

UBSS Meeting Minutes

February 11, 2013

12:15 pm to 1:30 pm, room BC 143

DRAFT – Contact Teresa Callison to initiate changes to this document.

I. The minutes for January 14, 2013 were introduced and approved by the senators.

II. Chair's Report - Magui Cardona

Governance Steering Council (GSC) Report – Magui Cardona

The DRAFT Academic Plan (document on GSC website), developed by the deans, was presented to the GSC for review. The plan outlines the goals and objectives for the schools and is currently under review and potential revision by the Faculty Senate. Once endorsed by the faculty, it is anticipated the plan will become an integral part of the university's overall strategic planning efforts.

ACTION ITEM: The Chair requested UBSS members review the DRAFT Academic Plan and provide input and comments as they may relate to, or impact staff. Emails may be sent to the Chair.

- The Chair encouraged everyone to attend the Town Hall meeting on January 15. The meeting will address the reuse of space as a result of the opening of the new John and Frances Angelos Law Center, scheduled to open in the spring. The GSC meeting will take place directly after the Town Hall meeting on that day. The purpose of the GSC meeting will be to set the agenda for the upcoming GSC quarterly meeting with President Bogomolny.
- Members of the UBSS remain concerned about the lack of communication regarding the federally mandated payroll tax increases discussed at last month's meeting. As a result, the GSC also expressed concerns. A clarifying email will go out from Administration and Finance about potential payroll changes due to FICA, COLA and the FY 13 tax tables.

III. Council of University System Staff Report – Dan Nagle and Kristen Tull, CUSS representatives

Chancellor Kirwan attended the January meeting and provided highlights of the FY 14 budget request to the state (attached).

Dan asked the Chancellor to clarify the issue raised by the UBSS during last month's meeting, about the potential to reduce tuition remission benefits as a cost savings measure. The Chancellor said proposals are being discussed which may impact the remittance to schools but not to individuals. Barbara Aughenbaugh, Associate Vice President of Administration and Finance, confirmed the USM Vice Presidents are discussing a proposal to expand services to spouses and dependents, permitting remission to attend any USM institution versus only their home

institution. [Chair's note: If approved, this expanded benefit would cover only 50% of tuition expenses at all USM institutions, versus the current 100% remission, limited to the employee's home institution.]

Kristen provided a further update on the CUSS meeting, which focused on the USM message to state representatives during the current legislative session. The Chancellor reiterated employee compensation remains a high priority and COLA and merit are part of the FY 14 budget request. CUSS developed a letter to legislators (attached) in identifying priorities and achievements of USM staff. The letter will be hand delivered by CUSS representatives to legislators next Tuesday as part of March Annapolis Day, a day of meetings with state legislators on issues of interest to USM staff. CUSS representatives (Dan and Kristen included) will attempt to attend committee meetings and meet as many legislators as possible during this outing.

ACTION ITEMS: Kristen requested that members identify issues of interest that CUSS may take up with the legislators during Annapolis Day.

IV. University Committee Reports

The Chair announced that full updates from committees would be provided on a rotating basis during meetings. Otherwise they would report only if issues arise. [Secretary's note: Meeting minutes and handouts can be found on the GSC website. All committee meetings are open to the public.] The Chair provided a brief update on the following committees.

Budget

The committee met January 30, 2013. Karen Karmioli was chosen as chair and Ed Gibson as secretary. Dan Gerlowski was in attendance as the GSC representative. Members of the GSC will be assigned to all standing committees to help with communication among the various groups. The GSC does not, however, have the authority to set the agenda or run meetings.

Harry Schuckel, who is an ex-officio member of this committee, attended the meeting to provide insight into the budget process. He suggested the committee focus on the university strategic initiatives to drive the budgetary process. Harry provided the university priorities (document provided as addendum to these minutes) developed by various sources and asked for the committee's input in prioritizing them.

Committee meetings will be announced on the Daily Digest and the GSC website along with meeting minutes. The next meeting will be February 18 in LAP 112.

Culture and Diversity

The committee met February 1, 2014. Karla Sheppard was elected as Chair. This committee has appointed staff members *and* elected ones, because of the charge to produce a required annual USM report, necessitating expertise in the content area. Karyn Schulz and Karla are both appointed and are full voting members. Beverly Schneller is ex-officio and Magui is the GSC representative.

