

Council of University System Staff (CUSS) Meeting - MINUTES

May 18, 2010

University of Maryland Baltimore County
Baltimore, MD

Members		Alternates/Guests	
Absent	BSU	Absent	BSU
Christopher Thomas	CSU	Absent	CSU
Absent	FSU	Gynene Sullivan	UMB
Absent	FSU	Teresa Aylsworth	UMBC
Absent	SU	Chenita Reddick	UMES
Absent	SU	Debby Mathis	UMUC
Kay Kazinski	TU	Joel Dewyer	UMBC
Brenda Yarema	TU	Joe Hill	UMBC
Absent	UB, CUSS Co-Secretary	Rehana Shafi	UMBC
Karyn Schulz	UB, CUSS Co-Secretary	Timothy Sparklin	UMBC
Colette Becker	UMB	Absent	SU
Dave DeLooze	UMB	Absent	BSU
Roy Ross	UMB	*****	
Lori Smith-Watson	UMBC, Member at Large	Chancellor's Liaison to CUSS:	
Deb Geare	UMBC	Rosario I. van Daalen	USMO
Gus Mercanti	UMCES		
Willie Brown	UMCP, CUSS Chair		
Absent	UMCP	Dr. Freeman Hrabowski, President	UMBC
Larry Lauer	UMCP		
Absent	UMES		
Absent	UMUC		
Ayman Abdo	UMUC		
Mary Reed	USMO		
Absent	BSU		

1. WELCOME AND INTRODUCTIONS

- Deb Geare introduced Dr. Freeman Hrabowski, President of UMBC
 - Dr. Hrabowski indicated that he believed there was no distinction between Staff and Faculty employees in support of our students, "we are all here to support the success of our students"
 - Dr. Hrabowski believes that the view UMBC Staff employees have of their role is to help students, care about our students and they do this very successfully
 - He proudly shared that UMBC has the highest rate of staff giving for the second year in a row, at least 50% give, as compared to other USM schools

- Dr. Hrabowski strongly believes that how we define ourselves (Staff employees) is how we treat each other and that Staff employees matter and make a difference at the school

2. APPROVAL OF MINUTES

- April minutes approved with no needed additions or changes.

3. CHAIR'S REPORT

- Domestic Partner
 - Strong push from CUSF to pass this legislation
 - If the state passed this legislation to include/recognize domestic partners for insurance purposes, why not USM?
 - Chancellor is supportive but there may be some pushback from some Regents
 - UMCP is considering to issue a letter to approve the recommendations for these benefits for UMCP employees
 - Can this be replicated at other institutions?
 - CUSS should create a 'grass roots' effort to get on the President's board (use same letter from UMCP, same language, strong voice)
 - **Action Step: Willie to send UMCP letter for CUSS members to use at each Institution**
- Accrued Leave Carryover
 - Discussion regarding whether CUSS should move to action to ask for change to current policy of allowing only 400 hours of accrued annual to be carried over or increase to 600 hours (as state agencies allow) or to keep policy as is
 - USM plan allows up to 400 hours to be carried into next fiscal year and if an employee is terminated on or before December 31st of that calendar year, they are paid for the 400 accrued annual hours plus any additional hours accrued over the course of the calendar year.
 - State agency plan allows employees to carry over 600 hours into the next calendar year but only pays up to 400 hours regardless of when an employee is terminated from their position (negotiated by the union)
 - Concern with employees taking sufficient leave to avoid 'losing' hours past 400 accrued
 - Who is responsible for managing that information?
 - Can supervisors and/or HR managers support the employees by sending biyearly messages regarding accrued leave? (current practice at most USM Institutions)
 - There was no pushback or comments from the Chancellor's Council in regards to the possible change to this policy however when presented to the Vice Presidents at each institution, the concept was not supported

- Discussion amongst CUSS members indicated that at this time the resolution to make a change to this policy would be tabled and the request made to the BOR would be rescinded
- CUSS representatives will work with their HR offices to establish a protocol for informing members about accrued annual leave hours

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

- SB 141, Section 38: language indicating that there will be no merit or COLA for FY11 with the exception for the retention of Faculty employees
 - Presidents council will address the unfair language in this legislation
- Chancellor's Salary and Compensation Directives for FY2011 memo
 - Strong language used in the report
 - Accountability regarding increases above 10% must be reported as they occur throughout the fiscal year and supported
 - Nonexempt staff will continue to earn a 2.5% increase after successful completion of their probationary period
 - BOR Awards protected and the program will continue as usual
- Furloughs
 - Will be determined by each Institution to allow flexibility as needed
 - At least one (1) day per person
 - Negotiations with unions will determine each institution's plan
 - Encourage CUSS members to contact their HR representatives to insure Shared Governance is in place during planning
 - Furloughs do not impact benefits but do impact social security contributions
 - Each Institution must meet a certain furlough dollar amount while creating their own plan

5. WEBSITE/COMMUNICATIONS

- Colette B. thanked Mary Reed for the great information she received about the website
- Colette will work with the Communications Committee to continue to improve the CUSS website, what is necessary to maintain, what is not?
 - Create an archive section
 - Insure links are active
 - Make the site visually attractive
 - Insure the site is 508 compliant

6. CUSS Executive Board nominations being taken on Wiggio site. Kay Kazinski will resend message to CUSS members regarding log-in information and voting instructions

