

Council of University System Staff (CUSS) Meeting – MINUTES

April 27, 2010

Towson University
Towson, MD

In attendance:

Members

Absent	BSU
Absent	CSU
Jay Hegeman	FSU
Jesse Ketterman	FSU
Jackie Eberts	SU
Carol Barr	SU
Kay Kazinski	TU
Brenda Yarema	TU
Giordana Segneri	UB, CUSS Co-Secretary
Karyn Schulz	UB, CUSS Co-Secretary
Colette Becker	UMB
Dave DeLooze	UMB
Roy Ross	UMB
Lori Smith-Watson	UMBC, Member at Large
Deb Geare	UMBC
Absent	UMBI
Gus Mercanti	UMCES
Willie Brown	UMCP, CUSS Chair
Sister Maureen Schrimpe	UMCP
Larry Lauer	UMCP
Absent	UMES
Absent	UMUC
Ayman Abdo	UMUC
Mary Reed	USMO
Ayman Abdo	UMUC
Absent	USMO

Alternates/Guests

Absent	BSU
Abby Byrnes	CSU
Joel DeWyer	UMBC
Chenita Reddick	UMES
Michael Hughes	UMUC
Cynthia Andrews	TU
Joyce Clark	TU
Sharon Ayres	TU
Dale Schmertzler	TU
Heather Bishop	TU

Chancellor's Liaison to CUSS:	
Rosario I. van Daalen	USMO

Dr. Robert Caret, President TU	

1. WELCOME AND INTRODUCTIONS

- Brenda Yarema introduced Dr. Robert Caret, President of Towson University
 - Dr. Caret thanked the good work of Staff and called them the foundation of the campus
 - Dr. Caret shared how running a business, using quality circles, is similar to Shared Governance at an Institution of higher education

- He indicated that everyone has a voice, the administration listens and, when necessary, it does make decisions, i.e. parking
- Dr. Caret helped form the original Staff Council while in his earlier tenure with Towson
- He indicated that we are very fortunate that the State of Maryland supports higher education, but the public may be skeptical and we need to better educate the public

2. APPROVAL OF MINUTES

- March minutes approved with no needed additions or changes.

3. CHAIR'S REPORT

- BOR Furlough Resolution for FY11
 - Very similar to FY10
 - CUSS FAQ will apply to all institutions
 - Each Institution will create its own plan within the guidelines of the BOR Furlough Resolution
 - Hope to start at beginning of fiscal year
 - Some Institutions will look for exceptions to be allowed
 - The State is requiring state agency employees to take 10 furlough days; the USM BOR is permitted to create its own guidelines
 - USM is required to return the same amount of money as FY10
 - Still developing final draft of furlough guidelines (tentatively minimum one day, maximum 10 days); it is hoped that the FY11 Furlough plan will be ready by the next Chancellor's Council meeting on May 3, 2010
 - Change: limited number of furlough days allowed per week, depending on salary level (last year, one furlough day was allowed per week)
- Rumor regarding the cancelation of BOR Staff Awards is not true
 - BOR Faculty Awards presented at most recent BOR meeting
 - Chancellor's Salary Directives include provisions for Faculty and Staff Awards (formerly called "Guidelines"; this is an annual memo)

4. REPORT FROM THE CHANCELLOR'S LIAISON TO CUSS - Rosario van Daalen

- Chancellor's Salary and Compensation Directives (formerly "Guidelines")
 - Guidelines to tighten up, putting more controls into place
 - Include information pertaining to promotions and reclassifications
 - Presidents report salaries of highest paid at each Institution
 - Contract renewals – no increases in salaries; applies to all USM Employees regardless of status (PIN, contractual, grant, etc.)
- SB 141, Section 36: language indicating that there will be no COLA or merit increases for FY11 with the exception of salary increases for the retention of Faculty employees

