

August 14, 2012
 Salisbury University
 Commons Building, Worcester Room (CB 211)
 1101 Camden Avenue
 Salisbury, MD 21801
 10:00 a.m.

Attendance:

Primary	Institution	Alternate	Institution
Marie Meehan	BSU	Trish E. Johnson	BSU
Mi'Shaun Stevenson	BSU (Vice Chair)	Karen Tyler	BSU
Jesse Ketterman, Jr.	FSU	Jayne French	TU
Lisa Gray	SU	William Crockett	UMB
Mary Hickey	TU (Elected Member-at-Large)	Joel DeWyer	UMBC
Brenda Yarema	TU		
Nancy Bowers	UMB (Co-Secretary)		
Roy Ross	UMB	Guest Speaker	
Gynene Sullivan	UMB (Chair)	Provost Diane Allen	SU
Kathlyn Miller	UMBC		
Brian Souders	UMBC (Co-Secretary)		
Dolores Jackson	UMCP (Elected Member-at-Large)	Chancellor's Liaison to CUSS	
Sister Maureen Schrimpe	UMCP	Rosario I. van Daalen	USMO
Gus Mercanti	UMCES		
Mary E. Reed	USMO		

Call to Order

- 1. Welcome and Introductions.** Gynene Sullivan extended congratulations to the new Executive Committee members and then had us introduce ourselves, given the number of new faces around the table. Introductory remarks by Provost Diane Allen. Expressed thanks and appreciation for CUSS services both Systemwide and on our own individual Institutions. Stated that we have more power than we think we do and we are more active than the faculty and student groups. CUSS is very important to the Institutions and the System.

This year will be yet another challenging one; the economy is not bouncing back as we had hoped. Provost Allen asks that we have patience and work with the Administration as we get through this year's budgeting process.

- 2. Approval of Minutes from July.** Minutes approved with minor changes.

- 3. Chair's Report.** Gynene Sullivan

Unsure of what kind of report to give, as Gynene's report is her first as the Chair. She stressed that everyone matters, and everyone's opinions matter, as Joel DeWyer mentioned during our introductions.

There was no Chancellor's Council meeting for August. Our Executive Committee meeting with the Chancellor will be on September 26, 2012 at 11am, where we will present our goals for the year.

Chancellor's Council meeting on September 4, 2012 will be attended by Gynene Sullivan and Mi'Shaun Stevenson.

The first BOR meeting of the Academic Year 2012-13 will be on September 28, 2012 at Bowie State University.

A list of CUSS members is in hand, and we will confirm this information at lunch. Gynene is passing around a sheet to confirm our supervisors' contact information so that letters may be sent in the very near future regarding our CUSS membership.

4. Chancellor's Liaison Report. Rosario van Daalen

Please read carefully the information that new CUSS representatives were sent, outlining the roles and responsibilities of CUSS members. We are celebrating the 20th anniversary of the foundation of CUSS. At the June 1992 BOR meeting, during the presentation of the proposed and newly developed USM Pay Program for Staff employees, the regents recognized the value of input from Staff in making decisions to programs that affected them directly. The regents mandated that a parallel Staff council, CUSS be created with the already existent Faculty council, CUSF.

Letters from the Chancellor to the Institutions presidents and supervisors of the newly elected CUSS Executive Committee members have been sent out to make them aware of the additional responsibilities that the Executive Committee has in service to CUSS. Similar letters will be sent by CUSS Chair to Institution presidents for the rest of the CUSS membership.

Rosario van Daalen is in the process of compiling the list of 2012-2013 meeting dates for the Admin & Finance VPs, SHRC, Chancellor's Council, Finance Committee (BOR), BOR, and CUSS. Will distribute when ready.

