

AGENDA

July 23, 2013

University of Maryland Center for Environmental Science
Aquaculture and Restoration Ecology Laboratory (AREL)
Cambridge, MD 21613

10:00 a.m.

Call to Order

Welcome and Introductions

Director of Laboratory. 160 employees. Focus is on research on the Chesapeake Bay and its watersheds. Legislated goals are.

26 faculty – currents, jelly fish, bacteria. Largest Oyster hatchery on the East Coast. Train graduate students through program in UMCP.

Approval of Minutes from April, May and June

Chair's Report – As Past Chair, Willy led the meeting in Gynene's absence

Chancellor's Council meeting – 7/1/13- Willy shared Gynene's e-mail since she was unable to attend today's meeting.

Chancellor's Liaison's Report

Same sex marriages - Federal ruling for states that recognize same sex marriage. USM to revise tuition remission forms so that same sex marriage partners will not be taxed for tuition remission. Not sure of the impact of states surrounding Maryland (Virginia and Pennsylvania do not recognize same sex marriage). Those living in adjacent states and working for Maryland they will need to declare.

Health insurance - Systemwide wellness forum set up. First month meeting is August 16th at UMCP. Seeking Systemwide representation for institutions – probably from each HR office. Employees should look after their own wellness as a preventive measure.

ACA – Affordable Care Act – Federal government has extended the deadline to require employers to provide health care coverage to all employees working over 30 hours per week - to January 1, 2015 - USM will continue to maintain current momentum. Working with USM reviewing the data, reviewing the populations. Have made a decision for Adjunct Faculty – working $\frac{3}{4}$ time; 3 courses or 9 credits per semester. Assumption is that the 9 credits = 30 hours per week for prep and class time. August 20m is next meeting. Two staff members attending meeting – Mary Hickey and Brenda Yarema to represent the staff side. Student employees should not be working more than 20 hours per week. If so, we could lose the privilege of not having to deduct FICA taxes. We will continue to review this topic.

Students enrolled academically – we want to provide the opportunity for them to enroll in a health plan. Looking for a Systemwide opportunity. If not covered by their parents they could potentially get this health coverage. Still evolving.

We are hosting the second 2013 Open Enrollment on August 15th. Big event all day 9 to 4. For Benefits Coordinators and Morgan, St. Mary's and BCCC. Will address specific issues for institutions for higher education. Vendors are invited to give presentations and updates. Will provide an update after August 15th. New vendors, new concepts. EPO vs PPC and POS. More enrollments in EPO saves money. Rates increases may be minor for CY2014.

Transition from a fiscal year to a calendar year on January 1, 2014.. Employees need to be aware of spending out and closing out Flexible Spending Accounts.

Tuition Remission Policy. At the last meeting there was discussion about the 50% proposal. USMO prepared a costing model which was rejected within the USMO administrative Office. The data was too vague. Several members suggested different ways to price out the cost of the tuition remission. Send your ideas to Rosario. This is a serious issue and has been endorsed by the Chancellor. We just need to put a cost on it. Rosario asked HR coordinators for data. Many of them did not keep data. We have some data from past usage but it's the unknown that is hard to cost. If you have ideas, send them in.

Reminders from Rosario:

- Annual CUSS Newsletter needs to be finalized and distributed. She provided CUSS with the Chancellor's annual message finalized in April. The Newsletter also needs to include a report about the BOR award winners. Tony is waiting for all the committees articles.
- BOR awards. An email went out from Rosario. Winners have received their congratulation letters. The \$1000 award is split - \$500 from Regents; \$500 from their institution. The gift is taxed and processed through Payroll.
- December meeting at the USMO – Rosario checked room and guest availability. Usually invite the Chancellor, Andy Clark and PJ Hogan to give an update. Original date was December 17th December but they are not available; the meeting has been rescheduled for December 10. Members from Salisbury had issues with this date.
- Request to new CUSS Executive Committee Members. Send Rosario the contact information for your president and your supervisor. Chancellor sends a congratulatory letter to institution to help facilitate the transition and new role.
- August meeting at SU– Orientation for new members.

Ron Butler - I know I have a lot of questions. I appreciate all that you do for us, and I know your thinking has us in mind. I do have a concern in the shift in benefits cost. Can we influence the decision making?

Rosario - The USM is not involved in the discussion of the health care costs. We can recommend but our prior formal opportunity is no longer available due to the Legislative Bill passed to eliminate the HIAC (Health Insurance Advisory Council that Rosario served on to represent the USM since we have one third of the State employees.)

Ron Butler. That's why I'm concerned.

Willy - Approval of the past month's minutes:

- April 2013– approved. No corrections
- May 2013 – approved. No corrections
- June 2013 - approved. No corrections

Old Business

Year-end report to Chancellor's Council and Board of Regents

New Business

Evaluation of 2012-2013 Goals:

Willy – Distributed a copy of the 2012-2013 goals for review.

Willy - What was accomplished? What could have been done better? What should be continued.

