

# MINUTES

Council of University System Staff (CUSS) Meeting  
**July 26, 2011**  
**University of Maryland Center for Environmental Sciences**  
 Solomons Island, MD

<b>Members</b>		<b>Alternates/Guests</b>	
Absent	BSU	Colette Becker	UMB
Chris Thomas	CSU	Joel DeWyer	UMBC
Absent	FSU	Chenita Reddick	UMES
Absent	SU	Meredith Levesque	UMUC
Kay Kazinski	TU	Melissa Stein	UMUC
Giordana Segneri	UB, CUSS Co-Secretary	Brenda Der	UB
Dave Delooze	UMB		
Bill Crockett	UMB, incoming		
Gynene Sullivan	UMB, Vice Chair		
Brian Souders	UMBC		
Kathy Miller	UMBC	*****	
Gus Mercanti	UMCES	Chancellor's Liaison to CUSS:	
Absent	UMES	Rosario I. van Daalen	USMO
Willie Brown	UMCP, CUSS Chair	*****	
Debby Mathis	UMUC		
Absent	USMO		

- I. Welcome and Introductions
  - Meeting called to order.
  - Gus Mercanti welcomed CUSS to UMCES-Solomon's Island
  - Last meeting of 2010-11 for CUSS; first meeting of 2011-2012 CUSS year is in August
  - UMCES comprises four laboratories; research varies from groundhogs in the Midwest to South Pole exploration, with a large focus on the Chesapeake Bay
  - Have a new lab director
- II. Board of Regents Staff Awards packet revisions and action items as stated in minutes
  - To increase participation, at next Chancellor's Council, Willie Brown will challenge Council (Presidents) to offer some sort of recognition for Institution that has the most nominations; if there is buy-in from the top, it may encourage Institutions to increase their enthusiasm and participation in the award
  - Joel DeWyer and Chris Thomas will create an outstanding packet template with cheat sheet, which has been done in the past
  - At UMBC, there is a Staff member who is assigned to working on Board of Regents Award nomination packets as part of her job; are there other Institutions who have a dedicated person or people to work on nominations?

- At UMCP, there is a Staff Affairs committee whose responsibility is the nominations
- At UMBC, there is something similar
- At UB, there isn't a push or much organization in terms of the nominations
- At UMB, Colette Becker is new chair of Staff Senate and will be working toward BOR staff awards
- At UMES, a committee for promoting Board of Regents Awards has been formed recently; Human Resources is involved and morale is down, so it's hard to elicit substantial information for packets
- At TU, someone on the committee works with the nominee to beef up that packet—TU continues to win awards, so what they're doing works
- At CSU, there is also a morale issue, but at least the information is getting out
- At UMUC, their Staff Senate will take on the issue of putting packets together
- Dave DeLooze: needs presidential support, but it's also a communication problem; need to work with President and Human Resources to flow the information down
- Gus Mercanti: If the same type of importance that's attached to Maryland Charities is applied to the awards system, it would be much more effective
- Joel DeWyer: How many Institutions have some sort of formal recognition for winners once they are announced?
- Kay Kazinski: At annual staff luncheon, winners are recognized publicly with TU's own plaques and certificates
- Bill Crockett: Presidents should realize that if their Staff employees are honored, it's an honor for them; these are on par with Faculty employees awards; once they understand that, we can work on collaboration with Human Resources and other entities at the Institutions.
- It was noted that winners consistently come from TU and UMBC, where there are dedicated individuals or a committee that works with the packets. Staff Senates need to take the initiative to get more applications and more competitive ones.
- Rosario: The governor drives the Maryland Charities campaign, which contributes to the success of the campaign. This same value needs to be applied to the Board of Regents Awards; CUSS has to drive the importance of the awards directly to the Presidents (Human Resources can serve as vehicle to distribute marketing piece)
- Dave DeLooze: Statewide participation was only 18 percent, universities only 12 percent in 2006. By 2010, USM Institutions are winning most of the awards for Maryland Charities campaign participation. Bill Crockett: These awards were only established in 2000; they're very young still, and the processes are still being worked out.
- With turnover in Presidents and Vice Presidents, new leaders need to be educated on the Board of Regents Awards on an annual basis.

