

**Council of University System Staff**  
**University of Maryland Biotechnology Institute**  
**Center of Marine Biotechnology (COMB)**  
**September 26, 2006**  
**Meeting**

**ATTENDEES**

<b><u>Executive Committee Members Present</u></b>	
Chair	Larry Lauer, UMCP
Secretary	Loretta Hollifield, TU
Member-at-Large	Judy Sabalauskas, UB
Past Chair	Joe Hill, UMBC
Chancellor's Liaison	Rosario I. van Daalen, USMO

<b><u>Members Present</u></b>		<b><u>Alternates</u></b>	
BSU	Marie Meehan	Dorothy Holland	
CSU	Bernedette Bell		
FSU	Jesse Ketterman		
SU	Janine Vienna	Jackie Eberts	Carol Barr
TU	Joan Doremus	Gloria Gaguski	
UB	*****		
UMB	John Barber	Colette Becker	Roy Ross
UMBC	Tim Champ	Lidia Schechter	Deb Geare
UMBI	Sam Sibanda		
UMCES			
UMCP	Lisa Schuetz		
UMES			
UMUC	Scott Wibbert		
USMO	Mary Reed	John Wolfe	

\*\*\*\*\* Represented by Executive Committee Member

**Guests**

David Bobbitt      Vice President, Institutional Advancement, UMBI

**Call to Order:**

Larry Lauer, Chair, called the September meeting to order at UMBI – Columbus Center.

## **Welcome and Introductions:**

Sam Sibanda introduced David Bobbitt, UMBI Vice President, Institutional Advancement. Mr. Bobbitt welcomed CUSS to the UMBI – COMB facility on behalf of President Jennie Hunter-Cevera. Dr. Bobbitt referred to a recent Baltimore Sun news article featuring UMBI's Yonathan Zohar who developed a "closed loop" system to raise fish. This development has significant impact to the success of the fish farming industry and subsequently the entire ecosystem. Several CUSS members toured the UMBI facility at the completion of the meeting.

Several new members joined the CUSS September meeting. Carol Barr (SU), Colette Becker (UMB), Jackie Eberts (SU), Deborah Geare (UMBC), and John Wolfe (USMO) were welcomed by all.

## **Approval of Minutes:**

The August 2006 minutes were reviewed and a motion was made and seconded to approve the minutes as amended.

## **Report from the Chancellor's Liaison:**

- Rosario I. van Daalen reported that the Optional Retirement Plan (ORP) proposal to increase contribution percentages is moving forward. Although the draft bill has yet to be written. USMO is working closely with a tax firm to ensure IRS compliance and to optimize benefits to current employees. Larry Lauer noted that the ORP has not changed from its current 7.25% employee contribution rate since the 1980's. The State Employees Pension System was upgraded effective July 1, 2006.
- A new vendor, Catalyst Inc., has been awarded the State Prescription Plan contract. The current vendor, CareMark, is contesting the contract award. This dispute should be resolved and new vendor in place by January 2007.
- It was noted that the State mail order prescription vendor is located in Philadelphia and not Canada. Experience has shown most prescriptions can be purchased through mail-order as a 90-day supply for the same price as a 7-day supply through a local pharmacy.

## **Chair's Report:**

- Larry Lauer provided historical ORP information as provided at the Chancellor's Council meeting. The ORP originated in 1965 with employee contribution. Due to the difficult IRS maximum exclusion allowance formula, the employee voluntary contribution was repealed in 1996.

There are currently over 10,500 participants in the ORP. This is a much needed program for recruiting and retaining staff and faculty. Currently 82% of faculty and 56% of staff participate in the ORP.

Over 12,000 employees participate in the Supplemental Retirement Annuity (SRA), a voluntary contribution program. This participation is reflective of the mobile lifestyle and the subsequent necessity to transfer retirement investments.

- Larry reported that the Board of Regents (BOR) awards were distributed on September 8, at the annual BOR Award ceremony.
- Cliff Kendall is the current BOR Chairman.
- The CUSS Executive Committee met with Chancellor Kirwan in September. The Chancellor indicated that the USM Presidents are supportive of the proposed ORP contribution increases and are currently allocating the additional funds for future fiscal years.
- There will be a Maryland Legislature Joint Pension Committee meeting sometime in December. CUSS representatives should attend to note any concerns.
- BOR Policy enables institutions to give additional merit increases to employees with above standards and outstanding performance evaluations. Institutions need to budget funds to reward above standard performance. In order for the Pay for Performance system to work effectively, the bridge between the Performance Evaluation and Payroll Budget needs to be followed. The CUSS Benefits & Compensation Committee will review existing Pay for Performance policies and compose recommendations to improve the effectiveness of the system.
- There will be a joint CUSS/CUSF Meeting in December at UMCP, to discuss shared governance.
- Larry Lauer will compose a draft agenda for a retreat focusing on the Shared Governance process and policies. CUSS members will need to circulate the draft agenda among their institutions' shared governance constituents to anticipate extent of participation.
- Joe Hill remarked that UMB and UMBC have been identified as successful models of USM's shared governance.

## **Discussion:**

- Several suggestions to increase Nonexempt Staff nominations for the BOR awards were discussed as follows:
  - Chancellor Kirwan will encourage all USM Presidents to submit Nonexempt Staff nominees for each award category.
  - Lu Ann Marshall (UMB), who initially helped develop the BOR Awards guidelines, has offered to assist in revising the Nonexempt Staff nomination guidelines.
  - The timeline for submission of the nominee packets may be adjusted to allow maximum preparation from the institutions.
  - The resume requirement for Nonexempt nominees may be removed and a professional history substituted in its place.
  - Submissions may be received through electronic mail; however, security may be an issue with electronic submissions.

UMBC has designed a webpage and formed a dedicated committee to facilitate the nomination process within their campus.

BOR Award guidelines will be sent to institutions in October and returned to CUSS for review in January.

## **Committees:**

- Legislative – Roy Ross will chair. Focus will be on the approval of the ORP contribution increases. Committee will also monitor for any proposed decreases to retiree health care benefits.
- Community Development – Colette Becker will chair. Focus will be revising BOR Awards nomination guidelines to increase Nonexempt nominations.
- Communications – Marie Meehan will chair. Focus will be updating CUSS Website and Orientation packets.
- Benefits & Compensation – Lisa Schuetz will chair. Focus will be on improving pension benefits as well as the Pay for Performance Program.
- Executive Committee – each committee member will serve as a liaison for the standing committees. Rosario I. van Daalen and Judy Sabalauskas are assigned to the Benefits & Compensation Committee. Joe Hill and

Dave Delooze are assigned to the Legislative Committee. Loretta Hollifield and Chenita Kollock are assigned to the Communications Committee. Larry Lauer will work with the Community Development Committee.

**Old Business:**

- Any final revisions to the CUSS 2005 – 2006 Newsletter will be submitted to Loretta Hollifield. After the Executive Committee has approved all revisions, the Newsletter will be forwarded to the Communications Committee for publication.

**New Business:**

The September CUSS meeting was adjourned at 2:30 p.m. The October CUSS meeting will be held at Frostburg State on October 24 at 10:00 a.m. Please submit any agenda items to Loretta Hollifield, 410-704-5191, [lhollifield@towson.edu](mailto:lhollifield@towson.edu). A Proposed Agenda will be distributed to council members at least one week prior to the October meeting. If unable to attend, please inform Chenita Kollock, 410-651-8387, [crkollock@umes.edu](mailto:crkollock@umes.edu).

*Respectfully Submitted,*

*Loretta Hollifield  
CUSS Secretary*

11/27/2006