

CUSS Meeting Minutes
 University of Maryland, CES
 Chesapeake Biological Laboratory
 Nice Hall, Building 452
 1 Williams Road, Solomons Island, MD 20688
 July 24, 2012

Members

Mi'Shaun Stevenson	BSU
Marie Meehan	BSU
Jesse Ketterman	FSU
Jackie Eberts	SU
Brenda Yarema	TU
Ron Butler	TU
Mary Hickey	TU
Absent	UB, CUSS Co-Secretary
Bill Crockett	UMB
Roy Ross	UMB
Gynene Sullivan	UMB, CUSS Vice Chair
Kathy Miller	UMBC
Brian Souders	UMBC, CUSS Co-Secretary
Gus Mercanti	UMCES
Absent	UMCP, CUSS Chair
Dolores Jackson	UMCP
Anthony Scorsune	UMUC
Mary E. Reed	USMO

Alternates/Guests

Karen Tyler	BSU
Jay Hegeman	FSU
Jayne French	TU
Dave DeLooze	UMB
Colette Becker	UMB
Nancy Bowers	UMB
Joel DeWyer	UMBC
Chenita Reddick	UMES

Welcome:

Tom Miller, Lab Director	UMCES

Chancellor's Liaison to CUSS:	USMO-HR
Rosario I. van Daalen	

Call to Order

1. Welcome and Introductions. Tom Miller, Lab Director of UMCES. CBL is one of four UMCES labs. Together we are supposed to create a "predictive ecology" as per orders of the State of Maryland. UMCES is taking a liberal approach to what exactly "predictive ecology" means. CBL was founded in 1925 by UMCP faculty member; it is the oldest of the four UMCES labs. Also, it is the oldest continuously state-supported marine lab in the United States. It is home to the USM's research fleet vessels as well.
2. June Minutes were approved with minor changes.
3. Chair's Report – Presented by Gynene Sullivan, Vice Chair
 - Certificates of Appreciation for 2011-12 CUSS members

Delayed this year and not available at this meeting to give out to everyone. Either they will be mailed out, or they will be presented to individuals at the August meeting.

- Year-end report materials – submissions due August 14

Willie wanted to get a brief statement from each Institution to demonstrate what Shared Governance means to each of our Institutions. Gynene will send an e-mail out to representatives for contributions, and will hope to have draft by the next meeting.

4. Chancellor's Liaison Report

Rosario van Daalen - Parental leave policy, approved on June 22, 2012 BOR meeting. Effective date of policy is September 1, 2012. Institutions-HR Offices are working on their procedures at this time to implement the policy.

Nancy Bowers - Pointed out that there is no clear start date for the policy.

Rosario van Daalen – The policy was formatted differently than usual and the dates are listed on the last page of the policy. The policy is effective on September 1, 2012; Institutions have until December 31, 2012 to complete implementation requirements, i.e. establishing a lactation room.

Rosario van Daalen – Taxability of Tuition Remission (TR) for USM retirees/ spouse/and dependents; and spouse/ dependents of deceased employees/retirees is now in effect. When this group of users of TR fill out a TR request form, they are also being asked to fill out a W-4 form. Under IRS regulations, the TR benefit may be taxable; guidelines and tax-chart have been posted on the USM website and are now part of the TR Request form. Bills for payment of taxes are now being prepared for the Spring 2012 and Summer semesters; Fall 2012 bills will be sent out after drop/add dates. The Tax impact could be as high as 40% of the value of Tuition Remission.

Brenda Yarema - Why do we care about this tax burden now, when taxes are due in April?

Rosario van Daalen – The USM as the employer offering this taxable benefit is required to collect the taxes during the calendar year the tuition remission benefit is used just as we would tax an employee's income. There are tremendous consequences to using the benefit and not taking into consideration the tax cost to the user. We want to make certain that employees are made aware of the possible consequences of these issues; if taxes are not paid, TR would not be available on the following semester. For years we have offered this benefit, but have not taxed

individuals. Now we are implementing a procedure, but we need to make absolutely certain that we are in compliance with tax law across the Institutions.

