

COUNCIL OF UNIVERSITY SYSTEM STAFF
September 25, 2001 meeting- UMBI
Revised Minutes

Members Present: Roy Ross, UMB Kay Martel, UB Joe Hill, UMBC Fran Younger, UMCES Susann Shoop, TU Patrick McLane, FSU Mike McCrea, UMBI Venus Windmiller, UMBI Jessica Bird, UMB LuAnn Marshall, UMB Sally Hearn, UMBC Bruce Abbott, UMCES Donna Test, SU Judy P. Lowe, SU Dottie Holland, BSU	Alternates: Lynn Crabb, UMBC Stephen Agnes, UMB Art Hanlin, FSU Starrla Levine, UB USMO Liaisons: Rosario I. van Daalen Donald Tynes Guests: Dr. Hunter-Cevera, President, UMBI Dr. W.J. Lederer, Director, MBC Marty Smith, UMES Jami Kasco, UMBI
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The meeting was called to order at 10:05 a.m. by Chair, Roy Ross. Venus Windmiller, UMBI, introduced Dr. William Lederer, Director, MBC, who stressed the importance of CUSS and considers the input from staff critical to working together at USM institutions. Dr. Hunter-Cevera, President, UMBI, welcomed the Council and reiterated Dr. Lederer's comments.

Roy Ross, Chair, recognized the absence of staff representatives from UMCP, USMO, and UMUC. Due to the emergency conditions the preceding day, he officially excused staff from these institutions.

Regarding Council representation, the Council has not heard from Coppin and Bowie. Susann Shoop, TU, reported that they hope to hold elections in October. Susann will stay on the Council for another year. Willie Fields, rep from Coppin, is in the Reserves and might have been called up due to the WTC attack. Dottie Holland, Bowie, attended the meeting, but said there is no representation at this time. She will not be able to return next year.

The minutes were approved as amended.

USM HR Liaison Report

- The 2000-2001 Performance Ratings System-wide Review for Nonexempt Staff was reported. (attached). In summary, 1,200 (23%) received Outstanding; 2,130 received Above Standards (40%); 1,886 (36%); and 83(2%) received Below Standards and Unsatisfactory. The report was then broken down to reflect individual institution reviews with comparisons from years 1998-2000. Donald Tynes commented that

funds were budgeted for Meets Standards only, not Outstanding ratings. Funding for Outstanding ratings need to be addressed and budgeted for the future. Distribution of Performance rating funds ranged from UB's flat \$500 to Salisbury's funds divided by number of Outstandings. UMB gave 2% increase. Bowie and Coppin gave nothing because no funds were available. Coppin hopes to revisit the issue and give remuneration at a later date.

- The State Higher Education Labor Relations Board (SHELRB) met on September 18th. Roy gave testimony on the history of CUSS in an effort to educate the new members. Roy expressed that education of the Board concerning CUSS's role as Advisory Council to the Chancellor is critical as Collective Bargaining is implemented. Don Tynes brought copies of the Draft Proposed Regulations from SHLERB which need to be reviewed. Don commented that some of the smaller and very large institutions have special concerns that need to be recognized.
- Petitions for elections will be accepted as of October 1 at the SHELRB Office in Annapolis on Calvert Street. So far, UMUC (Exempt and Nonexempt), FSU (Nonexempt) and BCCC (Nonexempt and Exempt) have filed petitions on behalf of indicated employee units. Once the units have filed petitions representing 30% of unit employees, another unit can file with only 10%. MCEA has been very aggressive in this method. The rumor that employee Social Security numbers and home addresses were given to unions is false. Human Resources will only give institutional addresses.
- Health Care Open Enrollment will begin in October. The largest change will be in the prescription plan. There will be a 17% increase (approximately \$3.00 per pay). The co-pay will remain the same. The George Washington HMO will cease business on December 31st. Also, the U.S. Savings Bond campaign and the Maryland Charity Campaign will be going on at the same time.
- Rosario I. van Daalen reported that employees have already been called for active duty at three institutions. Numerous questions will have to be addressed with great immediacy. How to handle benefits if leave is long-term (currently the policy is only for two weeks), health insurance benefits, and retirement policy issues, among others. The USM, Attorney General, and the Department of Budget and Management are addressing this issue with great urgency.
- Don reported that the Governor's Annual Awards Conference will be held on November 20th at the Baltimore Convention Center. He passed out the announcement letter and application forms for the Conference.
- Admiral Larson has been asked to chair the Task Force to look into Domestic Partner issues. No meeting has been scheduled at this time. Concerns relate to health insurance and the three tiers of benefits: 1-what is offered at the institutional level (event tickets, library services, sports facilities, etc.-several institutions offer these benefits already) 2-system-wide benefits (tuition reimbursement, etc.) and the health insurance program at the state level. Luke Jensen, full-time faculty at UMCP, is the coordinator for Gay, Lesbian and Bi-sexual Organization, has been invited to attend

the meeting and address the issues. One concern is the definition of “domestic partner.” This can also include heterosexual couples that are not married or adult siblings who live together.

