

May 15, 2012  
 University of Maryland, Baltimore County  
 Information Technology and Engineering Bldg. (ITE)  
 1000 Hilltop Circle  
 Baltimore MD, 21250

**Members**

Marie Meehan	BSU
Absent	BSU
Absent	CSU
Absent	FSU
Jackie Eberts	SU
Absent	TU
Ron Butler	TU
Mary Hickey	TU
Absent	UB, CUSS Co-Secretary
Giordana Segneri	UB
Bill Crockett	UMB
Roy Ross	UMB
Gynene Sullivan	UMB, CUSS Vice Chair
Kathy Miller	UMBC
Brian Souders	UMBC, CUSS Co-Secretary
Gus Mercanti	UMCES
Willie Brown	UMCP, CUSS Chair
Absent	UMCP
Sister Maureen Schrimpe	UMCP
Anthony Scorsune	UMUC
Meredith Levesque	UMUC
Mary E. Reed	USMO

**Alternates/Guests**

Absent	BSU
Mi'Shaun Stevenson	BSU
Absent	CSU
Absent	UB
Absent	UMB
Nancy Bowers	UMB
Joel DeWyer	UMBC
Absent	UMBC
Absent	UMCP
Chenita Reddick	UMES
Noëlle Nelson	UMUC
Dorothy Caplan	UMBC
Carrie Sauter	UMBC
Stanyell Bruce	UMBC
Terry Aylsworth	UMBC
<b>Welcome:</b>	
Provost Philip Rous	UMBC
*****	
Chancellor's Liaison to CUSS:	USMO
Rosario I. van Daalen	
*****	

1. Meeting called to order.

2. Welcome And Introductions

Provost Dr. Philip J. Rous. Stage I of Performing Arts Building is to open this coming year. We have received approval for Stage II starting in the fall. Great honor to work with great faculty, staff and students; at UMBC we talk a lot about community, and the way that we have a shared set of values. Most importantly, we do every thing we can to support our students, and to work with the professional advancement of our staff and faculty. Provost Rous brings greetings from Dr. Freeman Hrabowski.

3. Approval of Minutes. Minutes were approved with minor edits.

4. Executive Committee Nominations:

a. Chair, Vice Chair, Secretaries

Willie Brown. We are a bit late, but we need to be gathering nominations for the coming year. Willie wants to nominate Gynene Sullivan as chair for next round.

Gus Mercanti. Is Willie Brown interested in serving a fourth term?

Willie Brown. While he has served three terms, he feels that he has served sufficiently, and Gynene is thoroughly ready for the job, having served in Willie's stead over the past year in multiple capacities.

Mi'shaun Stevenson. Nominates Willie Brown as chair.

Rosario van Daalen. You do not have to accept your nomination now.

Willie Brown. Will not accept right now, will not vote for himself, and he will consider the nomination. Given what is going on in his family life at the moment, a decision may be too based on emotions.

Gynene Stevenson. I would like to nominate Mi'shaun Stevenson.

Willie Brown. Seconded the nomination.

Mi'shaun Stevenson. If Gynene will groom her, she will accept the nomination.

Gynene Sullivan. Nominates Giordana Segneri.

Giordana Segneri. Not going to accept nomination, given a complete restructuring of governance structure at UB.

Willie Brown. Other volunteers?

Gus Mercanti. Would Brian Souders be interested?

Brian Souders. Not at this time, with my job responsibilities.

Willie Brown. Bill Crockett?

Gynene Sullivan. I nominate Brian Souders

Mi'shaun Stevenson. Second.

Brian Souders. Nothing will bring me more joy.

Willie Brown. Joel DeWyer?

Joel DeWyer. Given his current job responsibilities at this time, he will decline.

Willie Brown. We have another month for nominations, so we will revisit next month.

## 5. Chairs Report

Power point was distributed regarding special software to allow instructors and students see how they were making progress, minimizing easier parts, focusing more on parts that were more challenging.

□ General Assembly Special session. Roy Ross. Montgomery County delegation is not happy due to the perception that the budget is being balanced on the backs of the wealthy of Montgomery County.

Willie Brown. According to P.J. Hogan, COLA is still in the bill.

Giordana Segneri. Regarding a message that Brenda Yarema, we are actually being funded more than we were under previous budgets.

Bill Crockett. Efficiencies mean we are being funded at a lower level than we were five years ago.

Gus Mercanti. Last he heard USM-wise doomsday budget assumes a \$50 million cut.  
Willie Brown. His understanding is a \$10.6 million cut. We will not know final results until Thursday.

Mi'shaun Stevenson. How will this budget affect tuition rates?

Willie Brown. Has not been decided, we are hoping to have a better idea at the end of the day.

Rosario van Daalen. At end of 1990s and the start of the century, there was an expectation that we had to grow and build, waiting for the flood of students. Are the students coming to us? Are they going to community colleges or vocational schools instead, given the cost of education and the needs of the labor market?