Planning and Facilities

The GSC representative to this committee is Debra Stanley. The committee has not yet met.

Recognition Advisory Group

The meeting is scheduled for Wednesday, February 13 at 2:00. Magui and Dan are representatives and will attend.

Work Life – Giordana Segneri

This committee is meeting every other week. Giordana Segneri and Chris Spencer are GSC representatives. Cindy Schuster is the Chair. The committee will discuss the various work life groups on campus and identify the roles of each. To date the members have discussed developing a web presence to consolidate all work life activities on campus. They have agreed to review the role of contractual 2 employees on campus to include a review of benefits, as referred by the UBSS in last month's meeting.

Strategic Planning – Jason Duncan, UBSS representative

The committee met January 14, 2013 to discuss the charge. The term of the new strategic plan will be 3 years instead of 5 years, to keep it more current and relevant, and to better align with the USM plan. Initial guiding principles come from the DRAFT Academic Plan and will inform development of the strategic plan. There will be 5 sub-groups to develop specific goals and objectives, each focusing on a particular area; the Academic Plan, managing enrollment, cultivating innovation, regional and resource stewardship; and UB as a workplace. Each group will establish a discussion board on Sakai (UB's e-Learning platform) to facilitate to facilitate communication among the members. The groups will develop 3 to 5 survey questions to send out via email to the community very soon.

In addition to these communication efforts, there will be town hall meetings designed to encourage community participation, to allow for survey feedback/follow-up and to keep the efforts moving forward. More information regarding the town hall meetings and the schedule will be forthcoming.

A question was raised about student participation on this group. Jason indicated there is one law student although there are four seats available. It was mentioned that obtaining student participation on all committees has been challenging.

V. Old Business

Constitution Working Group – Magui Cardona

The Constitution Working Group met to discuss developing a constitution to address issues not covered in the current by-laws, such as meeting and communication procedures. Members visited with representatives of the Professional Staff Senate (PSS) at UMBC to seek input based on their experiences. The UMBC PSS does not have a constitution but developed a **Meeting Procedures** document (provided in Handouts link on UBSS website), in addition to their by-laws, to help

govern meetings. The UBSS agreed to follow suit and not develop a constitution. Instead, members will draft a similar procedural document, which will also provide the flexibility for edits to meet changing business and communication needs. To address outstanding policy related issues, provisions will be added to existing bylaws as recommended in the **DRAFT by-laws** dated February 4, 2013 (document provided in Handouts link on UBSS website), disseminated for discussion and outlined below:

Article VII - Meetings:

Changes were recommended to develop a separate Meeting Procedures document to govern meeting proceedings.

The senators agreed in principle providing the final document maintained the authority of the by-laws.

Article VIII – Voting:

An article was recommended to establish voting procedures for items brought to the UBSS and quorum requirements to meet and vote.

The senators agreed in principle. Exact language would be developed and sent out with final revisions.

Article IX – Duties:

A change was recommended to add “timekeeping” duties to the Parliamentarian.

The senators agreed.

Article X - Committee Membership:

An article was added to address the selection of university and UBSS committee members and terms limits.

The senators agreed in principle. A separate process would also be needed to determine the first year term limits to enable staggered participation by the UBSS members. Language would be developed and sent out via email to address this. The senators also discussed the importance to consider the goals of the individual committees when establishing “blanket” limits. Finally, the senators asked that the document clarify the difference between shared governance committees and those not part of shared governance to avoid confusion.

VI. New Business

ACTION ITEM: The Chair asked the senators to send further comments and changes to the by-laws via email to facilitate a vote at the March meeting.

Meeting adjourned.

Attachments:

Attendee sign in sheet

CUSS Letter to Legislators, February 22, 2013 (forwarded to secretary separately)

USM Quick Points of Excellence 2013(forwarded to secretary separately)

Developing Institutional Priorities, February 7, 2013 (forwarded to secretary after meeting)

UBSS Feb 11 Attendees

Name	Dept	Senator Y/N
T. Callison	A+F	Y
Magui Cardona	Provost	Y
Leslie Metzger	LAW	N
Dan Nagle	Aux	Y
Kristen Tull	CPH	Y
Stacey Marriott	OTS	Y
James Hale	Facilities	N
Anita Becker	A+F	N
MARILYN MARBLE	HR	N
Nick Owens	CRW	Y
Jason Durcan	UR	N
Ron Vickers	EMSA	Y
Giordana Segneri	UR	Y
Barbara Amphinbaugh	AF	N
TARIKUL ISLAM	MSB	Y
Robin Surka	CAS	Y
Karen Karmol	Provost	N
Lenny Debnell	Assoc Provost, Acad Af	N



