

Council of University System Staff  
 University of Maryland Biotechnology Institute  
 September 25, 2007  
 Meeting

**ATTENDEES**

<b><u>Executive Committee Members Present</u></b>	
Chair	John Wolfe, Jr. USMO
Vice Chair	Janine Vienna, SU
Secretary	Judy Sabalauskas, UB
Member-at-Large	Joe Hill, UMBC
Member-at-Large	Dave Delooze, UMB
Past Chair	Larry Lauer, UMCP
Chancellor's Liaison	Rosario I. van Daalen, USMO

	<b><u>Members Present</u></b>	<b><u>Alternates</u></b>
BSU	Dale O'Neal	Kevin Pothier
CSU		
FSU	Jay Hegeman	Rob Smith Gary Love
SU	Janine Vienna Carol Barr	Jackie Eberts
TU	Gloria Gaguski	Laura Jackson Susan Lidard
UB	Judy Sabalauskas	
UMB	Dave Delooze	Colette Becker
UMBC	Joe Hill	Deb Geare Linda Brown
UMBI	Jamie Kasco Adavi Venkat	
UMCES	Gus Mercanti	
UMCP	Larry Lauer Marvin Pyles	
UMES		
UMUC	Scott Wibbert Cassandra Lewis	
USMO	Mary Reed John Wolfe, Jr	

**Guests**

Susan Lodarel, TU

### **Call to Order:**

John Wolfe, Jr., Chair, called the September meeting **10AM** to order at **University of Maryland, Biotechnology Institution (UMBI) – Center Of Marine Biology (COMB)**

### **Welcome and Introductions:**

On behalf of the President, Colleen Dove, VP of Finance, welcomed the membership to UMBI-COMB, Baltimore. COMB is one of UMBI's four Biotechnology Research facilities. It is committed to the advancement of research, education and economic development.

### **Approval of Minutes:**

Draft minutes from August 14<sup>th</sup> meeting were reviewed. Minor corrections were made, and a motion was made and seconded to approve the minutes as amended.

### **Chair's Report:**

- John Wolfe asked Larry Lauer to present his report from the September 4<sup>th</sup> Chancellor's Council meeting with the Presidents and the September 7<sup>th</sup> (6<sup>th</sup>?) Board of Regents meeting (retreat). John had a schedule conflict and was unable to attend.
  - At the Chancellor's Council meeting,
    - there was discussion regarding the memo from JoAnn Goedert, Chief Counsel for Educational Affairs in the Office of Attorney General regarding Shared Governance (see memo attached);
    - The Hogan report has been extended for a year in order to reflect the State's Revenue Stream;
    - Chancellor Kirwan discussed his pending legacy to USM. Although he is not entertaining plans for retirement he is "closer to the end than the beginning of his career."
  - The BOR retreat was held on September 6<sup>th</sup>. It was very poorly attended. Only the BOR and some staff attended. It started at 1:00. Larry arrived at 3:00. See attachment for retreat agenda.
    - The main topics were Climate Change and the review of the budget scenarios.

### **Meeting Discussion-**

CUSS discussed the Attorney General's strong endorsement for Shared Governance. John Wolfe charged CUSS to use the memo to reinforce the role of CUSS on individual institutions.

Discussion included:

- Use of due diligence in enforcing the law that "formal shared governance and processes must extend to staff at each institution."
- Whether there was a need for an audit to see if all institutions were in compliance.
- A possible survey of each institution to establish a baseline for current compliance so we can measure any progress made from the memo's endorsement
- The "roller coaster" history of Shared Governance based on budget cuts, changes in administration and staff at most institutions, along with the introduction of Unions in 2001.
- The memo gives CUSS representatives the opportunity to meet with the Presidents of our respective institutions

- Even with the union's MOUs, more USM employees are excluded from representation than the number of employees who are a member of a Collective bargaining unit with an exclusive representative.
- It was agreed that the Executive Council needs to discuss these points with the Chancellor before moving forward.

Joe Hill complimented Larry Lauer on his work in building relationships with the Chancellor and the BOR that brought Shared Governance back into focus as part of the performance evaluation of institutions' presidents.

