

March 26, 2013
 Coppin State University
 Talon Center, Room 218
 2500 West North Avenue
 Baltimore, MD 21216-3698

10:00 a.m.

Primary	Institution	Alternate	Institution
Marie Meehan	BSU	Trish E. Johnson	BSU
Karen Tyler	BSU	April Johnson	BSU
Marcia Cephus	CSU	Ruben Stevenson	FSU
Jen Ziegenfus	SU	Bernard Wynder	FSU
Mary Hickey	TU (Member-at-Large)	Jayne French	TU
Kristen Tull	UB	Bill Crockett	UMB
Nancy Bowers	UMB (Co-Secretary)	Joel DeWyer	UMBC
Gynene Sullivan	UMB (Chair)	Chenita Reddick	UMES
Roy Ross	UMB		
Brian Souders	UMBC (Co-Secretary)	Chancellor's Liaison to CUSS Rosario van Daalen	USMO
Kathlyn Miller	UMBC		
Gus Mercanti	UMCES (by phone)		
Sister Maureen Schrimpe	UMCP		
Willie Brown	UMCP (Past Chair)		
Calynn Offer	UMUC		
Anthony Scorsune	UMUC		

Call to Order

1. Welcome and Introductions

Dr. Mortimer Neufville, interim president of CSU extended welcoming remarks. Values the role of staff on campus. Valued members on campus. Critical to the success of the campus and relationships with students. Critical player in shared governance. He has failed at retirement ~~one~~ times. His motto is "Enjoy what you are doing. If not, it's time to move on".

Unable to present January 2013 minutes due to some technological glitches, will present them for review at the April 2013 meeting.

2. Committee meetings.

Gynene proposed 30 minutes for committee ~~to~~ meet instead of immediate report of Chair's Report.

3. Chair's Report. Willie Brown reported, as Gynene was unable to attend the meetings.

The full report of the minutes will be ~~available~~ available in a couple of months on the BOR website: www.usmd.edu/boardofregents/agenda

- Board of Regents' Meeting – 2/15/13

CUSF passed motion regarding BOR policy on tuition remission, spouse or dependent child may attend 50% tuition at institutions where the programs are not offered at home institution or if not admitted to home institutions, passed motion requesting change that the spouse/dependent child be able to attend a USM institution, instead

Senate Chairs' Annual Shared Governance Review. In order to further shared governance, need to prepare a report to be given to the chair of CUSF.

Moved to have CUSF write for *The Faculty Voice*.

BOR will hold a retreat to focus on the creating more jobs and increasing international activities

- Chancellor's Council meeting – 3/4/13

CUSF will finalize their elections in April. Students passed resolution to support Governor's budget. With sequestration, we will lose \$150 million to state budget. Over \$1 billion in rainy day funds, we are \$34 million under budget, so we are hoping that there will not be a major impact on the State budget.

Faculty/staff retention language has been put into BURFA.

Rosario van Daalen. There will be two (2) Open Enrollment periods in calendar year 2013. The first one in the Spring (April 16-30; corrections May 8-15) for coverage in July-December 2013 (six months). The second one in the Fall (October 1-30) for coverage in January-December 2014 (full year) and we will be on a calendar year cycle from then on. Address our enrollment/changes/revisions as quickly as possible via the IVR, as soon as you have your Open Enrollment materials. Access to the IVR will get very busy the longer you wait. A summary of your IVR activity will be provided to you two days after your input; review carefully in case errors were made in your input which must be corrected by no later than May 15 at midnight and the IVR will be extremely busy and difficult to access.

Only vendor change is with the life insurance vendor. Will now have Minnesota Life Insurance effective July 1, 2013 as it is dropping Metropolitan Life.

On January 1, 2014, we will be faced with the new regulations and implementation of the Affordable Care Act (ACA – aka Health Reform, or Obama Care)

ACA impacts Higher Education institutions with stricter regulations – requirement that Adjunct Faculty, Contract Faculty and Contingent Category 1 and 2 Staff employees working 30 hours or more must be covered under ACA. USMO is currently working on researching these issues in conjunction with DBM-EBD. A lot of work will need to be done before Open Enrollment this Fall in order to communicate the guidelines with the employees.

Willie Brown. With two open enrollments, will there be a renegotiation of contracts?

Rosario van Daalen. Not sure at this time. Probably not, there will not be sufficient time to do so, but as soon as we find out any information we will let you know.

Willie asked about staff retention. Rosario had asked PJ/Andy for an update. The Senate had passed it, and they also had been in contact with key members of house and confirmed that it would be supported.