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14000 Jericho Park Road
Bowie, MD 20715

Coppin State University
2500 W. North Avenue
Baltimore, MD 21216

Frostburg State University
101 Braddock Road
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Salisbury University
1101 Camden Avenue
Salisbury, MD 21801

Towson University
8000 York Road
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1420 N. Charles Street
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Baltimore**
620 E. Lexington Street
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College Park**
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**University of Maryland
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3300 Metzgerott Road
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February 22, 2013

**The Honorable Members of the Maryland State Senate
James Senate Office Building**

**The Honorable Delegates of the State of Maryland
Lowe House Office Building**

University System of Maryland (USM) Staff employees are extremely talented and dedicated to higher education. The Council of University System Staff (CUSS) represents more than 9,000 USM Staff employees not represented by collective bargaining. We serve as an advisory council to the Board of Regents and to the Chancellor of the USM.

We are proud and privileged to work for one of the most competitive college systems in the nation, as well as one of the major economic engines in the State of Maryland. The USM and the State have made significant investments in the training and development of its Staff employees, and many have highly specialized skills that support the missions of the System and the State. Not only do we maintain the integrity of the infrastructure and work to provide a more conducive environment for teaching and learning, we recruit and retain students, support faculty scholarship and engagement, maintain ties with alumni and friends, and communicate the many achievements of the USM to our many stakeholders.

We understand that it has been difficult at times to reconcile Maryland's budget needs in the past few years. Therefore, we would like to thank you for your continuing commitment to keeping higher education affordable, and ask for your full support of the Governor's FY 2014 Budget request for the USM. With your support, you are helping Staff employees create and maintain a culture of innovation, as well as address the needs of Maryland's workforce.

Sincerely,

Gynene V. Sullivan
Chair, Council of University System Staff



As the state's public higher education system, the University System of Maryland (USM) advances the quality of life for its students and the state's residents. Comprising 12 institutions and two regional centers, the system is a recognized leader in many areas, including academic and research excellence, the innovative leveraging of technology to transform courses for more student success, and the effective and efficient use of resources.

Furthermore, USM is a key driver of the state of Maryland's economic development. The university system continuously aligns its academic programs with the state's workforce needs. And it is increasing activities in the areas of technology transfer and commercialization to help boost the state's economic growth and opportunities.

Above all, USM strives for excellence in everything it does. Following are a few examples of how USM is helping to power the state of Maryland forward.



University System of Maryland

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For more information about the University System of Maryland: www.usmd.edu

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USM Quick Points of Excellence | 2013



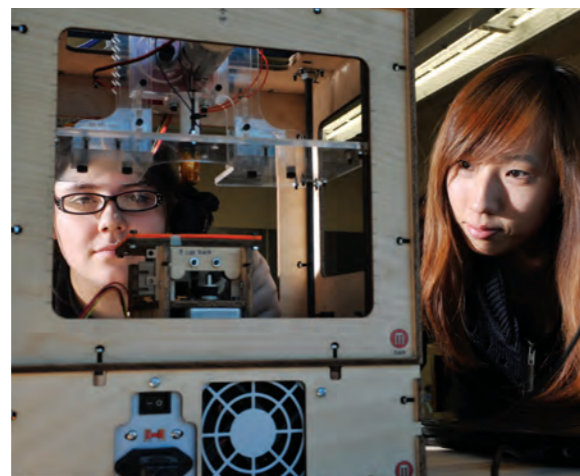


GRANTED MORE THAN **34,000 DEGREES** IN 2012, INCLUDING **74 PERCENT** OF ALL BACHELOR'S DEGREES AWARDED IN MARYLAND.

