



Council of University System Staff
AGENDA
July 23, 2019: UMES
2020 Horns Point Road, Cambridge, MD 21613
AREL Lecture Hall
10:00 a.m.

1. Call to Order

2. Welcome from Lynn Rehn, VP for Administration

- a. Employed with USM for 26 years
- b. UMCES is a research and graduate education institution
 - I. Marine and Environmental Science
 - II. Partnership between College Park, Eastern Shore, FSU, UMBC
 - III. Nationally renowned program
- c. Laboratories
 - I. Chesapeake Biological Laboratory (Solomon's Is.)
 - II. Horn Point Lab in Cambridge
 - III. Appalachian Lab in Frostburg
 - IV. IMET in Baltimore
 - V. Integration and Application Network in Annapolis

3. Consent Agenda & Materials July 2019

4. Approval of Minutes from June 2019

5. Chancellor's Liaison's Report – Tom Hoffacker

- a. New nonexempt structure effective in early July (this month)
 - I. Increased 4%
 - II. Salary market examined and determined to be going up 2% per year, so they decided on 4% increase to cover two-year period before next examination
 - III. Effects 1200 people who fell below new minimums
 - IV. Changed most recently 2 years ago with 5.6%
 - V. Exempt structure did not change last year, but changed 7.6% several years ago
 - VI. 3% COLA went into effect on July 1 and then nonexempt structure was effective a few days later
 - VII. Reestablished grade 17
 - o College Park and UMB have trouble with recruiting certain trades
- b. Amendments to Faculty and Staff Parental Leave Policies
 - I. Increased paid parental leave from 8 weeks to 12 weeks
 - II. Must exhaust personal, annual, and holiday leave before you can take paid parental leave (supplemental paid leave)
 - o Must be taken all at one time (not intermittently)
- c. Amendments to Faculty and Staff Sick Leave Policies and Contingent Employees Policy,
 - I. Sick and Safe Leave Bill passed in Legislative session
 - II. Expansion of the definition of "family member"
 - III. Concept of "safe leave" installed
 - o Sexual assault, domestic violence, or stalking

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
Adelphi, MD 20783-1690

- d. New policy on Sick and Safe Leave for Contingent Category 1 and Certain Other Employees

6. Discussion with Linda R. Gooden, Chair – Board of Regents (10:30 AM)

- a. Board of Regents spent a good amount of time working with legislators and presidents to make sure we are doing the right things at the right time for the Board
- b. Called in independent group to examine board and make recommendations
 - I. Findings shared with public and legislators
 - II. Appointed former board member to oversee the group and proceed with plans around recommendations
- c. Re-establish the importance of shared governance
- d. More transparency
 - I. Public sessions are richer and longer
- e. Best budget year in Annapolis
 - I. Went up nearly 8%
 - II. Allowed us to limit tuition increase to 2%
 - III. Provided for 3% COLA
- f. Leadership Searches are underway
 - I. Ten listening sessions held
 - 1. Goal was to hear from as many groups as possible
 - 2. Though groups in listening sessions were different, they lined up on many of the themes
 - I. College Park president to be named in April 2020 and Chancellor to be named in December 2019
 - II. Coppin President search underway
 - 1. No plans to merge Coppin, UB, and BCCC at this time
 - 2. Schools will work more collectively for R&D, etc.
 - 3. We expect the Legislature will give us a directive to look at it, but we have no plans at this time
 - 4. President to be named in January 2020
- g. Questions and Answers
 - 1. Why the lack of staff representation (CUSS) on past presidential and chancellor searches?
 - a. We are trying to move searches to 15-18 max and still get the representation necessary.
 - b. Student group did a presentation to the Board to make a case for being represented and is now in the policy
 - c. CUSS should make a formal proposal to be included
 - d. New chancellor search went from about 6 people to 16
 - i. Presidents, CUSF, Business Leaders are represented
 - ii. Executive Committee of BoR
 - iii. Former Regent and Student Regent also included
 - 2. How will recent Middle States warning effect the

Presidential search at College Park?