Brenda Yarema forwarded an e-mail regarding the state pension system. The article does not refer to ORP, but only to the state pension. Most states have huge liabilities when it comes to guaranteed-benefit pensions. State of Maryland has worked to make sure that its pensions are as close to funded as possible. The large liability could affect the State and USM's bond rating in the market. The State Retirement Board of Trustees projected a 7% growth in its investment funds for pensions. The article that Brenda forwarded stated that there was a 0.5% growth, in spite of additional employee contributions to funds.

Jesse Ketterman. Many FSU employees he works with are enrolled in the ORP. They have been in the USM for only 3-5 years before moving on, may not understand the differences between ORP and the State Pension.

Rosario van Daalen. Currently working on document to clarify ORP vs State Pension and eligibility criteria for ORP Retiree's State health benefits and eligibility for other retirement provisions. Rosario plans to share that document when it has been finalized.

5. Old Business. Gynene Sullivan

- CUSS Joint meeting. We previously passed a motion that we would not support the joint meeting (scheduled for November), but a representative brought to the Chair's attention the intangible benefits of the meetings. It was done without the input of the student and faculty senates. Given the larger ramifications of unilaterally withdrawing from the meeting, the chair is reopening the discussion.

Joel DeWyer. Do the intangible benefits outweigh the monetary costs? Perhaps we might suggest a meeting every other year.

Mary Hickey. There are benefits. It provides a connection to network, a conversation starter, and helps one to understand their issues.

Mary Hickey agreed. She also sits on the TSU University Council.

Brenda Yarema. Might we have it at a more economical location?

Rosario van Daalen. Bowie has kindly offered to host in the past, and their rooms are much more economical.

Mary Hickey. As an intangible benefit, the simple interaction of students and faculty's struggles is vital. As a TUSC participant, she has already met more than 50 faculty members who are able to bring issues to the table.

Gynene Sullivan. One of CUSS's responsibilities is to reach out to our Institutional staff senates.

Roy Ross. He has always been an advocate of reaching out to all constituencies. However, sometimes these large meetings are about faculty concerns, not student and staff concerns. Perhaps the executive committees of the three councils might meet for a more concentrated, focused discussion.

Bill Crockett. Have to make sure that what we do is meaningful and has impact. Proposes a strategic leadership summit that brings the three groups together.

Mi'Shaun Stevenson. Appreciates what Joel and Roy had to say. Perhaps instead we might have a joint meeting every other year, and then in off years have the executive councils of each senate meet.

Roy Ross. Now there are two months a year where CUSS is not getting the best use of its time with the Annapolis meeting and the joint meeting.

Jesse Ketterman. Smaller groups will be more effective for a more productive meeting. If we are seeking input for faculty and students we can then invite in faculty and student representative to report. If it's not a group that is three times our size, then we can get more done.

Mary Hickey. It is more economical, but it is also very useful to hear what other campuses are doing and what other faculty and student groups are doing at each Institution.

Bill Crockett. Perhaps when we are at each Institution have a student and faculty representative present on the issues on each campus.

Gynene Sullivan. Joint meetings were started at CUSS's suggestion. Stopping these meeting may be seen as a negative.

Gynene Sullivan. She would like to see if these representatives believe there is a benefit to their constituencies to have this large meeting. Could we compromise with a leadership retreat?

Roy Ross. UMB's staff senate has been bringing in president of student council, and they are appreciative and receptive. It may be something to share at other Institutions.

Nancy Bowers. If we decide to go forward with joint meeting, or if we change to smaller groups, it is vital we have the topics in advance. I was at November meeting where I learned about faculty leave concerns (parental leave policy for faculty) for the first time. Having agenda and documentation before the meeting is truly important so that all can benefit and come to the meeting better prepared to discuss the issues.

Mi'Shaun Stevenson. As a body we need to make sure we share information we get. When she gets shareable information, she shares it immediately with her staff council. As a body, we need to make the people who are in the positions do their job. We need to make sure that we are in contact with our own HR offices for information.

