

**Council of University System Staff**  
**University System of Maryland Office**  
Chancellor's Conference Room  
3300 Metzert Road  
Adelphi, MD 20783-1690  
December 11, 2012

<b>Primary</b>	<b>Institution</b>	<b>Alternate</b>	<b>Institution</b>
Absent	BSU	Trish E. Johnson	BSU
Absent	BSU	Karen Tyler	BSU
Marcia Cephus	CSU	Paul Gasior	SU
Jay Hegeman	FSU (by phone)	Jayne French	TU
Jesse Ketterman Jr.	FSU	Bill Crockett	UMB
Jen Ziegenfus	SU	Dave Delooze	UMB
Mary Hickey	TU (Member-at-Large)	Joel DeWyer	UMBC
Brenda Yarema	TU	Dana Wimbish	UMCP
Dan Nagle	UB	Debby Mathis	UMUC
Kristen Tull	UB (on phone)	Chenita Reddick	UMES
Nancy Bowers	UMB (Co-Secretary)		
Gynene Sullivan	UMB (Chair)		
Roy Ross	UMB		
Brian Souders	UMBC (Co-Secretary)		
Absent	UMCES		
Dolores Jackson	UMCP (Member-at-Large)		
Sister Maureen Schrimpe	UMCP	<b>Chancellor's Liaison to CUSS</b> Rosario van Daalen	USMO
Willie Brown	UMCP (Past Chair)		
Rena Finney	UMES		
Calynn Offer	UMUC	<b>Guests</b>	
Anthony Scorsune	UMUC	Joanne Goedert, Assistant Vice Chancellor, Human Resources	USMO
John Wolfe	USMO	Joseph Vivonna, COO and Vice Chancellor, Administration and Finance	USMO

**Call to Order**

1. Welcome and Introductions

Rosario van Daalen welcomed the representatives to Adelphi and the USM Offices. Mary Reed has resigned from CUSS to take care of family responsibilities. John Wolfe is the new CUSS member for USMO.

2. Minutes from October 2012 were approved with no amendments.

3. Chair's Report

Board of Regents' Meeting – 11/2/12

- Were given a presentation on Advancement by Regent Gossett and Len Raley, USM Vice Chair for Advancement - emphasized that most Advancement departments are understaffed and underfunded; recommended that philanthropy efforts at all institutions be expanded.
- Center for Academic Transformation was approved by the Regents; USM is now advertising for a Director who will work at USMO. Chancellor's Council Meeting – 11/5/12
- Cancelled in favor of a President's retreat

#### Chancellor's Council Meeting – 12/3/12

- USM Student Council (USMC) will now be doing a legislative advocacy day, similar to what CUSS does
- Interim report on smoking policy implementation – UMB & UMBC have seen big problems since they are urban campuses and Baltimore City has not been responsive to their requests for assistance; UMBC has seen overall effectiveness, but knows that if it is not allowed in residence halls, then it will go into the neighborhoods; SU policy has been effective in buildings, but they are implementing designated smoking areas around campus.
- Interim report on performance-based funding – report of committee has been sent to DBM but there are still questions and concerns to be answered: (1) is campus-based funding at risk? Not according to the recommendations in the report, but the legislature can always toss that portion out. (2) is the model relevant to diverse institutions? Worry is that the model is too undergraduate focused. (3) is the (in)adequacy for state support considered in the model? Most institutions are currently underfunded, but MHEC may redo its funding guidelines.
- Center for Academic Transformation – official title is Center for Innovation and Excellence for Learning and Teaching; first funded project is with ITHAKA and Coursera. Each campus will have a representative for an advisory board; will usually be a provost or vice provost. Chancellor is looking for courses/units that are interested in participating in both funded and non-funded initiatives. Applying for funding from the Abell Foundation on using a developmental math course from Pearson.
- Proposal for a USM Employee Assistance Program – to be discussed in new business.

#### Board of Regents' Meeting – 12/7/12

- Review of Coppin State University – USM will be conducting a special review of Coppin's structure, operations, student services, and other issues before searching for a new president. Review committee will consist of regents, USMO Staff, CSU employees and community leaders. Committee will be led by Dr. Hrabowski.
- Time was spent discussing the workload of faculty at USM institutions, more on an adjunct vs. full time faculty basis. Concern was expressed that with the increase of adjunct/part-time faculty at institutions, that students were not getting the full educational experience that they were expecting/paying for. SVC Chancellor Jo Boughman will report back on numbers of adjunct/part-time and full time faculty for the Board to consider.
- Presidents and Council chairs were invited to attend the closed session of the BOR meeting to discuss the performance-based funding report that was sent along to DBM. The report is embargoed until December 15, at which time the CUSS chair will send a link or the report as presented in this meeting to CUSS members.

