

Council of University System Staff  
 October 23, 2012  
 Frostburg State University  
 President's Conference Room, Hitchins Building  
 101 Braddock Road  
 Frostburg, MD 21532-2303

**Attendees:**

<b>Primary</b>	<b>Institution</b>	<b>Alternate</b>	<b>Institution</b>
Marie Meehan	BSU	Trish E. Johnson	BSU
Mi'Shaun Stevenson	BSU (Vice-Chair)	Karen Tyler	BSU
Absent	CSU	Stacey Wassell	FSU
Jay Hegeman	FSU	Bernard Wynder	FSU
Jesse Ketterman Jr.	FSU	Paul Gasior	SU (by phone)
Absent	SU	Jayne French	TU
Mary Hickey	TU (Member-at-Large)	Bill Crockett	UMB
Brenda Yarema	TU	Dave Delooze	UMB
Dan Nagle	UB	Carol McKissick	UMB
Kristen Tull	UB	Joel DeWyer	UMBC
Nancy Bowers	UMB (Co-Secretary)	Dana Wimbish	UMCP
Gynene Sullivan	UMB (Chair)	Debby Mathis	UMUC
Roy Ross	UMB		
Kathlyn Miller	UMBC		
Absent	UMCES		
Dolores Jackson	UMCP (Member-at-Large)- by phone)		
Sister Maureen Schrimpe	UMCP	<b>Chancellor's Liaison to CUSS</b> Rosario van Daalen	USMO
Absent	UMES		
Calynn Offer	UMUC		
Anthony Scorsune	UMUC	<b>Guests</b>	
Absent	USMO	President Jonathan C. Gibraltar	FSU

**1. Welcome and Introductions**

Jesse Ketterman introduced Dr. Jonathan C. Gibraltar, President of Frostburg State University.

President Gibraltar thanked CUSS for the opportunity to address the group. He mentioned that Jesse is in the process of setting up a schedule for the Frostburg CUSS members to meet with him on a regular basis.

President Gibraltar spoke about some of the highlights of Frostburg's current Strategic Plan:

They are working with the Gallup Organization to look at other predictors of student success. The Strengths Quest (Strength Finder) tool is now required of all freshmen and incorporated into their education plan. They are testing it now to see if it has a better set of variables.

Experiential Education. Jay Hegeman is working with a committee to develop an experiential education transcript. This is becoming a valuable tool.

Facilities are another issue. Most of Frostburg's residential buildings date back to the 1950's and 1960's so new buildings are needed as the enrollment is growing.

The new Communications Building will become the cornerstone of the campus.

Frostburg is proud of their comprehensive program in alcohol prevention. They have achieved success through a community coalition approach. They previously had a high risk rate of 58% and is now down to 40%. Their goal is 25%.

## **2. Approval of September minutes. Minutes approved with minor corrections.**

Gynene Sullivan went around the table for introductions and established meeting protocol by requesting that cell phones and laptops be turned off and to keep on-line/e-mail communication to a minimum during the first hour to devote full attention to the matters at hand.

## **3. Chair's Report. Gynene Sullivan**

### **Executive Committee Meeting with Chancellor Kirwan – 9/26/12**

- Presented 2012-2013 CUSS goals to Chancellor with a very positive reaction.
- For improving awareness of Shared Governance – Chancellor questioned if this was mainly staff-driven or whether we would be getting buy-in from faculty and student councils in our research; recommended doing a survey of all institutions. Janice Doyle wants us to think about what kind of data will be collected and how it will be assessed to be used productively.
- Complimented us on the great strides that have been made for the Board of Regents Awards and he will personally increase his message to the presidents about the importance of these awards to Staff employees.
- Chancellor updated us on the moves to grant UMCES the ability to award joint degrees with UMCP and the move to evaluate performance-based funding at the university level.
- Executive committee briefly commented on the implementation of union service fees and aired concerns that “the tail was wagging the dog” in reference to negotiations with union. Chancellor and Joe Vivona are aware of the concerns and solicit our input as to how to improve the process.

### **Board of Regents Meeting – 9/28/12**

- Before the meeting, a breakfast was held for the 2012 BOR Staff Awards. A very well attended event, with all presidents and the majority of the Board attending. Staff were formally recognized and photographed with the Chancellor and Board of Regents Chair.
- There was much discussion on the proposed revision to the policy on Intercollegiate Athletics that would include improved academic performance reporting to the Board, as well as improvements to disclosure of finances held by institutions foundations on behalf of intercollegiate athletics. Also discussed was the effort needed to change how student-athletes were treated academically.
- At the meeting, formally presented 2012-2013 CUSS goals to the Board of Regents with very positive reaction.
- Chairman Shea and the Board will be very interested to hear about the Shared Governance assessment; Chairman Shea emphasized that while he understands that we are a system, each Institution is different. This, however, is no excuse for shared governance not to be applied in

relatively the same fashion and he looks forward to our report. Also very interested in our findings with regards to performance evaluations.