Rosario pointed out that the timing is excellent because the Chancellor and BOR are not being distracted with the legislative session. The discussion continued to support the importance of moving forward to reinforce the role of Shared Governance now that it has been brought to the forefront. John Wolfe brought the discussion back to order and suggested we form a motion.

Cassandra Lewis proposed the motion:

**CUSS as a body would submit an annual or semi-annual report to the Chancellor on the status of Shared Governance at each institution. The report could be separate from or part of the CUSS Chair's annual report to the Chancellor.**

Linda Brown seconded the motion. A vote was taken and the motion was unanimously approved.

Janine Vienna continued the discussion for needing a Systemwide survey. The survey would identify the challenges each institution faces with ensuring the compliance to the Shared Governance Policy. The Attorney General's memo is our guide and any deviation from the Policy needs to be addressed. The goal is to enhance participation in Shared Governance at every level.

John Wolfe redirected the group back to the continuation of the Chair's report.

Larry Lauer continued with his report to the BOR on Sept. 7<sup>th</sup>. The BOR Staff awards were presented with the Presidents and Colette's Committee. Photographs were taken and the high standard of presentation was impressive.

The BOR discussed the budget scenarios. See attachment "Long Term Fiscal Considerations." As part of the Chancellor's legacy Dr. Kirwan would like to see:

- a smaller gap between lower income students and the rest of the State
- improvement in Maryland's competitiveness with other state education systems
- USM lead the state as both a resource and a model for addressing Climate Change

### **Report from the USM Chancellor's Liaison:**

Rosario van Daalen reminded us to make sure that employees, who have their Optional Retirement Plan (ORP) through AIG-Valic, should take action to switch to either Fidelity or TIAA CREF no later than October 31<sup>st</sup>. Those who neglect to make their own choice for the ORP will be placed into Fidelity's plan by default. Their money will be diverted to a life cycle plan. Any employee, who currently contributes to an AIG-Valic supplemental retirement account (SRA) and does not switch to another vendor by October 31<sup>st</sup>, will have no further salary deductions as of January 1, 2008.

Rosario mentioned the pending meeting with Vice Chancellor Joe Vivona regarding the Nonexempt extra-merit-pay policy. In response to Larry's Lauer's memo, the Chancellor asked Mr. Vivona to meet with us very soon to facilitate the discussion of the extra-merit-pay issue. Dates are being considered for a meeting with the Vice Chancellor and the proposed committee.

### **Committees:**

**Executive** – Work group will meet with Joe Vivona regarding the extra-merit- pay policy for Nonexempt employees. Additionally, John Wolfe will organize a meeting with Chancellor Kirwan to discuss this year's goals for CUSS to include:

1. Reducing the Carbon footprint on campuses
2. Organizing a workshop to help bring each institution in line with the formal Shared Governance and processes
3. Reintroducing and/or reinforcing the practice of teleworking; reduced work days schedules.

**Benefits** – Jackie Ebert has been elected Chair of the committee. She will look for guidance from Rosario regarding the Exempt Salary Structure that will be undergoing the Biennial Market Salary Survey. Additionally, committee members presented concerns on:

1. What is the pay administration program for each institution
2. Internal equity and career development/mobility
3. When is an equity review needed
4. create ladders for advancement to avoid salary compression
5. Staff development – leadership certificate programs

### **Communication –**

1. Newsletter will be ready for distribution at the October meeting at FSU.
2. The Attorney General's memo on Shared Governance will be posted on the CUSS website
3. Design changes for the newsletter will be considered
4. Develop a power point for training new members
5. How are old newsletters archived?

### **Community Development – BOR awards**

1. revised timeline
2. nomination packets will be sent
3. institution submissions will be due January 18, 2008
4. continue to push for Nonexempt nominations

**Legislative** – Jackie Eberts suggested a CUSS legislative Day be reinstated – visit to Annapolis, attend a legislative hearing, have a discussion on the legislative process for the USM.

### **Old Business: none**

### **New Business:**

1. Green initiative
2. Joint meeting with CUSF – has it been postponed?
3. Next meeting at Frostburg State University on October 23, 2007 – parking tags were distributed.

Meeting Adjourned at 2:00 pm

*Minutes submitted by Judy Sabalauskas*