

Council of University System Staff (CUSS) Meeting MINUTES  
 Jan. 25 2011  
 University of Maryland, University College  
 Largo MD

In attendance:

Members

Marie Meehan	BSU
Chris Thomas	CSU
Jesse Ketterman	FSU
Kay Kazinski	TU
Brenda Yarema	TU
Giordana Segneri	UB, CUSS Secretary
Colette Becker	UMB, CUSS Vice Chair
David DeLooze	UMB
Roy Ross	UMB
Lori Smith Watson	UMBC
Joel DeWyer	UMBC
Jackie Ebert (by phone)	SU
Gus Mercanti	UMCES
Absent	UMES
Willie Brown	UMCP, CUSS Chair
Sister Maureen Schrimpe	UMCP
Delores Jackson	UMCP
Debby Mathis	UMUC
Melissa Stein	UMUC
VACANT	USMO

Alternates/Guests

Mi'Shaun Stevenson	BSU
Karen Tyler	BSU
Chenita Reddick	UMES
Meredith Levesque	UMUC
Mike Paszkiewicz	UMCP

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Chancellor's Liaison to CUSS:

Rosario I. van Daalen	USMO
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I. Welcome and Introductions

II. Approval of Minutes of the Meeting of the Council of University System Staff (CUSS) held on January 26, 2011 at the University of Maryland, University College, Largo, MD.

III. Chair's Report

- x Chancellor's Council: lots of discussion about the budget
- x Governor is proposing no furloughs for state employees
- x Karyn Schulz and Willie Brown are on a committee to discuss voluntary separation within USM

*f* there are two representatives on committee from most institutions in USM

*f* CUSS and CUSF each have two representatives on the committee, too

*f* first meeting is tomorrow, Jan. 26 (NOTE: The meeting was postponed due to inclement weather).

*f* committee is seeking to devise program for USM that not necessarily be similar to State's separation program. The State's program is looking for 1,500

*f* call to arms over CapWiz to let legislators know that we're working on it and that there are certain things we want and don't want to happen

x ORP Proposal from UMCP Senate did not make it to Chancellor's Council meeting

x Board of Regents Awards: Chris Thomas

*f* deadline for nominations was Friday

*f* participation was pretty slow until Thursday

*f* about 36 nominations (ranged from one to eight per Institution)

*f* pretty mixed Exempt and Nonexempt Staff employee nominations

VI. M 50 Deadline R(n)omSt Td t91 <0083>Tj /TT0 1 Tf 0.457 0 Td (;: a(;:w [(S)234.12 -1.446 Td <007

- f* recommendation is to adjust midpoint of structure by 3 percent, per recommendation made two years ago
- f* two years ago (last review) only adjustments made were in pay ranges 1, 2 and 3 so as not to pay less than what the State pays
- f* 3 percent increase recommendation would cost USM more than \$3 million
- f* eventually, it will cost millions of dollars to bring the structure to a truly competitive market level, because it's been eroded over the years
- f* when employees leave the USM, we won't be able to pay the newcomer the going rate for level of experience needed
- f* recommendation that's being considered is no change to the structure because there's not enough money to fund it
- f* if minimum of State structure increases because of COLA, USM would have to increase its structure, too (because USM is committed to keeping minimum level with State's)
- x a lot of changes are going to be taking place in retirement and health benefits
  - f* benefit coordinators will be receiving training in March for the FY 12 Open Enrollment
  - f* concerned about changes in health benefits during open enrollment
  - f* no federal changes to health care have impacted State USM yet because our plan is on a fiscal year contract
- f* tuition remission definition of dependent resurrected discussion because never resolved Rosario van Daalen will keep CUSS informed.
  - f* in January 2005, IRS changed definition of dependent need to know who is declaring the child as a dependent for taxes
  - f* there are some legal complications according to tax liabilities
  - f* benefit coordinators are having a hard time managing the definitions, especially since it led to angering employees

IX. Visit to Annapolis

- x UMB has a facility in Annapolis, and they have made it available for CUSS visit on Feb. 22
- x parking: park at Navy Marine Corps Stadium and take the shuttle in
  - f* Roy Ross will look into cost of parking
  - f* will send email out with details
  - f* 44 West St.

- x Scenario B: meet and go to House for recognition on the floor, then pass out letters afterward
- x everyone should know their own delegates/senators (for their home address and those of their institutions)
- x we should touch base with our institution government liaisons to let them know we'll be visiting our legislators
- x the first staff person in the representative's suite is very important
- x \$5 for CUSS branded pins; if you weren't at the meeting, send your name to Brenda Yarema, indicating that you would like a pin; bring \$5 to February meeting when you pick up your pin
- x dress professionally (or business casual)

## X. Committee Meetings

### x Executive Committee

*f* Rosario van Daalen has been receiving communication from employees across the USM about how they're being treated upon being laid off

*f* many of the employees who have contacted Rosario van Daalen are long-term employees (25+ years); they're being told that their departments have been eliminated and are given a short amount of time to pack up their stuff and leave. "You have 10 minutes to get out"

*f* this can incite employees; they deserve to be treated with dignity

*f* In previous years, USM Institutions offered outplacement services, layoff packet information on unemployment, COBRA, retirement; give them the option to retire

*f* CUSS members will offer suggestions for improved behavior rather than just complaining about what's happening

*f* recommendations:

1. HR director/HR office representative should be there for every layoff
2. outplacement services, counseling
3. official letters with specific information about why the layoff is occurring
4. complete termination package with information about health benefits, COBRA, unemployment insurance, outside counseling, continuation of tuition remission, retirement alternatives
5. if employee is in good standing, give them other opportunities within the institution
6. priority of interview at other USM institutions

7. strengthen language that separates layoffs from termination without cause

*f* layoff requires 90 days of advance notice (aligns the position); separation without cause requires as much as a year of advance notice

*f* keep in mind that it affects the morale of those who remain (they going to question their commitment to an organization that gets rid of people who have dedicated their lives to the organization)

x Benefits Committee

*f* How to compensate employees during these tough fiscal times in a budget friendly manner?

*f* How to boost staff morale?

*f* How to show appreciation for committed staff that have remained loyal and are hardworking?

*f* Are there any best practices that cover this type of topic?

*f* Utilizing Vendor discretionary accounts i.e. food services, book stores, etc.

*f* Proposed Examples:

1. Free and/or discounted parking; designated special parking space

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- x Communications Committee
  - f* working on CUSS website redesign; once site is redesigned, technology services will implement it
  - f* Gynene Sullivan will input content
- x Legislative Committee
  - f* Governor's full budget is online
  - f* Legislative committee information should be updated