### **Chancellor's Council Meeting – 10/1/12**

- The Chancellor's Council met at Ft. Meade, Maryland. Chancellor Kirwan updated the Council on the agenda for the Board of Regents retreat and encouraged all to attend.
- Presidents Loh and Perman presented an update on the Mpower Initiative, a joint initiative by the UMB and UMCP campuses that arose from last year's merger conversations. In the past year, both campuses have been involved in (1) opening a new school of Public Health (2) increasing the amount of joint faculty appointments, (3) implementing a Center for Health Related Informatics, (4) creation of University of Maryland Ventures, a systemwide tech transfer company managed by the Director of MTECH, (5) expanded seed funding for programs, (6) expansion of UM Shady Grove, (7) improved grants management between campuses and (8) the implementation of the UM Scholars program.
- Col. Edward Rothstein and Karl F. Schneider, Deputy Asst. Secretary of the Army, Manpower and Reserves Affairs gave presentations on the growth of Ft. Meade, especially in the wake of the BRAC program. They are interested in a partnership with not only the USM, but all higher education institutions in Maryland to assist their veterans and dependents with transitioning to civilian life through job placement, internships, and education programs.
- Dr. Emily Goldman gave a presentation on the implementation of US Cyber Command, which is a cyber-operations project, currently a subcommand of the Dept. of Defense, but it will soon be a full command hosted by the NSA. Currently protects only DoD interests, but it has a vested interest in advising civilian agencies of potential threats. Hopes to partner with USM institutions to provide pipelines for student internships as well as full time jobs after graduation.

### **Board of Regents Retreat – 10/5/12**

- Presentation by the Association of Governing Boards – higher education is facing lots of uncertainty from both enrollment and budget constraints. With these pressures, boards are facing increased fiduciary duties (acting in good faith on behalf of their Institutions). Right now it's all about good faith – public skepticism can make or break an Institution. Shared governance matters simply for its volunteer properties - promotes a sense of service both within and outside the Institution on the Institution's behalf. Board members should educate themselves on what to ask and when/how to ask. Also get familiar with educational quality and outcomes, specifically the accreditation process. USM BOR already does quite a good job of this, but more can be done.
- Presentation on Academic Transformation – higher education is now at a point to reduce the productivity denominator instead of the numerator. In other words, we need to find more effective ways to bring students in and turn out more educated students in a faster length of time. We need much more hard data about technology and its effects in/out of the classroom, a sustainable business model for universities to follow, customizable platforms, and new mindsets and fresh thinking in decision-making. The USM needs to use online resources at the right time for the right reasons, use residential institutions as an example to students of how to live in a community, good leadership throughout the process, and patience. The rules that have been applied to music and publishing are now filtering down to higher education, and our industry must adjust.

### **Academic Affairs Advisory Council Meeting – 10/22/12**

- Coalition Case – closing arguments were on Friday and the judge will make a ruling in the next few months. Some students did come out to protest.
- The BOR Education Policy Committee will undergo a name change to Education Policy and Student Life Committee, to give student affairs personnel a chance to be heard at the Regents level
- Mentioned the binge drinking project that the Chancellor’s Council was updated on in September.
- Ann Moultrie is searching for ways to gather internship opportunities across the institutions into one place so students have a way of finding them. Much discussion ensued, including defining what an internship was (credit, non-credit, professional, volunteer, etc.) and how the information could be aggregated on Institutions where there wasn’t a “career central”
- Working to establish a Center for Academic Transformation to dovetail with USM Strategic Plan, the wish of the Board of Regents to improve effectiveness and efficiency, and improving matriculation numbers for incoming students. Center would also stay “ahead of the curve” on changes in higher education. Working on a partnership with Coursera and ITHAKA to develop different ways of delivering classes. Also working on obtaining funding through a Gates Foundation grant.
- Regents have asked the question of how Institutions are accommodating requests for foreign language instruction and AAAC surveyed each institution for stats on how many students were taking traditional language courses (Spanish, French) and how many were taking other language courses (Arabic, Mandarin, Farsi, etc.) and will present to the Board.
- Changes to Faculty sick leave policy are being discussed, to make the Faculty policy more in line with the Staff policy. Faculty parental leave FAQs are being developed.
- Termination with Prejudice – new policy has been drafted for review by the Regents. TWP has been a part of the state agencies for quite a while, but the USM, General Assembly, and Judiciary have never been a part of it. Now it has been legislated to us, but USMO-HR is trying to determine a more concrete definition for egregious offenses, as well as whether the policy will cover Faculty and Staff that are hired on a contractual/contingent basis.

