

June 25, 2013

University of Maryland Eastern Shore
Allen J. Singleton Room, Student Services Center
Princess Anne, MD 21863
10:00 a.m.

In Attendance:

Primary	Institution	Alternate	Institution
Sheila Chase	CSU	Karen Tyler	BSU
Absent	FSU	Paul Gasior	SU
Lisa Gray	SU	Jayne French	TU
Ron Butler	TU	William Crockett	UMB
Mary Hickey	TU, Member-at-Large	Dana Wimbish	UMCP
Brenda Yarema	TU	Chenita Reddick	UMES
Dan Nagle	UB	Lisa Andrews	UMUC
Kristen Tull	UB		
Gynene Sullivan	UMB, Chair		
Nancy Bowers	UMB, Co-Secretary	Chancellor's Liaison to CUSS Rosario van Daalen	USMO
Kathlyn Miller	UMBC		
Brian Souders	UMBC, Co-Secretary		
Barbara Higgins	UMCES		
Dolores Jackson	UMCP, Member-at-Large		
Sister Maureen Schrimpe	UMCP		
Rená Finney	UMES		
Calynn Offer	UMUC		
Tony Scorsone	UMUC		
Absent	USMO		

1. Welcome and Introductions

Welcome by Rená Finney and Chenita Reddick. UMES is proud to be graduating its first pharmacy cohort in May. New engineering building will be breaking ground in the fall. New library should be breaking ground in the next few years.

2. Minutes from May approved with minor edits. Rosario has additional edits and will get them to the co-secretaries after today's meeting.

3. Chair's Report

- Chancellor's Council meeting – 6/3/13

Status of Enhancement Funding and report to the Joint Chairs was discussed. In previous legislative budget, we received some funding to enhance certain programming across system. But with proviso that we have evaluation mechanism and goals for funds. This must occur by July 1. Questions that will be answered by the report include How will funds be used for course redesign? How will it be used for STEM fields? How will it enhance course completion? Report on expenditures is due December 1, 2013 so that it can be used for CY 2014 legislative session.

Chancellor also gave updates on Meet and Confer Guidelines.

Rosario van Daalen. Meet and Confer was established to address concerns of adjunct faculty and graduate assistants in a formal setting. It is not Collective Bargaining. Not much activity going on at this point. Members of these employee groups and management have open door for discussion. Eventually may have American Federation of Teachers (AFT) as driver of enthusiasm to have sufficient numbers to introduce legislation for collective bargaining. AFT is asking for a lot of data from USMO and the Institutions. Two years ago USMO evaluated policies and practices across the USM for these groups. Results varied widely Systemwide. A huge improvement has been made on previous status and now there may not be much interest in union representation.

- USM Work Group on Patient Protection and Affordable Care Act (ACA) – 6/6/13

Gynene Sullivan. Chancellor gave ACA implementation update. We have been invited to participate on this work group's meetings to help with outreach. Mary Hickey and Brenda Yarema have been attending.

Brenda Yarema. Issue discussed was ACA mandates that employees working 30 hours or more per week are eligible for health care and they must be provided with the opportunity to participate in the employer's plan. Question revolves on part-time employees and Adjunct Faculty. The USMO and the Institutions are taking a six-month snapshot of hours worked to determine the eligibility for the health care. Adjunct faculty are a source of concern. Are those who teach two or three courses considered to be meeting that 30-hour threshold? Systemwide discussions are taking place to develop an agreement on formula for adjunct faculty to calculate the 30-hour threshold. Course prep time in addition to teaching time is being considered. Toward end of conference call, the discussion turned to health care coverage for students. Students are on parents' health care until they are 26. However, some parents may not have health care. The idea is to offer group health care to students at full cost but at more reasonable and affordable rates. Next call is this Thursday, June 27. The group's work must be concluded by October 1, 2013 so they can present best options to Chancellor.

