

Council of University System Staff Roster 2014-2015

Location: USMO

Date: 12/9/14

| Bowie State University | | | |
|----------------------------|-------------------|-----------|--------------------|
| X | Trish E. Johnson | Primary | |
| X | Trenita Johnson | Primary | Member at Large |
| | Linda Parker-Ford | Alternate | |
| | | Alternate | |
| Coppin State University | | | |
| x | Sheila Chase | Primary | Executive (Co-Sec) |
| x | Sherrye Larkins | Primary | |
| | Keri S. Hickey | Alternate | |
| x | Yvonne V. Cook | Alternate | |
| Frostburg State University | | | |
| | Jay Hegeman | Primary | |
| | Jesse Ketterman | Primary | |
| | Rubin Stevenson | Alternate | |
| | Stacy Wassell | Alternate | |
| Salisbury University | | | |
| x | Lisa Gray | Primary | Executive (Co-Sec) |
| | Paul Gasior | Primary | |
| | | Alternate | |
| | | Alternate | |
| Towson University | | | |
| x | Mary Hickey | Primary | Benefits (Chair) |
| | Gay Pinder | Primary | |
| x | Deniz Erman | Primary | |
| | | Alternate | |

| University of Maryland, Baltimore | | | |
|--|-------------------------|------------|---------------------|
| X | Bill Crockett | Primary | Executive (Chair) |
| X | Roy Ross | Primary | |
| P | Kevin Watson | Primary | |
| | Colette Becker Beaulieu | Alternate | |
| | Amanda Azuma | Alternate | |
| P | Janet Nance-Richardson | Alternate | |
| University of Maryland Baltimore County | | | |
| X | Ben Goldberg | Primary | Legislation (Chair) |
| X | Keisha Campbell | Primary | |
| X | Sheryl Gibbs | Primary | |
| | Kevin Joseph | Alternate | |
| | Michelle Massey | Alternate | |
| | | | |
| Univ of Maryland Center for Environmental Sciences | | | |
| X | Barbara Higgins | Primary | |
| X | Curtis F. Henry | Primary | |
| University of Maryland, College Park | | | |
| X | Dana Wimbish | Primary | Exec (Vice Chair) |
| X | Dylan Baker | Primary | |
| X | Sister Maureen Schrimpe | Primary | |
| | Willie Brown | Ex-Officio | Exec (Past Chair) |
| | Debbie Grover | Alternate | |
| X | Sarah Goff-Tlemsani | Alternate | |
| X | David Klossner | Alternate | |

| | | Alternate | |
|--------------------------------------|-----------------------|-----------|------------------------|
| | | Alternate | |
| University of Baltimore | | | |
| | Fredrick Kowalski | Primary | |
| X | Sasha Hudson | Primary | |
| x | Keiver Jordan | Alternate | |
| | | Alternate | |
| University System of Maryland Office | | | |
| | | Primary | |
| X | Rosario I. van Daalen | Liaison | Executive (Liaison) |

| University of Maryland Eastern Shore | | | |
|---|--------------------|-----------|------------------|
| X | Chenita Reddick | Primary | |
| | Rená Finney | Primary | |
| | | Alternate | |
| | | Alternate | |
| University of Maryland University College | | | |
| X | Larry Hogan | Primary | Comm. (Chair) |
| X | Debby Mathis | Primary | |
| X | Candace Johnson | Alternate | |
| X | Aaron Zaccaria | Alternate | |
| X | Christine Perchell | | |

The December 2014 meeting is officially dedicated Rosario I. van Daalen for 22 years of dedicated service to the Council of University System Staff, shared governance, and the USM. As adopted by this Council on December 9, 2014.

December 9, 2014 CUSS Meeting at USMO - Call to order by CUSS Chair Bill Crockett.

The Chancellor was scheduled at an all day meeting in Washington, DC and was unable to welcome the group today. Rosario welcomed the council and gave a detailed description of the photographs in the Chancellor's Conference Room. Council members asked questions about the search and nominations for a new Chancellor, but no information is available regarding the search.

