

**Council of University System Staff**  
**May 20, 2003**  
**UMUC**

Members Present	Alternates
Dale O'Neal, BSU	
Marie Meehan, BSU	
Patrick McLane - FSU	Art Hanlin, FSU
Jay Hegeman - FSU	
Judy Lowe – SU	
Jeanette Schadler - SU	
Gloria Gaguski - TU	
LuAnn Marshall - UMB	Bill Crockett – UMB
Steve Agnes – UMB	Melissa Moore – UMB
Colette Becker - UMB	
Joe Hill – UMBC	USMO Liaison -
Sally Hearn – UMBC	Rosario van Daalen
Carol Prier – UMCP	
Andrianna Stuart – UMCP	Guests
Hermetta Hudson - UMES	Steve Kronheim, Chair
Susan Conroy - UMUC	University Council
	UMUC
Denise Richards - UMUC	Joe Bryce, USM
Roy Ross – UMB – Non-Voting Member	

**Call to Order**

Chair Joe Hill called the May CUSS meeting to order at 10:15 a.m. at UMUC. Susan Conroy introduced Steve Kronheim, Chair of the University Council, which has been in existence for two years. Steve Kronheim was on the task force to draft the by-laws for the University Council that consists of Faculty, Staff and Students. This council's mission represents an important set of constituents with duties to represent them.

**Approval of Minutes**

After careful review of the March minutes, they were approved as amended.

**Report of the USMO Liaison**

The Chancellor's Salary Guidelines have been delayed but they are now available. Basically there is no money. The law allows for increases for retention of faculty, only. Prior year increases of 15% or higher were sent to the Chancellor; this year an increase of 10% must be sent to the Chancellor. All equity adjustments must be justified and approved by the Chancellor. They will be looked at very closely. The \$500 match fund for employees in the State Employees Pension Modified Plan has been eliminated for FY04.

An Executive Order from the Governor that all employees must report to their employer any incidents of court proceedings they may be involved in; conflicts of interest, corruption, etc. This Executive Order does not apply to the USM according to the Attorney General's Office.

HIPAA (Health Insurance Portability and Accountability Act) protects the privacy of your health information. Various departments at the Universities will be restricted by the HIPAA from divulging health information with regard to students and employees.

### **Chair's Report**

- The BOR Finance Committee met and focused on the Capital Budget. Each University presented their Capital Budget criteria.
- There was no Board of Regents meeting this month.
- The State Higher Ed. Labor Relations Board (SHELRB) had a brief meeting on 4/3/03. Nothing of essence was discussed. Status of the Board is still a question because the previous governor selected its members.
- Salisbury State is now represented by MCEA as their bargaining agent for Nonexempt employees.
- At the Chancellor's Council our Chair identified various issues. The Board of Regents Staff Awards must be presented at a location of special significance, either Hidden Waters or the USM Office. One of the challenges identified at this Council was the need to build a new model of shared governance. The Chair shared his opinion and strongly agreed that the USM and its institutions must seek a new governance model. A model that allows shared governance to advise the Presidents, Regents and Chancellor on all issues that affect staff. A model that would allow those who have been excluded from collective bargaining to have a voice without limitations to discuss all issues which may affect them. This model for shared governance must be made up of those who are excluded and not under the umbrella of collective bargaining. CUSS needs to discuss the pros and cons of supporting a new shared governance model, one having representation of those excluded and not under the umbrella of collective bargaining.
- The budget is still an issue at all Universities. Each University is working out their worse case scenario to be prepared for any future cuts. The final signing of the budget by the Governor will be 5/22/03.

