



COUNCIL OF UNIVERSITY SYSTEM STAFF

2012-2013 YEAR END REPORT

Bowie State University (BSU)
14000 Jericho Park Road
Bowie, MD 20715

Coppin State University (CSU)
2500 W. North Avenue
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Frostburg State University (FSU)
101 Braddock Road
Frostburg, MD 21532

Salisbury University (SU)
1101 Camden Avenue
Salisbury, MD 21801

Towson University (TU)
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Towson, MD 21252

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1420 North Charles Street
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University of Maryland,
Baltimore (UMB)
520 West Lombard Street
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University of Maryland
Baltimore County (UMBC)
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University of Maryland
Center for Environmental
Science (UMCES)
P.O. Box 775
Cambridge, MD 21613

University of Maryland,
College Park (UMCP)
College Park, MD 20742

University of Maryland
Eastern Shore (UMES)
Princess Anne, MD 21853

University of Maryland
University College (UMUC)
3501 University Boulevard East
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3300 Metzgerott Road
Adelphi, MD 20783-1690

CHAIR'S REPORT: THE YEAR IN REVIEW

It has been my honor and privilege to represent the 9,000+ Staff employees (excluded from Union representation under Collective Bargaining) of the University of Maryland System to the Chancellor and the Board of Regents during the 2012-2013 academic year. With the assistance of the Council members and the Executive Committee, it was a very productive and collaborative year.

In July 2012, the Council undertook an intensive brainstorming session to set its goals for the 2012-2013 academic year. No idea or suggestion was dismissed out of hand and quite a considerable wish list of items was collated. From this list, the Executive Committee distilled a list of action items for the upcoming year.

The Council committees were assigned specific goals for the year and have spent the past months researching tactics to achieving these goals.

- System-wide best practices for performance evaluations
- Incorporate more technology into CUSS activities
- Improve awareness of CUSS at institutions
- Bring CUSS voice to the state level in proactive ways
- Review of CUSS bylaws, nominations procedures and voting process
- Refine Board of Regents Staff Awards Process
- Assess effectiveness of Shared Governance
- Advocate for USM Wellness initiatives

You will be able to read the results of their progress towards these goals in the Committee reports that follow. But we are also looking forward not only at the changing face of higher education, but how these changes impact the System's primary goals and Strategic Plan. I would like to thank my fellow Council members for their support over the past year, and please join me in welcoming the Executive Committee representatives for the 2013-2014 CUSS year: Chair Bill Crockett (UMB), Vice Chair Dana Wimbish (UMCP), Co-Secretaries Kristen Tull (UB) and Lisa Gray (SU), Members-at-Large Sherrye Larkins and Mary Hickey, Past-Chair, Willie Brown (UMCP) and Chancellor's Liaison to CUSS, Rosario I. van Daalen (USMO-HR).

I would also like to thank this year's Executive Committee members for their assistance: Vice Chairs Mi'Shaun Stevenson (BSU) and Willie Brown (UMCP), Co-Secretaries Brian Souders (UMBC) and Nancy Bowers (UMB), Members-at-Large Mary Hickey (TU) and Dolores Jackson (UMCP), and Chancellor's Liaison to CUSS, Rosario I. van Daalen (USMO-HR).

Gynene Sullivan,
Chair (UMB)



From left to right: Joel DeWyer (UMBC), Sherrye Larkins (CSU), Jayne French (TU), Dana Wimbish (UMCP), Rosario I. van Daalen (USMO), Brian Souders (UMBC), Dan Nagle (UB), Mary Hickey (TU), Jen Ziegenfus (SU), Nancy Bowers (UMB), Kathy Miller (UMBC), Lisa Gray (SU), Barbara Higgins (UMCES), Ron Butler (TU)

A MESSAGE FROM THE CHANCELLOR

As the 2013-2014 academic year approaches, the University System of Maryland (USM) once again finds itself in a position of relative strength, able to celebrate a year of progress and accomplishment.

As you know, the 2013 Legislative Session was extremely positive for the USM, highlighted by very strong support from both Governor Martin O'Malley and the General Assembly. State general fund and Higher Education Investment Fund (HEIF) support for the USM is on track to increase by just over \$95 million in fiscal year 2014, to approximately \$1.17 billion, an increase of 9 percent over fiscal year 2013. Especially gratifying is the fact that the budget includes \$20 million in enhancement funds, which will be augmented by \$10 million from the USM fund balance, to support three critical priorities in USM's strategic plan: targeted enrollment increases in the STEM disciplines of science, technology, engineering, and mathematics; greater support for research, entrepreneurship, and commercialization; advancement of our academic transformation and college-completion efforts.