Roy Ross. Looking at the number of adults attending vocational training at community colleges, Department of Labor is trying to get more back into vocations.

Smoking Policy. Willie Brown. Outlaw smoking in all areas in all USM Institutions, campus-wide, except for areas designated by Presidents and their Designates.

Rosario van Daalen. This issue is more problematic in the urban universities of UB and UMB. Enforcement is an issue.

Mi'shaun Stevenson. Towson has a smoke-free campus. Implementation was phased in.

Jackie Eberts. Salisbury has one as well; it's in its second year, and implementation is going smoothly.

Willie Brown. UMCP's student senate has had this motion before them twice and has voted it down twice.

Gender identity and expression policy. Willie Brown. Someone felt it was necessary to state explicitly that discrimination against gender identity was prohibited.

- BOR Awards were not approved at this meeting, but will be approved in the June meeting. They have a right to veto our nomination, but they never have in the past.

## 6. Vice-Chairs Report.

Policies and Procedures list. Starting from around two years ago, we are looking to have more standard list of what happens during which month of the CUSS year.

Jackie Eberts. Cannot find the chart, who will be hosting the August meeting.

Gynene Sullivan. We have Salisbury listed for August, looking toward the middle of the month.

Willie Brown. Last year was August 16; this year should be August 14.

Finally having time to have a look through the web site, if there are documents that should or should not be part of the final edits on the web site. Final look on the web site will be ready (hopefully) by August.

Rosario van Daalen. Will we go back to original stage where we can search by name, instead of the current pdf. document.

Orientation Packet. For new staff/faculty members

□ CUSS Stories. No CUSS stories thus far, will solicit via e-mail again.

Willie Brown. Approximately 90% of the archived materials have been scanned in.

Willie wants to know what to do with the electronic materials.

Rosario van Daalen. Put them on the CUS web site.

Gynene Sullivan. There may not be sufficient room on the server for these documents, and we may need to organize them.

Kathy Miller. Would one of the libraries want to keep the materials?

Willie Brown. That's an option; we can ask.

Roy Ross. I have so much materials to look for, what to keep, what to store, what gaps we need to fill.

Willie Brown. Once they are all scanned, we can then start the process of combing through the materials.

Gynene Sullivan. For future newsletters she wants pictures not of the institutions, but of the members of CUSS from each institution.

7. Chancellor's Liaison Report. Rosario van Daalen – amazed at the growth of the campus. May 16 is the last day to make any corrections to open enrollment. It is also the first day of the ExpressScripts pharmacy plan. Effective tomorrow they can print a card from the on-line site. Must be presented to pharmacist before benefit can be provided. We do not know yet of impact regarding the budget situation. There will be no reopening of enrollment plans if the doomsday budget goes through.

Adjustments to exempt salary structure – we have been told that we need to do readjustment to overall structure, and the impact is not that much to assure market competitiveness. (PLEASE edit, Rosario)

Rosario van Daalen. Challenges of post-July 1, 2011 hires and a lack of formal policy regarding their retirement plans. (Rosario – was not sure which aspects were on- and off-record). Would you care to fill in the blanks?

Mi'shaun Stevenson. Suggestion for moving forward. Based on real-time activities, is it possible for us to have a concrete meeting time for committees.

Willie Brown. Willie asked at the last meeting if it has been a problem that we did not have much time to meet in committees. We will add a more consistent time for committee meetings.

Willie Brown. Dates for coming year's meetings

SU: August 14, 2012

UB: September 25, 2012

FSU: October 23, 2012

UMCP: November 13, 2012 (Joint meeting)

USMO: December 11, 2012

BSU: January 22, 2013

Annapolis: February 19, 2013 (RvD, make it a soft date; confirm with Andy and P. J.)  
CSU: March 26, 2013  
TU: April 23, 2013  
UMB: May 21, 2013  
UMES: June 25, 2013  
UMCES: July 23, 2013

May meeting will be annual meeting schedule time.

Rosario van Daalen. Parental leave, especially for faculty, mostly with 9/10-month faculty members. While this policy is now in place for all faculty members, but now we need to address the needs of staff members. Not just pregnancy, but also for adoption, perhaps for foster children. Also addressing frequency of taking advantage of this policy. Anything we now do must also now be negotiated with unions.

Vice Presidents will address to what extent they want to open this up to staff at their meeting today. Looking at a maximum of eight weeks. Currently sick leave must be used. One option is to be allowed to use advanced sick leave immediately. It comes with a price; must be paid back. All these pieces are being reviewed, she will get this information to us after it has been reviewed and vetted.

Marie Meehan. Pay back half every pay period. If they decide to leave, how is repayment made?

Rosario van Daalen. It is taken from final paycheck.

Gus Mercanti. With faculty there is a bank of donated time. Does this exist for staff?

Rosario van Daalen. There is a leave reserve fund of unused personal leave days – there are thousands of unused days.

Mi'Shaun Stevenson. How do other Institutions work with the four-day work week, for Institutions with a 10-hour day, 40-hour work week?