Paul Gasior. What about adjunct faculty who are retired? Internship supervisors can easily reach this threshold.

Lisa Andrews: Is there any question re. universities who use insurance contractors already?

Rosario van Daalen: There are discussions to offer a health care plan to students, but there is no obligation under ACA to offer it to students.

Brenda Yarema. If there are any questions, please e-mail me.

4. Chancellor's Liaison's Report

Rosario van Daalen. Regarding ACA report, the State Department of Budget and Management-Employee Benefits Division (DBM-EBD) contracted Siegel Consultants to develop the survey to gather data from all State agencies, including the USM. Initial wording on survey was problematic. However, USM worked closely with DBM-EBD to provide accurate data. Determination of full- and part-time work hours and the 30hr workweek required under ACA has been most challenging for Institutions of Higher Education across the nation. USM sent 55,444 names of employees for the six-month sampling period, of which approximately 10,000 need to be analyzed further. Expected to boil down to 2000 or so who are eligible for health care, of whom perhaps 800-1000 Adjunct Faculty will need to be analyzed further for ACA eligibility once the final criteria to calculate the 30 hours has been established. We hope to have final numbers by end of July. We want to offer service to students at a reduced cost for those who do not have insurance through parents. Second open enrollment for 2013 will start in October. Information is expected to be provided at end of August.

October 1 to 31 will be dates for Open Enrollment. IVR will close October 14-18, then reopen for October 21 to 31. Rosario indicated that the appropriate communication is key during this period due to the many upcoming changes, in particular to those newly eligible through ACA. It is also important for those who will not qualify for the employer health care and will need to enroll in the "Exchange". Many questions regarding ACA and many feel as if we are marching ahead with little guidance.

BOR approved the Biennial Nonexempt Market Salary Survey report and the proposed increase to the Nonexempt Salary Structure. The approved salary structure will go into effect the first full pay period of January 2014 (January 8 for the former BOT Institutions; January 12 for the UM Institutions). The Biennial Exempt Market Salary Survey is expected to start at end of July 2014.

The two DBM-EBD ORP Handbooks for Retiree Health Benefits have been posted now on the USM-HR website. Employees enrolled in the ORP are encouraged to review these handbooks now and not wait for retirement time. Due to changes from the 2011

legislative session two handbooks have been created: One for those hired “before or on June 30, 2011” and a second one for those hired “on or after July 1, 2011”.

Optional Retirement Program **HANDBOOK** for Retiree Health Benefits for Employees **HIRED BEFORE OR ON JUNE 30, 2011**

Optional Retirement Program **HANDBOOK** for Retiree Health Benefits for Employees **HIRED ON OR AFTER JULY 1, 2011**

The criteria to qualify for retiree health benefits has changed and it is primarily the difference of having a minimum of 5 years service vs. 10 years service in order to qualify for the retiree health care and receive a portion of the employer cost. Trend now is for a greater number of Exempt Staff employees to enroll in the ORP. More are enrolling in Fidelity instead of TIAA-CREF. More Faculty employees tend to enroll in TIAA-CREF. At the time of retirement, DBM-EBD expects ORP retirees to fill out the following packet of forms found on the USM-HR website:

Optional Retirement Program Retiree Health Benefits Enrollment FORMS PACKET to apply for Health Benefits with DBM-EBD Now that these forms are available, Rosario highly recommends that employees start filling out these forms. It is best to start at time of hire to capture signatures and dates of employment before information is lost.

The tuition remission motion proposed by CUSF and CUSS to amend (VII-4.20) BOR-USM Policy VII-4.20, Section **IV.B. Spouses and Dependent Children of USM Employees and Retirees Whose**

Employment Began on or after January 1, 1990... - 2. Degree-Granting Institutions - a. Spouses and dependent children of Employees or Retirees from degree granting institutions may receive full tuition remission of one hundred percent (100 %) on courses toward a first undergraduate degree at the institution where the spouse or parent is employed (“home institution”). The proposal is to offer 50% tuition remission for courses taken at any USM Institution.