Sister Maureen. How is the smoking policy going?

Gynene Sullivan. An intermediate report will be done in June 2013. There is sufficient flexibility to implement the policy as particular to the needs of the Institutions.

Roy Ross. UMB established designated areas on campus.

Brenda Yarema. TU has installed Butt-Heads, but because the campus is surrounded by county sidewalks, TU cannot legislate what is done on Baltimore County property.

Ron Butler. Overall the reaction on campus is very positive.

Brenda Yarema. There is ticketing ability, and the number of tickets issued is very small.

Marcia Cephus: Is the policy smoke-free or designated areas?

Gynene Sullivan: BOR will allow enough flexibility to implement smoke-free policy as much as possible. That could mean either smoke-free campus or designated-smoking-zones on campuses.

Jennifer Ziegenfus: Students are sitting in the roads in Salisbury to smoke, and are creating a traffic safety issue. Salisbury city residents have complained. For those of us who sit on staff senates, is there feedback and/or input on how to implement the citations?

Dan Nagle. Limited to zero support from Baltimore City; if UMB has any feedback that it can give on its implementation, they would be grateful. However, enforcement in an urban environment is a challenge. UB campus police does not want to take this task on in addition to their responsibilities.

Sister Maureen: There is no campus police enforcement at all.

Jayne French: There is an enforcement mechanism through a private organization (SAFE). There is a \$75 fine for smoking on campus. TU Police do not take this enforcement mechanism on.

Dan Nagle: Did not know that the push for enforcement from BOR was this strong.

Joel DeWyer: How long has TU's program been going on?

Jayne French. This year is the third year.

Brenda Yarema. For those who are interested, perhaps TU could host a webinar or other mechanism to share best practices.

Rosario van Daalen: If everyone is truly interested in making the program work, making the approach of police ticketing is going nowhere on our Institutions, another mechanism may be to address it by groups (staff, faculty, students), creating a disciplinary action and for students a charge to student accounts.

Jesse Ketterman. Existing smoking policy for smoking in residence hall simply expanded to the campus as a whole.

Roy Ross. What he has not heard is going to a smoking-cessation program.

Rosario van Daalen. It is part of the overall wellness program at the State level.

4. Chancellor's Liaison Report

- Employee Assistance Program (EAP) - (Joanne Goedert, AVP of HR, USMO) EAP has been around as a concept for decades. They provide counseling/mediation services for on-the-job problems. Over the last 15 years or so it has become clear that there is much more employers can do in regard to employee assistance. Many providers have come into existence to work on EAP-related services. Confidential 24-hour help line without any information given to the employer. Can be for employee and employee family members. Offer child-care, elder-care and other referral networks. There are huge benefits for doing it as a system as opposed to on an individual-institution basis. It can be a great benefit to the Institutions, as there are uneven benefits across the System. The Systemwide Human Resources Committee (SHRC) is working on Request for Proposal (RFP). CUSF wants strong confidentiality provisions, also requesting an ombudsperson. Long-term services (more than 5 counseling sessions), then EAP will link with individual's health insurance provider. A copy of the EAP service summary is attached.
- Willie Brown. The UMCP EAP includes a counseling program provided for those who fall into financial hardship. Would that be part of the EAP here?

Joanne Goedert. No. Also wants to clarify that USM and Institutions will pay for the EAP, it is not an additional fee.

Willie Brown. Will this program go beyond current mental health insurance?

Joanne Goedert. No. If anything, because it builds in short-term counseling services, employees will benefit in two ways – not paying a co-pay for short-term counseling, plus initial counseling sessions will not count against insurance maximums.

Brenda Yarema. How will the EAP be funded?

Joanne Goedert. It is a capitation service. It is a charge per covered employee.

Gynene Sullivan. Is this an opt-in system? What if you do not get enough Institutions to opt in? Will other Institutions then have a higher cost burden?

Joanne Goedert. No. If even the three smallest System Institutions participate, there will be cost savings.

Gynene Sullivan. What is the time frame?

Joanne Goedert. The plan for now is with the new fiscal year of July 1, 2013.

Gynene Sullivan. Is there additional input we can give in the RFP process?

Joanne Goedert. Will share the variety of services once bids are put out. If we have thoughts about programs of an educational basis, please feel free to bring them forward.

Jay Hegeman. Dietitian? Wellness?

Ron Butler. Health clubs?

Brian Souders. We already have them with our state-employee benefits.

Mary Hickey. You note legal services here. What do you mean?