We also had very good news with regard to the FY 2014 capital budget. The Maryland House and Senate approved every USM project as submitted by the Governor, then added a few additional items on their own accord. All told, the USM will receive approximately \$225 million for capital projects at campuses across the state. I am also pleased to note that the General Assembly has authorized a 3 percent COLA for all USM employees beginning January 1, 2014. In addition, for the first time in a number of years, the USM will be able to award merit increases effective on April 1, 2014.

The funding levels of the operating and capital budgets are yet another indication of the Governor's and General Assembly's support for public higher education and the USM. This is even more dramatic when you consider what has taken place in other states, as underscored in an article late last year in *The Washington Post*: "Prices spike at public universities, except in Maryland." As the piece noted, the cost of attending a public university in Maryland for in-state students has risen a mere 2 percent, adjusted for inflation, since 2007. Not only is this the smallest increase in the nation, it is also less than one-tenth of the average national increase of 27 percent. Furthermore, some states have seen an increase of more than 70 percent. It is no surprise that during this period, USM has moved from having the sixth-highest tuition in the nation down to 26th.

While state support is, of course, vital to our efforts, I think it is important to note that the USM has worked very hard over the past several years to earn this support. Our Effectiveness and Efficiency (E&E) initiative has earned national recognition. The Board of Regents' Committee on Economic Development and Technology Commercialization—the first new standing committee created in over a decade—is actively addressing the state's economic needs. University of Maryland: MPowering the State—the structured collaboration between the UMCP and UMB—is unleashing the full capability of these two universities. And the USM has emerged as a national leader in the Academic Transformation movement.

The one area where USM has not kept pace with other universities nationally is in faculty and staff compensation. While the state did authorize COLA and merit increases to take effect next calendar year, these do not offset the impact of the very restrictive limits on salary increases through repeated freezes and furloughs on all state employees during the last four years. As a result, the USM's once-competitive position on compensation has eroded considerably. This is a situation we must begin addressing in FY 2014.

Throughout all our efforts, I continue to be impressed with the dedication and commitment of CUSS. This diverse group of individuals—from across the University System—has stepped forward to work cooperatively and collegially for the betterment of System institutions and System staff. You are one of the USM's greatest assets and a driving force behind our rise to national eminence.

The Board of Regents and I commend Gynene Sullivan for her leadership as Chair over this past year. We also commend this year's CUSS Vice Chairs Mi'Shaun Stevenson and Willie Brown, Co-Secretaries Nancy Bowers and Brian Souders, Members-at-Large Mary Hickey and Dolores Jackson, and the Chancellor's Liaison to CUSS Rosario I. van Daalen, USMO-HR who has served in the liaison role for 21 years.

I believe strongly that the Governor's and the General Assembly's attention to higher education will bode well for USM in the years ahead. Clearly they share our goal of providing affordable access to excellent programs and services for our students and for Marylanders. The efforts of CUSS have been a vital part of our success on every level and I look forward to our partnership continuing to yield productive and beneficial results.

Sincerely,
William E. Kirwan
Chancellor



William E. "Brit"
Kirwan
Chancellor, USM

BENEFITS AND COMPENSATION COMMITTEE **CHAIR: KATHLYN MILLER** **UNIVERSITY OF MARYLAND BALTIMORE COUNTY**

The Benefits and Compensation Committee completed a review of the archived CUSS minutes for information relating to performance evaluations. Moving forward and working with the USM Office, the Committee will use this information to conduct an institution audit/survey to learn the System-wide best practices for performance evaluations and issue a report.

Some questions to include on the survey are:

- Are institutions preparing conducting performance evaluations?
- Are institutions using a 5-category or 2-category rating on their evaluation form?
- Are the same evaluations used for Exempt and Nonexempt?
- What is the performance evaluation process at each Institution for Exempt Staff?
- What is the performance evaluation process at each Institution for Nonexempt Staff?
- What is the merit decision process for each Institution for Exempt Staff?
- Are any outstanding Nonexempt Staff getting merit?

Our next steps also include obtaining a copy of the Report on Ratings of Nonexempt Performance Evaluations—Nonexempt Pay Program. This is a report on the number of Nonexempt Staff employees rated at each institution, the breakdown of the ratings for each evaluation category (“meet standards” and lower and higher) and the amount of merit dollars paid out; and soliciting input from the System office on performance evaluations.

