

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** **FSU (by phone)** **Key**

Jesse Kterman Jr.	FSU	Paul Gasior	SU
Jen Egenfus	SU	Jayne French	U
Ron Butler	U	Bill Crockett	UMB
Mary Hkey	U (Member at Large)	Dave Deloos	UMB
Brenda Arema	U	Joel DeWyer	UMBC
Dan Nagle	UB	Dana Wimbish	UMCP
Kisten Hill	UB (on phone)	Debby Mathis	UMUC
Nancy Bowers	UMB (CoSecretary)	Chenita Reddick	UMC
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

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

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.

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

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

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 Comm