Joanne Goedert. It is more personal legal services. It can be done as a special optional category, and price it out accordingly.

Rosario van Daalen. One important educational program to consider is a smoking cessation program. There is a big push in the State DBM-ERD for employee wellness as a cost-containment mechanism. DBM posts programs on website regularly; website links are posted on the USM-HR webpage.

In CUSS Benefits Committee, issues of wellness, childcare and eldercare come up as part of this year's plan with CUSS. Institutions in USM are all over the map. UMCP is a model program; USMO employees are able to use the UMCP program. UMCP EAP program is highly ethical with a high level of confidentiality. Some Institutions have no EAP. State of Maryland program is expensive, inconvenient and may not work if individuals live outside of Baltimore metropolitan area.

- Union representation. CUSS represents 9096 employees, The union represents 5,950. This works out to approximately 2/3 under CUSS and 1/3 under the Union
- As far as other programs, we have "use-or-lose" leave until the end of the last pay period of the year (January 12, 2013 for UM Institutions) and January 8 for former BOT Institutions.
- We do not know how extensive the impact will be of the so-called "fiscal cliff." For UM Institutions, the first paychecks in January will have no health-care deductions. When there are no health-care deductions, we pay higher taxes.
- The Biennial Nonexempt Market Salary Survey is under way with the Systemwide Classification Committee participation and a consultant. Now the concern is to make the recommendations affordable for all Institutions. The proposal will be discussed with the SHRC again in January, then with the VPAF, Chancellor's Council, Financi-BOR in March, BOR in April for final approval. The approximate projected cost is between one and four million dollars.

Old Business

- Letter to Legislators. Gynene circulated a draft letter for legislators, asked for comments.

Rosario van Daalen. The number of employees needs to be changed.

Nancy Bowers. Minor editing (change in tense).

Willie Brown. Isn't this letter the same? Shall we thank them for the 2% COLA?

Gynene Sullivan. Absolutely.

Nancy Bowers. It might be good to thank them in position as economic driver for the state, investment in university employment.

Roy Ross. More is not necessarily better: legislators want to read concise phrasing.

Bill Crockett. The word "thanks" needs to be the absolute first thing in this and all follow-up letters.

Rosario van Daalen. We should also thank them for the Staff-retention provision, added to the already existing one for Faculty.

Brenda Yarema. Are we planning to send it out so that it is in their mailboxes? Are we not going to use it as a talking point for when we go to Annapolis in February?

Gynene Sullivan. We will plan to have a slightly different letter for Annapolis: Roy Ross will talk about it in his report.

- Joint meeting debriefing

Gynene Sullivan. Overall remarks were positive. Asked for comments and suggestion for going forward for the Joint meeting in future years. We received thank you from the faculty and student leaders for reaching out and setting up the meeting this year. Logistics is an issue. Were there any other comments/ suggestions for next year's meeting?

Willie Brown. Two years ago chairs agreed that we would rotate the facilitation of the joint meeting among the senates. He suggested that we would like to reach out to senate chairs that we would like to revert to this original plan. The organization of the meeting should not fall to CUSS each time.

Gynene Sullivan. Absolutely, that is the plan. There was a complaint that we did not get to the small discussion part.

Rosario van Daalen. If that person wanted to have a small discussion, they could have during lunch, as some of the other tables did.

Gynene Sullivan. There is a general consensus that we should continue with the annual joint meeting and let either students or faculty to organize.

Brenda Yarema. Have we ever thought of holding the meeting somewhere other than UMCP or BSU?

Willie Brown. Motion that whoever is hosting the meeting within the month of November set the date.

Motion was seconded and unanimously carried.

Rosario van Daalen. We need to get that on the CUSSF/SGA/CUSS schedule as soon as possible.

Roy Ross: Who is next?

Willie: The rotation is: Faculty, Staff, Students, so Students are responsible for November 2013.

Gynene Sullivan. Suggested that we break now for lunch and continue with business during lunch.

## 5. New Business

- Agenda for February meeting in Annapolis. Roy Ross. Meeting in Annapolis, plus holding a meeting at 44 West Street. With the office now at 60 West Street, there is no room. Roy has reserved 180 in House Building for February 19<sup>th</sup> at 8:30 am. A continental breakfast will be served. In the past, we have taken our letters and hand deliver to all in House and Senate. It got to be a bit much, so the new routine has been to ask all CUSS members to help pass them out.

We had to leave by 9:45 to get our recognition on floor of both House and Senate. We look to do the same again this year. From 10 am to 12 pm is the best time to catch up with our legislators. Last year at that time we went on tour of State House. He would like to bring up to the group. Last year we may have been trying to do too much.