LEGISLATIVE AFFAIRS COMMITTEE **CHAIR: ROY ROSS** **UNIVERSITY OF MARYLAND, BALTIMORE**

The 2013 session of the Maryland General Assembly began on a positive note for the USM community.

The Governor presented a favorable budget request for FY 2014 for the USM, an \$82 million dollar increase over FY 2013. The new budget includes a long awaited COLA slated for January 2014 as well as a merit increase for April 1 of the same year. It also held student tuition increases to 3%, helping to keep tuition affordable.

While CUSS was active in supporting the budget proposals for higher education, we too were supported by the hard work of the Chancellor, PJ Hogan and Andy Clark. Their guidance was pivotal in helping us to better represent our staff and our USM institutions during the session. We, CUSS, also applaud our students for their very successful rallies and the great work they did working with the legislators during this session. Hats off as well to our faculty for their work during the session.

In the next legislative session (2014), CUSS, once again, will be working closely with the System Office; however, we would like to work more closely with our students, faculty, and members of the General Assembly as well.

We will continue to monitor the issues of importance pertaining to our staff and the University System. The USM continues to be an economic engine for the state and an excellent source of education for our students and an excellent investment for our citizens.

One more note, special thanks to UMB Chief Government and Community Affairs Officer, Associate Vice President Barbara Klein, and her staff for their guidance and support during this past session as well.

The Council of University System Staff plans to work hard in the upcoming 2014 legislative session in hopes of another successful year. Special thanks to the Governor, members of the General Assembly and all those responsible for making this year’s session such a success!

COMMUNICATIONS COMMITTEE**CHAIR: TONY SCORSUNE****UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE**

One of the goals of the Communications Committee was to research ways to incorporate more technology into CUSS activities. We spent a few months exploring the feasibility of video conferencing for meetings and evaluated different platforms for its use. We were able to reach out to individual Institutions to ensure the CUSS web page link was available on all applicable USM Institutions' internal pages. In addition, our committee also took over the role of updating the CUSS website on a monthly basis.

A fundamental objective of our committee is to foster a streamlined flow of information between CUSS and all of its respective constituents. We proposed implementing monthly institutional feedback reports to develop continuity between CUSS and USM staff councils/senates, creating a definitive newsletter process, as well as continually maintaining and improving the CUSS Website.

We will be partnering with the Legislative Committee to generate business cards for CUSS members to enhance our visibility to state legislators for the 2014 Legislative Session.

COMMUNITY OUTREACH AND RECOGNITION COMMITTEE**CHAIR: JENNIFER ZIEGENFUS****SALISBURY UNIVERSITY**

This year, the Community Outreach and Recognition Committee concentrated on further streamlining the Board of Regents Awards Process. The Committee formalized a review protocol, and streamlined the nominations packet for ease of use. In addition, the Committee made changes to the evaluation form to make it more comprehensive.

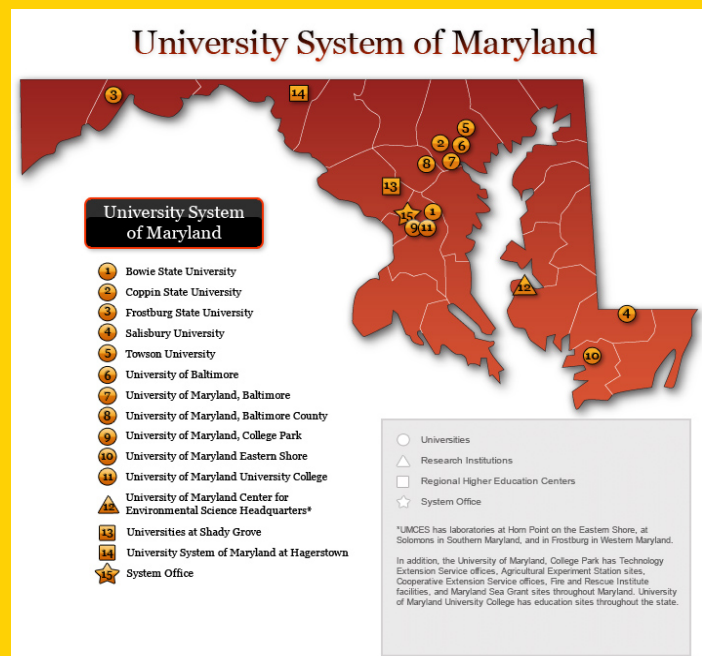
The Committee also conducted a survey of staff under shared governance to determine how each institution's form of shared governance functioned within its unique culture. The results received were very diverse and prompted the Committee to do further research on how to make USM institutions more aware of the Council and its role in shared governance.

