

Council of University System Staff (CUSS) Meeting - MINUTES

Jan. 26, 2010

University of Maryland, University College
Adelphi, MD

In attendance:

Members		Alternates/Guests	
Absent	BSU	Cynthia Coleman	BSU
Absent	CSU	Abby Byrnes	CSU
Jay Hegeman	FSU	Gynene Sullivan	UMB
Jesse Ketterman	FSU	Joel DeWyer	UMBC
Jackie Eberts (by phone)	SU	Chenita Reddick	UMES
Gloria Gaguski	TU	Michael Hughes	UMUC
Giordana Segneri	UB, CUSS Co-Secretary	*****	
Dave DeLooze	UMB		
Ron Kasl	UMB	Chancellor's Liaison to CUSS:	
Roy Ross	UMB	Rosario I. van Daalen	USMO
Lori Smith-Watson	UMBC, Member at Large	*****	
Absent	UMBI		
Gus Mercanti	UMCES		
Willie Brown	UMCP, CUSS Chair	President Susan Aldridge, UMUC	
Sister Maureen Schrimpe	UMCP		
Larry Lauer	UMCP		
Absent	UMES		
Karah Mercer	UMUC		
Ayman Abdo	UMUC		
Absent	USMO		

1. WELCOME AND INTRODUCTIONS

- Ayman Abdo introduced Susan C. Aldridge, President of the University of Maryland University College
 - UMUC was founded in 1947 as part of the University of Maryland, College Park; niche is working adults; average student age is 32
 - Massive worldwide infrastructure: 94,000 students
 - Largest state University in the United States
 - 157 locations in 28 countries with Faculty based in 40 countries
 - Well known for working in war zones: 19 locations in Iraq and Afghanistan
 - Students can mix and match online and face-to-face instruction
 - Largest number of Staff are in Germany, Korea, Japan and Italy; all courses are offered in English
 - Workforce-relevant degree programs

- No achievement gap
- Head-to-head competition with for-profit universities, who hold only national accreditation; UMUC does not accept transfer credits from schools with only national accreditation, so it proves to be a public relations challenge
- Funding: 10 percent from State, 85 percent from tuition, 5 percent from Marriott and other contracts

2. APPROVAL OF MINUTES

- December minutes approved with addition of Salisbury University listed as absent and with precise numbers for minimum of Exempt Salary Structure and Nonexempt Pay Range 10 minimum

3. CHAIR'S REPORT

- a. Chancellor's Council meeting
 - Student Regent selected by Student Council
 - Condemnation of UMUC MHEC decision
 - Governor's budget due out between Jan. 20 and Jan. 27 (already released at time of meeting)
 - Discussion about growing use of online education and impact on sister schools
 - Discussion about moving to direct lending (most Institutions are prepared to do so)
 - BRAC meeting at Aberdeen: System well represented but no conclusion because the military does not yet know its needs
 - Race to Top program for federal funding: System can't write a proposal; it has to come from the Governor's Office, which has not yet happened
- b. Merit Pay Policy Review – Ad Hoc Committee established by COO/VCAA Vivona at request of CUSS
 - Related to employee performance evaluation inflation
 - JoAnn Goedert, Chair, System Office, will issue a summary of the meeting and resulting recommendations
 - CUSS requested meeting to evaluate extra merit pay program for Nonexempt Staff
 - Only UMBI has participated in the program since 2002
 - Program provides up to an additional 2.5 percent for employees who received Outstanding (lesser for Above Standards) on performance evaluation
 - Discussed issues related to program; no decisions about eliminating or maintaining the program
 - Exempt Staff receive average of 2.5 percent merit for Meet Standards rating (Chancellor's Salary Guidelines); Nonexempt Staff receive flat 2.5 percent merit increase if they receive Meets Standards increase (Board of Regents policy).
 - UMCP uses Meets Standards or Does Not Meet Standards; no longer uses Above Standards or Outstanding; or Below Standards or Unsatisfactory.
 - ACTION: Review JoAnn Goedert's report once she issues it and make recommendations, including a recommendation about the evaluation process and appropriate training

4. REPORT FROM THE CHANCELLOR'S LIAISON TO CUSS - Rosario van Daalen

- Biennial Exempt Market Salary Survey Report – July 2010-June 2012
 - Decision to retain the current salary structures for two more years (till June 2012) passed the Chancellor's Council on Jan. 5 and goes to the Board of Regents Finance Committee on Jan. 28
 - Jackie Eberts: Was there any conversation about what will happen in two years if the State is in the same financial situation? Rosario van Daalen: We are concerned about it and will have to wait to see what can be done after budget review.
 - System doesn't have the money to do adjustments; would impact current Staff negatively with further salary cuts.
- Benefits Coordinators will receive training on March 5 for Open Enrollment
 - No news yet on Health Benefits changes for next Fiscal Year
- Blue Ribbon Commission has received an extension on its report; now due December 2011, was originally due December 2008 and then extended to December 2009
 - United Concordia will be sending notices about dependents reaching age 19; our employees can ignore these notices because our State Health Benefits cover dependents until age 25