### III. Approval of Minutes

- Minutes approved as amended
- Dolores, not Delores

- Gynene Sullivan is from UMB, not UMBC
- IV. Chair's Report
- No Chancellor's Council meeting in July
  - Bylaw Review: Karyn Schulz absent, so deferred till next meeting.
  - Submission of annual reports/articles for CUSS Newsletter: a few committees still owe content
  - New CUSS members will be attending the meeting next month; who has orientation packets? Marie Meehan, possibly; Chenita Reddick will check with her. Packets are also on the CUSS website
  - New Board of Regents Award: CUSS needs to come to some conclusions about who this award is for. Is it a group or individual award? Is it for people in Shared Governance or does it include those who aren't officially involved? Joel DeWyer will e-mail out a list of issues, so we can come to the August meeting prepared to discuss them.
  - Joint meeting agenda and discussion items:
    - Chancellor has confirmed joining us for lunch; Governor has not yet confirmed
    - Nov. 15 at UMCP
    - Present plaques to Governor and Chancellor
    - Ask for recommendations from CUSF about how they market, solicit nominations, compile packets for Board of Regents Awards
    - Thank CUSF for inclusion of operationally critical staff in merit increase language in legislation
    - Reiterate that there are no plans for furloughs/temporary salary reductions for the coming fiscal year.
    - Discuss economic outlook
    - Strategic plan and priorities
    - What do we want to achieve in next five years, and how can the councils work together to meet those goals?
    - How can we assist with continuity issues in Student Council? We can offer a liaison to the student group; we can include them in newsletter distribution list
    - Work to improve communication among groups, work as a single unit instead of three distinct groups
    - How do we stay in touch throughout the year after our joint meeting?
      - Should we engage Staff and Faculty employees and go to Annapolis together in February?
      - Gynene Sullivan: Intention is to have a day dedicated entirely to CUSS and Staff employees matters; hesitate to have a joint meeting, because it might draw attention away from Staff, and Faculty and Students already have a strong presence in Annapolis
    - Rosario van Daalen: major current topics for the System are Effectiveness and Efficiency and autonomy of the System
    - Break out into small groups with CUSS, CUSF and Student Council all represented
    - Get a facilitator? Idea was to rotate leadership of joint meeting among the groups, so each year, a different council would lead

- V. Vice Chair's Report
  - Colette Becker: Working on website
  - Gynene Sullivan: Tent cards for August meeting; e-mail her if you need a tent card
- VI. Chancellor's Liaison Report
  - Legislative Auditor wanted to see authorization from Board of Regents to give awards to Staff employees; finally found a page on CUSS website to demonstrate authorization
    - Auditors wanted to know why the Board of Regents is giving out \$1,000 awards in time of budget constraints, etc. There are no restrictions from either the State budget law nor the Chancellor's Salary Guidelines.
  - Former University of Maryland system Institutions have already received their \$750 bonus on July 22; former Board of Trustees Institutions will receive their bonus on Aug. 2
  - Orientation starts at 9 a.m. the morning of the August CUSS meeting; please let your new members know to plan for that
  - By the August meeting, the CUSS Newsletter needs to be ready for distribution
  - Changes to the pension plan
    - Years of vesting, premiums from the state upon retirement, employee contribution all changed for employees hired as of July 1, 2011
    - Impact on ORP: there is an impact for employees hired as of July 1, 2011 (no change for current employees), but the wrong information had been posted at the State website until July 11, 2011 ; eventually, the correct information will be distributed; in the meantime, all benefits coordinators have received corrected information
      - Health plan linked to ORP at time of retirement (spouse/dependents have to wait for full 25-year of employee's service before they can receive benefits)
  - Tuition remission packet
    - Request form with significant changes
    - Affidavit A (for living spouse/dependents)
    - Affidavit B (for the widow/child of deceased employee or retiree)
    - Policy says tuition remission is available for your child up to age 26
      - Employee has to indicate whether child is included in taxes
    - Brand new opportunity for employee to take advantage of graduate tuition remission that is not taxable as long as graduate study is work-related with specific requirements from the IRS; a good deal of paperwork is involved
- VII. Review Schedule of Meetings
  - UB and BSU did not host this past year
  - VOTE: Frostburg State University will be taken out of the rotation for 2011-12 year; replaced with BSU
  - Removed UMB from rotation for 2011-12 year; replaced with UB
  - Aug. 16: SU
  - Sept. 27: UB
  - Oct. 25: BSU
  - Nov. 15: UMCP
  - Dec. 13 : USMO

- Jan. 24: UMUC
- Feb. 21: Annapolis Day
- March 27: CSU
- April 24: TU
- May 15: UMBC
- June 26: UMES
- July 24: UMCES

VIII. New Business

- Can CUSS issue a proclamation in support of Maryland Charities campaign?

IX. Meeting adjourned.