Chair's Report - Consent Agenda issues prior to this meeting, the issues have been resolved. The master folder has been broken down by dates. The exhibit folder is open with all updated information being which has been shared with the BOR and action voting items. Institutional updates are due by Friday as a part of the minutes. The Biennial Nonexempt Market Salary Survey has been conducted and the Report with recommendations for Nonexempt salary structure adjustments has been prepared. The biennial review alternates between the Nonexempt and the Exempt structures; even years for the Nonexempt, odd years for the Exempt.

Highlights of the Chancellor's Council Meeting

– The proposed recommendation is to adjust the Nonexempt Salary Structure by an overall 6% increase. The 6% reflects a 2% COLA and a 4% for market alignment). Employees at maximum of their Pay Range are eligible to receive COLA, but you are ineligible for a merit increase. If permitted under the Chancellor's Salary Guidelines, Institutions may be able to provide a one time bonus to employees above their Pay Range maximum.

-Larry Hogan UMUC was elected to the new communications committee chair. This is the name of the new governor as well.

-The Joint Session to the presidents was reviewed. The plaque was presented to the Chancellor. Staff Senate took the lead creating the plaque; Faculty Chair Virletta Bryant presented the plaque, a gesture of spirit and collaboration.

- USM HR Policy Portal - Review of HR packet of policies: For clarification purposes, the Chancellor is head of the System and Presidents are heads of the Institutions. HR policies are being shared with CUSS for review of the technical changes being made and for addition of wording regarding current practice and policy language from old policy manuals.

- Each president was presented with the BOR Newsletter. Be sure shared governance is sharing this information with the campus community

-The BOR Staff Award process is under way, several updates will be sent to presidents and the deadline is January 30th back to the council.

-A final document will be available in the New Year that details the discounts at each Institution. UMB receives 10% off everything (in the bookstore) except snacks and text books; 20% off of text books if the book is work related. HR offices may not have all information regarding discounts. Council members are being asked to check with athletics, library, alumni, IT department, business offices and student affairs. All discount information should be sent to Rubin Stevenson (FSU), to continue to build the System-wide list of discounts.

-Reports:

The USM no longer has a seat at the table with DBM in addressing Health Benefits concerns for the 39,000 USM employees. Thus, for the 2015 Open Enrollment and the wellness program, there was no opportunity for the USM to have any discussions prior to implementation. Will the new wellness program benefit employees if it stays in the current form? -There is a new administration/political party in place in Annapolis. They need to be introduced to CUSS and know about CUSS' concerns. Less than half of the USM employees are represented by unions.

-One third of the BOR members' term is due to expire in June, and there may be a new agenda. There are 3 seats up for review. Regents can come off for a year and return.

-The Chancellor said all institutions were working on a return of the general fund. UMB's work groups were required to submit \$3.4 million in savings, this goal was not achieved. Institutions are beginning to slow spending down, a proactive response. Towson provided 4 tiers: no salary adjustments, freeze spending, no reevaluation, no travel unless presenting at meetings, COLA is still in effect. UMB was in the same situation, hiring freeze. Both universities were trying to fill positions in the Office of Student Affairs. HR has pulled the job posting from UMBC. The Chancellor has a figure for dollars to be returned, but the information has not been shared outside of the presidents; Institutions are due to present their plan on Monday. This may include names on a list. All presidents were required to present a plan to the System Office to give back a total of \$355-400 million. USM is 10% of the discretionary funding, a straight line reduction \$35-40 million is required to close the deficit.

-The Board of Public Works meets on December 17th to figure out how to close the deficit. For the first time ever, the Capital budgeting will be impacted this time, not enough revenue to support the bond rating. Buildings require people, no need to erect shells with no staff to maintain the buildings. This takes away from the morale at all universities. Never cut the base,

retirement will be effected. Furloughs never solve the issue, only temporary. Turn on lights to pay people, keep buildings and services. UMB's President stated this after the last furlough, they are only bandages. Shared governance must be well aware of HR lay off policies. We must continue to communicate and build a relationship with the Office of the President and the HR Department.

