

January 22, 2013
University of Maryland, College Park
Mulligan's Golf Course Clubhouse
Golf Course Road
College Park, MD 20742
10:00 a.m.

Primary	Institution	Alternate	Institution
Marie Meehan	BSU	Trish E. Johnson	BSU
Marcia Cephus	CSU	Karen Tyler	BSU
Jay Hegeman	FSU (by phone)	Keri Hickey	CSU
Jesse Ketterman Jr.	FSU	Paul Gasior	SU
Jen Ziegenfus	SU	Jayne French	TU
Ron Butler	TU	Bill Crockett	UMB
Mary Hickey	TU (Member-at-Large)	Dave Delooze	UMB
Brenda Yarema	TU	Joel DeWyer	UMBC
Dan Nagle	UB	Dana Wimbish	UMCP
Kristen Tull	UB (on phone)	Debby Mathis	UMUC
Nancy Bowers	UMB (Co-Secretary)	Chenita Reddick	UMES
Gynene Sullivan	UMB (Chair)		
Roy Ross	UMB	Chancellor's Liaison to CUSS Rosario van Daalen	USMO
Brian Souders	UMBC (Co-Secretary)		
Dolores Jackson	UMCP (Member-at-Large)	Guests	
Sister Maureen Schrimpe	UMCP	Chancellor William "Brit" Kirwan	USMO
Willie Brown	UMCP (Past Chair)	Dr. Linda Clement, Vice President for Student Affairs	UMCP
Rena Finney	UMES	Matthew Hull	UMCP
Calynn Offer	UMUC	Vincent Novara	UMCP
Anthony Scorsune	UMUC	Denise Best	UMCP
John Wolfe	USMO	Carolyn Trimble	UMCP
		Gary Faulkner	UMCP
		Martha Nell Smith	UMCP
		Rev Ward	UMCP
		Regina King	UMCP

Call to Order

Welcome and Introductions

Dr. Linda Clement, Vice President for Student Affairs at the University of Maryland, College Park, welcomed the group and brought greetings from UMCP President Loh. Dr. Clement has been a long-time advocate for staff issues and shared governance. Dr. Clement shared updates on some recent and relevant campus initiatives beneficial to staff. She and Rob Spector, UMCP VP for Administration and Finance lead an interdivisional work group, called "Workplace Environment Improvement" whose mission is to to cultivate a more respectful, supportive and inclusive work environment at the university. The group up with 40 recommendations (sorted into five major themes: communication, recognition, training, personnel and shared governance) that

are geared at improving work-life for staff employees. Some examples of the recommendations to be implemented include access to computers and training, inclusion on campus committees, health screenings and other health services to C1 employees without health care, and lactation rooms.

An update on the IWG final recommendations can be found at their website:

<http://uhr.umd.edu/2012/12/update-on-workplace-environment-iwg-report/>

Dr. Clement also mentioned another campus issue – leaving the Atlantic Coast Conference (ACC) and moving to the Big Ten division. The campus is looking at what impact this will have on the campus.

Nancy Bowers: How did these initiatives get started?

Linda Clement: More from the bottom up rather than the top down. Leadership was marginally aware of the issues. We did focus groups and completed surveys to get to the heart of issues.

Lactating facilities – are they for Staff and Faculty employees only, or for students as well?

Linda Clement: Currently either for Staff and Faculty employees and students. Only five currently, look to expand.

Chancellor Kirwan: Asked about the implementation of the no smoking policy on the UMCP campus. Sister Maureen Shrimpe. UMCP has an active website and monthly newsletter that always promotes the policy.

Martha Nell Smith: Looking to move the policy forward over the course of the semester.

Linda Clements. Towson is way ahead with implementing the smoking policy

Chancellor Kirwan: It's definitely not simple when there are urban campuses, such as UB or UMB.

Willie Brown: Thanked VP Clement for her support of staff-related issues.

Break for group photo with Chancellor Kirwan.

Chancellor Kirwan provided a budget update. The budget news is very good. Chancellor Kirwan wants to make certain that CUSS is in support of us in Annapolis as the budget may be under attack. Negotiations with the Governor's office were as always, getting him to continue his support for higher education. The Governor has consistently supported the state system of higher education throughout the Great Recession. We have also avoided decreases in support to general fund. Inflation has eaten into our base, and we have had budget challenges, but compared to other states, Maryland has done well.