- a. External world might not see the problems that we see locally, so there isn't much effect on the search pool at this time
 - b. Most issues they saw have been solved
 - i. Article 7 – Governance
 - ii. BoR overstepped its bounds in governance by ordering the President to take an action
 - iii. BoR meets monthly with Dr. Loh
 - iv. Many listening sessions held at College Park
 - v. We are expecting clean bill of health in March
3. How will the BoR increase transparency?
- a. Starting in the fall, all public meetings will be live streamed
 - b. Revamped the agendas to make more issues public (committee work, etc.)
 - c. Listening sessions around the state
 - d. Many things must still be done in closed session because of state law
4. Are there policies around who chooses search committees and how many times each member can and should serve?
- a. Yes, there are policies in process and Lisa will send them out to the group later.
 - b. We are working to make sure each campus has a Regent assigned to it to assure equal representation and alignment.
 - c. Presidential Search policy is currently being revamped
 - d. Chancellor Search policy didn't exist before now
5. You mentioned that you did 10 listening groups and they are aligning. How?
- a. Building positive relationships with all stakeholders
 - b. Make sure the future chancellor has a vision for what education will look like 10 years down the road
 - i. Technology
 - ii. Competition
 - iii. Economic downturn
 - c. Chancellor should be more visible across the system
 - d. Lisa will send out greater list later
6. As the Co-Chair of the Search Committee for the Chancellor, what are your goals?
- a. Chancellor should start building trust on day 1
 - b. Bring in the right consultants to push the

- strategy to drive to what education will look like in 10-20 years
 - i. Certifications?
 - ii. Certificates?
 - iii. Full degrees?
 - iv. What do college students *actually* need?
 - c. Get out and do listening sessions across the system
 - d. Team building and strategic focus-centered
 - e. You will see more of the present Chancellor in his last year and will see more of the new Chancellor, once he or she is hired
- 7. The last two Chancellors have had connections to the System. What about this next person?
 - a. We are looking for the best candidate for the job
 - b. If we found the right person and they went to MD, it would be an added benefit
- 8. Salary Compression – do we ever request Merit as part of our budget?
 - a. Merit is handled at University level, not the System level
 - b. BoR has urged Presidents to look at it closely
 - c. Compensation has to be covered in closed session at BoR level, but Salary Survey/Study shouldn't be closed and probably could be shared.
- 9. Can the BoR be more involved in Effectiveness and Efficiency across the System? It seems like we aren't collaborating enough as a system to manage budgets to maximize our money.
 - a. We are all over that! We are working together and finally have a finance person who understands how the process works and what low-hanging fruit can be reached for in order help save some money across all the institutions
 - i. Work Day vs PeopleSoft, etc.
- 10. Can the transfer process from community colleges to USM institutions be more streamlined?
 - a. It is on our plate of things to look at in the future.

7. Chair's Report

- a. No Chancellor's Council Meeting for July
- b. Listening session for Chancellor search was held last week
 - i. Please go to website Lisa provided via email and give your additional input, if you have it!

8. Committee Meetings

9. LUNCH (Tentative Working Lunch)

10. Committee Reports

- a. Benefits and Compensation
 - i. Extra day off granted by Governor Hogan
 - 1. How are each of the institutions providing it?
 - ii. Next year's goals
 - 1. Continuing the discussions about ombudsperson, Rx for retirees, online benefits
 - iii. Susan Holt stepping down as chair due to election as Co-Secretary
 - 1. Elizabeth Hinson from UMCP nominated to replace
- b. Board of Regents Awards
 - i. SharePoint will still be supported at Coppin, though there is no longer a SharePoint administrator there. Contact Anthony Littlejohn for getting access to the system.
 - 1. Email Tom at System to work on getting CUSS SharePoint site moved to a different institution
 - ii. Grading process included just the committee and volunteers. Will be maintained for next year.
 - iii. Will continue to focus on the impact the nominee has in each category instead of expecting the nominees to go so much "above and beyond"
 - iv. Perhaps post some examples of "award winning" packets on CUSS website to help provide clarity of what we expect
- c. Communications and Marketing
 - i. Will follow-up with POCs for August deadline
 - ii. Will give POCs guidelines regarding what should be submitted and how it should be submitted
 - iii. If the POC for your institution is changing, please let Laila know.
- d. Legislative and Policy
 - i. Google Doc for Advocacy Day so it can be shared when people come and go
 - ii. We hope to have Andy Clark come to November meeting
- e. Executive Committee
 - i. Member information form – Laila will follow-up this week

