Council of University System Staff (CUSS) Meeting
June 28, 2011
University of Maryland Eastern Shore
Princess Anne, MD

In attendance:

Members		**Alternates/Guests**	
Marie Meehan	BSU	Gina Boobar	SU
Absent	CSU	Joel DeWyer	UMBC
Absent	FSU	Chenita Reddick	UMES
Jackie Eberts	SU	Meredith Levesque	UMUC
Kay Kazinski	TU	Colette Becker	UMB
Brenda Yarema	TU		
Karyn Schulz	UB, CUSS Co-Secretary		
Absent	UB, CUSS Co-Secretary		
Roy Ross	UMB		
Lori Smith-Watson	UMBC		
Gus Mercanti	UMCES		
Renà Finney	UMES		
Willie Brown	UMCP, CUSS Chair	**********	
Sister Maureen Schrimpe	UMCP	Chancellor's Liaison to CUSS:	
Melissa Stein	UMUC	Rosario I. van Daalen	USMO
Mary Reed	USMO	**********	
Brian Souders	UMBC		
Dolores Jackson	UMCP		
Gynene Sullivan	UMB		
Corey Bowen	UMES		
Debby Mathis	UMUC		
Kathy Miller	UMBC		

I. Welcome and Introductions
- Dr. Charles Williams, Vice President Academic Affairs
  - Provided greetings from the President, administration and others
  - Announced this fall that the 2nd Pharmacy class will be entering UMES
    - Support need for pharmacists on Eastern Shore
    - Students approved to sit for licensure exam
  - Largest graduating class spring 2011
  - Recently opened 17- acre Solar Farm
    - First in USM
  - UMES Founder's Day recognized Physical Therapy students
  - UMES recipient of nearly $6 million in capacity grant funding for Agriculture program
  - Conducting adjunct faculty study to determine any correlation between adjuncts, student grades and retention

II. Chair's Report

- Nominations
  - Final nominations for Chair, Vice Chair and Co-Secretary positions taken
    - Willie nominated Karyn Schulz for Co-Secretary
    - Willie Brown elected as Chair
    - Gynene Sullivan elected as Vice Chair after vote by primary members and alternate members representing absent primary members
      - Discussion held prior to vote to determine if Giordana Segneri (also nominated for Vice Chair) were to win, would Karyn Schulz be able to serve as Co-Secretary since bylaws do not allow two Executive members to be from same school
        - If Giordana were to win, Karyn Schulz would step down from nomination
    - Brian Souders and Karyn Schulz were elected to be Co-Secretaries
- Chancellor's Report
  - Giordana Segneri attended the May Chancellor's Council meeting in Willie's absence and filed a brief report
    - Key areas:
      - USM received a $4 million reduction out of legislative session – Chancellor felt this was a "win" for USM
      - Chancellor commented on the unity (CUSS visit, join meetings, etc.) on big-picture issues in Annapolis made a big difference
      - USM successfully resisted development of collective bargaining for graduate assistants and adjunct faculty; in exchange, USM funded a study
      - UMCP-UMB Merger Study
        - Draft outline of how study will be conducted has been provided; all groups should contact Chancellor with issues, thoughts, etc.
        - There will be open hearings; councils are welcome to be present
          - Can we attend as individuals? – Yes
        - Get comments back to Chancellor ASAP
- By Law Review
  - Karyn has student employees reviewing minutes on CUSS website to determine most recent changes to bylaws
    - Minutes reviewed through 2004 – work in progress
    - Possibly ask students to review newsletters as well to create an historical timeline (CUSS turns 20 in 2012)
- Newsletter
  - Members reviewed current layout versus new layout created by Gynene Sullivan
    - Voted to use new layout for all future editions
- BOR Staff Award Process Review (Joel DeWyer for Chris Thomas)
  - Key concerns were outlined by Chris:

- Timing of announcement of winners
- Evaluation form is confusing and prone to be too subjective
- Kay: as a reader of the nomination packets, the process was difficult to complete, for example how does the reader determine which are the "top" letters of recommendation as well as supporting materials
    - Also, packets can be scored based on size (number of documents) as opposed to content of packet
    - Feels need for clarification – criteria for packets
        - # of letters, number of documents, etc.
- Meredith: there should be a minimum amount needed to be considered a complete packet
    - How do we evaluate supporting materials?
- General concern from readers about subjectivity, variety, etc.
- Joel: provide a standard to start from (packet)
- Lori: supports creating a standard packet and wants to see an increase in nominations across institutions
- Karyn: if packet is standard then the "story" told will stand out better
- Gynene: should establish a minimum and a maximum
- Mary: do we know the total number of nominations received? Are numbers low? How do we encourage more nominations
- Brenda: at Towson, there is a BOR Awards committee that partners with the person being nominated
- <u>CRITERIA</u>
    - 3 letters of recommendation no longer than one page in length
    - Include wording to the effect:
        - Packets that do not meet these requirements will not be reviewed or considered
            - Must be prominent on forms
    - Nomination letter must be no longer than 2 pages
    - 3 supporting documents/materials to be included to not exceed 5 pages, single sided and at least 10 pt font
    - Resume will no longer be included
        - Discussion about inclusion of resume to demonstrate "exceptional" to reviewer
        - Rosario suggested that the Position Description (PD) form be used in place of the resume
        - Joel: scans the resume but doesn't give it much weight in decision
        - Debby: most resumes are filled with superfluous material/information
            - No standard to measure or compare each packet
        - Roy: if use Position Description form, are they correct? Current?

        - Can we obtain a letter that demonstrates the employee has gone above and beyond?
    - Willie: length of resume determines length of service but this can be put on nomination form too and signed by supervisor
    - Statement from nominee or someone else?
    - Gus: concern about not using PD form how do we determine if person is exceptional
    - Corey: resume gives a sense of who the person is but should not be weighted; the nomination committee should determine who is/isn't exceptional
    - Kathy: resume is easy to read and use
    - Kay: resume isn't important in determining who should be selected
    - Gus: wants something to indicate why a person is exceptional – can this be included in a letter?
        - Provide examples, guidelines
        - Still wants a Position Description form
    - Meredith: resume adds some extra information but it is not always relevant
    - Debby: purpose of a resume is to get a job
    - Mary: process should be standardized and reviewing resumes is subjective
    - Gynene: include the PD form as standard, resume should be an extra
    - Kay: all other documents should indicate if person is exceptional
    - Colette: for Effectiveness and Efficiency award she used resumes to help select winner
    - Karyn: is it standard to have a PD form?
    - Rosario: yes – it should be across USM and they should be current; great opportunity to insure they are both current and accurate
    - Jackie: resume should be optional or a choice
    - Dolores: should use the PD form because of a concern of a lack of a resume especially for Nonexempt as well as a lack of a PD form for a Nonexempt
    - <u>VOTE</u>:
        - Resume: No longer required for packet
        - Use of PD form **OR** Statement from a supervisor
            - PD form will be preferred
            - Statement must include:
                - Purpose of decision to nominate

        - Duties/responsibilities of nominee
    - Nomination/Evaluation form
        - Remove following statements:
            - Additional discretionary points by evaluator based on overall packet in regard to exceptional contribution or unit
            - How would you rank this packet compared to others in this category?
- How to increase nominations?
    - Start advertising awards now on each campus staff council
        - Their responsibility to get the word out and get the momentum going
    - Include in newsletter with new specific and simplified criteria
    - Lori suggested we challenge the presidents to increase their nominations and provide support through CUSS to prepare quality packets
        - Willie will mention this challenge at the next Chancellor's Council meeting – asking the Chancellor to task the presidents to this challenge
        - Joel indicated he would work with Chris to create an "outstanding packet template" to share with each campus
    - Dolores wants to see the motivation come both from the top (Chancellor) down and the bottom (Nonexempt) up
    - Sister Maureen indicated that this a great time to challenge the presidents since we have new presidents since the last "challenge"
    - Need major marketing campaign with new information/criteria of awards
        - Send ways to get the challenge going to increase nominations to Willie
    - Review the history of the awards (Karyn's student employees)
        - Number of awards per school in the last 5 years
            - Include number of nominees (all categories)
- Timing of awards – there is concern that the awards are recognized too late for full appreciation and often after some award recipients have left the institution or system
    - Suggested new timeline
        - Campuses begin selection process in July/August
            - Nomination packets sent to campuses in August