-FY 16 budget has not been determined; a handshake from one governor to the next. Hazing policies will be reviewed again, not just athletics and fraternities, social organizations and honor societies are included. We don't want to get to the same situation as Indiana. Sexual Harassment, misconduct policies, and Title 9 must be completed by December 30th.

-We are in a difficult transition; this will affect the executive level and senior leadership. The search for a new president at Coppin is underway; the first meeting is this week.

-The property tax assessment and general funds were discussed; general and capital funds should never be combined.

-Katie Ryan, Senior Advisor to Chancellor Kirwan, is not able at this time to disclose any information regarding the search for a new Chancellor.

-The Coalition Case is in mediation, no disparities in the HBI's; this is the OCR on behalf of the HBI's program duplication, the playing field must be level.

- The CUSS Meeting in January at UMUC will be held in Largo not Adelphi. The CUSS website has been updated, contact Larry Hogan, UMUC if any other information needs to be added.

Chancellor's Liaison's Report - Rosario announced her retirement which will be in effect on January 1st, 2015; this is after 32 years and 5 months of USM service. Congratulations are in order and a delicious cake was presented for her retirement. Rosario detailed the timeline of her career; worked at UMUC and UMCP in the mid 70's, then from 1984-1987 at UMCP; and 1987 to December 2014 at USMO. Rosario has been the Chancellor's Liaison to CUSS for the last 22 and a half years and the council has benefited from the historical continuity and her support. Packing her office after 27 years has taken a lot of work. The art gallery she had in her office was packed and taken home since May, after a small fire took place in the second floor. Last Friday, Dana and Bill became aware of her retirement and that Rosario had requested that no formal farewell take place. After announcing her retirement at today's meeting Rosario said this would serve as her opportunity to give her thanks and say farewell to CUSS. She advised CUSS to please use "*the Buddy System*" and help each other out (this is a term she used with all her meeting groups). Rosario provided Larry Hogan with files for the CUSS archive and the web. USM Staff employees did not have a voice until June 1992 when Regent Anne Hull recognized the need to create the council, at the time the USM Pay Program was being developed. A council had been created for faculty (CUSF) and for students (USMSC), but none for Staff.

- Rosario commented that as the USM is once more facing a difficult time, employees' requests for loans and hardship withdrawals from their retirement funds were just beginning to slow down; this may change now.

- A replacement for Rosario has not begun. Bill expressed his appreciation to Rosario for her 22 and 1/2 years of dedication and support to CUSS. Roy also gave his thanks to Rosario; he joined the council at the same time in 1992.

Approval of the Minutes from November - The Motion to approve was made by Sister Maureen Schrimpe and seconded by Roy Ross. Minutes were approved. Institutional updates are

available in the drop box.

New Business

USM HR Policy Portal (pdf) is in the drop box under the December folder. Each school will have a responsibility and a timeline, look for things that need to be reviewed or changed such as: USM/UMS, Chancellor/President, Classified, Associate/Nonexempt, Exempt. Need to be sure that current practice is being communicated to avoid confusion.

Special Guest Andy Clark, Assistant Vice Chancellor of Government Relations - January 14, 2015 is the first day of the legislative session. Independent voters wanted change, Larry Hogan has been elected governor; usual voters did not go to the poles. His approach to higher education is unknown. The budget shortfall is \$300 million this FY 2015, the bulk is in Medicaid and \$500-600 million next year. There will be some level of budget reduction. Senator Kasemeyer is still the Chair of Budget and Taxation in Baltimore/Howard County. Nancy King will be the Subcommittee Chair for Education and Business; she replaced PJ Hogan in 2007. Maggie Macintosh is the Chairperson for the House Appropriations Committee for Baltimore City. Adrienne Jones is the Sub-Committee Chairperson for Education for Baltimore County. These four individuals are friends to higher education. The legislation cannot add to the budget they can reduce the budget. New legislators are currently touring USM Institutions. CUSS should focus on students, staff, and faculty, how we work more efficiently and effectively. Legislator's impression for years was that the staff included the only office workers, maintenance, food service and trades jobs. CUSS will educate and explain essential functions of staff.

