

**Council of University System Staff
Salisbury University
August 14, 2007
Meeting**

ATTENDEES

| <u>Executive Committee Members Present</u> | |
|---|---|
| Chair | Dr. John Wolfe, USMO |
| Vice Chair | Janine Vienna, SU |
| Secretary | Judy Sabalauskas & Kimberley Lynne, UB |
| Member-at-Large | David DeLooze, UMB |
| Member-at-Large | Joe Hill, UMBC |
| Past Chair | |
| Chancellor's Liaison | Rosario I. van Daalen, USMO |

| <u>Members Present</u> | | <u>Alternates</u> | |
|-------------------------------|------------------|--------------------------|---|
| BSU | Marie Meehan | | |
| CSU | | | |
| FSU | | | |
| SU | Clacie Hubbard | Janine Vienna | Jackie Eberts Carol Barr Amy Oreal Judy Lowe |
| TU | | | Laura Jackson |
| UB | Judy Sabalauskas | Kimberley Lynne | |
| UMB | David DeLooze | Roy Ross | Debbie Horstman Colette Becker |
| UMBC | Joe Hill | Tim Camp | Deb Geare |
| UMBI | Jami Kasco | | |
| UMCES | Gus Mercanti | | |
| UMCP | | | |
| UMES | Chenita Kollock | | |
| UMUC | Cassandra Lewis | | |
| USMO | Mary Reed | Dr. John Wolfe | |

Call to Order:

John Wolfe, Chair, called the first meeting of 2007 to order at **10AM** at **Salisbury University**.

Welcome and Introductions:

Janine Vienna, Vice Chair, introduced Dr. Tom Jones, SU Provost and VP of Academic Affairs, who welcomed the membership to the university on behalf of SU President Dr. Dudley-Eshbach. Dr. Jones commented how he has watched shared governance grow over his 30 years in the University System and that he considers it a natural progression in the USM system.

Approval of Minutes:

The Chair and the two Secretaries submitted hard copies of minutes from April, May, June, and July were for approval. Non-substantive corrections were made and all minutes were approved. Kimberley will make the changes and email copies to Marie Meehan to post on the CUSS site.

Chair's Report:

John Wolfe began his first Chair's report by requesting that all CUSS members have as full a participation as possible at the monthly meetings. On the outstanding question of shared governance, members have to inform or remind the new and current presidents in the System of the roll of CUSS. John shared with the members that he plays by the book. The Board of Regents and the Chancellor recognize that they have a responsibility for shared governance in all the institutions. We, as CUSS members, are advisors to the Presidents, the Chancellor, and the Board of Regents (BOR). John stressed that CUSS plays an advisory role in shared governance and since we are advisory, if the Board and the Chancellor are not diligent in their shared governance responsibilities, it is CUSS' responsibility to advise them. John suggested that apparently most responsibility for slippage falls at the campus level. The relationship between CUSS and the Board/Chancellor is one of dialogue and not conflict. CUSS members meet to express ideas and to put those ideas into a form for appropriate disposition. No issue is too small to bring to the table. He encouraged the members to also, bring potential CUSS goals to the table as well. John reported that he has not had an opportunity to meet with past chairs Joe Hill or Larry Lauer due to summer leave schedules.

Letters to the Presidents: Rosario van Daalen reported that the CUSS Executive Committee received copies of letters from the Chancellor to their institution presidents, asking for support in CUSS endeavors and explaining that CUSS responsibilities will take up some job time. Rosario suggested that the Executive Committee should write letters to the presidents for each member of the council, recognizing that individual as a CUSS member. The presidents should provide time for their CUSS members (for example, UMCP reps never met with their president). She requested that all the members send an email to Secretary Kimberley Lynne with their immediate supervisor's and president's name and address of their institution. John responded that Dave Parker of CUSF wrote letters to the presidents about benefits to part time faculty and was chastised. Joe Hill pointed out that CUSS members have the right to communicate to the presidents.

