

Meeting Minutes  
 September 27, 2011  
 Student Center, Bogolmony Room  
 1420 N. Charles Street  
 Baltimore, MD 21202

**Members**

Marie Meehan	BSU
Cynthia Coleman	BSU
Absent	FSU
Jackie Eberts	SU
Brenda Yarema	TU
Ron Butler	TU
Mary Hickey	TU
Karyn Schulz	UB, CUSS Co-Secretary
Absent	UB
Bill Crockett	UMB
Gynene Sullivan	UMB, CUSS Vice Chair
Bill Crockett	UMB
Joel DeWyer	UMBC
Kathy Miller	UMBC
Brian Souders	UMBC, CUSS Co-Secretary
Absent	UMCES
Absent	UMCP, CUSS Chair
Sister Maureen Schrimpe	UMCP
Absent	UMES
Absent	UMUC
Absent	UMUC
Absent	USMO

**Alternates/Guests**

Gina Boobar	SU
Joel DeWyer	UMBC
Chenita Reddick	UMES
Marcia Cephus	CSU
Margarita Cardona	UB
Brenda Der	UB
Carol McKissick	UMB
Nancy Bowers	UMB
Karen Taylor	BSU
Mi'Shaun Stevenson	BSU
Colette Becker	UMB
Fred Puffenberger	UB
Mike Pasziewicz	UMCP

**Welcome:**

Provost Joseph Wood	UB
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Chancellor's Liaison to CUSS:	
Rosario I. van Daalen	USMO-HR
*****	

1. Meeting called to order.
2. Welcome and Greetings from Provost Joseph Wood.
  - Many visible changes to UB campus over the past five years. New private residential complex being built, and new Law School to be completed in approximately one year. The Fitzgerald is now finished – 272 high-end apartment building and 1200-spot parking garage. School of Public Affairs now compliments Law School and College of Arts and Sciences. New degree programs to compliment rounding out of academic changes to four-year/120-credit degree programs.
3. Minutes for the July and August CUSS meetings approved with minor amendments.
4. Chair's report presented by Vice Chair Gynene Sullivan in Willie Brown's absence
  - Executive Committee Meeting with Chancellor Kirwan
    - Discussed draft agenda, including legislative agenda for 2012, communication, policy of shared governance, autonomy and BOR Awards

- Legislative Agenda: Chancellor Kirwan could not give us a feel for budget thus far. Biggest issues will be budget and merger talks. Any federal budget cuts could significantly affect state and university budgets. Currently all university presidents are being asked to prepare \$100 million budgets (if there is a \$1 trillion budget cut at the federal level). Looking at some worst-case scenarios. Chancellor could not give us a good read on budget scenario from governor.
- Merger talks: To be discussed later in meeting today.
- Communication on campus: Would like to have other employees know from CUSS that there are hindrances to communicating openly. Chancellor wanted to know where it was a problem (Brenda at TU volunteered that they are. Content may be edited by VPs at Institutions.) Chancellor wants to know of specific cases when communication has been hindered by Institutions.
- Shared governance: BOR policy that we are both BOR and state legislation authorized. Shared governance explicit in many aspects of USM charters (wording?) Gynene Sullivan stressed that CUSS members should be in communication with shared governance bodies, as well as the President's office on home campuses.
- Merger talks: Chancellor asked for CUSS feedback, stated that USM was very surprised by this possible move that has come out of the blue. Also want feedback from non-UMCP/UMB Institutions. Need to keep those involved to the lower-level staff on merger talks.
- Carol McKissick: Implores staff to comment and care, giving our input. What we do here is very important. Our voices must be heard now before decisions are made that we will have to live with. Please e-mail Willie Brown if we have any comments we would like to have raised at UMCP meeting on October 28.
- Ron Butler: Curious about sentiment at UMB. Gynene in her role as Vice-Chair stresses that we need to make your voices heard.
- Brenda Yarema: Is there any place where there are talking points of pros and cons of the merger?
- Collette Becker: Document was sent out on potential merger with recent e-mail.
- Meredith Levesque: Asked where the web site is. Reply is that it is on USM web site.
- Carol McKissick: Wants to stress that it is not just UMCP/UMB; it is an issue for the entire system. Large disconnect between the higher-level discussants and the people whom this discussion actually impacts.
- Bill Crockett: Combined UMB/UMCP employees having more than 50% of all USM , what say will the staff of the remaining 10 institutions have?
- Jackie Eberts: Where can we get the kind of statistics and budget information for our own arguments?
- Bill Crockett: Should be available on institutions' home pages. Noted that geographical distance was a problem in other similar cases, such as University of Tennessee.
- BOR Staff Awards: Chancellor Kirwan has enlisted Leonard Raley to help think of ways to highlight these awards. Breakfast before BOR meetings?

Images of winners on the web site? Special dinner for award winners and families at Hidden Waters (Chancellor's residence).