The Council of University System Staff (CUSS)

was established in 1992 by request of the Board of Regents to advise on matters relating to the development and maintenance of a new USM Pay Program for Staff employees. CUSS is comprised of System-wide Staff employees with representatives from each of its 12 institutions and the System office. Institution membership is proportionate to the number of Staff employees at the individual institutions with a minimum of two representatives per institution. CUSS has direct communications with the Chancellor and the Board of Regents and is a member of the Chancellor's Council. Its responsibility is to consider and make recommendations on issues affecting Staff employees. It is also responsible for keeping the Staff employees informed on CUSS activities and System-related actions.

CUSS meetings are held the fourth Tuesday of each month (schedule modified for holidays), giving each institution an opportunity to host a meeting. The CUSS Executive Committee also meets with the Chancellor as often as needed but at least once a year.

Photo courtesy of USM website



2012-2013 USM BOARD OF REGENTS STAFF AWARDS

A CUSS initiative, the Board of Regents' USM Staff Awards represent the highest honor bestowed by the Board of Regents for achievements of Exempt and Nonexempt Staff employees from institutions within the University System of Maryland. The awards are presented to two Staff employees in each category—one Exempt Staff and one Nonexempt Staff—for a total of eight awards. Each recipient will receive a \$1,000 stipend (taxable income) and will be awarded a plaque. In addition, appropriate notices will be placed to publicize each honoree's accomplishments.

EXCEPTIONAL CONTRIBUTION TO THE INSTITUTION AND/OR UNIT TO WHICH A PERSON BELONGS

EXEMPT

KARYN SCHULZ

Director, Center for Education Access, (UB)

In addition to her regular duties as Director for the Center for Educational Access, Karyn has been an integral part of the shared governance process at UB. In 2011, President Bogomolny challenged members of the University Council to consider ways in which they could make shared governance more efficient and communication more transparent within the UB community. During this process, Karyn quickly emerged as a clear leader, not just for the Staff employees, but for the entire UB community, placing the best interests of her constituents in the forefront and ensuring a credible process that was fair to all constituencies. Through her continued involvement on UB's Staff Senate as Parliamentarian and on the Culture and Diversity Committee, Karyn continues to serve as a role model for others engaged in and interested in participating in shared governance.

NONEXEMPT

SUSAN WEININGER

Administrative Assistant, Department of English, Towson University (TU)

From helping students with registration and graduation requirements to providing them with practical tools (computer skills, a stapler) to lending an ear or a chair or a piece of candy when a student is exhausted or at wit's end, Susan Weininger is the most utilized (and popular) interface between the very large English Department and the students. She is so beloved by many students that they come back to visit her, hovering around her desk or outside of her office door to catch a word with her and tell her about their lives. Luckily, Susan possesses a remarkable ability to do many things at once: thus one can frequently find her listening to students, fixing a computer or printer problem, and looking up information for a faculty member, all at the same time. Even though the details of her administrative work for the department often seem somewhat removed from the mission of the University, she never loses sight of the simple truth that should be at the center of the University workplace: everything we do should serve the best interests of the students.

EXTRAORDINARY PUBLIC SERVICE TO THE UNIVERSITY OR TO THE GREATER COMMUNITY

EXEMPT

BRENDA ALI

Assistant to the Director of the Institute for Genomic Sciences, University of Maryland, Baltimore (UMB)

In addition to her duties as Assistant to the Director of the Institute for Genomic Sciences, Brenda is a tireless volunteer in the Poppleton community of Baltimore City. She has worked with the James McHenry Elementary/Middle School, located a few blocks away from the UMB BioPark, to build community partnerships and improve the health, well-being and academic achievements of the McHenry students and their families. Even though her numerous activities have included clothing, school supply, and book drives for the students, what is perhaps the most anticipated event is the annual Halloween event that the BioPark hosts each year for community children. In 2012 when Hurricane Sandy cancelled most events, Brenda still came into the office and personally organized the logistics so there would be trick-or-treating for the elementary students and a "Spooktacular" science learning program for the middle school students. Her personal commitment to the school and to the greater community has made a great difference.