11. Old Business

- a. Executive Board Elections: Vice-Chair Nominations/Elections
 - i. Nicole Miskimmon cannot be Vice-Chair now that she is moving to UMCP
 - ii. Kalia Patricio from UMCP elected to replace her

12. New Business

- a. Chancellor Search Listening Session
 - i. Please utilize the web address to provide your feedback toward participation in new Chancellor's search. We can't advocate for involvement if we don't participate.

- b. August New Members Orientation
 - i. Will be putting together the new member packet and will address it one hour before August meeting starts
 - 1. If there were things that would have been helpful to know at that first meeting in August, please let us know. Likewise, please let us know what is covered that isn't helpful.
 - a. Expectations regarding Primary and Alternate attendance aren't clear
 - b. Please email Laila within the next couple of weeks if you have feedback.
 - c. We will work with Student Group to see if they will share their proposal for the Chancellor's search with us to see and work on to submit for future

13. Institution Updates

14. Adjourn

Conference Call Information

+1 929 205 6099

Meeting ID: 478 740 332

Next Meeting: Tuesday, August 13 at Salisbury University

Council of University System Staff Attendance Roster

DATE 7/23/19
INSTITUTION UMCES

Bowie State University		
	Trenita Johnson	Primary
	Trish Johnson, POC	Primary
	LaVel Jones	Alternate

Coppin State University		
	Sheila Chase	Primary
✓	Anthony Littlejohn, POC	Primary
	Sonia McCain	Alternate
	Sherrye Larkins	Ex-Afficio

Frostburg State University		
	Liz Nelson	Primary
	Amy Nightengale	Alternate
	Rubin Stevenson	Alternate
✓	Stacey Utley-Bernhardt, POC	Primary

Salisbury University		
✗	Lisa Gray	Primary
✓	Teri Herberger	Alternate
✓	Vanessa Collins, POC	Primary
	Charles Overholt	Alternate

Towson University		
	Tasha Benn	Alternate
	LaVern Chapman	Alternate
	Deniz Erman, POC	Primary
✓	Carol Green-Willis	Primary
✓	Mary Hickey	Primary

University of Baltimore		
	James Hale, POC	Primary
	Stephen Shirley	Alternate

University System of Maryland Office		
✓	Chevonie Oyegoke	Chancellor's Liaison to CUSS

Tom Hoffecker

University of Maryland, Baltimore		
✓	Colette Beaulieu, POC	Primary
	Christina Fenwick	Alternate
	Sarah Hokenmaier	Alternate
✓	Susan Holt	Primary
	Nicole Miskimon	Primary
	Janet Nance-Richardson	Alternate

University of Maryland, Baltimore County		
✓	Sheryl Gibbs	Primary
	Kevin Joseph	Alternate
	Tom Penniston	Alternate
✓	Laila Shishineh, POC	Primary
✓	Michael Walsh	Primary
	Bethany Walter	Alternate

University of Maryland Center for Env. Science		
✓	Julia Bliss	Alternate
✓	Amy Griffin, POC	Primary
✓	Michelle Prentice	Primary
✓	Lori Stepp	Alternate

University of Maryland Eastern Shore		
	Chenita Reddick, POC	Primary

University of Maryland, College Park		
	Darrell Claiborne	Alternate
✓	Sarah Goff, POC	Primary
✓	Elizabeth Hinson	Alternate
	Matthew Nesson	Alternate
✓	Kalia Patricio	Primary
✓	Sister Maureen Schrimpe	Primary

