

**April 23, 2013**  
**Towson University**  
 Room 305, West Village Commons Building  
 8000 York Road  
 Towson, MD 21252  
 10:00 a.m.

**In Attendance:**

<b>Primary</b>	<b>Institution</b>	<b>Alternate</b>	<b>Institution</b>
Marie Meehan	BSU	Karen Tyler	BSU
Jen Ziegenfus	SU	Trish Johnson	BSU
Ron Butler	TU	Paul Gasior	SU
Mary Hickey	TU (Member-at-Large)	Jayne French	TU
Brenda Yarema	TU	William Crockett	UMB
Dan Nagle	UB	David Delooze	UMB
Kristen Tull	UB	Joel DeWyer	UMBC
Nancy Bowers	UMB (Co-Secretary)	Dana Wimbish	UMCP
Gynene Sullivan	UMB (Chair)	Chenita Reddick	UMES
Kathlyn Miller	UMBC	Debby Mathis	UMUC
Brian Souders	UMBC (Co-Secretary)	<b>Chancellor's Liaison to CUSS</b> Absent - Rosario I. van Daalen	USMO
Delores Jackson	UMCP (Member-at-Large)	<b>Guests/Visitors</b>	
Sister Maureen Schrimpe	UMCP	Andy Clark	USMO
Calynn Offer	UMUC	Joann Goedert	USMO
Anthony Scorsune	UMUC	Vicki Simmers	TU
Gus Mercanti	UMCES	Dale Schmartzler	TU
		Ginger Ross	TU

**On telephone: Willie Brown, Roy Ross, Jay Hegeman, and Marcia Cephus**

**1. Welcome and Introductions**

Brenda Yarma welcomed the group to Towson and Introduced Dr. Maravene Loeschke, President, Towson University

Dr. Maravene Loeschke welcomed CUSS to Towson University. She strongly supports the work Staff employees do and the critical role they play in supporting students and Faculty, especially the role they

play in the mentoring of Staff. Towson Staff has a good reputation among the students. Towson does a lot to recognize its Staff. Towson has created a new Staff award for: Twenty Years of Exemplary Service to Students that will be presented in the fall. President Loeschke commended Gynene Sullivan on her representation of CUSS. She does it extremely well at Systems. She's concise and to the point.

President Loeschke . Are there any issues that we want the presidents of the other USM institutions to know?

Debby Mathis. How is the budget at Towson?

President Loeschke. We have the best budget that we've had in years for higher education. USM budget is up 7% for FY2014. We're fortunate to be in a state that values higher education. Thinks that staff gets reinforced less, but there is a lot of advocacy from the current group of presidents.

Dave DeLooze. Towson has a good Staff Development day. This could be a good model to share with others.

President Loeschke. Yes, she can share. There has been too much resistance from supervisor to give staff release time for training. We're changing that at Towson. We're loosening up.

Brenda Yarema. The staff development conference will be changed in the future.

Nancy Bowers. Can you describe, in a nutshell, what that looks like?

Brenda Yarema. It includes three to four hundred staff employees, we have keynote speakers and provide breakout sessions. Now trying to reorganize to accommodate more staff. Morning and afternoon sessions are duplicated; we bring everyone together of lunch.

President Loeschke. Leadership gets to go out and find out how things work. Leadership development is now a priority. Includes not only faculty but staff and students. Staff most difficult because Staff employees work on a time frame that is different form the faculty.

Dave Delooze (UMB) and Gus Mercanti (UMCES) announced that the April CUSS meeting would be their last meeting.

## **2. Legislative Wrap-Up. Andy Clark, Director, Office of Government Relations**

Andy Clark. Higher education in Maryland did very well. He is hearing complaints that the USM did not get an additional \$80 million; that we did not get everything that we wanted; that we lost \$3 million this session. He says "no", we gained much more". It's politics! We must look at the big picture and the long run.

- Higher Education Fair share Act. USM had to pick a battle with the Governor and General Assembly. Did we have to transfer money to MHEC in order to get it? Andy argues yes.
- COLA and Merit pay in the FY2014 budget. All mandatory costs were met in 2014 (this is the money needed to run our Institutions); we received 115% of capital budget. We had to pick our battles and did well.

