



Members Present	Alternate Members
Marie Meehan - BSU	
Dale O'Neal - BSU	
Patrick McLane - FSU	Art Hanlin
Jay Hegeman - FSU	
Judy Lowe – SU	
Angie Brickhouse - TU	
Gloria Gaguski - TU	
Ray Frederick - UB	
Colette Becker - UMB	Melissa Moore - UMB
Joe Hill - UMBC	Marjorie Gill - UMBC
Carol Prier - UMCP	
Hermetta Hudson – UMES	
Brenda Blake - UMES	
Andrew Rein – UMUC	
Jim Hartsock - UMUC	
Mary Reed - USMO	
Roy Ross – UMB – Past Chair	
Non-Voting Member	Rosario I. van Daalen

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The December Cuss Meeting was called to order by Chair, Joe Hill, at the University System of Maryland (USM) Office. Mary Reed welcomed the group followed by a brief history of the USM Office and its various names since 1988. It was noted that all USM Institutions were represented pictorially on the wall in the conference room of our meeting.

Chair Joe Hill introduced two new CUSS members, Andrew Rein and Jim Hartsock, exempt employees from UMUC.

The Maryland Legislative Session begins on January 14, 2004. Please note any topics relevant to the USM and keep your representatives in your district informed of your views on such matters.

The minutes from the 11/18/03 meeting at Bowie State University were reviewed and approved as amended.

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- Melissa Moore was asked by the Liaison if she would be willing to schedule a brief occupational and safety presentation, her field of work, at a CUSS meeting providing information that CUSS representatives could share with employees at their campuses. Melissa will coordinate a date for this presentation with Joe Hill, the Chair.
- The Health Benefits Focus Groups, scheduled by DBM, have met at several locations throughout the State, and the major concern is improvement in the dental program. Other issues brought up in these group meetings dealt with mental health concerns; flex account issues; and increase in life insurance premiums at time of retirement. It was mentioned that Blue Cross had a good dental program; the problem was the lack of dentists

participating in the program. The final comment is employees want a functional dental plan.

- CUSS will participate with DBM in the review of the Health Plan RFPs for FY 2005. Increase in rates is most probable. It is possible that the dental plan may be administered like the vision plan, a designated sum of money for dental services.



- BOR Finance Committee met on 11/20/03.
- The BOR met on 12/12/03 at UMB. The USM BOR Staff awards were presented to four recipients at this meeting including our own, Fran Younger, who was thrilled and proud of the honor she was given. Information on the winners may be found on the CUSS' website.
- The Chancellor's Council met on 12/1/03 at which time the Employee Assistance Program was again highlighted along with the Substance Abuse Policy, Building Excellence through Staff Training (BEST), and a fair distribution of Merit Pay for Meeting Standards for Exempt Staff employees. CUSS wishes to find closure for these programs this year. They are vital for the employees in the USM.
- The Chancellor's Reception for the shared governance councils was a very nice affair. It gave those in attendance an opportunity to speak with Chancellor Kirwan and Regent Kendall. The Chancellor and the Regent thanked the governance councils for all they do for the employees of the USM. These councils are essential during these hard times.
- FY 2005 budget will be a flat year. Any future budget cuts to the USM are at the bottom of the State's list for further cuts.
- The Regents complimented CUSS for working toward solutions versus an adversarial role with the BOR.



- The Chancellor stopped in to speak with CUSS. He expressed his appreciation to the Committee for all the work it does for the employees, particularly during these difficult times. He complimented Joe Hill for a good job in being a vocal champion for the staff.



The two new CUSS members were advised to choose a committee to participate on.



The BEST Program must be reviewed and revised with language more compatible to move it forward to the Vice Chancellor and final approval.

Now is the time to input our comments into the Strategic Plan. This is our window of opportunity to make changes or suggest revisions.



It was determined that we need to get in contact with Joe Bryce, Associate Vice Chancellor for Governmental Affairs, to seek his advise on the direction and guidelines our letters to the legislature should take so we are all on the same page. CUSS will ask Joe Bryce if he would host a legislation information meeting in Annapolis, in February, followed by a tour to view our Legislature in action.



The Chair of this committee is Marjorie Gill, UMBC. This committee is trying to retrieve from each institution a ratio of Student/Faculty/Staff.

This committee is working on the Employee Assistance Program. One objective would be to seek out universities in the USM that are in close proximity, to partner their programs, thereby, helping those employees in need of these services.

They will also review the program on performance evaluations to improve its effectiveness.



Many website updates are being made. The CUSS Newsletter will be completed by 12/19/03. The newsletter will be distributed to all staff members at the USM Institutions.



This Committee on the "CUSS Initiated BOR Staff Awards" is waiting for the Staff Awards nomination packages due 1/30/04. At that time, they will be reviewed and rated by the various committee members. Final decisions will be made the end of March 2004 and presented to the BOR by April.

It is still the desire of this Committee and the Council to have the BOR Staff Awards presented at a regular Regents' meeting, and together with the Faculty Council, host a reception in the fall that will honor and acknowledge both the Faculty and Staff recipients of the BOR Awards. We are working toward having this award process, presentation, and acknowledgement in sync with CUSF. This process can then be scheduled and managed in conjunction with CUSF and the Systems Administrative Staff



Motion 1: To change the By-laws to allow UMB, UMCP and SU to have three voting representatives for the term 03-04 during transitional period. **Th**

Motion 2: CUSS By-law Change:

3.3a "shall be open to all staff who are excluded from collective bargaining of the University System of Maryland,"

4.2 "and June meetings and elected at June Meeting."

The number of CUSS voting representatives at each Institution will be based upon the number of employees not represented by collective bargaining; 1-999, two voting members; 1000 and up, three voting members.



UMUC wanted clarity to the issue of why two elected Exempt representatives from their Institution could only have one vote. Under our Constitution, Section 3b, "each Institution shall have a minimum of two members (one Exempt and one Nonexempt). This is to ensure that both Exempt and Nonexempt Staff (regardless of the numbers of each group) who are excluded from collective bargaining will have representation and a voice on CUSS from their Institution. It was suggested

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that UMUC choose one of the two elected Exempt CUSS Representatives to be the voting member and the other would be the alternate. It was also suggested that they elect a Nonexempt representative in order to have two votes on the council.

Towson questioned if they qualified for three votes under the current By-laws. The Chair asked the By-laws Committee to reexamine the numbers for Towson identified in their report.

As there was no further business to discuss, a motion was made and seconded that the meeting be adjourned. Next meeting will be at Towson University, 1/27/04.

Marie L. Meehan  
*Respectfully Submitted,*  
*CUSS Secretary*