

**Council of University System Staff
Council Meeting Minutes
April 22, 2014 – Towson University**

In attendance:

Trish Johnson	BSU	Primary
Karen Tyler	BSU	Primary
Sheila Chase	CSU	Primary
Sherrye Larkins	CSU	Primary
Yvonne Cook	CSU	Alternate
Keri Hickey	CSU	Alternate
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Lisa Gray (Co-Secretary)	SU	Primary
Jennifer Ziegenfus	SU	Primary
Jayne French	TU	Primary
Ron Butler	TU	Primary
Jayne French	TU	Primary
Mary Hickey (Member-at-Large)	TU	Primary
Brenda Yarema	TU	Retired
Dan Nagle	UB	Primary
Kristen Tull (Co-Secretary)	UB	Primary
Bill Crockett (Chair)	UMB	Primary
Keisha Campbell	UMBC	Alternate
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Dana Wimbish (Vice-Chair)	UMCP	Primary
Chenita Reddick	UMES	Primary
Rena Finney	UMES	Primary
Calynn Evans	UMUC	Primary
Larry Hogan	UMUC	Alternate
Christine Perchell	UMUC	Primary
---	USMO	
Rosario I. van Daalen	USMO	Chancellor's Liaison to CUSS

1. Welcome and Introductions

President Maravene Loeschke

- President Loeschke is committed to diversity on Towson's campus. Staff employees are held in high regard at Towson University— when a Staff employee who is dedicated to student success “is out”, it is noticeable. There is an idea to have a Towson Retirees Staff Council to keep in touch with the University and its programs and activity. President Loeschke praised USM for the relationships between the presidents and the pride in each institution. The collaboration between the institutions is special. President Loeschke thanked CUSS members for their support. She encouraged CUSS members to enjoy coming to work and speak up when things need to be changed.
- What strategies is Towson using to deal with enrollment growth? Towson is expected to grow to 25,000 students. The support staff does not necessarily grow with the growth of classes and this is a major challenge. Towson is going to be very careful about controlling growth while trying to increase staff positions (which are key to student success).

TUSC

- The goal of TUSC is to have a greater voice at TU's decision making table. The voice of the senate is not as strong as TUSC would like it to be and this will be an on-going goal for the council. TUSC is thankful for the representation on CUSS.

2. Consent Agenda

<https://www.dropbox.com/sh/xq3lvhyg0twjdp7/yt8dX0U6xj>. Please review the documents in the CUSS dropbox.

3. Approval of Minutes from March Meeting

- Minutes are approved for March

4. Chair's Report

- Board of Regents Meeting:
 - The Biennial Exempt Market Salary Survey and revised Exempt Salary structures were approved (8.3% average structure increase); this aggressive change will make USM a more competitive with the market.
 - The MD General Assembly approved salary increases of a 2.5% merit pool on July 1, 2014; 2.0% COLA January 1, 2015
 - Legislative Session: Everyone should have received Andy Clark's summary (Governmental Relations, USMO). It can be found in the consent agenda <https://www.dropbox.com/sh/xq3lvhyg0twjdp7/yt8dX0U6xj>. There were a lot of bills submitted this session; in most opinions from leadership, USM did very well

in Annapolis – this a credit to CUSS, CUSF, USMSC, various student councils, presidents (fostering relationships with various legislatures in Annapolis); over all, almost everything that USM was in favor of passed and almost everything that USM did not support either died in committee or failed.

