

March 26, 2013
Coppin State University
 Talon Center, Room 218
 2500 West North Avenue
 Baltimore, MD 21216-3698

10:00 a.m.

| Primary | Institution | Alternate | Institution |
|-------------------------|----------------------|---|--------------------|
| Marie Meehan | BSU | Trish E. Johnson | BSU |
| Karen Tyler | BSU | April Johnson | BSU |
| Marcia Cephus | CSU | Ruben Stevenson | FSU |
| Jen Ziegenfus | SU | Bernard Wynder | FSU |
| Mary Hickey | TU (Member-at-Large) | Jayne French | TU |
| Kristen Tull | UB | Bill Crockett | UMB |
| Nancy Bowers | UMB (Co-Secretary) | Joel DeWyer | UMBC |
| Gynene Sullivan | UMB (Chair) | Chenita Reddick | UMES |
| Roy Ross | UMB | | |
| Brian Souders | UMBC (Co-Secretary) | Chancellor's Liaison to CUSS Rosario van Daalen | USMO |
| Kathlyn Miller | UMBC | | |
| Gus Mercanti | UMCES (by phone) | | |
| Sister Maureen Schrimpe | UMCP | | |
| Willie Brown | UMCP (Past Chair) | | |
| Calynn Offer | UMUC | | |
| Anthony Scorsune | UMUC | | |

Call to Order

1. Welcome and Introductions

Dr. Mortimer Neufville, interim president of CSU extended welcoming remarks. Values the role of staff on campus. Valued members on campus. Critical to the success of the campus and relationships with students. Critical player in shared governance. He has failed at retirement three times. His motto is "Enjoy what you are doing. If not, it's time to move on".

Unable to present January 2013 minutes due to some technological glitches, will present them for review at the April 2013 meeting.

2. Committee meetings.

Gynene proposed 30 minutes for committees to meet instead of immediate report of Chair's Report.

3. Chair's Report. Willie Brown reported, as Gynene was unable to attend the meetings.

The full report of the minutes will be available in a couple of months on the BOR website: www.usmd.edu/boardofregents/agenda

- Board of Regents' Meeting – 2/15/13

CUSF passed motion regarding BOR policy on tuition remission, spouse or dependent child may attend 50% tuition at institutions where the programs are not offered at home institution or if not admitted to home institutions, passed motion requesting a change that the spouse/dependent child be able to attend any USM institution, instead

Senate Chairs' Annual Shared Governance Review. In order to further shared governance, need to prepare yearly report to be given to the chair of CUSF.

Moved to have CUSF write for *The Faculty Voice*.

BOR will hold a retreat to focus on the creating more jobs and increasing international activities

- Chancellor's Council meeting – 3/4/13

CUSF will finalize their elections in April. Students passed resolution to support Governor's budget. With sequestration, we will lose \$150 million to state budget. Over \$1 billion in rainy day funds, we are \$34 million under budget, so we are hoping that there will not be a major impact on the State budget.

Faculty/staff retention language has been put into BURFA.

Long discussion about campus safety, what to do to be more aware about issues of mental health and campus safety. What can we do to improve resources to deal with mental health issues?

Gynene Sullivan. What kind of language was used in regard to sequestration?

Willie Brown. Unsure what will happen at this moment.

Rosario van Daalen. As far as staffing is concerned, grant-funded researchers are concerned about sequestration's i on their experiments and projects.

Karen Tyler: Long discussions about campus safety. Was there an impetus other than the shootings in December?

Willie Brown. There is a national trend throughout the US, few universities have the resources to work with students with mental health issues.

Joel DeWyer. UMBC has a grant-funded program (from Verizon Foundation) regarding domestic violence. Also the Green Dot program, and Mental Health First Aid for the past four years training staff and faculty on mental health awareness and what to do in specific situations. Additional information is available at www.umbc.edu/saf

Gynene Sullivan. How is the Mental Health First Aid funded? By grant?

Joel DeWyer. It is self-funded, but it is very low cost.

4. Chancellor's Liaison Report

Rosario van Daalen. There will be two (2) Open Enrollment periods in calendar year 2013. The first one in the Spring (April 16-30; corrections May 8-15) for coverage in July-December 2013 (six months). The second one in the Fall (October 1-30) for coverage in January-December 2014 (full year) and we will be on a calendar year cycle from then on. Address our enrollment/changes/revisions as quickly as possible via the IVR, as noted in your Open Enrollment materials. Access to the IVR will get very busy the longer you wait. A summary of your IVR activity will be provided to you two days after your input; review carefully in case errors were made in your input which must be corrected by no later than May 15 at midnight and the IVR will be extremely busy and difficult to access.

Only vendor change is with the life insurance vendor. Will now have Minnesota Life Insurance effective July 1, 2013; State is dropping Metropolitan Life.

