

**Council of University System Staff
October 23, 2007
Frostburg State University**

In attendance:

	Executive Committee	Members/Alternates
Bowie State		Marie Meehan Dale O'Neal
Coppin		
Frostburg		Gary Love Jay Hegeman Jesse Ketterman Rob Smith Gary Love
Salisbury	Janine Vienna, Vice Chair	Carol Barr
Towson		Gloria Gaguski Laura Jackson Susan Lodarel Marvin Pyles
UB	Judy Sabalauskas, Co-Secretary	
UMB	David DeLooze, Member at Large	Colette Becker
UMB		John Barber
UMBC	Joe Hill, Member at Large	
UMBI		
UMCP	Larry Lauer, Past Chair	
UMCES		Gus Mercanti
UMES		
UMUC		
USMO	Rosario I. van Daalen, Chancellor's Liaison to CUSS	Mary Reed

Call to Order:

Janine Vienna, Vice Chair called the October 23, 2007 meeting to order at 10:00 am

Welcome and Introductions

Kathy Snyder, Director of Human Resources, welcomed us. She reports directly to Dr. Jonathan Gibraltar, President of Frostburg University.

Ms. Snyder reported that the Staff of FSU are represented by Unions and shared governance is very active. CUSS keeps the members of the unions informed and the unions count on CUSS to raise issues of importance to the FSU staff. CUSS is encouraged to be the voice for those who are not exclusively represented by a

union. Ms. Snyder said that CUSS can “carry the ball direct to Chancellor’s table.”

The September minutes were reviewed and approved with minor modifications.

Chancellor’s Liaison Report

- Rosario van Daalen followed up on a message she received from an employee who had a prescription for Celebrex denied. The Benefits Office explained that the employee was denied because of her age - not yet 60. The DBM- Employee Benefits Division (DBM-EBD) office will take a further look into the matter and follow up with the employee directly. Rosario would like to know if anyone else has had or heard about similar problems with a specific drug. She asked us to forward similar E-mail questions to our HR Offices and Ann Timmons who welcomes our concerns.
- Joe Hill said there was a list of excluded drugs that were not accepted without a doctor’s written approval in addition to the prescription order. Dale O’Neal asked if anyone has experienced a raise in the cost of prescriptions. The co-pays were raised slightly depending on the drug. One way to reduce the higher prescription is to ask your doctor to write 90 day prescriptions; the charge is two co-pays, thus the employee saves in the cost. Maintenance drugs have the lowest co-pay amount.
- Last year, during the State health fairs, SECU donated a portion of the cost to pay for employee flu shots. Rosario called DBM-EBD to volunteer hosting one of the fairs this year in the central area of the State, so that employees in this area would have access to the SECU sponsored flu shots at a reduced price. The fair was scheduled at UMCP and the cost was shared by USMO, UMCP and UMUC.
- Janine Vienna attended last year’s health fair and was disappointed with the lack of information handed out. She was continually referred to the web sight. Janine attended the fair to get information directly from the vendors’ representatives. The fair defeats the purpose if you are referred to the web site. Rosario said she would share that with Ann Timmons.
- The Biennial Market Salary Survey for the Exempt pay structure is under review. After questions were posed regarding specific institution practices, Rosario encouraged us to go to our institution’s HR office and look at the pay structure and procedures. Janine asked what the timeline was for finishing the survey. She is gathering collective data from each institution on the Pay Administration Policy, which is separate from market studies. Each institution reviews its internal equity against its own market. The first draft of the report should be ready on Thursday, December 6, 2007. It will be reviewed again in the January VP of Administration meeting and again at the February VP meeting.

- Rosario said that the review will address the big overlap of salaries between the Nonexempt and Exempt pay structure and reduce it according to market.
- The Regents report presented at the September CUSS meeting included three budget scenarios. Larry Lauer reported that a special legislative session will be held next week to discuss the ramifications of the three scenarios. If taxes are not increased there will be budget cuts. It is important to increase revenue or USM will take a good share of cut.
- Rosario encouraged us to support the USM Women's Forum and its annual conference. The Women's Forum was founded by the wife of USM's Interim Chancellor, Dr. Morton. Funds raised through the conference are used for student scholarships. The scholarships were intended to give women, who have excellent opportunity to succeed and meet the academic criteria, the necessary money they need to finish their University studies.
- CUSS was reminded that because of its effort to address Shared Governance's decline, FSU's Dr. Gibraltar sent a complete updated shared governance structure, constitution and bylaws package for his institution to the Chancellor. CUSS would like to see one come from each institution president.
- As part of Chancellor Kirwan's legacy, a committee on Climate Change is looking at improving the environment and reducing the carbon footprint at our institutions at the USM. Development of a BOR policy on Teleworking is part of its charge. Rosario said that at least four institutions have a formal Teleworking program in place at this time. Back in 1999, the State sponsored development and training meeting on Teleworking. All possible laws, regulations, to include worker's compensation at home, were discussed. Teleworking is the direction the System wants to follow to get more cars off the road and cut back on carbon emissions. Teleworking is not a right of the employee and it cannot be mandated to the employee. Specific jobs will be identified by the institution for Teleworking.