- Includes the state's premier environmental research institution, University of Maryland Center for Environmental Science, which conducts leading-edge research into today's most pressing environmental problems.
- Boasts eight institutions—Bowie State University; Salisbury University; Towson University; University of Baltimore; University of Maryland, Baltimore; University of Maryland, Baltimore County (UMBC); University of Maryland, College Park (UMCP); and University of Maryland Eastern Shore—ranked among the best in specific categories by *U.S. News & World Report*.
- Boasts four institutions—Salisbury, Towson, UMBC, and UMCP—among *Kiplinger's Personal Finance* magazine's "Best Values in Public Colleges" for 2013. UMCP, the system's flagship institution, ranks No. 5.
- Takes pride in UMCP's No. 13 position among U.S. public universities (No. 38 worldwide) in the Institute of Higher Education's (Jiao Tong University, Shanghai) ranking of the world's top universities based on research.
- Competed successfully for \$1.2 billion in external grants and contracts in FY 2012, supporting vital R&D and helping to position Maryland as an innovation economy leader.

USING RESOURCES WISELY

- Leads the state in sustainability efforts with 47 facilities constructed and/or planned as LEED-certified.



ENSURING ACCESS, AFFORDABILITY, AND COMPLETION

- Enrolled more than 155,600 students in fall 2012, 94 percent of the enrollment in Maryland's public four-year institutions.
- Granted more than 34,000 degrees in 2012, including 74 percent of all bachelor's degrees awarded in Maryland.
- Continues to improve affordability. Its average undergraduate tuition for full-time, in-state students, once ranked sixth highest, now ranks 26th nationally.
- Increased need-based, institutional financial aid for students by more than 100 percent since FY 2005.
- Maintains collaborative relationships with the state's community colleges to help smooth students' transition to four-year institutions.
- Encourages thousands of middle and high school students to begin preparing for college early through its Way2GoMaryland campaign.

ADVANCING ACADEMIC AND RESEARCH EXCELLENCE

- Established the Center for Innovation and Excellence in Learning and Teaching to develop, apply, and evaluate more effective ways to deliver high-quality courses through innovative use of technology.
- Redesigned or is redesigning more than 50 courses at its institutions and is partnering with non-USM institutions statewide to redesign an additional 30 courses to increase student success.

All USM universities have earned national recognition. For more information on their rankings, visit <http://www.usmd.edu/newsroom/USMRankings.html>

CONTRIBUTED SIGNIFICANTLY TO THE DEVELOPMENT OF **51 COMPANIES** IN FY 2012.

- Maintains favorable debt ratings from bond-rating agencies, saving millions of dollars annually. With a Moody's Investors Services rating of Aa1, USM is one of only 21 public higher education institutions to earn one of the agency's top two ratings.
- Surpassed its federated campaign goal, attracting more than \$2 billion in private gifts to support students, faculty, and programs.
- Launched University of Maryland: *MPowering the State* in spring 2012, a structured collaboration between the University of Maryland, Baltimore and the University of Maryland, College Park. During its first year, the collaboration:
 - Established University of Maryland Ventures to boost technology transfer and commercialization.
 - Attracted a \$2 million National Institutes of Health grant to continue development of a small robot to aid neurosurgeons in removing brain tumors.

FUELING THE STATE'S ECONOMY AND ENHANCING QUALITY OF LIFE

- Established the Center for Health-Related Informatics and Bioimaging to focus on projects using technological advancements to improve medicine and patient care.
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- Began developing curricula for the collaborative University of Maryland School of Public Health to increase USM's capacity to meet the state's public-health workforce needs.
- Contributed significantly to the development of 51 companies in FY 2012.
- Increased the number of juniors and seniors enrolled in STEM (science, technology, engineering, mathematics) courses by 43 percent from FY 2007 to FY 2011.
- Added faculty members' innovation and entrepreneurship activities as factors in tenure decisions.
- Hosts 72 tenant companies in its seven business incubators.
- Hosts 117 tenants in its four research parks.
- Achieved \$25 billion in economic impact through Maryland Industrial Partnerships (MIPS), a 25-year-old USM-state of Maryland alliance that funds collaborative R&D projects between companies and USM faculty.

LEADS THE STATE IN SUSTAINABILITY EFFORTS with **47 FACILITIES** CONSTRUCTED and/or PLANNED as **LEED-CERTIFIED.**



E&E SAVES USM MORE THAN \$356 MILLION

The University System of Maryland in 2003 launched its Effectiveness and Efficiency Initiative (E&E) to optimize USM resources and save money during a time of burgeoning enrollment, diminishing state support, and increasing costs.

