

Meeting Minutes  
 December 13, 2011  
 University System of Maryland Office  
 Chancellor's Conference Room  
 3300 Metzrott Road  
 Adelphi, MD 20783

**Members**

Marie Meehan	BSU
Cynthia Coleman	BSU
Absent	FSU
Jackie Eberts	SU
Absent	TU
Ron Butler	TU
Mary Hickey	TU
Karyn Schulz	UB, CUSS Co-Secretary
Absent	UB
Bill Crockett	UMB
Gynene Sullivan	UMB, CUSS Vice Chair
Kathy Miller	UMBC
Brian Souders	UMBC, CUSS Co-Secretary
Absent	UMCES
Willie Brown	UMCP, CUSS Chair
Sister Maureen Schrimpe	UMCP
Absent	UMES
Anthony Scorsone	UMUC
Debby Mathis	UMUC
Mary E. Reed	USMO

**Alternates/Guests**

Karen Tyler	BSU
Mi'Shaun Stevenson	BSU
Brenda Der	UB
Colette Becker	UMB
Nancy Bowers	UMB
Joel DeWyer	UMBC
Leslie Tinker	UMBC
Mike Pasziewicz	UMCP
Noelle Nelson	UMUC

**Welcome:**

Chancellor William Kirwan	USMO
*****	
Chancellor's Liaison to CUSS:	
Rosario I. van Daalen	USMO-HR
*****	

1. Welcome and Introductions - Mary E. Reed welcomed CUSS to the USM Office (USMO).

2. Approval of Minutes. October meeting minutes approved with minor changes, Jackie Eberts noted she was present (via teleconference), even though she was marked as absent. Willie Brown also made the suggestion to include the November Joint Meeting Questions Report as our minutes. Motion was approved.

3. Chair's Discussion – Willie Brown

a. Board of Regents New Award – February Board of Regents meeting

Gynene Sullivan. It should be noted that BOR Staff Awards will be awarded at a ceremony in September. Presently proposing that the BOR approve the Staff awards after the Faculty awards presentation at the April BOR meeting.

Rosario van Daalen. Award payment would be issued in June prior to the end of the fiscal year.

b. Board of Regents Awards Process

c. Chancellor's Council Meeting

i. Dream Act

Willie Brown. For those unfamiliar, the Dream Act refers to the ability for certain undocumented immigrants to receive In-State Tuition. We are to be contacted by some group (Willie did not know name) to discuss the matter.

Rosario van Daalen. Presidents and Chancellor are looking for input from the Institutions. We are not, however, deciding to use CapWiz for lobbying efforts.

ii. Child Abuse Policy

Willie Brown. Policy approved last Friday. Willie thanks us for input into the document.

Rosario van Daalen. Policy has two clearly defined sections. The first one has a greater degree of responsibility than the second, with clearly defined reporting requirements.

Gynene Sullivan: Will this policy be distributed to presidents to distribute to their Institutions?

Rosario van Daalen: Yes, each president will present his/her own letter in coordination with the Chancellor's letter. We want to stress how important this is to all, from top administration and down. A Training Program is currently under development.

d. Board of Regents Meeting

Willie Brown. All materials listed on URL below <<http://www.usmd.edu/regents/agendas/>>

e. Facebook (should we and if so, how, when, who?)

Willie Brown. Should we use it? If so, how?

Debbie Mathis: We use it there for internal communication. Called Engaged

Willie Brown. USM has a FB page, many institutions have FB, but we have a web page. Should we have a FB page as well?

Karyn Schulz: For those who do not use Facebook, it will leave out a lot of people. Do not want to infringe on others. Not sure it will reach the people we want.

Willie Brown: Are these people going to our web site?

Karyn Schulz: We don't know.

Nancy Bowers: UMB – doesn't have a lot of traffic, not a lot of likes. Need to have someone to get conversations going. Not all will want to use that mechanism.

Brian Souders. Who will maintain it?

Willie Brown. No decision has been made thus far.

Nancy Bowers: There will need to be a person (communications committee) to be in charge.