Resolved that the Executive Committee write a letter to the institutions' presidents and copy immediate supervisors of all members

- Recognizing members involvement with CUSS
- Specifically clarify the expense report for CUSS travel, overnight stay and hosting meetings are paid by the institutions' president's office budget.
- Representatives respectfully request communication time with the president
- Allow members times to communicate with their administrative council

Suggested using first paragraph of Chancellor Kirwan's letter. John Wolfe will draft the letter and circulate the draft by Wednesday of next week.

Some protocol discussion:

- Marie Meehan asked about alternates attending CUSS meetings. There is no limit on alternates attending, but when voting only two reps can vote.
- Since two persons from the same institution cannot serve on the Executive Committee, Kimberley Lynne and Judy Sabalauskas have one shared vote on the Executive Committee as Co-Secretaries.
- Guy Mercanti discussed the different types of shared governance at UMCES; it's hard for the reps to communicate with the staff of three different research facilities.
- Joe Hill said he thought that would be a question from the Chancellor because each institution's internal shared governance is structured differently.

Election of At-Large Members of the Executive Committee

Vice Chair Janine Vienna opened the floor for nominations for the election of two At-Large Members of the 2007-2008 academic year Executive Committee. Previous Chair Larry Lauer had emailed the nomination of David DeLooze. Mary Reed nominated Joe Hill. Both were elected.

Report of the USM-HR Chancellor's Liaison to CUSS:

Rosario van Daalen reported that **AIG Valic** is questioning the end of their contract. They requested that their contract (to be terminated on January 1, 2008) be extended to June 30, 2008. The Board of Trustees of the State Retirement Agency did not award AIG Valic's requested contract extension of six months. Rosario will send a notice to USM employees that the AIG-Valic ORP/SRA contracts will terminate January 1, 2008. Rosario reported that she asked new Associate Vice Chancellor for Governmental Relations **Patrick J. (PJ) Hogan** to keep an eye out in Annapolis for any HR related issues that may have an impact on the USM.

Rosario invited **Director of the Employee Benefit Division Anne Timmons** to speak to the CUSS membership. CUSS had written the dental plan letter to Anne complaining about lack of dentists available in certain areas of the State.

- Anne discussed the staggering logistics of State of Maryland benefits management. 110,000 employees and retirees and no one clear communication path to reach everybody. She asked that CUSS help her communicate with the staff system.
- Anne has also been a benefits consultant in jobs prior to her coming to the State, so she has sat on the other side of the benefits table.
- The DMO industry is facing a contraction of the networks. Dentists are comfortable with their patient load and no longer need to participate in various networks to drive patients to their practice.
- PPOs are still contracting dentists but the dentists want higher reimbursements and less paperwork.

Anne opened the floor for CUSS members to discuss USM Dental Plans:

- Jackie Eberts of SU pointed out the limited dentist options on the lower Eastern Shore. It takes her 3-6 months to make an appointment and she has to wait 6 hours in the dentist's office.
- Anne said that United Healthcare has a different reimbursement schedule than what DBP had prior to being purchased by United Healthcare. They may have led to the decrease in dentist availability in that plan.
- Per the Internal Revenue Service, a doctor dropping out of the plan is not a qualifying event that would allow the member to change plans.
- Judy Sabalauskas reported a bad dentist experience with her HMO several years ago when a dentist recommended excessive surgery. She has since transferred to a PPO.
- Of the 29,000 enrollees in dental HMO plans, only 400 had issues. It could mean that fewer participants in the DHMO plans are going for regular exams.
- Anne will do a marketplace analysis prior to going into dental renewal.
- Janine Vienna reported that dental plans are moving from the outskirts of the state inward. She said it was easier for her to drive to her dentist and make an appointment than be on hold on the phone for a half hour.
- Rosario Van Daalen suggested a two-tiered PPO plan.
- Joe Hill reminded Anne that a healthy work force is more productive and Anne agreed.
- Anne said that the Employee Benefits Division is definitely taking a closer look at the dental plan options for the July 2008 plan year.
- Anne mentioned that the dental plans were "tweaked" to provide greater flexibility in planning the twice per year exams by changing the verbiage from visiting the dentist "once every six months" to "two times per twelve-month period."