Brenda Yarema. What was the percentage of increase?

Andy Clark. 7.5% or a total budget of USM of \$1.016 billion.

- College readiness – able to take USM credits and go back to a community college and get an associate’s degree. Nation-wide issue.

Gynene Sullivan. Are there any other questions about specific bills?

Brenda Yarema. How much did we ask for in the budget?

Andy Clark. We asked for a 7.5% increase to the state operating budget. Three types of budgets: Capital, Operating, and Auxiliary support budget .

Andy Clark. General fund dollars were used to fund the TU baseball team at \$300,000. Must be matched. State dollars are not used to cover intercollegiate athletics. If no academic connection state funds can’t be used. There’s no law to state dollars can’t be used. Precedent has been set – open the door for other school to request money to support intercollegiate athletics.

Ron Butler. Can you talk about the union issue and service fees?

JoAnn Goedert You only will pay fees if you are represented by the union. The Fair Share Bill authorizes the unions and the USM to negotiate service fees for union employees and those benefiting from union representation. For clarification: Service Fees are different from “Union Dues” which are paid voluntarily by employees who want to be “Union Members”; not part of the Collective Bargaining law. Half of the states have laws that authorize service fees to be charged if you benefit from the activities of the union. Also called “Agency Fees”. Maryland has laws on the books for private industry. When the Collective Bargaining law went into effect about 13 years ago there was no provision that permitted service fees. Other Maryland state employees not employed by MD Institutions of Higher Education started paying service fees in 2010 when legislation was passed and approved by the Governor. During this 2013 legislative session a bill passed that allowed service fees to be charged to all MD Institutions of Higher Education. Some Institutions of Higher Education testified on how they are unique and how it would be problematic. USM took a position of neutrality throughout the session. We could not demonstrate that higher education employees would be uniquely hurt by imposing a service fee. There will be an opportunity for USM employees represented by the union to ratify any implementation of a service fee to be charged to members of the bargaining unit. Employees need to be involved.

Dave Delooze. Was this just ASFCME or were all in favor too?

Andy Clark. All of them, but AFSCME lead the way.

Brenda Yarema. How will you know who is voting, who is supposed to be voting and so on?

Debby Mathis. Only those who are are represented by the union will be affected, but have to wait for each MOU to be negotiated.

Dave Delooze. The Fair Share Act is different from state agency employees.

JoAnn Goedert Religious exceptions are possible. An employee who asks for a religious exception would not pay a service fee but would contribute an equal amount to a charity.

Dave Delooze. There was a time limit to submit an objection, but employees represented by the union weren't aware. Thinks employers have a responsibility to make employees aware that this is in the works – just advise. Shouldn't we?

Joanne. It depends on the union at each Institution. It will be up to the union to choose to include service fees in MOU and they will not negotiate an amount. Every represented employee will have an opportunity to vote to ratify the MOU.

Brenda Yarema. How will non-represented (excluded) employees be represented at the table? Joanne. Non-represented will not pay service fees.

Dave Delooze. It is incumbent upon the union to tell employees they represent, the aspects of their union regulations, and we, as employees not represented by the union, cannot talk publically about these issues.

JoAnn Goedert. We, as the USM, need to come up with guidelines that clarify what we can and cannot say and do. One would hope the process would be more transparent, but we do not control that process. Service fees to be calculated for the actual cost of representation. Union fees include a political component, both in the state and nationally. If anyone wants to be exempted from the political component, they need to ask. Same with religious objection or with a charitable exemption.

Dave Delooze. He is concerned given that he works with employees who are not represented by the union, and he is very limited in what he can say.

Andy Clark. Other bills. Legal presence – can students not in the US attend. Cap the increase in mandatory fees to 3%. There was legislation regarding the use of student fees in the USM. It was pointed out that the student fees increase of 300% was due to increased technology. That bill died in committee. Chart used was for UMUC - 300% increase in fees from 2003 to 2013. In addition to technology changes it was also due to growth in volume of students. Storm water bills always there to charge all USM Institutions a storm water fee. Turned into a task force that will take at least two years to resolve. Veterans Full Employment Act – come up with policies to apply academic credit to vets cycling out of the military. USM already had this in policy so now we'll equate military service to course credit. Capped at 60 credits – trying to remove the cap.