5. VISIT TO ANNAPOLIS DAY DISCUSSION

- Visit is an annual CUSS tradition since CUSS was codified into Maryland law in 1995
- Andy Clark, Director of Legislative Affairs, hosts a conference call and issues a newsletter with information about the budget situation every week
- Governor's budget includes a 3 percent tuition increase – General Assembly can only accept the same or cut; cannot increase more than Governor's budget
- Should the newsletter be posted to the CUSS Web site? ACTION: Discuss with Andy Clark.
- Roy Ross: not a lot of information available right now
 - Governor's budget provides increase of \$58 million for System
 - Lauer: probably not enough to cover inflationary costs
 - Just to catch up to where they should be for retirement, Legislature would have to appropriate \$185 million
- Main purpose of Annual Annapolis Day is to make new Legislators aware of CUSS, introduce Legislators to current CUSS Members
 - ACTION: Edit Joe Hill's letter template, including each CUSS member's name and district; add information about when CUSS will visit Annapolis; e-mail to Legislators
 - Include the CUSS newsletter (2008-09 year-end report) and cost-saving measures document from furlough FAQs; the list highlights cost-saving measures from Institutions made through Chancellor's Effectiveness and Efficiency initiative. Can be found on CUSS Web site:
<http://www.usmd.edu/usm/workgroups/SystemStaff/newsletters.html>
- CUSS representatives will stop in their respective representatives' offices (based on their home addresses)

- ACTION: Check with Andy Clark to determine a good day to find the Legislators; he can provide a list of possible dates; ask about an e-mail distribution list for Legislators
- Make sure we support System messages; ACTION: at Chancellor's Council meeting on Feb. 1, CUSS Chair Willie Brown will ask what System core messages are
 - Andy Clark's newsletter said USM goals are:
 - Approve Governor's budget as presented
 - Support 2 percent buy-down for tuition
 - Support making permanent HEIF
- ACTION: Willie Brown will ask COO/Vice Chancellor of Administration and Finance Joe Vivona about the information submitted regarding impact statements for each institution; they may need updating
- Any CUSS representative available can join group going to Annapolis
- Should students and faculty be invited? No. This should be specific to CUSS.
- CUSS is visiting with the endorsement of the Chancellor and USM Government Relations Office (P.J. Hogan and Andy Clark)

6. STRATEGIC PLAN SUGGESTIONS

- Current strategic plan contains no specifics about Staff employees
- Theme 5, Part D: "Systemwide priorities and policies regarding Staff training, professional development and Shared Governance" very generic
- Staff are equally as important as Faculty and Students to the USM
- Years ago there was an initiative, Building Excellent through Staff Training (BEST) Program, that 1 percent of the USM budget be committed to Staff development, but it never got off the ground.
- Larry Lauer: Strategic Plan should refer to broad categories and focus on the broader concept of promoting upward mobility and professional development, *including* the BEST Program
- There should be a focus on empowering Staff to seek training
- Rosario said Staff retention translates to cost savings, as it relates to retention, since turnover comes with a high cost; succession planning should also be a priority, as a generation of USM Staff prepares to retire.
- Private industry and local governments are adding jobs
- Address Increasing number of Staff employees to level of our peers, or even within the 85th percentile (1-to-1 Staff to Faculty ratio vs. 3-to-1)
- In some situations, USM trains people but then doesn't have lines to promise the job, so trained employee leaves the System; essentially, USM is paying to train someone else's employee
- Address Work-life balance issues
- Larry Lauer will send CUSS list information about understaffing at UMCP; Rosario van Daalen will send information about the BEST Program

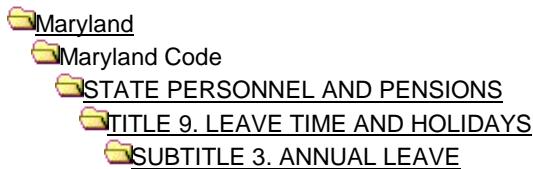
7. OLD BUSINESS

- Ad Hoc Committee (Lori Smith-Watson)

- Committee has compiled recommendations of ways to increase visibility of CUSS
 - Two short-term and two long-term recommendations to move into action phase
 - Lori Smith-Watson will send an e-mail to the CUSS list for discussion
- Public Transportation: Updates?
 - University of Baltimore Human Resources Office attempting to spearhead initiative for the Institution
 - Karyn Schulz should contact Dave DeLooze at UMB about public transportation program
 - Karyn should send out update to CUSS members
- Board of Regents Awards
 - Nominations have been received and packets distributed to CUSS review subcommittee by end of week or early next week
 - Reviewers signed up two meetings ago (Deb Geare collected names)

8. NEW BUSINESS

- USM Employees should be able to carry over 600 hours as do other State employees
 - Rosario van Daalen: State Employees are only paid out 400 hours upon retirement/termination
 - Get actual State policy so we know what we're referring to, then we develop our recommendations
 - Make agenda item for next meeting, so we can leave that meeting with a recommendation
 - COMAR annual leave policy: send to CUSS list



NEXT MONTH'S CUSS MEETING: Feb. 23, 2010, University of Maryland, College Park (UMCP)

Respectfully submitted by Giordana Segneri, CUSS Co-Secretary