NONEXEMPT**ELSA KERY-GRANT****Human Resources Specialist, University of Maryland, College Park (UMCP)**

Elsa has strived since her earliest days on campus to improve her knowledge of the University, understand its systems and learn all she could about the offices she worked. It is her strong belief that self-improvement is the only path to success. She took that same enthusiasm for learning and began using her talents to help other employees improve their skills. Elsa has become an advocate for some of the lowest paid workers on campus, especially those who spoke English as a second language. She continually pushes others to do their best and works with them to find pathways to promotion and higher paying jobs. While this work was never part of her official duties, her understanding of the special challenges recent immigrants face compelled her to reach out and help others. University Human Resources recently persuaded Elsa to join our Training & Development group to help provide stronger linkages for Spanish-speaking staff, and the difference she has already made is tremendous. Elsa is also working toward her Bachelor's degree in Management, and she is on track to graduate next December.

OUTSTANDING SERVICE TO STUDENTS IN AN ACADEMIC OR RESIDENTIAL ENVIRONMENT**EXEMPT****JEFFREY KLUPP****Electronics Technician, Towson University (TU)**

Jeff Klupp has worked as the Electronics Technician for the Fisher College of Science and Mathematics for 21 years, but his service extends far beyond his official duties. Faculty and departments rely on his expertise to design, construct, and maintain all electrical and mechanical devices in classrooms and laboratories. He also maintains the "smart" classroom systems and works with faculty to repair any lab equipment. On any given day Jeff can be found designing a complicated electronics circuit board, helping connect the plumbing for an experiment, helping a student write code for their experiment, or serving as an informal mentor and friend to students.

NONEXEMPT**LOIS BENNETT****Administrative Assistant, Frostburg University**

Lois Bennett has been at Frostburg for 28 years and, during this time, she has been a friend, mentor, employer and supporter to hundreds of students. She is the Administrative Assistant for the Programs Advancing Student Success office (PASS), the Disability Support Services Office (DSS) and the Registrar's office; is in charge of Federal Work Study Students for both the PASS and Tutoring Center offices; runs and organizes the test-taking facilities; keeps an eye on the PASS, DSS, Development Math, Tutoring Center and Registrar's Office budgets; and even informally advises students. But the intangible tasks she performs are the most impactful. Lois has a genuine interest in FSU students and is a mother figure to students who sometimes need one while away at college. Many, many times she has been seen talking to students about their classes, families, interests, and, at times, even consoling students when disappointment or tragedy strikes.

EFFECTIVENESS AND EFFICIENCY AWARD IN ADMINISTRATIVE OR ACADEMIC TRANSFORMATION**EXEMPT****STEPHEN KOLB****Energy Manager, Towson University (TU)**

As Energy Manager for Towson University, Stephen designed and implemented the campus-wide lighting system improvement and retrofit of over 35,000 lighting fixtures and the installation of some 9,600 lighting occupancy sensors across 35 academic, administrative and auxiliary buildings that is saving the university approximately \$1 million in electricity costs per year. He also spearheaded other energy-saving initiatives that have garnered the university \$400,000 in energy rebates from Towson's local utility. The entire project reduces the university's lighting energy use by 40%, its total electricity energy consumption by 15% and its carbon emissions by nearly 10,000 tons. Stephen was integral in Towson's decision to challenge contractors to look at a new generation of lighting technology beyond the current offerings, thus creating additional savings that will be realized over the life of the retrofit. Though he is not an engineer and holds a masters electrician license, he was invited to speak at the Illuminating Engineers Society Lighting Technology Conference in September 2012 to over 150 building owners, design professionals, and lighting vendors, and he will soon be a graduate of the APPA Institute for Facilities Management.

NONEXEMPT**BRENDA GRODZICKI****Business Manager for Literature/Film Quarterly, Salisbury University (SU)**

Brenda brings a range of skills to her position as Business Manager and Copyeditor for the Literature/Film Quarterly, an international publication housed at Salisbury University and a critical tool for studies in literature and film. In a time when the economics of publications in general are being scrutinized, Brenda conceived of and implemented a plan to increase revenues for the publication, re-negotiating long-standing contracts with several companies who distributed the journal online and securing additional contracts that will save the journal over \$10,000 annually. This cost savings has provided the financial stability that will ensure the continued publication of this valuable faculty resource.