7. REVIEW OF OUTSTANDING ITEMS

- Willie created a list of outstanding items (action steps) from the minutes from August 2009 through April 2010 to review for:
 - Assignment to committee or CUSS member
 - Eliminate from list
 - Table for future discussion

Item #	Date	Item	Action Taken
1	8/18/09	The Council will perform an apportionment review to determine if we are in compliance with the required number of council representatives per institution as stated in the BOR and CUSS Bylaws. The final report is due 2/10/10	CUSS reps will send their numbers to Brenda Y (TSU) to create a report by 6/8/10
2	9/22/09	CUSS should reach out to institutions' Staff Councils and send the minutes from CUSS meetings to the councils on a monthly basis	DELETE ITEM
3	9/22/09	CUSS should gather best practices to share with institutions that are struggling with Shared Governance. Those same best practices should be shared with the BOR and the Chancellor's Council	Use of Wiggio to submit best practices to share with UMCES, Coppin and other institutions in need of information
4	9/22/09	Create an ad-hoc committee to be ambassadors to various institutions, Vice-Presidents and Presidents	Executive Board to arrange a meeting with VP's on each campus on day of CUSS meeting
5	9/22/09	Self-review of working committees: Should they be revamped? Do they have the right mission? Should they be reformulated to address other issues?	Each committee will review their mission/responsibilities at the August meeting and report at the September meeting their findings
6	9/22/09	CUSS could hold a meeting for the staff council at the host institutions, during the hour after the CUSS meeting	Invite campus councils to CUSS meetings instead of hosting a meeting after CUSS Meeting
7	9/22/09	CUSS's operating procedures have to be documented to facilitate work and direction for present and future CUSS members	Executive Board, using Wiggio, will determine which Standard Operating Procedures (SOPs) need to be documented for future members
8	9/22/09	Turnover of Vice Presidents may result in loss of understanding the value CUSS provides to USM. We need to find a way to reach out to VPs	DELETE
9	10/27/09	Coordinate a meeting between the CUSS Executive Committee and the appropriate committee of CUSF and USMSC	CUSS Chair
10	11/17/09	Review and revise BOR Awards Instructions	Combine with #17 for Community Development Committee to review and report at June meeting
11	11/17/09	Public Transportation	Karyn to collect information and report at June meeting
12	11/17/09	Invite FSU president to speak regarding binge drinking program	To be asked at CUSS meeting in October at FSU

13	1/26/10	Follow-up with JoAnn Goedert regarding Merit Pay Policy Review – she was to issue a summary of the meeting and resulting recommendations	CUSS Chair
14	1/26/10	Strategic Plan – need an update from Anthony Foster (Larry will send CUSS list information about understaffing at UMCP); Rosario will send information about the BEST Program	CUSS members to review emails from Rosario and Larry
15	3/23/10	Colette will review CUSS Website with Communications Committee and report back	Report at June meeting
16	4/27/10	SB 141, Section 36 – decide how to approach legislators, possible mail campaign. Willie to research Capwiz	CUSS Chair to contact PJ Hogan and Andy Clark to determine who has access to CapWiz as well as what is the best approach to contact legislators
17	4/27/10	Review and revise BOR Staff Awards criteria <ul style="list-style-type: none"> • Review categories • Review criteria for each category • Develop FAQ and executive summary to include the nominations packets (identify/define what “exceptional” means; executive summary will help committee weed through nominations faster); discuss how to level playing field 	See # 10
18	4/27/10	Each institutions will submit CUSS election process for their specific institution to the Chair	Each CUSS representative will submit this information to CUSS Chair by 6/8/10
19	4/27/10	Each institution will submit their BOR Staff Awards process to the Chair	Each CUSS representative will submit this information to the CUSS Chair by 6/8/10 via Wiggio
20	5/18/10	Review of HR policies from Section 7 of the BOR policies to determine which are current and which are out-of-date and need to be addressed	Benefits committee with the support of Joe Hill

ACTION ITEMS TO BE COMPLETED BY AUGUST MEETING

Action Item	Person(s)	Date
Certificates of Appreciation for members and alternates 2009 – 2010	Colette Becker and Giordana Segneri	Present at July meeting
Certificates of Appreciation for Board of Regents Awards nominees	Colette Becker and Giordana Segneri	Present at July meeting
Creation of End of Year Report (done by July meeting) and sent to Chancellor for his August meeting	Chairs of each committee	June/July
Creation of letter from Chair to Presidents, immediate supervisors, et al acknowledging CUSS membership	Willie Brown and Rosario I. van Daalen	July/August
Review of furlough FAQs for FY 11	Willie Brown and Colette Becker	Use of Wiggio
Calendar of meetings for FY 11(must decide August/Salisbury so Jackie can make arrangements for 8/17 due to school opening: August 17 September 28 October 26 November 16 December 14		ASAP in order to arrange for meetings with VPs on each campus after CUSS meetings

January 25 February 22 March 22 April 26 May 17 June 28 July 26		Finalize at June meeting
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8. OLD BUSINESS

- Press release from Willie to be published on CUSS website

NEXT MONTH'S CUSS MEETING: June 22, 2010, UMES

Respectfully submitted by Karyn Schulz, CUSS Co-Secretary