

Council of University System Staff Meeting

April 22, 2008, Towson University

In attendance:

	Executive Committee	Members/Alternates
Bowie State		Dale McNeil Marie Meehan
Coppin	Linda Harvey	
Frostburg		Jesse Ketterman
Salisbury		Carol Baer Jackie Eberts
Towson		Liina Ladon Gloria Gaguski
UB	Kimberly Lynne, Co-Secretary Judy Sabalauskas, Co-Secretary	
UMB	David DeLooze, Member at Large	Colette Becker Roy Ross
UMBC	Joe Hill, Member at Large	Deb Geare
UMBI		Jamie Kasco
UMCP	Larry Lauer, Past Chair	Sr. Maureen Schrimpe, IHM
UMCES		Gus Mercanti
UMES	Chenita Kollock	
UMUC		Ayman Abdo
USMO		

Guests from Towson University Staff Council

Dale Schmertzler
Susan Turnbaugh
Brenda Yarema
Heather Bishop

Call to Order

Larry Lauer, Past Chair, called the April 22, 2008 meeting to order.

Welcome and Introductions

TUSC Chairman, Liina Ladon, **welcomed** CUSS members to Towson. TU President was off campus.

Welcome Representative Linda Harvey from **Coppin State!**

Approved Minutes were not available from March – still waiting on approval from John and Rosario. Gus requested that minutes be emailed to members before meetings.

Chair's Report

John Wolfe, who was unable to be with CUSS, conveyed a report to Larry to relay to the CUSS members.

Report on last Chancellor Council/BOR meeting. Among the issues discussed:

- Funding issue of the Hagerstown Center -- \$1M may be taken from the USM budget.
- HEIF was approved.
- Tuition frozen for the third year.
- Capital budget of \$200M approved
- Included in capital expenditure bills, State will absorb additional cost of LEED certified buildings in USM.

Larry reported that the CUSS Executive Committee met April 9, 2008 to develop **CUSS workshops** based on staff leadership conferences in late 1990s. Since collective bargaining dominates modes of interaction with administration, CUSS has lost some stature, but still 8,000 of the 14,000 USM staff is represented by CUSS. We need to educate both staff and administration about CUSS and hope to do so by planning smaller workshops the Monday afternoon prior to monthly CUSS meetings at each campus.

Logistics of CUSS workshops:

- August workshop at SU will be the inaugural one (SU meeting August 19,2008 so the workshop will be held the afternoon of August 18,2008). Jackie Eberts will reserve a room for 25 people from 1-4pm in presentation mode. Dale O'Neil offered her help.
- Invite HR and staff council and all UMES institutional staff
- CUSS meetings every 4th Tuesday except in August because of class schedules; November and December because of Holidays – SU August 19,2008
- CUSS should ask the Presidents to grant release time to the staff.

- Use previous conference materials as templates for handouts and presentations. Thanks to Larry for updating the information. Larry thanked the Chronicle of Higher Education for the details – new update due out in August.
- CUSS should send out an invitation flyer and ask for RSVPs.

MOU negotiated a contract at UMCP. The union tried to rush through the vote without relaying information and with no public announcements. They were sued for unfair labor practices and withdrew the election. They re-staged the election on April 24, 2008. Larry distributed some issues included in the voting.

Article Five: Performance Evaluation (reducing evaluations down to two categories of “meets expectations” and “doesn’t meet expectations”): would limit merit increases and set a horrible example if passed. Larry referenced the Chancellor Salary Guidelines (another handout). Unions are generally not in favor of distributing money as a function of merit. If the administration supports rewarding staff performance, they will find the money. 2.5% merit money is provided by the state. No way of discerning merit money if MOU Article 5.1 is passed.

Section Two of Article 5: Fees for Services: Larry felt that this article that specifies that the administration shall not increase parking fee by more than 7.5% over the fee for the previous year would set a bad example if passed. Judy and Kimberley reminded Larry of the huge increase in parking at UB. Dave and Colette pay \$1,200 a year for UMB parking.

Section Three of Article 5: Copy of Job Description: Larry approves of this section that would specify in job descriptions any peak OT hour patterns.

Section Four of Article 5: Telecommuting – mostly applies to exempt employees.

Since these issues effect BOR decisions, should CUSS comment on these MOU articles? Larry and Joe Hill think we should. The Executive Committee should discuss at the next meeting.

HR Liaison Report: Rosario was unable to attend the meeting. She relayed her report to John who relayed it to Larry.

Copies of The Chancellor’s Salary guidelines for FY 2009 were distributed. Document also posted on the USM website.

- General Assembly has funded a COLA of 2% with effective date of July 1, 2008.
- The FY 2009 budget also includes funds for 2.5% merit increases.
- Any salary adjustment in excess of 15% shall be reported to the Vice Chancellor.

Memo on \$600 Match funds has been distributed. The Match is available for Nonexempt and Exempt Staff employees who are members of the State Employees Pension System and who participate in a Supplemental Retirement Plan.

The Pay Ranges for Executive Administrative Assistant III and the Administrative Assistant I Job Classifications were increased one pay range, effect July 1, 2008

The survey on the Exempt Policy on Pay Administration that Janine developed for each campus HR department has been passed on to Jackie Eberts. Janine had created the survey in "*Survey Monkey*" but Jackie's office doesn't have that software and transposed the survey into Word. Copies were distributed to CUSS members. The survey should be discussed with the Chancellor and then sent out to HR. Jackie thinks the survey is too long. Gus thought that the survey should come from the Chancellor's office.

New Business

- Jackie distributed a survey to the CUSS members about staff discounts at each campus.
- Marie Meehan extended the newsletter deadline for the written reports from each committee chair to mid May.
- BOR voted on the staff awards and Colette Becker defended the process. She can't release the information yet.

The committees did not meet

Roy reported for the **Legislative Committee** and distributed an update.

- Thanks to HEIF funds (from increased corporate income tax) \$22M for system use.
- 2% COLA passed.
- State appropriated \$24.9M merit increase money
- Carryover and accrual of annual leave: Senate Bill 177 increases the number of hours of unused leave an employee may carry over from one year to the next from 400 hours (50 days) to 600 hours (75 days) but it does not increase the number of annual leave hours that may be reimbursed at termination.
- Day after Thanksgiving has been renamed as Native American Heritage holiday.

Old Business

Reminder to CUSS reps to send a **report of shared governance** from each campus. CUSS asked each campus to report so the executive committee can compare with the Presidents' reports to the Chancellor and BOR in August. Email reports to CUSS-exec@usm.edu

FYI: **UB Administrative Council will review President Bogomolny** next week as part of his five year review. The Council was invited by Katie Ryan in the Chancellor's office. Joe said that the CUSS should

compliment the Chancellor for including shared governance in the review. Jackie said that the Chancellor should encourage this activity.

Larry reminded members to think about **nominating CUSS officers** at next meeting.

Next meeting: May 29, 2008 at UMBC in the ITE building with parking on Hilltop Road

Respectfully submitted: Kimberley Lynne