Nearly a decade later, USM has saved more than \$356 million thanks to E&E. During this period, E&E has become part of the USM culture, impacting everything the system does. Furthermore, E&E powerfully demonstrates the system's commitment to continuous improvement in academic program delivery, administration, operations, and the leveraging of existing resources to advance quality and serve students and the state even better.

The savings to date achieved through E&E span several categories, including:

- Energy conservation.
- Technology improvements.
- More efficient use of space and buildings.
- Improvements in business processes.

In addition, through E&E, USM has achieved efficiencies in several academic-related areas, including:

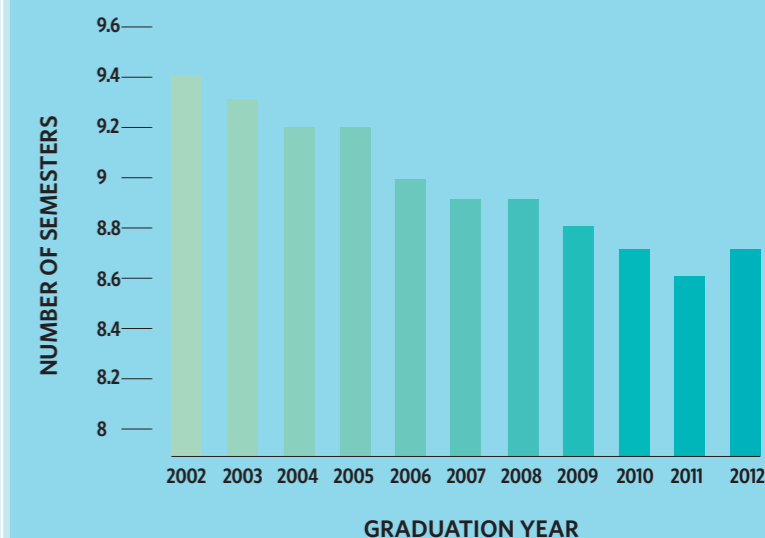
- Reducing undergraduates' average time to degree (see chart).
- Increasing faculty's teaching commitment by 10 percent.
- Requiring undergraduates to complete at least 12 credits outside the traditional classroom.
- Transforming academic courses to yield higher levels of student success and lower delivery costs; the estimated cost savings per course is 25 percent.

USM EFFECTIVENESS & EFFICIENCY COST SAVINGS

FY04	\$41,907,000
FY05	38,052,000
FY06	38,619,000
FY07	44,404,000
FY08	32,209,000
FY09	40,872,000
FY10	38,711,000
FY11	43,294,000
FY12	38,022,000

TOTAL COST SAVINGS: **\$356,090,000**

TIME TO DEGREE IN SEMESTERS



Developing Institutional Priorities *(unranked)*

February 7, 2013

UBSS Secretary's Note: Document disseminated by Harry Schuckel to UB Budget Committee on behalf of Senior Staff on February 7, 2013

Next Fiscal Year

- *Full base funding for January 2013 COLA salary adjustment.*
- *2.5% merit salary program (April 2014).*
- University funding for an additional 1.0% merit salary increase (April 2014), with base commitment for FY2015.
- New faculty positions.
- Increased staffing for University Police to meet accreditation requirements.
- Increased funding for undergraduate and graduate financial aid.
- Increased funding for employee tuition waivers.
- Increased funding for technology renewal and replacement.
- Increased funding for University advertising, marketing and recruitment.
- *USM mandated increases for mandatory expenditures, including utilities, debt service, maintenance and fringe benefits.*
- *Operating costs for new law building.*
- *USM mandated fund balance goal.*
- Financial system upgrade.
- Funding of 1.0% operating contingency.

Emerging Priorities

- Expansion of on-line education.
- Implementation of institutional continuing education initiative.
- Digital education initiative.
- Closing the achievement gap.
- Course redesign initiatives.
- College completion initiatives.
- Innovation and entrepreneurship initiatives.
- Workforce development initiatives.
- Development and implementation of a preferred workplace initiative.
- Continuing expansion of campus sustainability program, including energy conservation programs, transit ridership program and live-where-you-work program.
- Increased funding for renewal and replacement of campus facilities.

Sources and input provided by: President's Executive Committee, Cabinet and Budget Task Force, USM and State mandates, shared governance groups and consultants regarding continuing education