	Lindsey Brown	Primary
X	Debby Mathis (Member At	Primary
X	Candace Johnson	Primary
	Cynthia Steele	Alternate
	Jade Walker	Alternate
	Mark Freeman	Alternate



Bowie State University
14000 Jericho Park Road
Bowie, MD 20715

Coppin State University
2500 W. North Avenue
Baltimore, MD 21216

Frostburg State University
101 Braddock Road
Frostburg, MD 21532

Salisbury University
1101 Camden Avenue
Salisbury, MD 21801

Towson University
8000 York Road
Towson, MD 21252

University of Baltimore
1420 N. Charles Street
Baltimore, MD 21201

*University of Maryland,
Baltimore*
620 W. Lexington Street
Baltimore, MD 21202

*University of Maryland
Baltimore County*
1000 Hilltop Circle
Baltimore, MD 21250

*University of Maryland Center
for Environmental Science*
P.O. Box 775
Cambridge, MD 21613

*University of Maryland,
College Park*
College Park, MD 20742

*University of Maryland
Eastern Shore*
Princess Anne, MD 21853

*University of Maryland
University College*
3501 University Blvd. East
Adelphi, MD 20783

*University System of Maryland
Office*
3300 Metzgerott Road

AGENDA
April 26, 2016
Towson University
Administration Bldg., Room 224
10:00 a.m.

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Call to Order

1. Welcome and Introductions

- **Dr. Kim Schatzel, President of Towson University**

2. Consent Agenda

- <http://bit.ly/1kOSTIt>

3. Approval of Minutes from March Meeting

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4. Chair's Report

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5. Chancellor's Liaison's Report - Chevonie Dyegoke

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6. Committee Meetings

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7. Committee Updates

- **Benefits and Compensation**
- **Board of Regents Awards**
- **Communications and Marketing**
- **Legislative and Policy**
- **Executive Committee**

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8. Old Business

- **Items moved off of Consent Agenda**
- **Board of Regents Award Update**

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9. New Business

- **Nominations for Executive Committee**

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Conference Call Information
Dial-in Number Participant: 1-877-668-4490
Access Code: 638 088 449

Call to Order

1. Welcome and Introductions

- Dr. Kim Schatzel, President of Towson University
 - i. Twelve weeks at Towson
 - ii. Goals
 - 1. Academic excellence and impact on the state
 - 2. Retelling Towson story
 - a. 2nd largest, fastest growing institution in the system
 - b. 85% on-campus
 - iii. Four women presidents in system
 - iv. Expressed thanks to CUSS for our work and contributions
 - 1. Not enough talk about importance of staff

2. Consent Agenda

- <http://bit.ly/1kOSTIt>

3. Approval of Minutes from March Meeting

- Minutes approved by consent

4. Chair's Report

- Budget passed both house/senate with a \$75 million increase over last year
- Merit increase included in the budget
- E&E 2.0 showed savings
- Funding approved for many capital projects across institutions
- SB332, which would have given the legislature undue influence in the selection of the Chancellor was defeated
- Workgroup on ORP improvement was established
- SB979, altering the eligibility provisions of the Optional Retirement Program, passed. This allows for exempt employees who are reclassified as non-exempt due to changes to the Fair Labor Standards Act (FLSA) to remain in the ORP. Leave accrual would remain at the exempt level until the beginning of the next fiscal year.
- Diversity and Inclusion Council
 - i. CUSS will have a member on council
 - ii. Forwarded Bill Crocket as member
 - iii. Overseen by Chancellor, reports to Board of Regents
- Revisions to the CUSS constitution was approved by the Board of Regents and the Board of Regents was made aware of changes to the CUSS by-laws

5. Chancellor's Liaison's Report – Chevonie Oyegoke

- Preparation underway for planning Board of Regents Staff Awards Breakfast (September)
- Chancellor salary guidelines going out this week
 - i. Merit for 2017 fiscal year
 - 1. Exempt employees - 2.5% merit pool

- 2. Non-exempt employees – 2.5% merit for those with meets expectations or above on PMP
 - ii. No COLA
 - iii. Remain judicious on spending
 - iv. Salary structure remains in place pending outcome of Fair Labor Standards Act changes
 - v. Minimum wage \$8.75 effective July 1, 2016
 - vi. Question was raised around salary compression issue that may arise due to Fair Labor Standards Act changes
 - 1. Working proactively with federal government on phased in approach; if done all at once would be a problem
- Board of Regents approved policy on criminal backgrounds check
- Received Contingent I/II spreadsheets.
 - i. Distributed to institutions for feedback
 - ii. Will then work on how to communicate
- JoAnn Goedert, Associate Vice Chancellor for Administration and Finance-Human Resources will be retiring June 30, 2016
 - i. Hiring for her replacement plus other positions

6. Committee Meetings

7. Committee Updates

- Benefits and Compensation
 - i. Pilot program on job shadowing
 - 1. In-person or virtual
 - 2. Putting together email to look for volunteers for both mentors/mentees
 - 3. Do as professional development
 - ii. Chevonie Oyegoke has spreadsheet on Contingent I/II benefits for review
 - iii. Looking at how to make day care benefits available system-wide
 - iv. Want to work with Bill Crockett on diversity/inclusion issues
 - v. Dana Wimbish requested that the committee stay abreast of Fair Labor Standards Act changes/implementation
- Board of Regents Awards
 - i. Nominations have been forwarded to Dana Wimbish
 - ii. 2/3 of institutions have returned surveys and results are being reviewed
 - iii. Still having trouble getting enough nominees
 - iv. Need more support from top – BOR, Chancellor, Presidents
 - 1. Most people said hard to get nominees
 - 2. Look at people who win institution service awards
 - 3. Do all schools recognize staff via staff awards? No
 - v. Try to get a CUSS member on each institutions BOR Staff Awards committee
 - vi. Not getting enough “above and beyond” nominees
 - vii. Will keep the packet the same
 - viii. Look to Professional Staff members at each institution to find nominees
 - ix. Send feedback to institutions about each packet submitted

1. Sister Maureen Schrimpe motions that going forward we send packets back to institutions with comments; Mary Hickey seconds; approved by full membership
 - x. Follow-up on idea of Outstanding Performance award – prepare draft for CUSS review
 - xi. Additional survey will be distributed to CUSS members for feedback on the overall process
- **Communications and Marketing**
 - i. Deadline for newsletter is May 15
 1. Will be sending out reminders
 2. Looking at ways to “refresh” look and content
 - a. Highlight departments
 - b. Did you know
 - c. Institution facts
 - ii. LinkedIn site is up and running; search for CUSS to find
 - **Legislative and Policy**
 - i. Starting to talk about next year
 - ii. Advocacy Day
 1. Start work sooner
 2. Need better agenda so that groups are better coordinated
 3. Need more food
 - **Executive Committee**
 - i. No report
8. **Old Business**
 - Items moved off of Consent Agenda
 - Board of Regents Award Update
 9. **New Business**
 - **Nominations for Executive Committee**
 - i. Sherrye Larkins for Chair (Mary Hickey, Tim Casey)
 - ii. Lisa Gray for Vice-Chair (Mary Hickey)
 - iii. Laila Shishineh for Secretary (Dana Wimbish)
 - iv. Candace Johnson for Secretary (Dana Wimbish)

Motion to adjourn the meeting made by Sister Maureen Schrimpe and seconded by Lisa Gray; approved by consent

Next meeting May 24, 2016 at UMBC - University of Maryland Baltimore County