- Chancellor's Council Report
  - Kelly Helper and Dave DeLooze from Maryland Charities Campaign gave presentation; campaign raised \$1.7 million across state last year; UMB raised the most, UMBC is a close second. This year's goal is \$2 million.
- Joint Committee on Pensions Hearing
  - Pension sub-committee rescheduled to October 20. Willie Brown is still looking for stories of how 2011 legislation has affected employees/dependents in the ORP vs. the State Retirement Pension and why changes need to be addressed. Stories needed!
- Board of Regents' Retreat
  - Gynene Sullivan to attend on Willie Brown's behalf. Major topic will be the merger talks. Campus being asked to send names of 1-2 individuals to attend further meetings to the Chancellor.
  - Intercollegiate athletics bugaboo. Regents feel they do not have control over universities' athletic budgets. May want to bring these budgets under control, almost a tail-wagging-dog situation. Management of programs at campus level, but control within BOR.
- 5. Chancellor's Liaison Report
  - Rosario van Daalen: Biennial Market Salary Survey, this year looking at the Exempt Salary Structure. How many people within the structure are being paid the minimum? The structures are incredibly wide; huge pay range within each grade.
  - Two Institutions have now gone from the Traditional to Wide salary structure; only one remains using the Traditional. In a way the Wide structure gives a great deal of flexibility.
  - Institutions monitor the market continually. Bring all Institutions together to see the minimum/maximum salaries to make sure that all provide input.
  - Each Institution has positions that are unique to that Institution.
  - Want to move the minimums as high as possible.
  - Want to avoid compression of Nonexempt and Exempt salaries that is happening with some positions at some Institutions.
- 6. Old Business
  - Bylaws Review Report
    - Karen Schulz: According to her student workers' research, there have been no updates to bylaws. Her student workers have gone through 2002 to 2006 meetings, have seen no changes.
    - Rosario van Daalen: suggested contacting Joe Hill at UMBC to get his history on any bylaws changes. Also suggested Bill Crockett as a source.
  - Board of Regents' Award
    - Rapidly approaching time frame for this coming year's awards.
    - Chris Thomas: Is it realistic that the new award will be included in this year's packets?
    - Gynene Sullivan: Will reach out to Chancellor's Office to include with BOR retreat next week. Willie is also concerned as faculty awards are out, we do not want to be too far behind.
    - Jackie Eberts: What is the latest we can have these packets out?

- Collette Becker: It may be too late for this year, as an ideal time would have been a month ago. Now it may be too late to get the reviews done before the holidays.
- Dolores Jackson: Faculty got the word last week that full packet must be complete by October 26 at UMCP. We are behind that curve for staff awards.
- Brenda Yarema: At TU, full 19-page packet not due that early on. Only the later nominees who are moving on to the President's Office.
- Chris Thomas: Materials are basically ready with only minor changes. Asking for new members for committee.
- Gynene Sullivan: Who was on the awards committee last year?
- Bill Crockett: It is a very cumbersome process. What is our target meeting to get these applications to BOR?
- Chris Thomas: June meeting is last full meeting before the summer.
- Collette Becker: We want to move meeting back to have the announcement come at a time other than the summer.
- Chris Thomas: Since our announcements are in the summer, we get no hoopla.
- Meredith Levesque: Can we do them in a month or two timeframe?
- Rosario van Daalen: Given the time frame, we need to move quickly. Can CUSS make the timeline for a February BOR meeting?
- Chris Thomas: Break committee into different categories. Need to have outside people in each sub-committee who might not have conflict. Also have widely varying number of applicants for each sub-committee. Hoping to have a broader representation.
- Gynene Sullivan: Should go ahead and get award packets out now and not wait until new award is approved.
- Dolores Jackson: If we look at USM web site, faculty award has a complete page. At the end are the winners. We do not have anything on our page about the process, just the winners.
- Rosario van Daalen: Gynene has been doing a lot on the web site to add information on the BOR awards.
- Gynene Sullivan: Also need to work on process of publicizing awards and the process.
- Collette Becker: Did the newsletter ever come out?
- Gynene Sullivan: Posted on August 31 on CUSS web site. Also taking copies to present to Chancellor's Council.
- Agenda for CUSS/CUSF/USMSC meeting in November
  - Gynene Sullivan: Agenda items have included BOR awards marketing, strategic plans of the three senates, and continuity issues with student councils when there is 100% turnover. Breaking out into groups looking at effectiveness across campuses.
  - Bill Crockett: Academic/life balance and work/life balance.
  - Karen Schulz: Last year's meeting – stories that were shared had a commonality in that we are all in the same boat, especially vis-à-vis faculty. Joint discussion that there is commonality in our missions. Also issue of transparency, and at some institutions lack of support and recognition.