The proposal has not moved forward because developing a costing methodology is an issue. A probable cost was arrived at by USMO, but much of cost was based on guesstimates and more work has been requested.

Mary Hickey. Is there any way to back track and see who used tuition remission from the past ten years? We have past data, and nothing for the future.

Discussion started on possible costing models for the proposed tuition remission determination. Rosario asked all members to send her their ideas and suggestions in order to come up with a solution.

Rosario van Daalen. Questions came up regarding who would be impacted at USM Institutions regarding union service fees. Effective October 1, 2013, under collective bargaining, unions can start talking about service fees and negotiating with the employees they represent at USM Institutions. The ability to charge a service fee must be ratified by the employees before it is added to the MOU. Even though law permits service fees under collective bargaining, it is up to employees whether they want to pay this fee or not.

Nancy Bowers. What is an appropriate way to give these people a heads up?

Rosario van Daalen. No formal way for CUSS members to raise this issue or to get involved. Employees who are Managerial, Supervisory or Confidential or who do not have a union representing employees at their Institution are under Shared Governance and will not be paying a union service fee.

5. Old Business

- Nominations of Executive Committee

Current nominees for Chair is Bill Crockett (UMB). Nominations open for Chair. No other nominations for chair. Nominations closed. With no additional nominations, Bill elected chair by acclamation.

Current nominees for Vice-Chair are Ron Butler (Towson) Dana Wimbish (UMCP). No other nominations. Paper ballot. Dana Wimbish is Vice Chair.

Current nominees for Co-Secretary. Kristen Tull (UB) is sole nominee, open for second nomination. Mary Hickey nominated and turned down nomination. Lisa Gray (SU) self nominated. Nominations closed. By acclamation Lisa and Kristen are co-secretaries.

- Year-end report to Chancellor's Council and Board of Regents is due. Please get drafts of reports to Gynene by the July meeting.
- July meeting

To be held at UMCES Cambridge. Will rotate off our future representatives, plus have brainstorming session for the coming year.

6. New Business

- 2013-2014 Meeting Calendar. Calendar confirmed. August 13 at SU, September 24 at UMB, October 22 at FSU, November 19 at UMCP (joint meeting, but need to have a discussion with CUSF), December 10/17 at USMO (pending Chancellor's availability, Rosario to confirm), January 28 at UMUC, February 25 in Annapolis (dependent on Andy/PJ re. budget), March 25 at CSU, April 22 at TU, May 20 at UMBC, June 24 at BSU, July 22 UMCES Cambridge.

7. Committee meetings (½ hour).

8. Committee updates

- Benefits and Compensation

Discussion on performance evaluations for best practices' analysis. Set goals for next year. Brenda Yarema will be chair next year.

- Community Outreach and Recognition

Reviewed streamlining of awards process. Awaiting results and feedback. Refocus as need be after feedback.

- Communications

Tony Scorscone. Looking further into what communications platforms can be used for those who cannot attend meetings. Looked into having business cards for Annapolis day. Propose monthly feedback reports from each institution on how things have been reported to individual Institutions. CUSS web site diagnostic.

- Legislative

Roy Ross. Andy and PJ had had discussions about our CUSS day in Annapolis, how we might better organize it. Not had a chance to follow up about it. Want to know what USM legislative agenda ahead of time, October or November at the latest. Look at in legislation can directly affect staff. Encourage getting to know individual legislators so that we can touch base in February.

- Executive Committee

Brainstormed for next executive committee, increasing CUSS presence at individual **BOR** meetings. Held on campuses throughout system, hoping to get more CUSS members at all **BOR** main and sub-committee meetings. Also discuss dates for joint meeting in November to get more student involvement, possibly change dates or times.

9. Confirm Next Meeting Date and Place: University of Maryland Center for Environmental Science – Cambridge, MD; Tuesday, July 23, 2013