Benefits and Compensation

Kathy (UMBC) - We conducted an institution audit of how each institution uses the performance evaluation system.

Rosario - To clarify – if a merit is to be given, there must be a performance evaluation. For about three of four years annual evaluations at most institutions were curtailed. The money that we get on April 2014 will be for the review that was completed for March 31, 2013, as this would have been the money we would have gotten on July 1, 2013 but delayed by the General Assembly for nine months.

During the discussion CUSS Members remembered that in the past Nonexempts who got a higher than “Meets Standards” evaluation could get more of an increase – up to another 2.5%. This stopped back in the early 2000s when there were budget problems. This is where CUSS really needs to make its presence noticed. Went over the history. Survey of Nonexempt ratings and extra merit increases practice at each Institution was created by CUSS initiative and it needs to be continued. Request a copy from USMO Administration since it is part of the Chancellor's Salary Guidelines and required reports.

Communications

Jayne French - There is a video conferencing room on every campus. Committee will inventory the rooms; however, this is easier to do now. Web site is being managed by Gynene; they have been working with her. Annapolis meeting – have a CUSS business card made for passing out at February meeting

Willy - Should we make it a standard operating procedure that there is video or teleconferencing at each meeting? At minimum we should have teleconferencing.

Social media

Jayne French. Not too much interest.

Jen. Improve awareness of CUSS at institutions.

Joel. We sent out a survey to CUSS members to ask how does CUSS report to the individual campus. We were going to use the data to determine the best way to communicate.

We have the survey data, the next discussion will be to decide how we want to communicate.

Willy so carry over to next year

Legislative Affairs – ongoing with Andy Clark and PJ Hogan,

Executive Committee

Willie- Recommendation is to revisit the bylaws for succession issues. There was a discussion within the Executive Committee. Should there be a procedure in the bylaws to deal with succession.

Mary Hickey. We need to have some kind of bylaw change. Make it vague/broad succession policy in the bylaws.

Willy. So we'll carry over to next years.

Board of Regents Award process.

Jen. We decided to keep the packet similar but we updated the evaluation form. Made it more relevant to scoring; guide for how to do an evaluation. Also, the committee would screen each nomination package. BOR Award Committee would evaluate to make sure each package is acceptable.

John. I have been the facilitator of the faculty award. Packages are eliminated if it does not meet the criteria.

Willy. We have not been that rough yet.

Jen. It's a timeline issue. We would review and give feedback to campus if something is missing.

John. CUSF barks louder! Proportionally, we should be putting through more award nominations.

Nancy. Can our two committees – communications and outreach work together to get the word out?

Joel. Yes, that's where we were headed.

John. Change the cycle.

Joel. Nothing we do can change the BOR calendar.

John. CUSF violated the flow. The BOR awards are to be finalized in January. CUSF decided to wait until February and March. Because of this the staff awards got delayed. Staff should not be second-class citizens to faculty issues.

Willy – Need to get the Chancellor on board to challenge the Presidents to submit more nominations.

Rosario - Enlist the help of the chief HR person. Get their buy-in. They can help get the word out and perhaps provide suggestions.

Willy. Affirm the effectiveness of shared governance

John. My experience in shared governance goes back to the 1960s. Has observed that people do not have foundational knowledge about what shared governance is. There are several clauses in the BOR policy – especially for staff. 'Based on expertise – students, staff, and faculty – they can participate. Was amazed at the number of people who did not understand the policy. It is very vague.

Issue is that faculty will push for things at the exclusion of students and staff. Go to faculty senate meetings. It's an open meeting. CUSS needs to engage CUSF leadership to work with the Executive Committee.

Makes us equal-to and not superior-to faculty. It's part of his motivation for getting back on to CUSS.

Willy. So you are saying that we need to engage CUSF more often. Perhaps on a quarterly basis.

Willy. I'd like to propose that we have a quarterly meeting with CUSS' and CUSF's Executive Committees. Also, have the CUSS member attend the CUSF meeting when scheduled at their Institution. Additionally we can offer the same opportunity.

Willy. This is great – I've been trying to get more involvement for years.

Kathryn. We did some work but should be carried over for next year.

Ideas for 2013-2014 Goals

New Goals for upcoming year:

Kathryn. Elder care.

Rosario. The new RFP for Systemwide employee assistance program includes a large component for addressing eldercare issues – Keep an eye on it.

Kathryn. Mentioned that Doris Jackson shared the UMCP website

Jayne French announced that Bernard Wynder passed away two days ago.

Annual Certificates of Appreciation for CUSS members – Distributed to all present. The rest will be sent to Institutions.

Willy. This is the final meeting for this group. In August there will be a new group and executive committee.

Rosario. See the June minutes, page 4. In June there was the question about what are we permitted to say to employees. S Not taking action is voting!

He added a statement to minutes that could be subtly shared with union members. She read the notes....

Rosario. If you don't vote you are stating that you are Ok with what's happening. ULP could be levied on the USM if we speak about

Confirmed Next Meeting Date and Place: Salisbury University - Tuesday, August 13, 2013.