USMO has now hired a new senior vice chancellor of academic affairs, Joann (Jo) Boughman. She is returning to the USM after having left UMB several years ago.

Letters from the Chancellor to Institution Presidents and supervisors for the newly elected CUSS Executive Committee members will be sent out as soon as we provide Rosario with corresponding names/address for supervisors. The letters address the demanding roles that CUSS Executive Committee members have. All other CUSS members will also have letters sent to their supervisors from the CUSS Chair. New CUSS members will also receive a letter explaining their roles in CUSS.

Nancy Bowers - Can individuals receive a copy of the letters?

Rosario van Daalen - Individual CUSS members are copied on the letters.

Gynene Sullivan - In case there were some missing in the past, this year we will make certain that all members, primary and alternate members, receive a letter, as well as their supervisors and Presidents.

Rosario van Daalen - For those who work with Institutional Research or who work with grants and contracts, the Department of Labor has created a new series of job codes (IPEDS-SOC). These codes are used to generate reports which will provide reporting consistency among the Institutions. In the USM, there are 367 Nonexempt title codes, and 368 Exempt functional title codes – USMO-HR-RV identified the IPEDS-SOC codes for each of these titles; a very detailed and time consuming project. Faculty codes are being identified in Academic Affairs. This coding system will make Institutional Research offices' lives much easier.

Rosario van Daalen - July 31 is first meeting of the season for the Systemwide Compensation-Classification Committee and for the initiation of the Biennial Nonexempt Market Salary Survey- Salary Structure Review. There is a BOR commitment that the Nonexempt salary structure will have an adjustment on July 31, 2013.

Brenda Yarema - Staff member at TU asked about 2% COLA, someone asked if it was a salary adjustment. The question from the staff member was whether it was to base.

Rosario van Daalen - Yes, COLA is always an adjustment to base. MD General Assembly has also approved a merit increase for April 2014.

5. Old Business

- Discussion of agenda for CUSS/CUSF/USMCS meeting in November

Gynene Sullivan - At June meeting, Willie wanted to pose the question if everyone felt the joint meetings were useful. If they are not useful, should they simply be the Executive Committees of these three bodies?

Dave Delooze - It seems that when we have met with CUSF, it seems they benefit more than we do. We end up taking their charges. Has CUSF done anything for our benefit, and have they taken up our issues? The Executive Committees might meet and have a more productive meeting.

Gus Mercanti It is important to have at least the implied support of CUSF, if not their written support.

Dave Delooze. CUSF may have more impact with universities, but CUSS does with the Legislature.

Brenda Yarema. What is the purpose of the meetings, to pass resolutions or to make connections?

Gynene Sullivan. Might we meet after Chancellor's Council meetings so as to keep the lines of communication open? We're happy to keep the lines of communication open, and that may be only possible during the large meeting in November.

Dave Delooze - Motion: We will cease joint meetings, and the Executive Committees will meet with other CUSF/USMSC Executive Committees and/or chairs of those executive bodies. The CUSS Executive Committee will work to keep those lines of communication open.

Brenda Yarema. While it is a great meeting, is it worth the \$10,000 that was spent on it?

Mi'Shaun Stevenson seconded. A vote was held and the vote was unanimous.

Gynene Sullivan. At the June meeting there was a discussion that Executive Committee has communication liaison for marketing. A chair for each committee is still needed, but also a liaison to ensure accountability and timely reporting.

Joel DeWyer. What gap are we trying to fill by creating the liaison position?

Gynene Sullivan. There is a lack of balance of committee membership, and this liaison should work to communicate the messages and missions of each committee, thereby spreading the work of the committees out.

Mary Reed. What do you mean by marketing?

Gynene Sullivan. Expanding beyond CapWiz – using other social media to get the word out of what CUSS does.

Dave Delooze. Communications Committee needs to be made up of individuals who are astute with technology issues. Members at large could be liaisons, as they could have an other-duties-as-assigned part of their job descriptions. With other committees, the main issue is that committees do not always meet.