Chair's Report

- Janine Vienna relayed the phone report she got from John Wolfe, Chair. He attended both the Chancellor's Council and Board of Regents meetings. The Chancellor's Council reiterated what CUSS is doing to strengthen shared governance on each institution. If we continue to follow up on the memo of support from the Attorney General's office, the presidents from all universities will be encouraged to support shared governance on each institution

- o John reminded us to work on the USM Shared Governance workshop idea. Where do we start; how do we bring Shared Governance back to our institutions. Include CUSF, and the USM Student Council.
- o Joe Hill will share the results of an old survey used to assess awareness of Shared Governance. Janine will update it so we can use it to help structure the proposed workshop.
- o Larry Lauer said that even when Shared Governance is active, people get complacent. UMCP does not get much response from Nonexempt. If the Presidents ask for staff representation, more employees will feel permission to get involved.
- o Janine would like to see service to the institution as an item on our performance evaluations. Supervisors would be held accountable for the percentage of their employees who participate in Shared Governance. The original State employee PMP has been changed dramatically by each institution. Rosario said we can recommend adding "Service to the institution" to our HR offices
- o Larry Lauer recommended the idea be presented to the System wide Human Resources Committee (SHRC). After some discussion **CUSS agreed to recommend the PMP be changed to include service to any group that gives back to the community.**
- o A **CUSS workgroup**, Gloria Gaguski, Joe Hill, Larry Lauer, Roy Ross, Judy Sabalauskas and John Wolfe, met with Jim Sainsbury, and Rosario van Daalen and Joe Vivonna, at USMO on October 2, 2007. Larry introduced our concern regarding extra merit pay for performance program for Nonexempt employees. The plan is in BOR policy, but has eroded in the past three years. Joe said he would go to the VP's of Administration to see if he could get a group together to evaluate this concern.
- o Joe shared concerns about the way collective bargaining has changed thinking outside of the box to reward people. Unions are against any kind of merit pay tied to performance evaluation because employees would get rewarded for performing better. This upsets the status quo unions work to maintain. Larry feels it will be a very slow process because not many VP's are likely to participate.

Joe said he was as supportive and did not want to not see the merit pay plan die on the wayside. Discrepancies in the rating of PMP's across departments of an institution were acknowledged. In spite of implementation difficulties, we look forward to reinforcing the principles of the merit pay program. Larry reiterated that if we can't support a program we should not promise something we can't do.

- o BOR meeting Report

Chancellor emphasized his legacy plans:

- Increase the quality and supply of Maryland's work force
- Decrease the student achievement gap
- Lead the Green initiative especially Bay projects
- STEM - Science Engineering Technology Math

State Budget Scenarios:

1. Small cuts
2. Big cuts
3. Possible increase

Committee Reports

Communication - Please make sure Marie Meehan gets each member's full information. Bullets of activity will be provided

Legislative - Janine said this committee is not in the bylaws and we may want to look at adding it. The committee encourages interaction with legislators:

- letter writing,
- Meet and greets in Annapolis.
- Rosario said there was a fabulous CUSS-Annapolis day in the past
- Invite PJ Hogan to a CUSS meeting for a legislative review

Benefits –

- Watching for Blue Ribbon Commission – Retirees Health Benefits updates
- Market survey question: Are we compensating the Exempt employees at least mid-point of their job's market for their job function?

Community Development - BOR Awards

- Continue to follow up to make sure nominations are moving forward.
- Included a mini CD with PDF
- Someone thought the reduction in paper work would reduce the number of nominees. Colette will help any one who needs it.
- A sub committee of readers will be recruited to review the nominations for students and community out reach.

Executive - come up with discussion items for meeting with Chancellor Kirwan. Follow up with report after

Rosario's report part 2-

- Regarding questions on unevenness of funds in the Supplemental Retirement Plans being offered through TIAA-CREF and Fidelity, Rosario said that the USM is waiting for the Attorney General's Office to finalize documents with TIAA-CREF in order to offer the Life Cycle Funds. The State Retirement Agency mandated all vendors to have the Life Cycle fund option available for the employees and it is currently available in the ORP through both vendors. Fidelity also offers it in the Supplemental Retirement

accounts, but the USM is still waiting for AG's office approval to offer it through TIAA-CREF.

- Reminder – on January 1, 2008 employees covered by AIG-Valic who have not chosen a different vendor will be defaulted to Fidelity.

Old business - Joint CUSS/CUSF meeting will be rescheduled to a later date.

New Business – November 13th next meeting at UMUC.

Minutes submitted by Judy Sabalauskas