Willie Brown. Who is doing this?

Roy Ross: Flex time is used by those who choose to use it.

Rosario van Daalen. UMCP, UMB may use the USM policy, adopted to its own in-house needs.

Mi'Shaun Stevenson. UMES's proposal may be to close campus completely on Fridays.

Nancy Bowers: you would be completely closed on Friday?

Mi'Shaun Stevenson. Yes, except for essential employees.

Nancy Bowers: Are campuses doing telework?

Rosario van Daalen: Yes.

Nancy Bowers: There are limitations as to who is able to take advantage of telework.

Many of the academic departments are not able to take advantage of this policy.

Bill Crockett: If you are required to have face time, you are not able to take advantage of this policy.

Nancy Bowers. What are other campuses doing to make this work?

Rosario van Daalen. There are specific requirements that must be followed in order to have a successful telecommuting strategy. However, missions of the Institutions are so different, there is no formal BOR policy on teleworking.

Bill Crockett: You can have either a pre-planned schedule, or you can have it as episodic opportunities. It is had, however, when staff have required face-time with students.

Rosario van Daalen. Many times supervisors feel the need to have their employees in house so as to assure they are working.

Mi'Shaun Stevenson. BSU has telework and flexible work – have done it for 14 years.

Noelle Nelson: Has been managing three employees telework – three senior employees who are able to do their work remotely. Training a transcript evaluator takes months; it made more sense to keep them on board.

Nancy Bowers: Are these policies in place at UMUC due to tradition of distance learning?

Noelle Nelson. Not necessarily.

Rosario van Daalen: Frequently teleworkers are the most valuable, most trusted employees.

## **Lunch**

### 8. BOR Awards Review Process Best Practices.

Willie Brown. Reduced paperwork in application packages. Examples are geared toward exempt staff, not to non-exempt staff. It is hard to see yourself as potential nominee if you are non-exempt. There was a suggestion to ask the very specific question, “What is it about this individual that makes him/her outstanding?”

Bill Crockett. What is the percentage of exempt to non-exempt in the scenario.

Rosario van Daalen. 55% to 45% from exempt to non-exempt

Bill Crockett. We need to have a concerted effort to reach out to non-exempt. We need to make process effective, efficient – and make the system easier to make the packets that we not water the packets down to show the prestige of the award.

Giordana Segneri. One thing she found difficult was evaluating people's resumes. How is the excellence reflected in their resume? It's more to list qualifications and skills.

Marie Meehan. I thought we were going to put more emphasis on job descriptions and not resumes.

Rosario van Daalen. Long has had issues with these categorizations of awards. All non-exempt should have a job description on file, at least in Human Resources. This description will facilitate how exactly the employee's contribution is above and beyond.

Meredith Levesque. Why don't we take examples from past recipients from both exempt and non-exempt employees?

Willie Brown. Maybe we should have separate sheets of paper to illustrate concrete examples.

Bill Crockett. And if we need more examples, we can put them on the web site.

Willie Brown. Final review by June meeting for updated package. As for content of package, should include job description, three one-page letters of recommendation. We are getting rid of resume altogether. We have templates from UMCP's procedures, shall we take them back to our institutions for review and evaluation for how to implement them on our campuses.

Bill Crockett. Realized versus unrealized savings, how exactly will we quantify savings to the Institution?

Jackie Eberts. What do we do if this happens in future years?

Meredith Levesque. Each Institution is responsible for evaluating all of its applications prior to submission.

Willie Brown. Each Institution will need to answer the question of why this person is outstanding, depending upon the nominee's job description. We are trying to get rid of the subjectivity.

Ron Butler. Having snapshots plus supporting documentation would be great. Their outstanding nature is noted in an executive summary.

Rosario van Daalen. Institutional review is essential. It works well at UMBC and UMCP. All issues are caught at the Institutional level and dealt with at the Institutional level.

Giordana Segneri. Does any Institution have it where it is part of a person's job?

Both Brian Souders and Joel DeWyer raised their hands; we have a representative at UMBC whose responsibility it is to coordinate these applications.

Bill Crockett. I'll bring up an old topic. We rush to get them done, but we then have it all grind to a halt when it goes to the BOR. We now won't know till June.

Meredith Levesque. Didn't BOR committee want nominations in March?

Willie Brown. Sent them to Wilma Ogburn (sp?) on March 2. Still not going to make an announcement until June.

Rosario van Daalen. Staff awards are a take-off of faculty awards. Anything that has to do with faculty is on an academic year, but staff are 12-month employees. Why not reconfigure the schedule?

Willie Brown. Since institutions are not uniform in their nominating of shared governance, it may be hard to find a calendar that works for everyone.

Gynene Sullivan. In the web site revamp we are hoping to get a snapshot of how individual campuses work with CUSS.

9. Performance Reviews Best Practices. Delayed until June meeting.

10. Old/New Business. No new and old business.

11. Meeting adjourned.

Next meeting: June 26, UMES