University of Maryland University College		
✓	Antoinne Beidleman	Primary
	Craig Binder, POC	Alternate
	Kristin Byerly	Primary
✓	Candace Johnson	Primary
	Karolina Nash	Alternate
	Adrienne Price	Alternate

COUNCIL OF UNIVERSITY SYSTEM STAFF



Communications & Marketing Committee Attendance

Meeting Date: 7/23/19

INSTITUTION	FIRST	LAST
UMU	Antonne	Beideman
UMEP	Sarah	Goff
TU	Carol	Green-Willis
UMB	Collette	Beaulieu

Meeting Notes:

Follow-up with news letter POC August
deadline. .
Guidance on what to send for newsletter updates.
Writing new chairs
New section on shared governance
Message from the Chancellor
New POC's - Lalin will send update.

COUNCIL OF UNIVERSITY SYSTEM STAFF



Benefits & Compensation Committee Attendance

Meeting Date: 7/23/19

INSTITUTION	FIRST	LAST
UMB	Susan	Holt
UMCP	Sister Maureen	Schrimpe
TU	Mary	Hickey -
UMCP	Elizabeth	Hinson
UMBC	Mike	Walsh
UMCES	Julia	Bliss

Meeting Notes:

discussed floating Holiday for July 5th
 - Towson assign 12/30 College Park look
 - UMBC assigned 12/24 Frostburg used Nat'l Day of mourning use FMLA leave

* ask general group about 7/5 holiday language granted as a holiday may be covered by MOU

next year) Ombuds - continue discussing since Towson HR does not feel they need an ombuds Salisbury & Frostburg do not have one

UMUC - Developmental opportunities maybe across the system - talk to UMUC how that would

Prescription coverage for retirees - lease w/ Policy & legislation

continue monitoring online enrollment for benefits

Need a new chair

COUNCIL OF UNIVERSITY SYSTEM STAFF



Executive Committee Attendance

Meeting Date: 7/23/19

INSTITUTION	FIRST	LAST
UMBC	Laila	
umCES	Amy	
FSU	Stacey	
SU	Lisa	
umuc	Candace	

Meeting Notes:

- ⊙ Prep for new member orientation
- ⊙ member Info Form
- ⊙ formal request to BoR about search comm.
 - ↳ Langston? Drew?

COUNCIL OF UNIVERSITY SYSTEM STAFF



Legislative Affairs & Policy Committee Attendance

Meeting Date: 7/23/19

INSTITUTION	FIRST	LAST
UMCP	Kalia	Patricio
SU	Vanessa	Collins
iMCEs	Lori	Stepp

Meeting Notes:

- Set-up Google Drive for Advocacy Day files
Easier sharing
Knowledge Retention
- Reconfirm Andy Clarke's participation in November to begin setting up tasks for Advocacy Day.

COUNCIL OF UNIVERSITY SYSTEM STAFF



BoR Staff Awards & Recognition Committee Attendance

Meeting Date: July 23, 2019

INSTITUTION	FIRST	LAST
CSU	Anthony	Littlejohn
SU	Teri	Herberger
VMCS	Michelle	Prentice
VMBC	Sheryl	Gibbs

= Sample award winning packet to put on website
↳ will create entirely new sample

Meeting Notes:

Reminder to Group: we are BOR + Recognition.

↳ Certificates for CUSS are done thru us

certificates by July.

Sharepoint conversations.

↳ Coppin WILL host SP for now, but we may want to move hosting to the system. (AL will try to find a system contact)

Teri will be meeting with Pres. Council about BOR process.

↳ may be a good idea to explain the PROCESS on campuses.

We liked committee + volunteers. Want to stick with this next yr.

are we okay with a person who is just doing their job. they can still be deserving when they make an IMPACT. ^{details} letters are ^{important}