

Council of University System Staff (CUSS) Meeting

August 19, 2008

Salisbury University (SU)

In attendance:

**Members**

Linda Parker Ford	Bowie State
Victoria Kelly	Coppin
Absent	FSU
Jackie Eberts	SU
Carol Barr	SU
Shelia Murphy	SU – was introduced
Brenda Yarema	TU
Gloria Gaguski	TU
Liina Ladon	TU
Kimberley Lynne	Co-Secretary, UB
David DeLooze	CUSS Member at Large, UMB
Roy Ross	UMB
Colette Becker	UMB
Joe Hill	UMBC
Deb Geare	UMBC
Absent	UMBI
Gus Mercanti	UMCES
Sister Maureen Schrimpe	UMCP
Larry Lauer	CUSS Past Chair, UMCP
Chenita Kollock	UMES
Rena Finney	UMES
Corey Bowen	UMES
Ayman Abdo	UMUC
Mary Reed	USMO
John T. Wolfe, Jr.	CUSS Chair, USMO

**Alternates/Guests**

Ronald Kasl	UMB
*****	
Staff Senate Member	
Kerrie Bunting	SU
*****	
*****	
Chancellor's Liaison to	
Rosario van Daalen	USMO
*****	
*****	
Andy Clark - Guest	USMO
*****	

John Wolfe called the **meeting to order**.

Jackie Eberts introduced the Salisbury University Provost Dr. Thomas Jones who **welcomed** the members to the SU campus on behalf of the president. Shared governance is “near and dear” the Provost’s heart and he’s watched it grow over his 31 years with the university. He applauded all the members and asked us to continue relaying information.

**July Minutes** were amended and approved. Kimberley will make changes and send the final copy to USMO for posting on the CUSS website-\*

### **Chairman's Report**

The pilot **Staff Leadership Conference** the day before went well. Fourteen staff members attended from SU and Bowie and generated much discussion across the whole agenda but the Executive Committee is concerned about small number of the audience. Jackie invited the executive staff and suggested inviting the BOR to the Conference in the future. Roy suggested that we invite the Maryland Legislature for each geographic area. Andy suggested clearing the conferences via the BOR first and then invite the legislature in the region.

Proposed next Staff Leadership Conferences:

- FSU October 20<sup>th</sup> but no FSU members were in attendance.
- Possibly at the joint CUSF meeting at UMCP in February?
- Brenda requested that the following conference be held at TU in April. She will confirm. Other members suggested that either Coppin or TU be the central Maryland site for the conference.

John asked the Chancellor for release time for the employees so they can attend the Leadership Conferences. He will also appeal in a report to September 2<sup>nd</sup> Chancellor's Council meeting( Presidents) and distribute the Conference handouts. John will also distribute copies to the BOR. No institution saw a message from its president about release time. Once the dates are finalized for the next conferences, John will e-mail the presidents at the conference sites, inviting them and requesting release time.

Kimberley will develop some imagery for the Conference flyers and send some samples to the group prior to the September meeting. Colette offered to scan the handouts so they could be distributed in e-copy. Campus senates need to raise issues from grass roots up. Likewise, these Conferences should be advertised via the senates.

**CUSS/CUSF Meeting:** CUSF Chair Bill Chapin is checking the dates for a shared CUSS/CUSF meeting and will get back to John.

John is developing his list of **CUSS Goals for 2008-2009** to relay to Chancellor Kirwan. He will distribute the list, but in general, the goals are:

- To stimulate continued support of 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 the 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 to Exempt staff pay administration Systemwide

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- To promote a Systemwide educational program that clarifies the distinctions and policies for Shared Governance and how it differs from union representation (via the Leadership Conferences).

John reported on the **Chancellor's Council meeting**:

- Discussion of draft bill on **video lottery terminals (VLT)**: the BOR is resolved to support VLTs that are dedicated to funding of capital campaigns. BOR stated in an advocacy plan to support both the state and the governor.
- The June 13 draft USM **teleworking policy** for employees was presented to the presidents for review. The next approval level would be the BOR. A teleworking policy is one of Chancellor Kirwan's legacies, as he sees it as part of the USM's environmental policy. The policy defines teleworking as "working at a location other than the workplace four days per month." As to the specifics, "supervisor and employee must reach an agreement." The presidents are concerned that certain categories of employees could not telework: landscaping, labs, security, faculty, physical plant.

Roy asked how many institutions have switched to a four day work week? It works at UMB.

Rosario reminded the members that the four-day work week concept is specific to each institution. It has been in place already since the early 1990's as part of the institutions procedures/guidelines on work schedules.

Rosario said that state employees already have a teleworking policy in place.

Larry suggested that CUSS review the teleworking policy and comment in a letter.

Potential **legislative issues for 2009**:

- Textbook collective bargaining for the adjunct faculty and graduate assistants
- Tuition issues related to immigrants
- Safety on campuses

**Report of the USM HR Chancellor's Liaison**

- Rosario welcomed new CUSS members: Linda, Ron, Rena, and Corey. They received welcome packets from the Communication Committee. She reminded the new members that CUSS travel expenses (hotel, mileage, meals) are covered by their institution's president's budget. Mileage is 58.5 cents per mile at present time.
- Since the healthcare spending accounts' health year falls on the fiscal year, employees with health spending accounts have until mid September to incur expenses for last year and have until October 15 to file for those expenses.
- The first meeting of the Compensation Committee to start the Biennial Nonexempt Market Salary Survey is scheduled for August 21. Economy has not moved much so the market increase

should match that. The study review will start this Thursday working towards a working draft for the HR Directors by December. It is expected to be ready for the full BOR by April.