Rosario van Daalen. CUSS Members also have an open door to their President's Office. The CUSS membership letter that is being sent to our presidents should facilitate meeting with the President. CUSS Members should also make themselves known to their HR offices.

Sister Maureen Schrimpe. It is important that we continue to have these joint meetings. The executive committee meeting is also a good idea. UMCP faculty does not want to travel to Bowie, so it may be challenging to get them. Moving it may not be an option.

Mi'Shaun Stevenson. She confirmed that CUSF members do travel for other meetings.

Marie Meehan. Executive Councils of all senates need to meet and confirm agenda for the day.

Mi'Shaun Stevenson. November is currently at UMCP. January is Bowie. Why not move it to Bowie.

Sister Maureen Schrimpe. January may not have much attendance as faculty and students are not on campus.

Mary Hickey. November is before the start of the legislative session. January may be too late.

Gynene Sullivan. On September 4 meeting after Chancellor's Council meeting, she wants to solicit other council Chairs opinion on our concerns. She will report back their input the following week. She is looking at open alternatives to the meeting and other options. She is looking for a good alternative to the current meeting structure.

Roy Ross. Motion on the floor is, "CUSS would like to invite leadership (chair or designate) from faculty, staff and student councils of the host institution to attend and or address CUSS monthly meeting." Motion seconded, motion passed unanimously.

• **Goals for 2012-2013.** (See handout – Chart of 2012-2013 Goals and Committees). Gynene Sullivan

Gynene Sullivan. The Executive Committee took the results of the July brain-storming session and distilled the results down to nine specific goals and potential tactics. Each goal was then assigned to one of the standing committees. The expectation is that each committee will discuss and refine the goal and determine possible tactics. We also have created an executive committee liaison position for each of the committees.

The task at hand now is to review each goal, determine if it is attainable, and assigned to the right committee.

Goal 1. Systemwide criteria for Staff employees' performance evaluation. Assigned to the Benefits Committee.

Joel DeWyer. What is the exact end point of this goal?

Brenda Yarema. There is a historic document that CUSS worked on several years ago.

Karen Tyler. There was a holistic approach to looking at the System top to bottom.

Gynene Sullivan. If we are a System, should we not have a standard form to address performance evaluation?

Rosario van Daalen. The process is what is most important, not the actual tool used for the evaluation.

Bill Crockett. It is hard to create a tool that works for all positions.

Gynene Sullivan. We are looking at best practices across Institutions. Our hope is to issue a report by June/July with best practices and metrics. It's a lot of work but will show that CUSS is engaged and that we are concerned about employee morale.

Rosario van Daalen. Regardless of the tool you use and the level of employment, the real question is whether the employee is meeting the expectations of the job.

Joel DeWyer. Might we get further with this at an Institution level instead of a CUSS level?

Brenda Yarema. At TU, that approach was tried. Evaluations are not tied to merit, and they did not know where to go with this incongruity.

Gynene Sullivan. By bringing it to CUSS level, we are bringing it to a higher level of evaluation who are not focused on it all the time. As staff performance is part of strategic plan, it is CUSS's goal to have input in this field.

Cynthia Coleman. If, at the end of all of the research, if one of the charges is that CUSS members go back to HR to lead the charge, we will have some sort of documentation other than anecdotal information.

Rosario van Daalen. Annapolis is evaluating our Institutions as a whole, so why wouldn't it apply to the staff.

Mary Hickey. Over past years we have been doing more than less, but we need recognition we are doing more.

Rosario van Daalen. Even if we are not getting financial remuneration, a simple thank you in the form of a positive evaluation would be useful to have on the record.

Joel DeWyer. Can we summarize our end goal?

Gynene Sullivan. Perhaps change Systemwide criteria to Systemwide best practices, and an updated report as to what current performance reviews are and are not being done, and our recommendations to standardize the process (not the tool) across campuses. We should push recognition, push merit, and recognize operationally critical staff.

