Council of University System Staff (CUSS) Meeting - MINUTES

Sept. 28, 2010

University of Maryland, Baltimore

Baltimore, MD

In attendance:

<table>
<thead>
<tr>
<th>Members</th>
<th>Alternates/Guests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cynthia Coleman BSU</td>
<td>Mi’Shaun Stevenson BSU</td>
</tr>
<tr>
<td>Chris Thomas CSU</td>
<td>Karen Tyler BSU</td>
</tr>
<tr>
<td>Absent FSU</td>
<td>Stacy Wassell FSU</td>
</tr>
<tr>
<td>Jackie Eberts SU</td>
<td>Bernard Wynder FSU</td>
</tr>
<tr>
<td>Brenda Yarema TU</td>
<td>Gina Boobar SU</td>
</tr>
<tr>
<td>Giordana Segneri UB, CUSS Co-</td>
<td>Gynene Sullivan UMB</td>
</tr>
<tr>
<td>Colette Becker UMB, CUSS Vice Chair</td>
<td>Joe Hill UMBC</td>
</tr>
<tr>
<td>David DeLooze UMB</td>
<td>Debby Mathis UMUC</td>
</tr>
<tr>
<td>Roy Ross UMB</td>
<td></td>
</tr>
<tr>
<td>Lori Smith-Watson UMBC</td>
<td></td>
</tr>
<tr>
<td>Joel DeWyer UMBC</td>
<td>Chancellor’s Liaison to CUSS:</td>
</tr>
<tr>
<td>Absent UMCES</td>
<td>Rosario I. van Daalen USMO</td>
</tr>
<tr>
<td>Absent UMES</td>
<td></td>
</tr>
<tr>
<td>Willie Brown UMCP, CUSS Chair</td>
<td></td>
</tr>
<tr>
<td>Sister Maureen UMCP</td>
<td></td>
</tr>
<tr>
<td>Dolores Jackson UMCP</td>
<td></td>
</tr>
<tr>
<td>Mary Reed USMO</td>
<td></td>
</tr>
<tr>
<td>Ayman Abdo UMUC</td>
<td></td>
</tr>
<tr>
<td>Melissa Stein UMUC</td>
<td></td>
</tr>
</tbody>
</table>

1. WELCOME AND INTRODUCTIONS
   • Peter Gilbert, Vice President for Planning and Accountability, welcomed CUSS to the University of Maryland, Baltimore

2. APPROVAL OF MINUTES
   • Minutes for both July and August 2010 were approved as amended
   • Mary Reed passed around the membership list from the CUSS website for confirmation/corrections

3. VICE CHAIR’S REPORT
   • CUSS and CUSF will hold a full joint meeting, approved for Nov. 16 at the University of Maryland, College Park
     o Dr. Loh, the new president of the University of Maryland, College Park, will attend
     o All members and alternates are encouraged to attend
• Board of Regents Ad Hoc committee met to finalize information for packets to be distributed to all Institutions imminently

• Roy Ross will serve on CUSF’s collective bargaining panel on Oct. 14
  o CUSF is looking into the possibility of collective bargaining
  o They have lots of unanswered questions
  o They’re hoping Roy Ross can share the CUSS perspective and experiences
  o Colette Becker attended the Presidents Council meeting; collective bargaining was on the agenda, but it was pulled off the table
  o CUSF is split half and half in support of collective bargaining

• VOTE: bylaw revision
  o Gus Mercanti submitted a proposal to remove the 2,000 Staff employees member cap from the apportionment to make three representatives the maximum
  o APPROVED (Dave DeLooze made the motion; Sister Maureen Schrimpe seconded)

• Wiggio
  o Only useful if everyone commits to using it
  o Wiggio is useful because it consolidated information and avoids multiple listserv e-mails
  o Providing rough timeframes for responses on Wiggio—when responses are necessary—would be helpful
  o DECISION: continue use of the listserv; perhaps use Wiggio for committee work
    ▪ Wiggio is useful as an archiving tool
    ▪ If we decide to use Wiggio, all members need to be committed to utilizing it for the prescribed purpose
  o ACTION: Colette Becker will send the Wiggio link to the CUSS listserv again so members can familiarize themselves with the tool

• Board of Regents Awards runner-up certificates have been completed and mailed

• Orientation
  o Roy Ross distributed a packet of legislative information
  o If needed, orientation will be done at the October meeting
  o Mary Reed: Anyone who’s new should participate in orientation
    ▪ Website Standing Committees page is a pain because of the ongoing process of assigning people to committees; it makes upkeep difficult
    ▪ DECISION: we will not list standing committee membership on the Web; we will list on the names of the committees and their charges; this will reduce work for Mary Reed and CUSS to keep membership lists up to date
  o ACTION: Ongoing orientation
    ▪ Announce new members during Welcome and Introductions at every meeting, since each Institution holds elections at different times of year; it’s incumbent upon CUSS members in attendance to ask if there are any new members
    ▪ Take 15-20 minutes during lunch to orient any new members in attendance
- Keep a couple of orientation packets on hand at all times
- Put original packet files on Wiggio for archiving and access to membership only
- Welcome letters to all new members go to presidents, supervisors and members
- Mary Reed needs backup—it’s a lot of work