The Biennial Nonexempt Market Salary Survey and report regarding a proposed increase to the Nonexempt Salary Structure is underway. Discussions are being finalized at the AdminVPs level and will be shared with the unions for their information and response. The committee presented a proposal that requested a very aggressive change to salary structure. The attempt is to get very close to the market at an affordable cost. The new salary structure would be effective on the first full pay period of January 2014 (January 8 for the former BOT Institutions; January 12 for the UM Institutions). A 3% COLA is effective on January 1, 2014. After that adjustment, only employees who fall below the minimum of each Pay Range in the proposed structure will then be brought up to the new minimum. This approach would help bring salaries more in line with the market.

The Fair Share bill is supported and moving forward in both the House and the Senate. The bill will provide the opportunity to collect "Service Fees: under

collective bargaining from employees “Presented by the Union” and it does NOT apply to “Excluded employees” who

service in order to qualify for retiree subsidy) will be reposted shortly.

Sister Maureen. Are the raises scheduled pretty solid?

Rosario van Daalen. Yes – we will receive 3% COLA on January 1, 2014; and for employees who receive a “Meet Standards” rating on their performance evaluation for the review cycle ending on March 31, 2012, a 2.5% merit will be provided for Nonexempt and an average of 2.5% for Exempt and Faculty on April 1, 2014.

5. Committee Reports

Compensation Committee. Kathy Miller. Currently compiling a report with goals, and researched individual institutions for their comparative evaluation mechanisms (two- or multi-leveled evaluation system), as well as any information on wellness initiatives. Five-level systems are seen as too much work for no reward, while two-level award is really a pat on the back.

Marcia Cephus. As chair of CSU Staff Standards, she is pushing for more use of PDP to provide effective feedback for retention, firing, references down the line.

Rosario van Daalen. Some Institutions have not actively used the Performance Evaluation program since there has been no budget for increases. However, that is unfortunate because there are numerous reasons to conduct evaluations regardless of availability of funds.

given the joint nature of our concerns. We should also better coordinate time with individuals that USMO feels we might work with regarding CUSS/CUSF concerns.

Communications. Tony Scorsune. Incorporate more technology to CUSS activities. Re. video conferencing, we should have the ability to meet virtually.

Rosario van Daalen. The USM Interactive Video Network (IVN) has been in place for 10-15 years, but it has priority teaching classes. It is usually set in building that may not be suitable for meeting arrangements. The scheduling is managed by the USMO. Social media might not be feasible.

Marcia Cephus. Has no PSS web site, and she has been working on it for two years. If IVN won't work, what about Skype?

Tony Scorsune. He'd be happy to look into Skype possibilities.

Community Outreach. Jen Ziegenfus. Two goals – improve awareness of CUSS at Institution level. Compiled information regarding whom CUSS reports to and how. Goal 2 was working on BoR Awards Process. Main comment was that there needs to be consistency in the optional materials – shall they be scored or not.

Marcia Cephus. How do you rate a job description? Is it simply something that we check yes or no whether it is included?

Marie Meehan. Instead of a job description, they included a resume. How do we score it?

Chenita Roddick. Position description. How exactly the job description

constitution.

6. Old Business

- CUSS Retreat – appointment of ad hoc committee. Is anyone interested in serving on a committee to evaluate what a retreat might look like to explore if there is any need for a retreat. If no volunteers, then there is no need to have a retreat. Roy volunteered, and Willie will help. Jayne French offered to help out.
- Nominations and Elections of Vice Chair In the January 2013 the Executive Committee decided that the position Vice Chair would be fulfilled in the interim by members of the Executive Committee. However, upon further review of the bylaws and additional discussion, the decision was made to re-open nominations and elections for the position of Vice Chair. The nominees for the position of Vice Chair are - Willie Brown. Willie Brown has been nominated for Vice Chair. Section III(1) of the CUSS Constitution currently stipulates that no two members of the Executive Committee shall be from the same institution. Therefore, let it be entered into the minutes that the Council is aware of this requirement, that it approves the vote by acclamation for Willie Brown as Vice Chair for the remainder of the term.

7. New Business

Apportionment survey. Done by each institution every fourth year, determines membership on each institution on CUSS. Will report back by April meeting.

Willie Brown. Andy wants us to be more strategic in our work with CUSF and the General Assembly, as there will be a re-election with a new General Assembly. Joint attack on the General Assembly to educate them on the projects of the USM.

8. Confirm Next Meeting Date and Place Towson University Tuesday, April 23, 2013