Gynene Sullivan asked if everyone was in agreement with the change. Members agreed.

Goal 2. Incorporate more technology into CUSS activities. Assigned to the Communications committee.

Gynene Sullivan. Opened door to discussion.

Sister Maureen Schrimpe. Is there a cost associated to use of technology? If so, how will they be covered?

Gynene Sullivan. Free teleconferencing has been provided by CUSS.

Mary Hickey. Is Skyping the same as videoconferencing?

Gynene Sullivan. Yes.

Jesse Ketterman. Is there still not a long-distance charge?

Gynene Sullivan. Yes, but we encourage everyone to participate from their work phones.

Gynene Sullivan asked if everyone was in agreement with the goal. Members agreed.

Goal 3. Improve awareness of CUSS and Shared Governance at Institutions. Assigned to the Community Outreach and Recognition Committee.

Gynene opened discussion, no comments; members agreed that it is a goal.

Goal 4. Bring CUSS voice to the state level. Assigned to the Legislative Affairs committee

Roy Ross. The possibility of a staff regent has been raised over the years. We have been down this road several times.

Rosario van Daalen. Adding a member to BOR must be codified in Maryland law; regents are appointed by Governor. There is a student regent because the mission of the USM is to educate students. They are our customers and not paid employees. She gently recommended that CUSS drop it.

Bill Crockett. CUSS members are agents (employees) of the system; therefore we would face a conflict of interest.

Mi'Shaun Stevenson. Shall we delete that tactic?

Bill Crockett. We get our input through?

Brenda Yarema. CUSS speaks on behalf of Staff "excluded from the union." The unions have a seat at the table, and someone invited them to the table to negotiate. Why do we not have a seat so

that we are involved in the negotiations?

Rosario van Daalen. Collective bargaining law requires the State to bargain with Unions. Prior to Collective Bargaining, Rosario, as the USM HR representative, had a seat at the State Health Insurance Advisory Council (HIAC) as appointed by the Governor. Collective bargaining came into play, and the HIAC was dissolved.

Brenda Yarema. Major issues are being negotiated for staff, and yet we find out after the fact. We do not have a voice until afterward.

Mary Hickey. Aren't we a shared-governance union? We represent these people.

Rosario van Daalen. CUSS is an advisory council under USM Shared Governance, not an officially recognized union.

Jesse Ketterman. Negotiations can go on for days, if not months. How will the nature of these discussions allow us to participate?

Brenda Yarema. We are looking for a methodology when we do have money.

Rosario van Daalen. State agency government and USM have separate personnel management systems and separate union negotiations.

Roy Ross. This issue comes with much history and legislation. The issues are driven by Maryland laws. He will put together some material and bring it to a future CUSS meeting; the Legislative Committee will provide a report by the October meeting. .

Gus Mercanti. Let's leave recommendation in for further discussions.

Brenda Yarema. That's fine.

Gynene Sullivan. There is agreement to leave it in. She asked Roy to have a report prepared for the October meeting.

Goal 5. Review of CUSS bylaws. Assigned to the Legislative Affairs committee.

Roy Ross. Might we move this back to Executive Committee?

Gynene Sullivan. Move to the Executive Committee, but stays as a goal.

Goal 6. BOR Staff Awards Process. Assigned to the Community Outreach and Recognition Committee. No discussion.

Goal 7. Improve awareness of Shared Governance. Assigned to the Executive Committee.

Cynthia Coleman. How is it different from Goal 3?

Gynene Sullivan. It is a joint shared-governance audit with CUSF and Student Council to take stock of best practices at Institutions. Present report by April/May 2013.

Cynthia Coleman. Shall we put in this differentiation in the wording?

Bill Crockett. Suggest change to assess effectiveness from improve awareness to provide differentiation and clarification with Goal #3.

Members agreed with change to title, and accepted as a goal.

Goal 8. Promote USM Wellness initiatives (expanded to include eldercare). Assigned to the Benefits and Compensation Committee.