Joel DeWyer. Unless we will use it as an active vehicle, otherwise it's just a presence out there. It can give visibility, but it needs a focused purpose.

Debby Mathis. If we want to discuss serious policy issues, we do not know how public we want to be with those kinds of conversations. Disseminating information is not the same as having a discussion.

Karyn Schulz. Sees the page as a public page. It will haunt you. Same concept as we tell our students.

Rosario van Daalen. Wants to get a feel of who wants to have FB and, if not, then no need to discuss.

Leslie Tinker. Hard to vote on if we do not know what the purpose is.

Willie Brown. Will assign to communication committee.

Rosario van Daalen. Ownership is lost as time passes.

Willie Brown. Assign to communication committee to decide if and how to implement a Facebook page, content and so on. Voted, ayes have it.

#### f. Meeting Rotation Scheduling

Willie Brown. Bill Crockett designed a 10-year rotation schedule. Willie Brown adapted it to create a six-year one. In 10-year schedule, most will be out once every ten years.

Cynthia Coleman: BSU would be happy to host the joint meeting, not just UMCP.

Willie Brown: There is no real reason why it is at UMCP.

Rosario van Daalen. There are multiple costs for hosting the meeting,

Willie Brown: This year's meeting was around \$15,000

Marie Meehan: February should be Annapolis, but marked as BSU.

Willie Brown. Make it two floater schools instead of one floater school.

UMUC: This year we had a solid issue to discuss (merger proposal) and faculty were very interactive. May now consider bringing it out.

Sister Maureen: Will faculty travel to a different university than UMCP?

UMUC: Maybe faculty will be more willing.

Sister Maureen: Need to check if faculty on board before we make that suggestion.

Gynene Sullivan. Need to contact Joyce.

Willie Brown. Will contact faculty senate to see what they say. Some faculty simply will not travel. Faculty never got the questions, but students did. Some faculty members wanted to talk about family leave only.

Nancy Bowers: Agreed, there were concerns about how the issues were managed. Felt that it was not a transparent way of doing it. Found that staff was mentioned only one time in the report.

Willie Brown. Very proud of meeting, faculty were engaged, staff were engaged.

Joel DeWyer. Engagement comment is right on, everyone was very engaged.

Willie Brown. Back to schedule.

Cynthia Coleman. We need to take two schools out of rotation, the six-year plan seems to do so more smoothly.

Leslie Tinker. Question as to whether the joint meeting not being scheduled will fly.

Willie Brown. Can put back into rotation if need be. Raised motion to use six-year plan.

Mike P. Perhaps they will travel to UMUC if not willing to drive that far.

Cynthia Coleman. Offered again that Bowie can easily host.

Willie Brown. If other senates willing to move, then we can keep rotation as it is. Motion passes, six-year plan approved.

#### 4. Vice Chair's Report - Gynene Sullivan.

Plans to finish CUSS website review this year and develop communication strategy that we can use on year-to-year basis. Wants to formalize a CUSS policies and procedures manual.

Rosario van Daalen. There are old CUSS paper files in her office for review and possibly scan and add to the web. Joe Hill, UMBC, former CUSS Chair, also has a stack of historical information he collected in a huge three-ring binder.

Willie Brown. UMCP will pay for scanning documents, as appropriate, from CUSS archives.

5. Chancellor's Liaison Report - Rosario van Daalen.

a. Maternity leave policy proposed by Faculty – it impacts Faculty's teaching semesters, not Staff. Concern is that Faculty needs to be available to teach during the full term. Originally a request from TU faculty through AAUP, highly endorsed by acting president of TU. Chancellor is very aware of social needs of Faculty/Staff. He has listened through CUSF. Last Thursday (December 8) was addressed in that meeting as well. CUSF is very supportive of this issue. Must be addressed through the Academic groups and Provosts first. Paternity leave is also being considered.

- Several models at use throughout the system for expecting Faculty employees. UMBC has the best model, Faculty employees have Collegiate Leave; additionally encouraged to teach extra course before or after need for maternity leave.