- Credit to Chancellor Kirwan in his efforts to adjust our salaries. He had to fight hard to assure our salaries from FY2014 were annualized at the beginning of FY2015 – CUSS will send a thank you to the Chancellor for his efforts.
- Community College Transfer Scholarship Bill was approved: if students graduate from the community college within a certain GPA they will get a 1k reward; STEM 2K from the state.
- Maryland has worked really hard with AstraZeneca (BioTech & Pharmaceutical Company). Any employee of this company coming into Maryland will be granted in-state tuition status. This is a one-time venture; however, legislation may be drawn up to do this again to be an economic draw for the State (create an economic engine). This benefits the State of Maryland and its citizens. USM see the value to be actively engaged in this and worked with the state to create this endeavor.
- Timeline for Staff Awards was mentioned (a special acknowledgement and thanks to Jennifer Ziegenfus and the committee for all of their hard work); as a Council, we must all follow through with the important timelines and deadlines that are required to make this process successful; we must put the same care and pride into the awards
- Chancellor's Council Meeting
 - The cut to the state budget allocation for USM was much less than expected. USM will receive an increase of about 7.8% in funding in FY 15 from FY 14.
 - The MHEC report was provided which detailed benchmarking results of each USM institution against similar institutions in higher education.
 - Representatives from Campus Compact were on hand to discuss its role in student enrollment and success with Montgomery College and USM Shady Grove center.

5. Tuition Remission Policy

- CUSF/CUSS amendment proposal was distributed. The USM Presidents are discussing this policy proposal – shows use of shared governance being used.
 - The proposed amendment removes hurdles from the old policy revision of 1990, making it 50% tuition remission to send a spouse or dependent to different institution (USM, Morgan State, SMCM, BCCC) besides the employee's home institution.
 - This does not change (leave alone) the rate provided at the home institution which is still 100% for spouse and dependents.
 - The economic impact is several hundred thousand dollars. The cost is difficult to estimate, but approximately \$380,000.

- This will not take away any benefits that pre-exist (pre-1990, 100% at any institution with no barriers plus graduate school) or 100% for non-degree granting Institutions and first two years at UB – this policy would remove current barriers.
- CUSS Discussion:
 - Suggestion is that this policy should be revised to show exactly what changes are being made
 - Institutions that are currently exempted from the 50% tuition flat – UMCES, UMB, UB, System Office – these universities/institutions get 100% tuition remission (for now) and should support it for the rest. UB only retains this status until a time it is determined their freshman and sophomore classes are able to handle UB capacity.
 - With this policy, we can increase enrollment and recruit/retain Staff and Faculty employees.
 - To be taken to the chancellor’s council next.

6. Chancellor’s Liaison’s Report

- Minimum Wage Bills: numerous version of this topic were being watched closely. The correct amount for minimum wage is \$8.00 starting on January 1, 2015. This will impact your institution’s budget. It applies primarily to student workers, but also to Contingent Staff in General Assistant job titles.
- Salary structures for Exempt and Nonexempt Staff
 - Moving forward as of January 2014, Exempt and Nonexempt Salary structures will be adjusted to reflect COLA at the same date it is given to employees.
 - Newly approved Exempt salary structures for July 2014 will be posted on the USM website. The Exempt salary structure will be increased again to reflect the January 1, 2015 2% COLA.
 - The Nonexempt structure will also be increased in January 2015 by the 2% COLA.
 - Employees who are at the maximum of their Pay Range can still get COLA but are not eligible to get a merit increase.
- The timeline previously used to conduct the Biennial Market Salary Surveys did not align itself with the timeline to develop institutional budgets. This timeline will change. The goal is to have the full BOR to approve salary adjustment structures by December of each year.
 - How will employees know if their salaries will be adjusted? The salary structures will be posted on the USM website to see if you fall below the minimum. HR Offices may handle this announcement differently.

- Annual Leave Policy: last-minute change; language that is written and posted on the web is not correct because it does not reflect current practice. 50 days of Annual Leave carryover to new calendar year, 3 years for reinstatement and transfer of leave to other USM Institutions and State Agencies continues. Work is being done to provide this language back in the policy.
- DBM-Employee Benefits Division mailed postcards to employees regarding no payroll deduction for medical/prescription benefits for two pay periods in the Spring 2014; in reality, there will be two more pay periods in the Fall 2014 with no deductions for medical/ prescription (4 pay periods in calendar year 2014). The two usual Premium Holidays with no premium deductions for all the State benefits plans will still take place in 2014 health benefit year as scheduled by DMB-EBD. Please share these dates with your council and explain where these changes are coming from
- The USM requires that the ORP/SRA vendors provide advice to all USM employees by means of workshops, retirement seminars, one-on-one counseling, written mailings, and website information. USM employees are encouraged to take advantage of these opportunities; they are all **free** as opposed to the high cost charged in the financial market.
- Review on Faculty Terminal Leave and Policy on Separation for Regular Exempt Employees – Systemwide discussion will take place this Friday, May 1st. There is a draft on terminal leave policies; USM will have to work closely with IRS regulations. The first meeting will include a discussion of IRS regulations and impact it has on this leave.