        - Completed nomination packets submitted to CUSS by Thanksgiving (11/25/11 – postmarked)
        - CUSS selects candidates and submits to Board of Regents for approval in January to review during their February meeting
        - Recognition ceremony held during BOR meeting in June
    - New award discussion to be held during July meeting
- Agenda items for CUSS/CUSF/SGA to be discussed at next meeting
    - Send ideas to Willie
- Discussion about writing a letter of appreciation or create a certificate of appreciation for Governor O'Malley and Chancellor Kirwan in regards to their hard work and continued support of USM and higher education in Maryland
    - Decided to order plaques of appreciation – Brenda Yarema to investigate
        - Send wording ideas to Brenda (byarema@towson.edu)
        - Include Joyce Shirazi (CUSF) in discussion

III. Chancellor's Liaison Report

- Benefits Coordinators at each Institution have received information pertaining to upcoming paycheck changes
    - **Some dates/pay periods pertain to former BOT Institutions, while others pertain to UM Institutions, or both**
    - Highlights:
        - Last pay of 2011 will have final furlough deduction
        - 1st pay of FY2012 will have updated health benefit costs as well as change in employee contribution to State Pension Plan
        - 2nd pay of FY 2012 will include the **one -time $750 bonus paid in full** (bonus is not added to base nor used for retirement calculations)
        - FY 2012 is a leap year and thus the biweekly/hourly salary rate will be slightly reduced
        - No payroll deductions for three (3) pay periods (Pay periods #3, #14, and #27) – Unum deductions will continue
        - There will be three early paychecks for FY 2012 (Pay periods #5, #11 and #13)
        - Employees can view their paystub online via Central Payroll Bureau's website on the Wednesday prior to the check being issued: http://compnet.comp.state.md.us/Central_Payroll_Bureau/Online_Services/
        - Supplemental Retirement Plan
            - Suggest all employees review their Supplemental Retirement Plan; seek advise from their plan vendor representatives who have been specifically assigned

to the USM; consider possibility of allocating a portion of funds previously taken for furloughs; additional taxes will be taken now that furlough reductions have stopped.

- All USM employees are eligible to sign up for the Supplemental Retirement Plan: Exempt, and Nonexempt Staff employees on Regular or Contingent Category I and II status; Faculty on Regular or Contract status, Adjunct Faculty. Information may be obtained from the Institutions' Benefits Coordinators.

- Tuition Remission Policy – Revisions approved by BOR on June 17, 2011
  - Fall 2011 semester implementation – revision highlights:
    - Policy covers dependents up to age 26 (semester of enrollment)
    - Policy includes language to cover employees from previous Institutions and Programs of the USM, grandfathered by the BOR in previous years
    - For employees hired after 1990, if employee's dependent is not admitted at home institution then the dependent can attend another institution within USM and receive 50% remission
    - Request Form, Affidavit, Tax Chart, Deadlines/Restrictions Chart - are all being revised or developed and will be made available in July. Additionally, it is suggested that all users of the Tuition Remission benefit review the revised policy and documents carefully regarding the taxability impact. The newly revised policy has been posted on the web; the rest of the forms will be posted on the web in July.

- May meeting minutes approved as submitted

IV. Old Business

a. Please send any reports (committee, Chair, etc.) to Gynene before next meeting

Next meeting: University of Maryland Center for Environmental Science – Solomon's Island, July 26, 2011

Respectfully submitted by Karyn Schulz, CUSS Co-Secretary