Gynene Sullivan. It was noted that this past year the committees did not actually meet.

Dave Delooze. Members at large need to step up to the plate with the communication aspect.

Brenda Yarema. Might it be possible for committees to meet to accomplish specific goals during their terms? We can use the CUSS meetings to report our actions between meetings.

Nancy Bowers. We need to focus more on being goal-oriented. We as a group need to develop our strategy, and roll that out to each committee.

Rosario van Daalen - There is an annual meeting that takes place between the Chancellor and the Executive Committee at the beginning of the CUSS year. It is time to start scheduling it; hopefully for early September.

Mi'Shaun Stevenson. We mentioned members at large. There is a breakdown in communications so that if committees are meeting separately. If committees are meeting separately, how is information shared?

Ron Butler. We should list in agenda committees and suggest that we need to give reports at each CUSS meeting.

Mary Reed - What is the current status of the CUSS web site?

Gynene Sullivan. It was forwarded to members for comments, have received comments, and will forward them on to USMO for posting. Material was audited for substance to make sure it was current and flows better. The design from USM web site was used to create a better flow. We will be able to see a draft of everything on web site prior to the new site going live. We also wanted to get number of total employees we represent through the USM. These numbers need to be obtained by CUSS members directly from their Institution HR Directors.

Mi'Shaun Stevenson. "CUSS Words"? Has anyone sent that follow-up information out?

Dave Delooze. Members At Large serve at the direction of the Chair. As such, the Chair can then appoint them to serve as communication liaison.

It was decided that there is no need for a special motion, and that the Chair is able to appoint communication liaisons.

- Discussion of goals for 2012-13

Gynene Sullivan. Would like to have an open brainstorming session as to what our goals should be. Throw ideas out there.

Brian Souders. Requested to have a brief break, then to put the brainstorming session in a separate document for easier editing and dissemination.

Gynene Sullivan. Approved, break for 5 minutes.

Break for lunch at 12:05 pm.

After lunch, we read over list, opted after lengthy discussion over first point, to have Chair condense list, send out list electronically for input of CUSS to get top points.

Top points will be sent out to all member (including new ones) with definition of committees, and representatives will be asked to select top three committee points.

6. New Business

- Executive Committee transition. Due to work commitments, Willie was not able to attend this last meeting of his term as Chair. We wish him the best and thank him for his service. Willie served three (3) consecutive terms as Chair. Gynene Sullivan, UMB is now the Chair; Mi'Shaun Stevenson, BSU the Vice Chair; the two Co-Secretaries are Brian Souders, UMBC and Nancy Bowers, UMB. This year we did a by-laws revision. There has been an update to by-laws, and we want it noted in the minutes that we do approve Nancy Bowers to be Co-secretary for the 2012-13, in spite of the fact that she is from the same institutions as another Executive Committee member (UMB), for lack of other members willing or able to serve. We thank Nancy for stepping up to the plate to accept this role.
- Ad-hoc committees for 2012-13. Rescheduled for August 2012 meeting.
- Coppin State Staff Layoffs. According to the Baltimore media, President hired 9 additional employees for his staff and then laid off 5 employees. Gynene called to Coppin to see what is going on; reported that it is a challenging time. Shared governance is, in the eyes of some, in word only. Overwhelming sentiment is that crumbs are being given from the table. Gynene is asking us for our feedback. Faculty have given the CSU President vote of no confidence. We are keeping it on our radar screen. Rosario states that Coppin has had difficulties for the past few years and the USM is aware of their issues.

- Brian Souders and Gynene Sullivan – Retention of Operationally Critical Staff requests - Is there an established route as to how these procedures should be handled?

Rosario van Daalen - Yes, in the Chancellor's Salary Guidelines and direction provided to the Institutions' HR Directors. There are HR procedures at each Institution.

- Confirm Next Meeting Date and Place

Salisbury University - Tuesday, August 14, 2012