- Review newsletter
  - Colette Becker will distribute newsletter Sept. 29 or 30
  - Send any necessary updates to the newsletter no later than the morning of Sept. 29

4. CHANCELLOR’S LIAISON REPORT
- Blue Ribbon Commission
  - MarylandReporter.com article regarding new Pension Fund Commission: report due by June 2011 with recommendations implemented by 2013
  - Blue Ribbon Commission is looking at responsibility/promise of State to retirees, which is about $20 billion and growing
  - Pension Fund Commission (Public Employees and Retirees Benefit Sustainability Commission) is looking into State retiree benefits and pension; first meeting is Oct. 7 in Annapolis
  - Health-care reform will also impact everything
  - Commissions will be looking at cutting back

- Board of Regents approved tuition remission benefit for same-sex spouses (not domestic partners); retroactive to July 1, 2010
  - Pending to be addressed:
    - sick leave policy (bereavement)
    - FMLA: policy based on federal law and federal government hasn’t accepted same-sex spouses
    - Nepotism

- Rosario Van Daalen reminded the council that Board of Regents policy allows State employees to serve as election judges

5. BOARD OF REGENTS AWARDS
- Ad hoc committee met
- Effectiveness and Efficiency category: NEW
  - Two categories: academic transformation and administrative transformation
    - Everything has to be documented
    - Some effectiveness and efficiency initiatives are carried out by a group of people, not just individuals
    - Colette Becker: Should we hold off on introducing this new category?
    - Brenda Yarema: If the Board of Regents is giving $1,000 to Faculty for the category, let’s take it and run with it for Staff
    - Colette Becker: We need criteria to be fleshed out; should we offer it as a group award?
• Faculty have 18 awards; Staff have six
• How should we judge the category?
  • ACTION: move forward with the category as is, and we can revise it in the future
• Do awards unfairly target supervisors?
  Yarema, TU
  • VOTE: include Effectiveness and Efficiency award as either a group or individual award; flexibility to decide how we want to award it (Sister Maureen Schrimpe made the motion): APPROVED
    • Goes to Board of regents as a recommendation
• Clarification of eligibility requirements
  • Tweak wording of third bullet: Nomination must be made with the knowledge and consent of the nominee (positive rather than negative language)
• Rosario Van Daalen: look at criteria of awards to determine whether all staff are eligible for awards; there are some positions that seem they’d never be eligible
• Deadlines
  • Goal is April Board of Regents meeting; all review has to be done by mid-March
  • Submit nomination packets by Jan. 21, 2011
• Ad hoc committee commended for work done
  • ACTION: Packet will go out as soon as Colette Becker and Willie Brown can coordinate

6. MESSAGE TO LEGISLATURE (CAPWIZ)
• A Day in the Life
  • Add: direct/manage, am in contact with (instead of “call the”), support
  • What will CapWiz look like? Does it need additional clarification information in the introduction?
  • Hardship stories can be included—what have we done to help our own?
  • ACTION: Dave DeLooze will e-mail Word document of message to Giordana Segneri for edits
• Roy Ross will need to write his letter about SB 141
• Colette Becker and Willie Brown will set up a meeting next week with PJ Hogan to discuss CapWiz

7. COMMITTEE MEMBERSHIP
• All members determine on which committees they’d like to serve
• Are we keeping current committees as they are?
• Break out to review missions and determine activities for the coming year
  • Executive Committee
    • Melissa Stein will be Member-at-Large instead of Ayman Abdo, who is resigning from CUSS; Melissa Stein received the third most votes in the original election
    • Brown, Becker, Van Daalen, Segneri, Schulz, Mercanti, Stein
  • Benefits and Compensation
    • Mathis, Reed, Schrimpe, Boobar, Stevenson (chair)
  • Communications
8. OLD BUSINESS
• Executive Committee members received acknowledgment letters
• ACTION: Willie Brown will distribute acknowledgment letters for all CUSS members
• ACTION: Willie Brown needs via e-mail from all CUSS members:
  o Primary and alternate member contact information
  o Supervisors’ names and contact information
  o Subject line should be: CUSS Supervisor
  o Send within a week to wbrown@umd.edu
• Need better method to accommodate remote attendance at meetings; make better use of technology

9. NEW BUSINESS
• Tuition remission for C2s to study at other campuses
• Taxable tuition remission issues: Rosario Van Daalen will bring up again to HR Directors and Benefits Coordinators
  o Issued memo four or five years ago; Benefits Coordinator at Institutions can dig it up
  o Can be huge issue because employee can wind up without enough money in his or her paycheck to cover health benefits
  o NOTE: AFTER THE MEETING Rosario Van Daalen followed up with Benefits Coordinators and all Institutions are advising employees on a timely basis via a memo addressed directly to the employee; the notice is on the Tuition Remission form (*I hereby certify that:* footnote #4.); it is the responsibility of the employee to be aware of what they sign and of notices sent to them.

NEXT MONTH’S MEETING: Oct. 26, Frostburg State University

Respectfully submitted by Giordana Segneri, CUSS Co-Secretary