Carol McKissick. Can the various USM Institutions standardize introductory courses? Can they change the timing of semesters?

Gynene Sullivan. There’s been talk about making some changes. Focus may be on course redesign... what else?

Rosario van Daalen. UMUC CUSS members may want to discuss the UMUC calendar as an example.

Debby Mathis. UMUC has traditional semesters and also have “sessions” for some programs.

Rosario van Daalen. Is this helpful?

Carol McKissick. Yes, University of Baltimore had many different options for taking classes. Due to this flexibility she was able to finish her UB MBA while working full time.

Debby Mathis. Commented on the fact that it’s an accelerated session and so UMUC has developed tools that help students manage and succeed with the accelerated sessions.

Gynene Sullivan. This is one of those things under review by the Center of Academic Transformation. It’s not just technology, but other things.

Bill Crockett. How does this impact us as a Staff Council? We're talking about synchronous and asynchronous education here. It may be difficult. How will our Staff tuition remission benefits be impacted by semester/session changes?

Rosario van Daalen. We could consider offering a total of 24/32? credit hours for the year but limiting the same 8 hours for any given semester.

Mary Hickey. I see two issues (1) Prior to 1997 Towson used General University Requirements (GUR's) as the background courses for the liberal education background. In 1997 Towson General Education Requirements (GenEds) were introduced as an updated list of courses to meet the changing culture. This year Towson again restructured the courses and they are called Core Curriculum Requirements. Institutions could set standard classes among these liberal education courses that are required so that they transfer within the USM. (2) Towson University has ARTSYS, The Transfer Articulation System; <http://www.usmd.edu/usm/academicaffairs/articulation>. This is a process/method to assess and determine courses students need to take and what courses would serve as a substitute. The format and data exist. Can CUSS use this?

Rosario van Daalen. This program is run out of the USMO under Dr. Joann Boughman/Terry Hollander/Liz Murray. Program is continuously being updated...

Gynene Sullivan. Any other questions?

Mi'Shaun Stevenson. Discussed the various issues that impact a student being able to achieve graduation. Can we help address these issues?

Rosario van Daalen. This is a good topic of discussion for the Joint meeting in November.

Mi'Shaun Stevenson. Made the motion that: Based on a previous conversation with Dr. Joann Boughman, the Council requests CUSS representation on the Center for Academic Transformation work group.

The motion was seconded by Sister Maureen Schrimpe.

Rosario van Daalen. As you are thinking about how you will vote, remember, this is a positive historical event. This has never happened before and has a Systemwide impact. It highlights the importance of shared governance and it has strong support from the top. Dr. Joann Boughman is aware of the importance of Staff. Faculty has always had the lead but not much recognition has been given to Staff.

Gynene Sullivan. The Chancellor is looking at the Center as being historical for the USM and for higher education in general. He wants to be ahead of the curve. This is a good opportunity for us to get buy in, and it would speak well of CUSS.

Mi'Shaun Stevenson. Is there any more discussion on the motion?

The vote was taken and the motion was unanimously approved.

#### 4. Chancellor's Liaison Report. Rosario van Daalen

- Follow-up on a comment about the Board of Regent membership. Regent are appointed by the Governor and these are voluntary, not paid appointments. USMO employees work for the BOR.
- Another follow-up point from the CUSS Executive Committee meeting with the Chancellor and the review of 2012-2013 goals list. Chancellor Kirwan said that he would have JoAnn Goedert work with CUSS; however, she is waiting to be contacted by CUSS to get the ball rolling.

Brenda Yarema. How do we reach out to JoAnn Goedert? How do we select the work group?

Gynene Sullivan. This has been tasked to the CUSS Benefits committee. She will reach out to JoAnn Goedert and make the connection.

- USM Policy about serving as an Election Judge, VII-7.25. Interested employees must get the form from the Election Board. The employee is not docked leave or pay and will receive a stipend from the Election Board. Share this with your constituents.
- A consortium of Libraries across the USM Institutions is in the process of being established. Recruiting for an Executive Director of the consortium. The new position will be housed at the USMO with funding coming from all Institutions.
- Legislation/General Assembly. Regular session meets January through March; however, various committees meet throughout the year. There have been discussions about the current Optional Retirement Program (ORP) and CUSF and CUSS have been invited to meet with the Co-Chairs of the Joint Pension Committee along with the USMO. She will discuss the issues in greater detail with Gynene.