7. Committee Meetings

The council broke into committee workgroups.

8. Committee Updates

- Benefits and Compensation
 - Plan to investigate day care situation at each USM campus via a questionnaire; the survey will ask the demographics of the day care facility and what needs it meets; approximately 20 questions will be asked. The survey is to be answered by each institutions shared governance body.
 - Discussion also included questions on day care hours, special needs, convenience, cost, means of payment, ratio of instructor to child
- Board of Regents Awards
 - We have winners! The winners will be sent to Bill.
 - The next step is to send out institutional surveys to see how the process went. CUSS members may also get a survey to get feedback on how the process went.
 - Discussion on submitting packets electronically

- Discussion to create a certificate for CUSS service – general consensus is no – this recommendation to not move forward will be sent to Bill and Dana
- Communications and Marketing
 - Google form to go out to CUSS for updates
 - Update to email listserv for all current CUSS members
 - Corrections to CUSS website contacts
 - All minutes and photographs to be updated
 - LinkedIn list for current/past members
 - Possible blog article updates to be discussed
 - Review of framework of website, links that can be moved or consolidated
 - CUSS Newsletter – committee reports need to be ready by no later than June; final Newsletter draft for CUSS review by July; publish Newsletter in time for the August 12 CUSS Meeting at SU and distribution.
- Legislative
 - Thank you letters will be written to legislators/staff members that assisted CUSS on Annapolis Day
 - Ron Butler will craft a thank you letter to the Chancellor for review and discussion at the CUSS May meeting.
- Executive Committee
 - Election Cycle Mapping: will keep track of this so that we can form a better new member orientation.
 - Shared Governance Survey: forming a workgroup to come up with a survey document to send out to USM institutions – volunteers will be appreciated (meeting off-line); goal is to have this discussion started before the next meeting

9. Old Business

- Items Moved off Consent Agenda
- Daycare – sent to Benefits and Compensation committee
- Parking – tabled

10. New Business

- Shared Governance Survey Work Group – see Executive Committee notes
- CUSS Archive Work Group – tabled

- Nominations – will continue in May and June
- Chair
 - Bill Crocket – tentatively accepted
- Vice Chair
 - Dana Wimbish
- Co-Secretaries
 - Lisa Gray
 - Yvonne Cook

11. Institution Updates (4-5 minutes each institution)

12. Action Items/To Do:

- See committee update notes for your “to do” list



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,
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620 W. Lexington Street
Baltimore, MD 21202

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

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P.O. Box 775
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**University of Maryland,
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College Park, MD 20742

**University of Maryland
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**University System of Maryland
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AGENDA

April 22, 2014
Towson University
Minnegan Room
Johnny Unitas Stadium
10:00 a.m.

Call to Order

1. Welcome and Introductions

- President Maravene Loeschke

2. Consent Agenda

- <https://www.dropbox.com/sh/xq3lvhyg0twjdp7/yt8dX0U6xi>

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4. Chair's Report

- Board of Regents Meeting
- Chancellor's Council Meeting

5. Tuition Remission

6. Chancellor's Liaison's Report

7. Committee Meetings

8. Committee Updates

- Benefits and Compensation
- Board of Regents Awards
- Communications and Marketing
- Legislative
- Executive Committee

9. Old Business

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10. New Business

- Shared Governance Survey Work Group
- CUSS Archive Work Group

11. Institution Updates (4-5 minutes each institution)

Next Meeting is at University of Maryland Baltimore County on May 20, 2014