Chair’s Report

- The full Board of Regents met on August 24th. Fran Younger attended the meeting. The Presidents raised concerns about what individual institutions can do about aggressive behavior by the unions for Collective Bargaining. Rumors are circulating and there is frustration in the ability to quell them. Union emails have been blocked through institutional networks. The question was raised as to how CUSS members should respond when asked questions about unions. Rosario cautioned that we must not be seen as trying to influence employees. Only give straight facts and refrain from commentaries. Refer employees to the web site.
- USM Tuition Remission Policy has been changed to clearly state reciprocity for USM employees to attend Morgan State University and St. Mary’s College.
- The Board of Regent’s Finance Committee met on September 20th. Rosario and Don reported there were no issues discussed that are of interest to USM staff.
- Chancellor’s Council was held on September 10th. A good portion of the meeting concerned Dr. Jamin Raskin, the new Chair of the SHERLB. Roy had a chance to speak with Raskin and introduce himself. Chairman Raskin asked that Roy put together a letter of information on CUSS including the background, history, mission statement, and codification. One of the questions from the meeting was how are CUSS representatives elected? CUSS will attend all meetings in order to keep new board members aware of our mission as an Advisory Board. The hope is SHELRB will allow us to continue as an Advisory Board that represents the staff that are not covered under Collective Bargaining. We need to establish a distance from groups represented by Collective Bargaining. It is critical that this question be defined: If a group is represented by a union, does that mean they lose a seat on CUSS? This has not been answered by the Attorney General.
- The SHELRB will hold public meetings and will meet monthly.

October 25, 2001	June 27, 2002
November 29, 2001	July 25, 2002
December 20, 2001	August 29, 2002
January 3, 2002	September 26, 2002
February 28, 2002	October 31, 2002
March 28, 2002	November 21, 2002
April 25, 2002	
May 30, 2002	

- The CUSS Executive Board met with the Chancellor on September 12, 2001. Roy reviewed the CUSS protocol for representation at BOR and Chancellor meetings. The Chair will normally attend these meetings. The Past Chair attends the closed sessions of the BOR. The Vice-Chair attends the Chancellors Council and other members will fill in during their absence. The Chancellor will get a clear definition on how the BOR feels about this protocol. At the present time, Chair, Roy Ross, attends all meetings because there is no Past Chair. Roy stated goals for the 2001/02 CUSS are: 1-BEST initiative and 2-Performance evaluations and asked Chancellor

for other recommendations. The Chancellor expressed his interest for attention to the ratio of staff vs representation on institutional Shared Governance initiatives.

- Concerns were expressed about the representation on the University Council at the University of Baltimore. The Chancellor suggested that a video be made of best practices for Shared Governance. This video can be shared with the BOR and institutional presidents. Suggested institutions for the video were UMB, UMBC, UMCES, SU, and FSU. A final recommendation of 3 or 4 institutional models will be made by the Executive Committee. Roy asked that each institution send an organizational chart of their shared governance plan. He expressed the need to meet with institutional staff councils specifically Towson University's Council because he had not met with them before and the TU representative expressed lack of staff interest on the campus.

Committee Reports

1. **Communications:** No report

2. **Community Development**

LuAnn Marshall is the new chair. The group is ready to meet next month. Roy will check on Staff Awards dates.

3. **Compensation:** No report

4. **Benefits:** No report

5. **Legislative Affairs:** no report

1. Old Business

- The CUSS By-Laws are on the web site for all members to have. Richard Rose will be updating the web site. Vera Maher (USMO) will assist Richard.
- UMUC needs to elect one new member in addition to Sally Davies
- Staff Awards and BEST will be deferred until the October meeting. The Chancellor suggested the need for the Presidents to push staff awards to raise participation and awareness. CUSS and Staff Senate members need to support and remind staff for nominations.

2. New Business

- Institution representation for UMCP will probably increase by 1 person. UMB may also be a candidate due to staff growth. CUSS representation is determined by the number of staff at each institution. USM Office will provide current figures to determine number of council members.
- SU needs clarification on "essential" personnel work loads during emergency conditions. There are institutional discrepancies in enforcement of this policy. When essential personnel are asked to report during emergency conditions, they should get 1 and 1/2 days credit. It was recommended that HR look into the current "inclement weather" policy. Nonexempt employees should have choice between additional day off or pay at "time and a half."

The meeting was adjourned at 3 pm.

The next meeting will be 10 a.m. on October 23, 2001 at Frostburg State University.