Each Committee Chair should send an update to Dana by Monday, January 5th.

Legislative Affairs Committee - The legislative committee is looking at the following dates for Annapolis Day, February 26th, 25th, and the 18th in that order. A letter has been drafted to introduce CUSS and all members need to reach out to senators prior to that date. A congratulatory letter should be sent to Governor Elect Larry Hogan from CUSS. CUSS will continue to advocate for the USM. All CUSS members should be aware of their Government Relations person at their individual Institution. Andy will send a new list of USM Government Relations representatives due to changes.

Communication Committee - A Linked-In invitation was sent to CUSS members; be sure to send email addresses for communication purposes. The Linked-In newsletter is due to Larry on January 7th.

BOR Staff Award Committee - Deadline date is January 30th; be sensitive to presidents schedules to review packets and submit their nomination letter. The evaluation guidelines will be detailed at the next meeting. The evaluation period begins on February 6th; CUSS will have 30 days to complete the evaluation process. SharePoint steps will be provided. Check the USM Homepage.

Benefits Committee - Institutional discounts were discussed. Another email will be sent to remind each institution's CUSS member to update the information that is currently available. The layoff policy was also discussed and Rosario was asked for clarification.

Bill asked Roy to sit in as the Chair momentarily.

Motion for Consideration (by Bill Crockett, second Ben Goldberg):

WHEREAS, the University Council of System Staff desires to recognize and commend Rosario I van Daalen for her tireless efforts and twenty-two years of dedication behalf of the University System of Maryland; and

THEREFORE AND HERE BY BE IT RESOLVED, that we in the Council of University System Staff, in honor of her commitment to shared governance, rededicate our December 2014 meeting in her honor.

Motion passed.

Roy reminded all members that the 2015 legislation is the 20th year of the codification of CUSS. CUSS had been codified into MD Law by the MD General Assembly during the 1995 Legislative Session.

Christine Perchell announced this will be her last meeting with CUSS, her services were appreciated.

A motion to close the meeting was made by Sister Maureen Schrimpe and seconded by Mary Hickey.

Next Meeting: January 20, 2015 at UMUC-Largo, MD.



Bowie State University
14000 Jericho Park Road
Bowie, MD 20715

Coppin State University
2500 W. North Avenue
Baltimore, MD 21216

Frostburg State University
101 Braddock Road
Frostburg, MD 21532

Salisbury University
1101 Camden Avenue
Salisbury, MD 21801

Towson University
8000 York Road
Towson, MD 21252

University of Baltimore
1420 N. Charles Street
Baltimore, MD 21201

*University of Maryland,
Baltimore*
620 W. Lexington Street
Baltimore, MD 21202

*University of Maryland
Baltimore County*
1000 Hilltop Circle
Baltimore, MD 21250

*University of Maryland Center
for Environmental Science*
P.O. Box 775
Cambridge, MD 21613

*University of Maryland,
College Park*
College Park, MD 20742

*University of Maryland
Eastern Shore*
Princess Anne, MD 21853

*University of Maryland
University College*
3501 University Blvd. East
Adelphi, MD 20783

*University System of Maryland
Office*
3300 Metzgerott Road
Adelphi, MD 20783-1690

AGENDA

December 9, 2014
University System of Maryland Office
Elkins Building
Chancellor's Conference Room
10:00AM

Call to Order

1. Welcome and Introductions
2. Consent Agenda
 - <http://bit.ly/1kOSTIt>
3. Chair's Report
4. Chancellor's Liaison's Report
5. Committee Meetings
6. Committee Updates
 - Benefits and Compensation
 - Board of Regents Awards
 - Communications and Marketing
 - Legislative Affairs & Policy
 - Executive Committee
7. LinkedIn CUSS Group
8. Annapolis Day Planning
9. Old Business
 - Items Moved off Consent Agenda
10. New Business
 - USM HR Policy Portal

For those unable to attend but would like to phone in:

Conference Call Information

Dial-in Number: 1-605-475-5950
Participant Access Code: 4780721

Next Meeting is at University of Maryland University College January 20, 2015