- CUSS had a discussion regarding why Staff employees not included in this exception.
- CUSS needs to take action to make Legislature aware of importance of Staff employees to each Institution and to change wording in the legislation in future
 - **ACTION ITEM:** Add as an item to next month's agenda
- Federal Health Care Bill and any impact on State/USM health care benefits
 - Initial change will be to increase age of dependents on current plan from 25 to 26, as of July 1, 2011. State of MD plan is set up on the fiscal year
 - Flexible Spending Account: until now, could use funds for OTC drugs, etc.; for FY11, can still use FSA for OTC reimbursement until Dec. 31, 2010; as of Jan. 1, 2011, cannot use FSA for OTC reimbursement (federal legislation). **NOTE AFTER THE MEETING: this was amended further to allow medical supplies but not OTC medications. This means that, as of 1/1/11, other OTC items such as bandages and contact lens solution will remain eligible; cough and cold medicines will not be eligible for reimbursement. An updated eligible list has been posted on the Connect Your Care website and will be posted on the DBM Health Benefits site.**
- Policies to go to Chancellor's Council on May 3, 2010, for review and approval
 - Abrogation language in military-related policies being removed (see March 2010 minutes)
 - FMLA related to military (see March 2010 minutes)
 - Employees must take paid leave during FMLA; after 30 days of unpaid leave, health insurance no longer covers, and employee has to use COBRA
 - Any policies with an impact on domestic partners put on hold until after the Legislature finished session
 - **ACTION ITEM:** Willie Brown to ask Chancellor if it's OK to start addressing domestic partner-related policies again

5. WEBSITE/COMMUNICATIONS

- Colette Becker will meet with Communications Committee to review website and have update/report with suggestions prepared for the next meeting
 - Send any input to Colette Becker prior to next CUSS meeting

6. OLD BUSINESS

- Carryover of accrued leave: Roy Ross to provide information pertaining to State policy allowing State agency employees to carry over 600 hours of annual leave while USM employees only allowed to carry over 400 hours from one calendar year to the next.
 - USM employees, upon termination, can be paid for all leave (except sick and personal leave) in bank; State employees paid only 400 hours upon termination
 - Discussion about whether to pursue the difference allowed or leave policy as is

- a. CUSS to research what would be best for its constituents; should educate constituents on details of leave, so they understand give and take
- b. Provides more cushion for FMLA, if needed
- **ACTION ITEM:** develop statement to give to Presidents and Chancellor to consider carryover of 600 hours; benefit to put on table, especially during time of no COLA or merit

7. CUSS Executive Board nominations

- Need nominations for:
 - Chair
 - Vice Chair
 - Secretary
 - Suggestion to continue this position as co-secretaries
- Nominations taken at April, May and June meetings with voting to occur at June meeting
- Nomination of Willie Brown to continue as Chair
 - Motion seconded
- Entire executive committee nominated for second term
 - Motion seconded

8. OLD BUSINESS

- Board of Regents Awards
 - Will need someone to assume Deb Geare's responsibility for BOR Awards for FY11 (Community Development Committee)
 - Discussion of criteria used to determine nominees
 - Very subjective
 - Deb Geare is waiting for CUSF criteria to see if there are any criteria CUSS can utilize
 - Larry Lauer suggested that we increase the number of recipients from current six (6) to twelve (12): two Exempt, two Nonexempt in each of three categories; **MOTION APPROVED**
 - Consider more training on how to be more objective
 - a. Use of the template provided
 - b. Past winning packets as a template
 - c. Clarify categories
 - d. Committee members should bring feedback to their campuses about what works, doesn't work
 - Internal review committee of Institution Staff senates should review the award packets before they are submitted
 - **ACTION ITEMS:**
 - a. Review categories

- b. Review criteria for each category
 - c. Develop FAQ and executive summary to include in the nomination packets (identify/define what “exceptional” means; executive summary will help committee weed through nominations faster)
 - d. Discuss how to even the playing field
- Kay Kazinski will set up wiggio.com account, free online collaboration tool for Awards Committee to work together
 - Can use wiggio.com account for CUSS nominations/elections
- **ACTION ITEM:** Willie Brown will find out if the Board of Regents discussed at their last meeting the final nominations for the Staff Awards, sent by CUSS after the members’ review
- **ACTION ITEM:** each Institution should submit CUSS representative election process and Board of Regents nomination process
 - Jackie Eberts: Does this require a revision of the bylaws? No, there are rules governing the review process.
 - Larry Lauer: It’s the Regents’ award; we’re the review board for the award, so it’s not our decision how each campus handles the process for the Staff Awards
- CUSS website: Check to make sure your/your Institution CUSS members’ information is up to date; send any changes to Mary at mereed@usmd.edu
- News release
 - SB 141, Budget Reconciliation and Financing Act (salary increases for the retention of Faculty employees)
 - Furlough plan/resolution; more info to come
 - Quick fact: CUSS involvement in furlough process last year; FAQs on CUSS website

NEXT MONTH’S CUSS MEETING: May 18, 2010, UMBC

Respectfully submitted by Karyn Schulz and Giordana Segneri, CUSS Co-Secretaries