Mi'Shaun Stevenson. How is the presidential election voting handled on the various Institutions? Are Staff and students allowed to go and vote during the day?

Various discussions about voting, absentee voting, how the process works and problems with inclusion of absentee ballots; early voting.

Mary Hickey. At Towson, her boss let them go vote during their work time.

Brenda Yarema. Recommend using early voting sites to vote early.

Rosario van Daalen. Reiterated the importance of understanding how laws are made and passed in Maryland. Recommended that all citizens observe the General Session and get involved.

Rosario van Daalen. Expects that a bill will be introduced in 2013 that would allow the union to charge a service fee to USM employees. If the bill passes and USM employees represented by the union don't vote "no" the fee can be implemented. Unions need the money.

Mary Hickey. What about faculty? Won't they become unionized?

Rosario van Daalen. Right now there is “Meet and Confer”. CUSS needs to be careful not to be perceived as influencing the vote. This could be perceived as an unfair labor practice.

- Operationally Critical Faculty and Staff. Going back to our discussion at the September meeting. Each Institution President has the latitude to approve retention increases for up to 5% of their total number of Faculty and Staff employees.

## **5. Old Business. Gynene Sullivan.**

- Joint Meeting at Bowie State University November 13, 2012 with CUSS, CUSF, and USMSC. Gynene has received confirmation from Dr. Joann Boughman who will make a presentation on the Center for Academic Transformation. P.J. Hogan and Andy Clark (Legislative Affairs) will provide updates for Staff and other related issues. She is still waiting to hear from the Governor’s Office. The students plan to discuss COLA for student employees. CUSF is interested in discussing providing tuition remission benefits for all USM employees at all USM Institutions. This would go back to pre-1992. And of course, we need to discuss the future of Joint Meetings with CUSF and UMSSC. We need to discuss the next steps.

Mi’Shaun Stevenson. Parking passes were distributed for the Joint Meeting at BSU

## **6. New Business. Gynene Sullivan.**

- Letter to the General Assembly. We need to prepare our annual letter to the General Assembly. Gynene solicited comments or discussion about what should include in the letter. The letter should be completed and ready to distribute by the end of November 2012. Gynene will ask the Communications Committee to assist in the distribution.

Rosario van Daalen. Confirmed the question asked that USM Staff have no say in benefits, retirement, COLA, merit increases or other related issues. This could be included in the letter. CUSS members commented that we should ask them to include the USM Administration and/or shared governance/CUSS in the negotiations. USM employees one-third of the state employees.

CUSS wants to be a voice at the table, a part of the process.

Debby Mathis. Asked for clarification about the relationship of USM unions with State unions.

Rosario van Daalen. USM unions are separate from the State of MD employee unions. The negotiations take place between the unions and the Governor. The USM does not have a seat at the State’s union negotiations.

Gynene Sullivan. Once the letter is completed who should review the letter? Andy and PJ? She will take a first stab at the letter and circulate it for comment.

Roy Ross. Asked if Gynene needed any past copies of past letters?

Gynene Sullivan. Yes, please.

- Action Items for the Center for Academic Transformation work group. Gynene Sullivan.

Gynene Sullivan. We need to come up with actions items for the Center for Academic Transformation group. To get us started, will the secretary please read the motion?

Nancy Bowers read the motion: Based on a previous conversation with Dr. Joann Boughman, the Council requests CUSS representation on the Center for Academic Transformation work group.

Bill Crockett. I can think of three recommendations: 1) The charge is for the CUSS Executive Committee to designate selection criteria for the appointees (primary and alternate) to the work group, and then report back to the Council, 2) Appoint a primary and alternate, and 3) Determine where these appointments reside within the various CUSS work groups.

Gynene Sullivan. Asked if there were any other suggested actions in reference to the motion at this time.

There were none at this time. Agreed that the Executive Committee will work to designate selection criteria and report back to the Council during its meeting.

**7. Confirm next meeting date and place. Gynene Sullivan.**

Bowie State University, Tuesday, November 13, 2012

Due to the nature of the meeting there will not be an opportunity to call-in to the meeting.

No minutes will be taken by CUSS; instead a joint report will be issued by the three council chairs.

Gynene Sullivan. Thanked all CUSS members for their time and efforts in supporting her and the mission of CUSS.

**8. Committee meetings. Gynene Sullivan**

Gynene Sullivan. Adjourned everyone into committee meetings