Mary Hickey. Didn't family leave discussion also address eldercare?

Rosario van Daalen. Idea is to make the concept broader, to improve access to information.

Nancy Bowers. Good start to gather information, but the issue is much bigger. Parental leave policy came out to attract younger people to institutions. We have a large population of older staff who are helping their aging parents with health issues. Wants to see policies to address these concerns.

Rosario van Daalen. This concern is in tandem with SHRC's concerns. Administration did not want to delay implementation of parental leave policy by waiting to address additional issues such as eldercare which will be addressed next.

Bill Crockett. Topic should be folded into the overall goal. We need to discuss advocating for policies that can positively impact employees.

Gynene Sullivan. Shall we change from promotion to advocacy?

Rosario van Daalen. One of the topics that will be discussed will be leave, and this may be added as part of this overall discussion.

Brenda Yarema. By ignoring eldercare, you have an issue of age discrimination.

Rosario van Daalen. Eldercare is a responsibility, not an obligation.

Mary Hickey. Doesn't FMLA include eldercare issues?

Rosario van Daalen. Employees may use 15 days of their sick leave per year for family sick care issues.

Gynene Sullivan. Suggestion is to bring out eldercare to its own separate goal.

Nancy Bowers. Eldercare is important, what about the people who are in the middle? Or do we hit it one issue at a time? Policy should cover all life phases.

Mi'Shaun Stevenson. There are certain laws we are not addressing, and we do not have time at this meeting to address them. There are different types of leave options available for widely differing situations. We need to do the research and bring it back to the general council.

Rosario van Daalen. The eldercare topic can be more quickly addressed by promoting Employee Assistance Programs (EAP) such as the one offered at UMCP where much information is available on programs for eldercare.

Gynene Sullivan. Shall we keep eldercare in?

Mary Reed. Used UMCP's excellent EAP for her own father's care. It would be great to look at best practices at other Institutions.

Gynene Sullivan. Change goal to include advocacy for eldercare initiatives. Members agreed.

Goal 9. Update CUSS list of discounts and services available to staff, per institution. Assigned to the Benefits and Compensation Committee.

Mi'Shaun Stevenson. Feels it is more Community Outreach than a benefit.

Gynene Sullivan. Reassigned to Community Outreach.

All members agreed on the goal.

6. New Business. Gynene Sullivan

• Nominations for Members-At-Large

They are members of the Executive Committee. Serve one-year term, time commitment (conference calls, meeting with Chancellor, members from UMB, UMBC, and BSU cannot serve since members from these institutions are already represented on the Executive Committee.

Nominations:

Roy Ross nominated Gus Mercanti – Gus declined.

Mary Reed nominated Brenda Yarema. Brenda declined.

Mi'Shaun Stevenson nominated Mary Hickey, and she declined.

Mary Reed nominated Jesse Ketterman – Jesse declined.

Mary Hickey accepted

Gynene Sullivan nominated Dolores Jackson. Dolores accepted.

By acclamation, Mary Hickey and Dolores Jackson are now Members at Large.

Gynene Sullivan stated that there is a problem with the nomination process that will need to be fixed. Nominations for Executive Committee positions are currently done at meetings from the members that are present. The Executive Committee will, in its bylaws review, look at amending the nomination process.

Brenda Yarema. Can committee meetings meet off line?

Gynene Sullivan. Mi'Shaun has set up lines for conference calls for all committees.

7. 2012-2013 Committee assignments. Gynene Sullivan

Gynene Sullivan. Proposed that we defer the discussion about committee assignments and meetings until the September meeting. In the meantime, all members (including Alternate members) must forward their number 1 and number 2 committee choices to Gynene by August 24, 2012. She will then assign members to committees.

8. Confirmed Next Meeting Date and Place. Gynene Sullivan

University of Baltimore
Tuesday, September 25, 2012