USM BOARD OF REGENTS STAFF AWARDS HONORABLE MENTION**Extraordinary Public Service to the University or Greater Community**

Charles Dicken	FSU	Exempt
Clifton Harcum	UMES	Exempt
Bill Shewbridge	UMBC	Exempt
Martha Shrader	UMCP	Exempt
Philip Thomas	UMES	Exempt
Ernest Waiters	BSU	Exempt
Susan Willemin	TU	Exempt

Outstanding Service to Students in an Academic or Residential Environment

Wendy Crowe	UMBC	Nonexempt
Nikki Dyer	SU	Exempt
Michael A. Nugent, PhD	UMES	Exempt
Alverta Polk	UMES	Nonexempt
Bryan Quinn	UMCP	Exempt
Amy Lynn Shimko	FSU	Exempt
Pat Szymezak	TU	Nonexempt
Theresa Washington	UMB	Nonexempt

Effectiveness and Efficiency - Academic or Administrative Transformation

J. David Allen	UMCP	Exempt
Sanjay Uchil	UMB	Exempt

Exceptional Contribution to the Institution and/or Unit to Which a Person Belongs

Todd Cinani	UMUC	Exempt
Matt Hill	SU	Nonexempt
Joyce Oen Johnson	UMB	Exempt
Justine Johnson	UMBC	Exempt
Felicity Knox	TU	Exempt
Cynthia B. McKamey	UMES	Nonexempt
Maureen Meyer	UMCP	Exempt
Claude (Dick) Rader	Coppin	Exempt
John H. Snyder II	UMCP	Nonexempt
Jamie Webster	UMES	Exempt

In Memoriam
Bernard "Bernie" Wynder (1955 - 2013)
Frostburg State University

Bernie worked for FSU in a variety of roles for most of the time since he graduated (FSU '78/M'84), and he played an enormous role in creating the diverse, vibrant community it is today. Mr. Wynder contributed on multiple levels including his time on the USM Council of University System Staff. In addition, numerous organizations in his adopted home of Allegany County benefitted from his wisdom and commitment, including the NAACP, the Human Relations Commission, Maryland Salem Children's Trust, Potomac Council Boy Scouts of America, Big Brothers/Big Sisters and many others. He was a brother in Omega Psi Phi. His many awards included the NAACP Image Award, the FSU Alumni Achievement Award and the Living Legend Award from the Associated Black Charities. In a tribute in the Cumberland Times-News, sports editor Mike Burke wrote, "Bernie Wynder was Mr. Frostburg State, not just in my eyes ... but to the thousands of students he loved and mentored, and who will hold him in their hearts and love him for the rest of their lives."



2012-2013 CUSS REPRESENTATIVES

Bowie State University (BSU)

Marie Meehan
Mi'Shaun Stevenson (Vice Chair, November 2012)
Karen Tyler
Trish E. Johnson
April Johnson

Coppin State University (CSU)

Marcia Cephus
Kerry Hickey

Frostburg State University (FSU)

Jay Hegeman
Jesse Ketterman
Ruben Stevenson
Stacy Wassell

Salisbury University (SU)

Paul Gasior
Lisa Gray
Jennifer Ziegenfus

Towson University (TU)

Ron Butler
Jayne French
Mary Hickey (Member-at-Large)
Brenda Yarema

University of Baltimore (UB)

Dan Nagle
Kristen Tull

University of Maryland, Baltimore (UMB)

Nancy Bowers (Co-Secretary)
Bill Crockett
Dave Delooze (until May 2013)
Carol McKissick
Roy Ross
Gynene Sullivan (Chair)

University of Maryland Baltimore County (UMBC)

Joel DeWyer
Kathy Miller
Brian Souders (Co-Secretary)
Leslie Tinker

University of Maryland Center for Environmental Science (UMCES)

Gus Mercanti (April 2013)
Barbara Higgins

University of Maryland, College Park (UMCP)

Willie Brown (Past Chair; Vice-Chair, from June 2013)
Dolores Jackson (Member-at-Large)
Albert "Larry" Lauer
Sister Maureen Schrimpe
Dana Wimbish

University of Maryland Eastern Shore (UMES)

Corey Bowen
Rena Finney
Chenita Reddick

University of Maryland University College (UMUC)

Lisa Andrews
Calynn Offer
Anthony Scorsune

University System of Maryland Office (USMO)

Mary Reed (until November 2012)
John T. Wolfe, Jr.

Chancellor's Liaison to CUSS

Rosario I. van Daalen – USMO-HR
Human Resource Officer for the USM

For a full listing of all minutes regarding the USM Council of University System Staff (CUSS), institution photographs, and other pertinent information, visit <http://www.usmd.edu/usm/workgroups/SystemStaff/>.