- Proposal for taking twelve-paid weeks of leave is very challenging at this budgetary time. No idea of where it will go.

b. We are close to offering VPs of administration the Biennial Exempt Market Salary Survey results and proposal report – proposing large adjustment to the salary structure, allowing us to continue having a structure close to that of the market. It would cost approximately \$500,000. If we are ever going to bring the structure up, this is the time to do it. We need to adjust the structure this round with a commitment to adjust the Nonexempt salary structure next year.

- We have a commitment to review salary structures every two years to remain competitive with the market for Exempt and Nonexempt salaries. We alternate each year between Exempt and Nonexempt.

- For Exempt jobs, each Institution has designated salary target zones under its pay administration. Cost comes in that employees can be paid no less than the minimum of their Pay Rate in the salary structure. Two costing options will be presented to the AdminVPs in January.

- Bill Crockett: Reminded the group that the salary structure is adjusted first, then Cola is added and then merit increases.

- Rosario van Daalen. Hopes to have an update on this topic at the January meeting.

- Ron Butler. What role does Benefit and Compensation Committee have in this report?

- Willie Brown. Basically none.

- Rosario van Daalen. Experts in the field conduct the market survey.

c. The USMO has been working on developing procedures to tax the Tuition Remission used by Retirees/Dependents and Dependents of Deceased Employees/Retirees. Will send out procedures to USM Institutions Benefits coordinators for calendar year 2012. Importance of this issue is communication up front, at the time the Tuition Remission form is filled out. Anyone impacted will receive W-4 form and will be taxed in the semester that courses are taken. It will forewarn the users and may dawn on them that maybe they cannot afford to take that course due to the tax liability, which will need to be paid during the same semester. CPB will tax at the highest rate – up to 40% of value of the tuition that will be paid in that semester. More information will be shared as the process is developed.

- Note all documents related to Tuition Remission which have been posted on the USM/Institutions websites: TR Policies; TR Form and Affidavit; Tax Chart; Deadlines and Limitations Chart.

d. Rosario asked if our constituents are having issues in getting enrolled in health insurance on a

timely manner.

## 6. Remarks from Chancellor Kirwan

Thanked us for our efforts as CUSS members in addressing Staff employees' concerns on behalf of our Institutions' constituents. We are well represented by Willie at the USM level.

The merger talks were incredibly time consuming, and a careful, thoughtful response will be submitted as requested by the General Assembly. The review was done in a very respectful, thoughtful way. Additionally there was a tremendous amount of work by staff throughout the USM. In general, Chancellor Kirwan feels the BOR report was well received by the various constituencies. We can view the merger study as a method of increasing collaboration and partnerships across the USM.

It is also budget time for FY 13. Nothing terrible is going to happen to us, but nothing great will happen either. It will continue to be a priority for Governor O'Malley. Chancellor Kirwan sees a small increase in the budget and minor tuition increase to help cover our mandatory costs. Our strategic plan is very much in line with the state and its goals.

State budget plan makes no mention of furlough. No one in the System or the state government is mentioning it at this point. Plan is to have a COLA (no merit yet) to be phased in starting Calendar Year 2013. We, at the USM, are going to try to push to get a full year COLA. It's not going to be a bad year for us, but not quite as rosy as we would like.

Willie thanked the Chancellor on behalf of CUSS for his leadership during these challenging times.

## 7. Convene Committees/ Committee Reports

Joel DeWyer. How will review of nominations for the BOR Awards be handled?  
Gynene Sullivan. We will simply divide them out once we get the final list of nominees.

Communication needs for the upcoming year.

Morale. Will put forth a proposal of what they would like to pursue

Executive. Getting ready for Annapolis February meeting. Also, bring a paragraph about ourselves and what we do. We are the pillars of the University System. Also add to the January agenda, strategic alliance in UMB/UMCP and other alliances across the system. Spend next 4-6 months to find out what exactly is going on with Staff employees performance evaluations Systemwide.

Next Meeting: January 24, 2012 – UMUC-Largo