On January 1, 2014, we will be faced with the new regulations and implementation of the Affordable Care Act (ACA – aka Health Reform, or Obama Care)

ACA impacts Higher Education institutions with stricter regulations – requirement that Adjunct Faculty, Contract Faculty and Contingent Category 1 and 2 Staff employees working 30 hours/week or more must be covered under ACA. USMO is currently working on researching these issues in conjunction with DBM-EBD. A lot of work will need to be done before Open Enrollment this Fall in order to communicate the guidelines with the employees.

Willie Brown. With two open enrollments, will there be a renegotiation of contracts?

Rosario van Daalen. Not sure at this time. Probably not, there will not be sufficient time to do so, but as soon as we find out any information we will let you know.

Willie asked about staff retention. Rosario had asked PJ/Andy for an update. The Senate had passed it, and they also had been in contact with key members of house and confirmed that it would be supported.

The Biennial Nonexempt Market Salary Survey and report regarding a proposed increase to the Nonexempt Salary Structure is underway. Discussions are being finalized at the AdminVPs level and will then the proposal will be shared with the unions for their information and response. The committee presented a proposal that requested a very aggressive change to the salary structure. The attempt is to get very close to the market at an affordable cost. The new salary structure would be effective on the first full pay period of January 2014 (January 8 for the former BOT Institutions; January 12 for the UM Institutions). A 3% COLA is effective on January 1, 2014. After that adjustment, only employees who fall below the minimum of each Pay Range in the proposed structure will then be brought up to the new minimum. This approach would help to bring salaries more in line with the market.

The Fair Share bill is supported and moving forward in both the House and the Senate. The bill will provide the opportunity to collect “Service Fees: under

collective bargaining from employees “Represented by the Union” and it does NOT apply to “Excluded employees” who are in Supervisory, Managerial or Confidential positions. A Service Fee is NOT the same as “Members Dues” which are voluntary. The USM will remain silent on this bill. It will be up to the unions to inform their constituents. We don’t have much information at this time from the unions, but we approximate the Service Fee may be \$13 per pay period. Since this bill does not impact employees under Shared Governance, CUSS will not play a role in addressing it in Annapolis or at the Institutions.

Bill Crockett. And it is important that we remain silent on this issue; we cannot be seen as unduly influencing this decision.

Rosario van Daalen. The HR Office has been asked by Chancellor to price out the Tuition Remission proposed revisions to provide (in brief words without details) 50% coverage across any Institution of the USM, presented by CUSF and CUSS to the Chancellor at the joint meeting last November. This is a very difficult task we are undertaking due to the many “unknowns” that come into play, but we are moving forward creating scenarios and models trying to come up with a dollar figure and present the recommendations. We expect to present the first draft to the Admin VPs at their May meeting.

Marcia Cephus. Will the results of the survey have an actual impact on the decision to implement the policy?

Rosario van Daalen. Possibly, but there is a strong support to try to come up with models that will provide the possibility of the requested revision. The many factors that come into play are directly related to: the spouse/dependent population we may have during any one semester in the future; admission to the Institution other than home; whether the student population is using this benefit is higher or lower and many more.

Roy Ross. Can you touch base on calendar year vs. fiscal year COLA and Merit increases? Will it affect our academic and fiscal year?

Rosario van Daalen. Will never affect academic year. State of Maryland lives by a fiscal year, and pay will remain on a fiscal year calendar. This year we are working under unusual circumstances. It will not be the norm.

DBM-EBD ORP handbook for employees hired on or after July 1, 2011 will soon be available – these are the regulations to follow for the purposes of health benefits upon retirement. DBM-EBD and USMO HR developed this document to create a process for employees to record all their State of Maryland service time whether it is with an Institution of Higher Education or another State Agency. State service under the pension system and also under the ORP is considered for purposes of “vesting years” in order to qualify for the DBM-EBD Health Benefit. Law changed in 2011 (now must have 10 years service in order to qualify for retiree subsidy), so booklet original handbook was temporarily removed and it is being changed for employees hired on or after July 1, 2011. Rosario will review when ready and then post. Rosario said she would send the link. The DBM-EBD ORP booklet for employees hired before or on June 30, 2011 (must have 5 years

service in order to qualify for retiree subsidy) will be reposted shortly.

Sister Maureen. Are the raises scheduled pretty solid?

Rosario van Daalen. Yes – we will receive 3% COLA on January 1, 2014; and for employees who receive a “Meet Standards” rating on their performance evaluation for the review cycle ending on March 31, 2012, a 2.5% merit will be provided for Nonexempt and an average of 2.5% for Exempt and Faculty on April 1, 2014.

5. Committee Reports

Compensation Committee. Kathy Miller. Currently compiling a report with goals, and researched individual Institutions for their comparative evaluation mechanisms (two- or multi-leveled evaluation system), as well as any information on wellness initiatives. Five-level system is seen as too much work for no reward, while two-level award is barely a pat on the back.