- Rosario van Daalen: Positive thing of Joyce Shirazi CUSF chair is a great human being. Understands the concept of Staff/Faculty collaboration.
- Brenda Yarema: Do we have word if governor/lt. governor will attend?
- Gynene Sullivan: We have invited Chancellor and have confirmation he will come. No confirmation yet from governor.
- Discussion of goals for 2011-12 – Gynene Sullivan
  - Increased communication with our own staff councils and lines of communication.
  - Jackie Eberts: At SU CUSS members are professional staff members.
  - Joel DeWyer: BOR process needs to be established and solidified for next year.
  - Rosario van Daalen: If targeting February full BOR meeting, may want to talk to Janice Doyle when she expects names to be reviewed.
  - Chris Thomas and Meredith Levesque: What date is the February meeting?
  - Rosario van Daalen: Does not have it at hand, names need to be submitted earlier than the actual BOR meeting so that there is time to review the individuals in question.
  - Gynene Sullivan: Communications is a key. Are things being communicated or not? What we do is so important, but are they getting through? E-newsletter? Quarterly updates? Also between the presidents and us.
  - Cynthia Coleman: And that may backfire. At Cynthia's campus some faculty feel as if the faculty are not treated as well as the staff.
  - Carol McKissick: We also need to advertise ourselves better. We have app. 15,000 whom we represent, and what percentage know who we are?
  - Karyn Schulz: At regional meetings we have had "Get to Know CUSS" meetings in the past to try to improve outreach.
  - Bill Crockett: Re. Communication: Make certain that our communication is transparent and engaging at all levels.
  - Rosario van Daalen: Need to keep an eye out on legislative agenda. Not just ORP hearing, but any other business they will address. Also, when bills start coming out in January, need to look at committees to see what proposals will come out regarding health care.
  - Ron Butler: He thinks we can do better. Change to pension plan was his impetus for serving on CUSS.
  - Brenda Yarema: Special session re. redistricting and major tax increases.

## 7. New Business

- BOR Awards timeline – Chris Thomas
  - Get materials out by Friday of next week at the latest. Submissions due by end of November, review in December and January, information to Chancellor's Office by February 1.
  - Rosario van Daalen: Make sure that this time line will work with BOR, also that there is sufficient time. Historically winners have attended BOR meeting and special dinner with Chancellor.
  - Chris Thomas: Need more CUSS members to review awards. Needs to have more members who can step up.
  - Collette Parker: In the past we had a spreadsheet to review. Occasionally had to volunteer people to get broad representation.
  - Bill Crockett: Had to explain and document the decision-making process.

- Collette Becker: Made sure when she did it to document every step of the process.
- Karyn Schulz: In balance issues that information needs to go back to the presidents.
- Meredith Levesque: Will pass around a sign-up sheet for the committee.
- Rosario van Daalen: BOR needs to have justification and proper documentation on selection process; also needed by state legislative auditors.
- Karyn Schulz: Need to understand what a good packet looks like.
- Joel DeWyer: Trying to put together an ideal packet, but it is hugely time consuming. Best applications had examples of the impacts upon people's lives.
- Collette Becker: Past winners' packets? Can we contact them to give permission?
- Joel DeWyer: Condense package, but still have something meaningful as bullet points with things to write about on each specific piece.
- Rosario van Daalen: Need to address the Staff BOR awards categories/definitions to determine if every Staff employee would ever be able to meet the criteria to be nominated and receive at least one of the awards. Present categories may deter nominations. Do the categories make individual's not want to apply. If we don't have sufficient categories, why not create more or rework titles? All of the Staff jobs – could every person be able to win an award? Can all of our titles do that? It would be a huge amount of work to look at Nonexempt titles, but it could be done. Present categories seem restrictive.
- Dolores Jackson. Brought up how to increase applications from Nonexempt Staff employees– what's the difference between doing one's job and doing it above-and-beyond.
- Rosario van Daalen: By going above and beyond the call of duty.
- Bill Crockett: Will we have enough time to do it now and for the future year(s).
- Rosario van Daalen: It will be a work in progress; we should get the wheels moving now.
- Gynene Sullivan: Not just publicizing, but refining the process.
- Collette Becker: We can create the mechanism to have progress outside of our monthly CUSS meetings. Can't do it here, can do it by e-mail, Skype.
- Gynene Sullivan: Major goal to look at and revamp these awards during the coming year.
- Carol McKissick: Can we have a category of "other" to cover individuals who do not match?
- Gynene Sullivan: Any changes need BOR approval.
- Meredith Levesque: Could we do a brief survey?
- Karyn Schulz: What are the possible categories on each of our campuses? That is a place to look for ideas.
- Dolores Jackson: Unsung Heroes as a title? Position description should also be included to know what is going above and beyond.
- Meredith Levesque: Parking. Full parking amount for part-time employees? Can't use payroll deduction.

- Gynene Sullivan: Has this issue been address by campus HR.
  - Bill Crockett: Since hearings are coming up, shall we have resolution/plan for Willie Brown for his testimony?
  - Gynene Sullivan: Good idea will be to set up a conference call, then up and down vote via conference call.
8. Confirm next Meeting Date and Place: Bowie State University, Tuesday, October 25. Parking passes and maps are available at the head of the table.
  9. Meeting adjourned.