The USM Strategic plan is closely aligned with the State of Maryland's strategic plans (and the Governor's goals), which include things like: workforce development, economic development, and college graduation rates. The state's goal is a 55% college completion rate. The citizens of Maryland are highly educated. The goal is a two year or four year degree for 55% of the adult population. Currently the rate is 47%. The rationale is a degree equals a higher paying job which equates to more state income taxes paid.

The structural deficit has been closed. We have some cautious optimism that we may come through with a good budget outcome. We have been treated extremely well with mandatory costs; challenge came in the issues of what more we can do.

Governor was excited by the agenda that was put forth; we ended up with a \$90 - \$100 million increase, a 9 to 10% increase in the portion that comes from the State (as per Governor's proposal.) We have reason to be pleased, as it includes investments in closing achievement gap,

retention, expand programs in high-demand areas, academic transformation and new ideas in how to deliver education programs, research and technology transfer, library facilities, etc. It is a very generous budget. Also includes 2% COLA effective January 2013. Then April 1, 2014, 2.5% merit increase. Both are annualized, making an 8% increase from January 1, 2013 to April 1, 2014.

We will need to defend this budget in Annapolis, and it will be a struggle to defend it. No other State entity is receiving this support. We all need to work in a coordinated way to move the agenda forward, and we need continued support. The Chancellor asked for questions.

Marcia Cephus: Clarification on the amount of COLA.

Chancellor Kirwan: 2% January 2013; and there will be 3% next year on January 2014.

Debby Mathis: Is there anything in the budget that is particularly challenging?

Chancellor Kirwan: The mandatory expenses are pretty solid; it is hard for Department of Legislative Services (DLS) to say that our utilities will not go up. The attack will come on the enhancements to the budget, approximately \$34 million.

Ron Butler: The 55% completion goal – can you clarify?

Chancellor Kirwan: Of the adult population in Maryland, 55% should have a 2 or 4-year degree. We are currently at 45% in Maryland. That number is important in Maryland, we have a highly educated workforce compared to the rest of the nation, and we will need even more well educated workers. It would keep Maryland in a leadership position of its working population.

Gynene Sullivan: Is there any movement in the System to look at higher education as an engine of growth?

Chancellor Kirwan: Absolutely, basic research is vital. But we have not preformed as well as a state and taking the high volume of research we do in Maryland and have it work for the State. The state has not been as successful in taking the results of research and translating it into profit. The state needs to take the research and translate it into economic growth. The innovation is not restricted to research. There is innovation in teaching and learning. Not just talking about online education, it's in the classroom. Using new technologies and strategies to help students learn better. New ideas that have commercial value and in the classroom.

Being innovative is vital. It is a very exciting time where much new thinking is coming to the fore. We can use technology and new strategies to learn better and increase completion rates.

Dan Nagle: Reading through UB's Faculty Senate minutes, suggesting a policy in change of tuition remission.

Chancellor Kirwan. Current tuition remission is only a full remission at home institution. It is worth considering this policy, with a careful analysis of the costs involved. There is a proposal that CUSF is working on. The TR program has changed over the years. Currently, TR applies only to where you teach or work. If your spouse and/or dependent goes to another institution, they only get 50% if the program doesn't exist at their institution. CUSF wants the 50% regardless of program availability. It's worth considering the proposed revision to current policy as this benefit is a recruiting tool.

Presentation from UMCP Senate. Martha Nell Smith, University Senate Chair.

UMCP's university senate includes Faculty, Staff employees and students. Senators elected by constituency, our main charge is to advise President on university issues. One main task is UMPS's integration into the Big 10 and the Committee on Institutional Cooperation (CIC). Many on-going groups' work that CIC does is relevant to staff. Other things that may be of interest to

Staff include technology, the new strategic plan, open access, parental leave for Staff, and more equitable parking fees. If you want to see what UMCP Senate is up to, go to www.senate.umd.edu for updates and past legislation.

John Wolfe. One Institution in Big 10 did have graduated parking linked to income level.

Ron Butler. TU has graduated fees for parking.

Dan Nagle. UB does as well.

Carolyn Trimble: Staff very engaged with Shared Governance structure. Staff Affairs Committee very engaged in these issues.

Legislative Report – Andy Clark (via phone). Technical issues with the phone. January 28 will start his weekly legislative phone calls. He also puts out a weekly legislative newsletter updating General Assembly events.