Marcia Cephus. As chair of CSU Staff Senate, she is pushing for more use of PDP to provide effective feedback for retention, firing, references down the line.

Rosario van Daalen. Some Institutions have not actively used the Performance Evaluation program since there has been no budget for increases. However, that is unfortunate because there are numerous other reasons to conduct evaluations regardless of availability of funds.

Gynene Sullivan. BOR is very interested in how the Performance Evaluation program is being used, or not used, by the Institutions.

Willie. Underlying cause of failure and not using the Performance Evaluation program is that we have supervisors/managers who have not been trained as supervisors/managers, who may not realize the importance of the Performance Evaluation program.

Legislative Affairs. Roy Ross. Thanks first for the excellent lunch in Annapolis, courtesy of the Chancellor’s Office. Eighteen were present in Annapolis that day. CUSS is using a new format for the Annual CUSS Legislative Day; it seems to be an effective format. Trip was successful. One CUSS member, Jayne French, received follow-up response from her visit. Going forward, the Legislative Committee will work on devising a strategy for future visits; will partner with Andy Clark for a bigger/better impact. Feedback from this year’s visit: bring own business cards, and include contact information (phone number or email address) on the CUSS letter.

Trips to Annapolis are fairly new, they were previously just Roy and another CUSS member or two. This way is more effective and efficient. Can actually meet our representatives in person. Need to tweak it such that we are a bit more organized on Annapolis Day; need to organize a bit better as to who to which office.

Gynene Sullivan. There is also a discussion of better coordinating with CUSF

given the joint nature of our concerns. We should also better coordinate time with individuals that USMO feels we might work with regarding CUSS/CUSF concerns.

Communications. Tony Scorsune. Incorporate more technology to CUSS activities. Re. video conferencing, we all should have the ability to meet virtually.

Rosario van Daalen. The USM Interactive Video Network (IVN) has been in place for 10-15 years, but it has priority for teaching classes. It is usually set in building that may not be suitable for meeting arrangements. The scheduling is managed by the USMO. Social media might not be feasible.

Marcia Cephus. Has no PSS web site, and she has been working on it for two years. If IVN won't work, what about Skype?

Tony Scorsune. He'd be happy to look into Skype possibilities.

Community Outreach. Jen Ziegenfus. Two goals – improve awareness of CUSS at Institution level. Compiled information regarding whom CUSS reports to and how. Goal 2 was working on BoR Awards Process. Main comment was that there needs to be consistency in the optional materials – shall they be scored or not.

Marcia Cephus. How do you rate a job description? Is it simply something that we check yes or no whether it is included?

Marie Meehan. Instead of a job description, they included a resume. How do we score it?

Chenita Roddick. Position description tells what exactly the job description requires.

Rosario van Daalen. In previous years it was a challenge for some Nonexempt Staff employees to provide a resume, so the position description provided by the supervisor is particularly helpful.

Marcia Cephus. Can you see the position description as a check-list item or a graded item? (most say yes).

Jen Ziegenfus. Some evaluated optional materials, others did not. They want to be consistent in points.

Sister Maureen. Depends on who is doing the nomination.

Joel DeWyer. Optional materials are great and supportive of what is being written, but shall we include them in scoring process.

Bill Crockett. Need to remove word “optional” out of application. Need to introduce weighted measures for criteria.

Gynene Sullivan. Great that we are having this discussion, and that we need to find a mechanism that works to us.

Jen Ziegenfus. Also has a template of what a winning packet looks like.

Executive Committee Report. We are starting the review of by-laws and

constitution.

6. Old Business

- CUSS Retreat – appointment of ad hoc committee. Is anyone interested in serving on a committee to evaluate what a retreat might look like to explore if there is any need for a retreat. If no volunteers, then there is no need to have a retreat. Roy volunteered, and Willie will help. Jayne French offered to help out.
- Nominations and Elections of Vice Chair - In the January 2013 the Executive Committee decided that the position of Vice Chair would be fulfilled in the interim by members of the Executive Committee. However, upon further review of the bylaws and additional discussion, the decision was made to re-open nominations and elections for the position of Vice Chair. The nominees for the position of Vice Chair are - Willie Brown. Willie Brown has been nominated for Vice Chair. Section III(1) of the CUSS Constitution currently stipulates that no two members of the Executive Committee shall be from the same institution. Therefore, let it be entered into the minutes that the Council is aware of this requirement, that it approves the vote by acclamation for Willie Brown as Vice Chair for the remainder of the term.

7. New Business

Apportionment survey. Done by each institution every fourth year, determines membership on each institution on CUSS. Will report back by April meeting.

Willie Brown. Andy wants us to be more strategic in our work with CUSF and the General Assembly, as there will be a new election with a new General Assembly. Joint attack on the General Assembly to educate them on the projects of the USM.

8. Confirm Next Meeting Date and Place: **Towson University Tuesday, April 23, 2013**