Gynene Sullivan. Because we had so much success this year, what do you what do we foresee for next year?

Andy Clark. We set the floor this year. 2014 will be O'Malley's last year. He fulfilled his legacy and will probably focus on the environment and the Chesapeake Bay. USM's strategy for the 2014 legislative session is to not go back in our budget. You would expect bold big proposals, but because it's their re-election year the legislators will keep their heads down. Expects to get an extension of the enhancement package and mandatories. Would like to see 7.5 to 10% increase in the budget. We are a very diverse entity and it takes money to do what we need to do. USM needs CUSS's support.

Gynene Sullivan. We need to represent ourselves as a revenue generating body. We are not just educators, we're entrepreneurs, etc.

Andy Clark. About 70% of the state legislature understands the investment in higher ed and the return that comes back

Debby Mathis. They must see the bigger picture. We need to be globally competitive.

Andy Clark. Yes, course redesign. The old days are coming to an end.

Gynene Sullivan. Any questions or comments?

Andy Clark.. Veterans Full Employment Act of 2013 requires USM, St. Mary's and Morgan that award academic credit to military veterans to equate service for academic credit.

Debby Mathis. Use ACE recommendations at UMUC.

Dave Delooze. Based on what Andy said for budget for next year, it is all based on the state of the economy. Higher education has a huge return on investment.

**3. Approval of Minutes from January and March. January minutes approved. March minutes approved.**

**4. Chair's Report. Gynene Sullivan**

**Chancellor's Council Meeting – 4/1/13**

- Dr. Amelia Arria gave a report on the Maryland Statewide Collaborative's preliminary findings in its study on binge drinking
- Vice Chancellors Hogan and Vivona gave a detailed report on the status of the session, which was encapsulated in the Office of Government Relations' Legislative Report (sent via email). Chancellor Kirwan commented that this was one of the most difficult sessions he has seen in a while for the USM because of the fact that there was real money on the table.
- The impacts of sequestration were also discussed, and the immediate casualty right now is the federal work study program. While it will not completely go away, it has been severely curtailed. Also being felt is the impact on research grants on campuses such as UMBC, UMCP and UMB.
- Chancellor mentioned a Student Success Forum that will be held at UB on 4/25 – this is an internal USM program that looks at closing the achievement gap for students.

**Board of Regents' Meeting – 4/12/13** (see agenda at <http://www.usmd.edu/regents/agendas/fb041213p.php>)

**CUSF/CUSS ExComm Meeting – 4/16/13**

- Tuition Remission – Senior Vice Chancellor Joann Boughman confirmed that while the data on the program has been difficult to gather, her office now has it from all save one unnamed institution. The expanded tuition remission program being suggested is in place at other universities and serves as a recruitment and retention tool for both faculty and staff. The formal request to change the language, along with supporting data, will be presented at the May 3 Chancellor's Council meeting, then to the BOR Committee on Effectiveness and Efficiency on June 5. Once the E&E Committee reviews and upon their approval, it will go before the full Board on June 22.

Delores Jackson. Are they using the UMCP model? You have to apply and be rejected before you can get the 50% tuition at another campus.

Bill Crockett. Are there any restrictions?

Willie Brown. Who is speaking for the USM office?

Gynene Sullivan. Rosario is not here. Any other questions that you need me to take back to them?

Gynene Sullivan. Are there questions, comments?

Delores Jackson. UMCP has three different tuition remission policies. Can get the 50% w/ HR and President's approval.

Gynene Sullivan. This is probably part of the data Joann Boughman is collecting. She will take the UMCP policy back to USM.

- Course Redesign - Senior Vice Chancellor Boughman reported that a new director has been selected for the Center for Academic Transformation and they will start on June 1. She confirmed that even with the formal recognition and funding of the Center, course redesign activities will still take place at the campus level. The Center will offer faculty and administrators more resources, as well as capture data on faculty and staff workloads associated with course redesign on a campus-by-campus basis. Much discussion took place about how, when, and why to use course redesign, as well as changes in assessment of the success of learning modalities.
- Sequestration - Senior Vice Chancellor Boughman reported additional information to the ExComms, including the fact that military tuition assistance and Pell Grant support is now back in place. Unfortunately, UMUC's decrease in enrollment numbers still has not been resolved. Research funding impacts will be on a program-by-program basis, and will probably impact staff the most. In addition, there could be an effect on summer grant monies for faculty. CUSS and CUSF are advised to continue to monitor the situation, but as of right now, there's not much USM can do.