- Anne clarified that PPO has a \$1500 cost cap but you have the freedom to choose outside the plan whereas the DHMO does not.
- Anne said of benefits history that managed care and consumer directed health plans were not the silver bullet to cost containment. General wellness and preventive healthcare are the new paths. There was a wellness bill but it did not pass. EBD is looking at cost-neutral wellness opportunities.
- Wellness fairs have been scheduled throughout the fall throughout the State. There will be one at UMCP on November 8, 2007 for the central area of the State.
- Some USM institutions have health care centers.
- Janine commented that USM is healthier than other state agencies.

In review Anne

- Said that the EBD has to offer health plan choices to best meet the needs of plan participants.
- Questions why the vendors are dictating plan negotiations.
- Will think about how CUSS can help her with benefits communications to the staff. John Wolfe suggested educating the employees on plans. Maybe CUSS can help Anne contact the staff along with the work done at the institutions in HR by the Benefits Coordinators.
- Anne has several ideas to consider during the renewal planning for plan year 2008.
- She is considering a call tracking system like OTS for benefits.
- Anne wants to eliminate paper wherever possible.
- Anne is initiating benefits training for agency benefit coordinators.
- Anne is exploring web enrollment.

The CUSS members broke for lunch. Anne Timmons joined us in the SU dining hall for further discussions.

Report of the USM-HR Chancellor's Liaison to CUSS: (continued after lunch)

Rosario promised to distribute a schedule of SHRC, AdminVPs, Chancellor's council, Finance BOR, Full Board of Regents and CUSS meetings to CUSS members.

She reported that the **biannual exempt market salary survey and review of the exempt salary structure** will start in September with a tentative presentation date to the Board of Regents in April for their approval. It is the responsibility of each institution to follow the market. Each institution has its own written policy on pay administration as required by BOR policy.

Joe Hill suggested that USM compile the pay administration procedures for all its institutions.

Rosario said that the procedures have been in USMO-HR since January 2000; it is up to the institutions to review their jobs' equity. System-wide pay administration is difficult because there are no commonalities in jobs. The Board of Regents and the Chancellor have given autonomy to the presidents to administer pay administration at their institutions.

Committee Meetings:

The members met in their committees. The committees are listed in the 2006 newsletter. New CUSS members were asked to select a committee of their choice. CUSS committees:

- Benefits and Compensation – needs to elect a new chair since Lydia Schechter left.
- Communication – Marie Meehan chair
- Community Development – Colette Becker chair
- Legislation – Roy Ross chair
- Executive – Dr. John Wolfe chair

The Executive Committee resolved its CUSS goals. Post meeting, John Wolfe distributed the following to the Committee to review:

Council of University System Staff Focus for 2007-2008

The Council of University System Staff discussed several areas to establish priorities for 2007-2008. It narrowed focus to include, but is not limited to the following:

- To stimulate continued support and sustainable commitment to the practice of shared governance among staff, administrators and Regents in the USM,
- To recommend and work with the USM on a policy review of Human Resources issues for Excluded staff to assure consistent application of existing policy and flexible areas for new policy,
- To review and recommend procedures to assure currency and equitable procedures of exempt staff pay administration system wide, and
- To promote a system wide educational program that clarifies the distinctions and polices for shared governance and how it differs from union representation.

Old Business:

In order to distribute the 2006-2007 CUSS newsletter, Marie Meehan of the Communications Committee requested that EXCEL files of excluded staff with email addresses from each campus HR be sent to her or to Larry by September's meeting. She reported that all have reviewed the CUSS newsletter. Roy's message might need review because of budget changes.

Good news:

John Wolfe reported that on November 14 he will attend a conference at UB about closing the student achievement gap.

At 2:30pm, the August CUSS meeting **adjourned**. The September CUSS meeting will be held on September 25, UMBI at Baltimore, at 10:00 a.m.

ACTION ITEMS:

- Members send their immediate supervisors and president addresses to Kimberley at klynne@ubalt.edu
- John Wolfe write draft of letter from the Executive Committee to the presidents
- John Wolfe write list of goals
- Members submit lists of excluded staff to Marie at mmeehan@bowiestate.edu
- Rosario distributed board of regents schedule and the AIG Valic cancellation notices.

Minutes submitted by Kimberley Lynne, UB.