Brenda Yarema. Legislators go to committee meetings starting at 1 pm. The best time frame to get legislators in the office is between 10:30 and 1 pm.

Willie Brown. We try to accomplish a great deal in a very short period of time. Can we instead skip our meeting to meet with legislators?

Brenda Yarema. Legislators have a morning meeting, so they would not be in their offices early in the morning.

Marcia Cephus. Do we need more people there?

Roy Ross. We had enough in the group, but more hands are needed.

Brenda Yarema. And when legislators were not there, we were able to meet with legislative aides.

Gynene Sullivan. Would it not make sense for us to treat this like a joint meeting, where we have no real CUSS business?

Roy Ross. Usually the morning meeting goes to Q and A with our legislative liaisons in Annapolis.

Joel DeWyer. We should make certain to invite Andy Clark to January meeting to update us on legislation affecting USM.

Roy Ross. Wants to remind us that the issues Andy and PJ work on are USM issues, but they also work on issues for benefits, pensions and so on.

Brenda Yarema, Suggested that we sign up for Any Clark's Friday afternoon legislative wrap-up e-mail.

Gynene Sullivan: I will make certain that Andy sends his e-mail to all CUSS members. We will put this issue on January agenda for further discussion.

- CUSF Tuition Remission Motion

Gynene Sullivan. Brought up in Q and A session at joint meeting. Want to expand tuition remission to 50% at any university you wish to attend anywhere in the USM.

Rosario van Daalen. If hired on or after January 1, 1990, restriction in Policy VII-4.20 is that spouse and dependents get tuition remission only at the employee's home Institution. CUSF's amendment proposal is to allow spouse and dependent students to attend not just home Institution, but Systemwide without current restrictions. If student not admitted to home institution, current policy allows that the student to attend any USM Institution with 50% remission. Want to change to allow without previous restrictions.

Gynene Sullivan. Raised motion to support CUSF motion, which was seconded and passed.

- Board of Regents Awards – review of nominations

Gynene Sullivan. Got nominations from all Institutions except UMCES and USMO. Now comes the hard part, the review of nomination packets. Last year everyone participated in the review. Gynene would like to have a discussion on whether we want to institute last year's solution to this year.

Willie Brown. Do we know what happened at UMCES?

Gynene Sullivan. They were not processed at all at UMCES.

Joel DeWyer. Likes breaking it down to the committee levels that each take one award.

Gynene Sullivan. Will go ahead and put in different folders that we all review. We would plan to have review done by January meeting to get to BoR by February meeting. Will send a link by Friday of this week, and ask that committees coordinate their review off line.

Brian Souders. How will the Executive Committee function?

Gynene Sullivan. EC will take the overload.

Rosario van Daalen. How many were nominated total [Systemwide](#)?

Gynene Sullivan. 25-30 total.

Sister Maureen Schrimpe: UMCP had people go out and speak to the individual units.

Bill Crockett: Spoke about the delay between deadline awards are received and when awards are finally made. Timing.

Brenda Yarma: Towson wants to review their process. Believes more motivation is needed from the top down.

Dolores Jackson: UMCP used mentors to help nominators write the letters. We've met critical mass; no longer able to do anything.

Jesse Ketterman. It is also the time of the year – if you have multiple other responsibilities, it is a challenge to make this a priority.

Joel DeWyer. It needs to be a conversation every year, one that comes from the top down.

Bill Crockett. Still advocates shifting our time line. When is the best time to make these nominations part of the culture?

Dolores Jackson. Faculty's awards are the first thing in the year.

Willie Brown. Why can't we just do it in the September meeting? If we set the BoR calendar, and since we work all year long, why can't we start in the spring and have it given out at the November meeting?

Joel DeWyer. When would changed timeframe look like?

Bill Crockett. Start in [February](#); look at it in May/June.

Joel DeWyer. Sending to March? If so, it's the same time frame.

Jesse Ketterman. Are we looking at just nominations, or are we looking at winning nominations?

Mary Hickey. February is Annapolis. Question as to how [the monetary award](#) was distributed.

Dolores Jackson. One lump sum in paychecks.

Jesse Ketterman. Also process if you have nominees for three years in a row with no winners, then there is no incentive to continue nominating. Perhaps we could [???](#)

Mary Hickey. At TU there is a staff development day (350 [attendees](#) annually). At luncheon nominees and winners recognized at staff development day luncheon.

Marcia Cephus. Argued that there was one nominee from last year was a very weak nominee, and it went forward.

Brenda Yarema. The in-house committee did not forward all applicants.

John Wolfe. We are circling around again to issues we have discussed in previous years. Need to have published, standard criteria for nomination.