As of 4/16, sequestration's effects will affect staff the most.

Changes in Benefits – with the enactment of the Patient Protection and Affordable Care Act (PPACA – using short version “ACA”), System HR offices are reviewing current regulations and working to bring them in compliance. USM HR is attempting to work with DBM, but has not received too much cooperation. Best thing CUSF/CUSS can do is when System HR needs information from Institutions to get them the information quickly, since any ACA regulation changes need to go into effect on January 1, 2014 or the System will have to pay a penalty.

Gynene Sullivan. PPACA Benefits changes – Gynene suggested we e-mail questions directly to Rosario. Rosario had sent a detailed e-mail regarding changes in benefits.

- Elder Care – with the implementation of the new Parental Leave policy, it has come to the attention of both CUSS and CUSF that an amendment to the standing sick leave policy for staff and the proposed revisions to the sick leave policy for faculty is to delete the language that limits the number of days to be used for family members. This will assist with usage of sick leave days for elder care.

## **5. Old Business**

CUSS Retreat ad hoc Committee has not met thus far. No other old business.

## **6. New Business**

- Year-end report to Chancellor's Council and Board of Regents re Shared Governance

Gynene Sullivan. Community outreach committee has done great job regarding collecting information on how elections are conducted on our Campuses. Are there any ideas of how we can report this information? Open the floor to discussion.

Joel DeWyer. We can paraphrase it as how we address our constituents on our institutions. We can couch it as one of our stated goal for the year. Would be nice to have a standard regarding... Some of the important information gets lost and wants to make sure there is a reliable system of communication.

Willie Brown. If we are going to make a recommendation of consistency among Institutions, then we need to understand why each Institution makes the selection it does.

Gynene Sullivan. Should we go back and collect original?

Joel DeWyer. Asked Bill Crockett about the BOR policy for the creation of the senate for each institution.

Joel DeWyer. Is there a BOR policy that requires shared governance? Frostburg has no shared governance body. They have CUSS members but no campus senate or council.

Roy Ross. Each president is required to submit a report on shared governance at their institution.

Bill Crockett. We were codified in 1995. UMB Staff Senate was born out of that codification, but at UMCP the Senate existed before this codification.

Roy Ross. UMCP's existed before codification in 1995.

Willie Brown. Did UMCP staff senate not exist before CUSS. UMCP is loosely based on the US government.

Bill Crockett. Do we know when the Institution's senates were established?

Ron Butler. We want to avoid imposing outside regulations or impositions on any Institutions.

Roy Ross. We only want to set up some guidelines to help them understand how we work and function.

Joel DeWyer. Only some minimal expectations of how CUSS information is disseminated to our constituents.

Bill Crockett. A good way to go is showing best practices.

Dave Delooze. The Chancellors in question have put an edict to the Presidents to create a yearly report on their shared governance processes. CUSS does not edict anything; we are only an advisory group. We suggest best practices only.

Gynene Sullivan. Will collate the information to create a white paper for CUSS members to bring back for discussion at the next meeting. Hoping to submit to next BOR meeting on June 22. For those of us who sit on our staff senates, is this something that we want to bring to our staff senates?

Jay Hegeman. They have no senate, but a President's Advisory Council, all non-union employees. It is a volunteer elected group which reports to the President.

Bill Crockett. Benchmarking metrics to be added. Poll primary and alternate members to see who/how many serve on their campus groups. This will provide a good historical metric.

Gynene Sullivan. Each campus is tasked with producing an annual report back to CUSF by May of each year for report out to Chancellor's in June. Should we do this – ask each campus to provide a report for CUSS?

Dave Delooze. If you did this we'd have the annual report from each campus. UMB Staff Senate use to do a report every year.

Paul Gasior. We do a report every year.