Minutes approved with minor amendments.

Chair's Report.

Gynene Sullivan. Short meeting. What we can expect from General Assembly (GA), which duplicates the discussion we just had. One thing they will present to General Assembly is an economic impact study. This will be presented to the committee that reviews budget and justifies the Governor's request. Anne Moultrie's office will work with respective Senates to coordinate and sharpen our messages. For our legislative letter, we opted not to send to GA until we find out what Governor's budget entails. We will tailor letter to address any issues.

Mary Hickey attended BOR-Education Policy meeting on January 16, 2013 at TU. Committee oversees new programs at various Institutions. Seven new programs approved to be sent forward for discussion.

John Wolfe. Also attended this meeting. The name of the committee was changed in the fall to Committee for Education Policy and Student Life. It will encompass academic services and student life.

Old Business

Letter to Legislators. Will work with PJ Hogan and Andy Clark on additional language regarding the budget report from the Chancellor.

Debby Mathis. Can we include picture in the CUSS Newsletter?

Gynene Sullivan. Yes.

Joel DeWyer. We may want to use the less-is-more strategy when we meet with legislators in February. What do we want ?

Roy Ross. Feedback from State Legislature is that what we distribute is good, that the materials we give are solid and not too much, a good coordinated effort.

Brenda Yarema. Another technique we did last year was making personal contact with our own district.

John Wolfe. Any message in any document we transmit should be the same language the Chancellor used this morning. He asked if Economic Impact Study would be ready, which Gynene said it would not be, but we can reference that coming report.

Brenda Yarema. We should definitely stress the enhancements over the mandatory costs.

Willie Brown. Are we giving them too much, with three pieces of paper. Can we customize our

letter with the points of excellence? Are two pieces sufficient?

Nancy Bowers. It's a good idea to narrow it down to two pieces, along with USM Points of Excellence.

Brenda Yarema. Have our legislators sent the Points of Excellence?

Willie Brown. It was mailed last year, but we can also mail and then hand it to them in Annapolis.

Gynene Sullivan. Costs of printing

Debby Mathis. Design will hopefully just highlight the letter. If they are only looking to scan and it is incorporated in a larger piece, they may be less likely to read the letter. The letter is what we really want them to read.

Marcia Cephus. Is there a way by January 27 we e-mail the newsletter, then we will hand carry copies with us in February. Is that what we are looking to do?

Gynene Sullivan. Sending it as an attachment will not work – it is a very large PDF. file. Better to e-mail a link instead, but during the session they receive a huge amount of e-mail. We have a limited time to make a statement, we do not want to dilute that.

Tony Scorsune. Will we determine beforehand who goes to which House?

Roy Ross. We will be more focused this time.

Willie Brown. Have we finished the conversation yet on what we plan to distribute in Annapolis?

Gynene. Will compile all aspects into single brochure.

Agenda for February meeting in Annapolis.

Roy Ross. We need to know who plans to be there, half will go to House, half to Senate. He needs to get in touch with Patricia Harrison, also needs to know who wants to go on tour, who does not. The tour comes after announcements on the House floor. If we get to legislators' offices by 10:30 am, we will have 90 minutes to meet legislators.

Gynene Sullivan. Asked for show of hands of who will go to Annapolis. Meeting in House building, #180, Baltimore County Delegation Room. Shall we just treat this meeting as a CUSS-business-free meeting?

Roy Ross. Historically Joe Hill and Roy used to hand deliver all letters ahead of time. Now the idea is to meet with our own individual legislators so that our legislators will know their constituents. We have had good responses in the past.

Debby Mathis. How much time will we have, and how far are these meetings from our legislators' offices.

Roy Ross. About 10 minutes away. We try to leave at 9:45 and then shoot over to Senate and House floors.

Debby Mathis. Is it more likely that we will meet with our actual legislators at this time.

Roy Ross. During the GA session, they may be in their offices only 15-20 minutes before committee meetings.

Brenda Yarema. It is sometimes just as important to meet with their staff as with the actual legislators.

Tony Scorsune. Do we want to have consistent verbiage for our legislators? Shall we have a list of talking points?

Joel DeWyer. It would be helpful to have the number of staff we are responsible for, for example.

Roy Ross. Do we need to call Patricia Harrison re. the tour. How many want to do the tour?