Rosario van Daalen: New requirement to include a position description. Was this new requirement helpful?

Chenita Reddick: Yes.

Willie Brown. Put together some guidelines/best practices as they go through as they adhere to BoR selection awards.

Gynene Sullivan. What are the most important things we want to change with the process?

John Wolfe. Have we tracked nominees/winners historically?

Gynene Sullivan. We have.

Rosario van Daalen. There is apathy. We have a lot of people who may not be a squeaky wheel, but no one is ready to stand up for them. There are superstars out there who [are not being noticed or who have no one willing to take the time to prepare the nomination](#). As this [very prestigious BOR Staff award was created and established as a result of CUSS's initiative](#), it is [CUSS'](#) torch to carry.

Gynene Sullivan. Take aways?

Willie Brown. We should have a group of people to discuss and make recommendations for Institutions to adhere to.

Jesse Ketterman. Let the committee do their work.

[A motion was made](#) to review today's discussion notes, take off with those recommendations.

Motion seconded and carried.

- Nominations and Election of Vice Chair

Mi'Shaun, [CUSS Vice Chair](#), took a job at Fort Meade, Gynene needs a second in command. That being said, TU, UMB, UMCP, UMBC cannot nominate due to conflicts with current representation on [Executive Committee](#).

Nancy Bowers. If a current Executive Committee member stands up to take the Vice Chair's slot, can that Institution's spot be taken over by another Institution?

Gynene Sullivan. Open the floor to nominations.

Rosario van Daalen: You can nominate someone who is not in the room.

Willie Brown. Nominate Jen Ziegenfus. Jen declined.

Joel DeWyer: Nominated Delores Jackson. Delores declined.

Someone nominated John Wolfe. John declined

Gynene Sullivan. Will send an e-mail to general body for vote. Willie Brown will act as independent verifier of votes.

Bill Crockett. Also look at possible multiple representatives.

Willie Brown. Put forth development of succession plan between now and June 2013, as there is nothing in the bylaws.

John Wolfe. Isn't there an implied succession in the bylaws?

Gynene Sullivan. Built into the vice chair position, but no other successions.

Motion seconded and carried. Executive Committee will review bylaws and add to the goals.

- Joe Vivona, COO and Vice Chancellor, Finance and Administration Gave update of budget situation. For the year coming up, the COLA for January 2013 [is funded and](#) will happen. He believes that COLA/merit for 2014 will be applied statewide, [and funded, at the rates of 3% COLA on January 1, 2014](#) and 2.5% merit [on April 1, 2014](#). Beyond that we will do well in our budget requests. There are many things the State is responsible for. Like all social organizations, the USM is a confluence of many social pressures.

6. Confirm Next Meeting Date and Place:

**University of Maryland, College Park**  
**Tuesday, January 22, 2013**

## PROPOSAL FOR A USM EMPLOYEE ASSISTANCE PROGRAM

It is the recommendation of USM institutional human resource leadership (the Systemwide Human Resources Committee) that a single Employee Assistance Program (EAP) be established for all participating USM campuses and operational locations that elect to participate. The program will offer a valuable service for employees and their families and provide both a talent acquisition and retention advantage for USM institutions. Pricing for such programs depends greatly on number of participants, so a USM contract can offer significant cost benefits to individual institutions.

EAPs provide short-term counseling and/or referral for participants in areas including, but not limited to, alcohol/drug abuse, disability-oriented services, marital/family issues, financial, legal, childcare & eldercare resources and other problems that may reduce the employee's work performance.

Specific, core EAP services include:

- Toll-free Help-Line available to all participants on a twenty-four (24) hours per day, 365 days a year basis.
- Trained counselors who assess a participant's problem or reason for referral and makes an immediate referral to the closest EAP affiliate within two (2) hours of the initial contact, or as agreed upon with the participant.
- Assistance in locating appropriate referrals and resources if further counseling or treatment is recommended.
- Case-management that is comprehensive and ongoing with follow-ups via telephone, monitoring participant status throughout treatment.
- On-site training sessions on cyclical psychosocial issues and trends, the schedule of which being determined by USM participating institutional HR leadership.
- On-site Critical Incident Stress Debriefing (CISD) group meetings, as needed, for employees who have experienced job-related critical incidents.
- On-line services, to include feature articles, publications, library, webcasts, podcasts, CDs, and references on various topics related to health and wellness.
- Quarterly utilization reports.

The next step in the development of a USM EAP program is completion and issuance of an RFP. An inter-institution Human Resources committee is currently preparing such an RFP. A number of national organizations provide EAP programs, and it is expected that a USM RFP will generate a good deal of interest among these vendors.

November 14, 2012