### **Elections Members at Large:**

Brenda Yarema, Sister Maureen and Joe Hill were nominated. The members voted by secret ballot and Brenda and Joe were elected.

### **Committee Meetings:**

**Executive:** John chair, Colette, Rosario, Brenda, Kimberley, Joe, Larry

- John's letter to the Chancellor should reference the proposed ORP contribution increase; was in John's report. John will send copies of his year end letter to all.
- Larry suggested that the CUSS newsletter be distributed electronically and the budget from the hard copy printing (some \$5-7,000 expenses that are currently submitted to Joe Vivona) be re-allocated to CUSS for its discretionary use (i.e. Shared Government Conference materials expenses). The committee discussed hiring a graduate student with that **budget for support responsibilities**: correspondence, event planning, staff awards, newsletter, archives, research, marketing, certificates, and hand outs.
- **The Women's Forum** requested of John that they be allowed a representative at CUSS meetings. **The Committee agreed that the Women's Forum could send a guest to a CUSS meeting, as dictated by issues, and John will suggest to the Forum that they send staff representatives to their respective institution's senates.**

**Community Development:** chair Deb Geare, Ayman, Victoria

- Victoria will be replaced in November and her replacement will serve on this committee. Scott Wibbert is leaving CUSS in November as well. Larry volunteered to serve on Community Development going forward.
- The Committee is revising BOR Awards guidelines/documents via e-mail and will mail out the packages in September.

**Communications:** Mary Reed chair, Gloria, Rena, Liina, Corey, Chenita

The **newsletter** edits were sent to Jami, and the Committee's proof-read copy. Jami is coordinating with the UMCP print shop. Members should see copies of it in September. Currently, CUSS prints 8,000 copies and distributes via electronic list serves for the rest. We should transition from printed newsletter to fewer hard copies and more electronic distribution.

**Benefits and Compensation:** Jackie chair, Sister Maureen, Carol, Linda

- The Committee will investigate the teleworking procedures at each institution and will report at the next meeting.
- Group discussed the variances of how each institution defines **Duty Days**. Jackie said that at SU employees can't have partial days and have to use sick and vacation days in whole day increments. Duty Days were initiated in January 2000 for USM Exempt Staff. The concept is: the workweek is based on 40 hours, but employees are expected to work as needed to complete the job; no comp-time or overtime is provided. Only leave hours needed are charged.
- **Legislative:** Roy chair, Ron, Dave, Gus and (Andy joined them)
- Passed **Senate 207 allowed collective bargaining bill:** no strikes, no service fee.
- Roy distributed an informative legislative hand out for the Staff Leadership Conference and will distribute those to the members. Colette offered to scan both Larry and Roy's handouts. Someone suggested that Larry add a list of CUSS accomplishments to his handout.
- **Budget:** the economy is down so spending and sales tax revenue are down. Roy heard that the state's sales tax numbers are \$60M lower than projected.
- **Slots referendum:** funding is tied to capital projects.
- Funding **HEIF** is tied to the corporate taxes.
- Andy told the members that he has an open door policy.

### Old Business

Larry proposed that the following resolution be presented to the Chancellor:

#### **C.U.S.S. Resolution on Additional Merit Pay for Nonexempt Staff**

Where as: Nonexempt USM staff do not generally or uniformly have the ability to earn "additional" merit pay increases above the 2.5% meets standards raises and

Where as: The Nonexempt merit program specified in the FY'09 Chancellors Salary Guidelines (p.3 Item 3a and p.4 Item 4) is not implemented at the institutional level and

Where as: The Council has raised this issue with the USM Administration and the Presidents and receiving no positive response and

Where as: The language in the Chancellors Salary Guidelines and USM pay policies provide a false hope to vast majority of Nonexempt employees that they can earn extra merit pay by having Outstanding ratings on the performance reviews and

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Where as: The recent MOU with some employee unions has eliminated the categories of “Above Standards” and “Outstanding” from employee reviews making it impossible for large segments of the community to qualify for extra merit pay and

Where as: In recognition of the reality that no funding has ever been proposed for a USM system wide program for extra merit payments to non-exempt staff

Be it resolved that the Staff Council recommends elimination of the language regarding “additional merit pay” program from next year’s Chancellor’s Salary Guidelines (specifically p.3 Item 3a and p. 4 Item 4) and the accompanying purging of the provisions and language regarding extra merit pay program from all USM pay policies.

This resolution was tabled in the July meeting . The members voted to lift the resolution off the table. There were two Nay votes.

After some discussion, it was suggested that the members send letters to their respective presidents. Collette met with UMB President, Dr. David J. Ramsay, about the same issue and he asked that she submit to him a letter. She and Joe Hill will circulate a draft of that letter to the executive committee members.

The resolution was withdrawn for consideration.

Rosario suggested that CUSS members should discuss this with their respective senates and presidents.

John reported that Jim Sansbury in an 8/1 e-mail quoted Board policy that “enabling legislation” allows each institution to allow merit. “Extra merit pay of up to an additional 2.5%” is in the existing policy. But the policy also says: “pending availability of funds.”

Joe said that many new VPs oppose quantifying merit increases. The grass roots path for all CUSS issues = members to Presidents to Vice Presidents to Joe Vivona.

Larry moved to withdraw his motion for consideration in another year. All voted unanimously.

**New Business:** TU staff development day is October 23<sup>rd</sup> at the University Union and funded by its President. Brenda invited all CUSS members.

**Next meeting: September 16, UMBI**

*Minutes respectively submitted by Kimberley Lynne, September 8, 2008*