Joel DeWyer. What's the value of each campus reporting?

Dave Delooze. Share with each campus, each campus can take back and share with their membership. UMB has a website and minutes are posted.

Willie Brown. Give an example of the type of accomplishments CUSF is looking at?

Gynene Sullivan. Will get a copy and share it.

Bill Crockett. Commented on the benefit of sharing, congruency

- **Nominations and Elections of Executive Committee**

Gynene Sullivan. Per our bylaws, nominations are taken at the April, May and June meetings; elections done at the June meeting. Descriptions of each position are taken from the bylaws. Must be a primary member to serve on the Executive Committee. Gynene also let it be known she will not be running again for CUSS Chair for the coming year.

Brenda Yarema. Thanked Gynene for her excellent service on CUSS.

- Nominations for Chair
  - Willie Brown nominated Bill Crockett. Bill Crockett accepted conditionally. Did not fully accept nomination as he does not yet know if he will be re-elected to his in-house senate. Bill will allow his nomination to continue with the proviso he be elected to the local senate.
  - Gynene Sullivan. One should not fear that distance need play a role; they are able to do so through technology. ????
  - Gus Mercanti nominated Willie Brown. Willie Brown declined.
  - Bill Crockett wants to see someone on the Executive Committee other than from UMB or UMCP. Willie Brown agreed. Gynene Sullivan agreed that other campuses need to be heard.
  - Gynene Sullivan nominated Tony Scorsune. Tony declined.
  - Gynene Sullivan closed the nominations.
- Nominations for position of Vice Chair
  - Brenda Yarema nominated Joel DeWyer. Joel DeWyer declined, not running for CUSS next year.
  - Willie Brown nominated Chenita Reddick, but she was not present to respond.
  - Joel DeWyer nominated Delores Jackson. Delores Jackson declined.
  - Marie Meehan nominated Brenda Yarema. Brenda Yarema declined.
  - Dan Nagle was nominated, but he declined, as his wife is expecting
  - Roy Ross was nominated, but was not present to respond.
  - Gynene Sullivan nominated Ron Butler. Ron Butler accepted conditionally – wants to think about it.
- Nominations for position of Co-Secretaries
  - Brian Souders nominated Nancy Bowers. Nancy Bowers declined.
  - Nancy Bowers nominated Brian Souders. Brian Souders declined, he's not returning next year.
  - Dan Nagle nominated Kristen Tull. Kristen Tull accepted the nomination

Gynene Sullivan. Nominations are closed and will be reopened in May. Please consider it, re-consider it. It is time for some other voices on the Executive Committee.



Joel DeWyer. Recommended that a written message go out.

Bill Crockett. UMB allowed us to switch roles with the primary and the alternate.

Joel DeWyer. Will need to look at the UMBC bylaws to see if that is possible for UMBC.

Willie Brown. Willie. We've not considered that at UMCP.

## **7. Committee meetings (½ hour)**

Committee meetings (½ hour). No meetings. All meetings were conducted on-line.

## **8. Committee updates**

- Benefits and Compensation. No update.
- Community Outreach and Recognition. Jen Ziegenfus - Finalized BOR Awards guidelines. Position description removed. Packets screened prior to sending to committees for review. Added contact names for clarification. Goal is to have complete evaluation forms for all nominations.
- Communications. Tony Scorsune - Further examined web communication. Webex, Google Hangout and Skype are tops. All will have a cost associated, depending on the number of people taking advantage of the site. Bill suggested Wiggio as a completely free version.
- Legislative. No update from Roy, as he is no longer on-line. Andy had it covered. Next year CUSS needs to be more strategic. We need to prep for what we're going to do on the Legislative Day. We definitely want to make it more strategic with a concrete plan of action. Brenda noted it's not just about that day; it is about legislation throughout the year. Gynene commented that we're fortunate that the Chancellor, PJ Hogan and Andy Clark want us involved and keep us updated.
- Executive Committee. Gynene Sullivan. Meeting with CUSF Executive Committee. Still examining several by-law changes. Meeting off-line to finalize before we present them to the membership.

9. Confirm Next Meeting Date and Place:

**University of Maryland, Baltimore  
Tuesday, May 21, 2013**