Brenda Yarema. Tour is very informative if you've never been before.

Gynene Sullivan. Asked Roy to coordinate attendance and interest to participate on tour. Asked members to send message to Roy by Thursday with RSVPs re. tour and general attendance.

Gynene Sullivan. Other points for the February meeting?

Brenda Yarema. Nametags?

Gynene Sullivan. Please include in RSVP if you need a nametag.

Willie Brown. Can we summarize the logistics?

Gynene Sullivan. All will send RSVP to Roy if they plan to attend, if they need a nametag, preference for House or Senate, and if they want to go on the tour. Roy will contact Patricia Harrison by Friday. Will send out an e-mail roughly two weeks prior to the Annapolis meeting.

Chancellor's Liaison Report.

Rosario van Daalen. Biennial Nonexempt Market Salary Survey report. USM is committed to conduct the Biennial review. Last year's report for the Exempt included a commitment to adjust the Nonexempt salary structure after four years of no adjustments, due to budget difficulties. Difficulty is arriving at a point where we can do the best possible job and still afford it. This year, unlike previous times, proposal needs to be presented to unions after review by the VPs. Looking at a cost of at least \$1.5 million, depending on final decisions. More information will be shared as decisions are made at the various approval levels – Chancellor's Council, BOR-Finance, full BOR.

Open Enrollment. This year we will have two Open Enrollments periods The state is converting back to a calendar year benefits period to better sync up with health care reform (PPACA) which goes into effect January 1, 2014. Good communications will be essential regarding timelines for health/dependent care spending accounts. Waiting for communication from the state. IVR will be used. Don't expect major changes during the first six months July 1, 2013 to December 31, 2013. No plan coverage or rate changes. New vendor for Life insurance. Period of January 1, 2014 to December 31, 2014 there will be changes.

Dolores Jackson: What is the ballpark figure for fall open enrollment period?

Rosario van Daalen. October/November, trying not to have it in September.

Debby Mathis. Any information regarding the new life insurance vendor?

Rosario van Daalen. Will have new information by March.

Gynene Sullivan. Requested a quasi-working lunch with time for committee work. Members agreed.

Old Business

Board of Regents Awards – process going forward. Gynene is tasking the Community Outreach and Recognition Committee with evaluating process going forward. Committee members will give a presentation in March.

Nominations and Election of Vice Chair. Nominations/voting for interested candidates was not held. The members of Executive Committee decided to distribute the duties of the Vice Chair for the remaining six months.

Roy Ross. Who will step in, in case of emergency with the Chair?

Gynene Sullivan. The Executive Committee members or the past Chair.

New Business.

Roy Ross. Are there any plans for a retreat to discuss overall goals/where we are going? In the past CUSS set aside time for a retreat to review work. Do you have plans for something in the future? We usually use a meeting.

Roy Ross. Referred to a day-long retreat; it was not a meeting.

Gynene Sullivan. We had a goal meeting at the July meeting.

Debby Mathis. Since our committee meetings are working lunches, we could schedule it during one of our usual meetings.

Gynene Sullivan. Food for thought, something we can discuss over the course of the next few months. May look at July, will need to look at costs, possible facilitators, locations in Solomon's Island.

Willie Brown. Understands that what Roy is saying is a facilitated meeting dedicated to holding a retreat.

Sister Maureen Schrimpe. Is there someone from the outside who can come in and talk about shared governance?

Willie Brown. John Wolf e– the new CUSS member. Could he make a presentation?

Sister Maureen Schrimpe. If we want to do this in July, we need to make plans now and get on a speaker's schedule.

Gynene Sullivan. Roy, can you look into setting something up? Summer time.

Gynene S. Can one of the committees look into a facilitator and location and cost?

Brenda Yarema. Volunteered to look into logistics.

Roy Ross. So, we could do it at the July meeting in Solomon's island.

Rosario van Daalen. We need to keep it cost neutral.

Gynene Sullivan. Something we will consider as the content of our July meeting.

Rosario van Daalen. Perhaps as an issue we may consider Institution-specific issues.

Brenda Yarema. Do we want to have a Facebook page?

Joel DeWyer. I would argue no, as we have a redesigned web site.

Confirm Next Meeting Date and Place:

Baltimore County Delegation Room #180
Lowe House Office Building
6 Bladen Street
Annapolis, MD
Tuesday, February 19, 2013