**Guest Speaker:**

Joe Bryce, Assistant Vice Chancellor for Government Relations, was the guest speaker. He spoke on the budget for FY03 and FY04. Following is the breakdown:

<b>FY03 State Appropriations</b>	<b>\$867.9M</b>	
▪ Governor’s 11/20/02 Cost Containment	(30.4M)	3.5%
▪ Governor’s 1/17/03 Cost Containment	<u>(36.6M)</u>	4.2%
▪ Total Reduction in State Appropriations	(67.0M)	7.7%
▪ Revised FY 2003	\$800.8M	
○ Revised FY2003 budget at FY2001 Level (\$798M)		
○ Absorb \$68M in mandatory expenses in FY2003 (No CSB Current Services Budget)		
▪ One time reduction – fund balance	(29.0M) **	

\*\* The fund balance must remain at a level in order to retain a AA Bond Rating which allows the USM to incur debt at a lower interest rate.

**FY04 Budget**

▪ FY2004 CSB – State Appropriation	\$905.8M	
▪ Elimination of CSB increase	(38.0M)	
▪ Governor’s 11/20/02 cost containment	(30.4M)	
▪ Governor’s 1/17/03 cost containment	<u>(36.6M)</u>	
▪ Total reductions to date	(\$105.0M)	(12%)
▪ FY2005 Allowance	800.8M	
▪ Estimated Legislative Reduction	(13.8M)	(13%)
▪ Estimated Legislative Appropriation	\$787.0M	

FY04 there will be a reduction in PINS. The tuition increase will alleviate 50 to 60% of the budget decrease which may be an additional 50-60 million reduction to the already implemented reductions. Joe Bryce thanked CUSS for its grassroots efforts in rallying for the USM during the Legislative Session. He suggested continuing to keep in touch with the General Assembly; find the pressure points; keep the USM alive, write respectful letters to the Governor; and write to the local papers expressing concerns for Maryland Higher Education. Early retirement is not an option; it is too costly. It would not save the State money, quite the opposite.

There are several reasons for the deficit the State of Maryland has found itself in: Capital Gains dried up; the 9-11 impact; spending more than taking in; and the implementation of a K-16 program without a funding source. The Bush tax cut may also cost the State money.

Joe Bryce was thanked for his informative message to CUSS.

**At this point we broke into our Committees.**

**Committee Reports:**

**Communications Committee:**

Website has been updated. The CUSS Newsletter is a little distorted, but will be corrected.

**Benefits and Compensation Committee:**

This Committee is presently completing a survey as to faculty/staff/student ratios.

**Legislative Affairs Committee:**

This has not been a good year regarding budget issues for the USM. Continue to monitor the Legislative Website.

**Community Development Committee:**

The BOR Staff Award Nominees have been selected and LuAnn Marshall has prepared the final report. The Committee also discussed the transition meeting that will be held this year Monday, 7/28/03 at Solomon’s Island.

**Old Business:**

CUSS must revisit the issue of tuition credits for employees. The issue is that employees are limited to two classes, regardless of number of credits. This should be amended to reflect credits versus classes and not limited to number of classes.

**New Business:**

Nomination of Officers were taken at this meeting, also electronic nominations will be taken. Election will be held at the June Meeting at UMES. The following officers were nominated:

- Chair: Joe Hill
- Vice Chair: Andrianna Stuart
- Secretary: Marie Meehan

Judy Lowe, Salisbury University Representative, made a motion to begin discussions on the make-up of CUSS for excluded staff, only. Andrianna Stuart said this could not take place due to Robert’s Rules that states this issue could not be voted on again this year. This rule is to be researched and further discussion will take place following the results.

A review of the Universities and their shared governance structure are as follows:

**BSU’s** shared governance consists of the University Council, Faculty Council, Staff Council and students. The Staff Council has been newly reconstituted, to include only excluded Staff. CUSS Representatives are elected through Staff Council elections.

**UMB** – The Staff Senate is comprised of all staff classifications (included and excluded staff), however, it is ineffective, as the President of the University will not meet with the Chair. Staff has zero voice in the present configuration. CUSS membership comes from this body.

**FSU** – There is no Staff Senate and no election process for CUSS Representatives. An Open Forum is held for excluded staff, only.

**UMUC** – consists of three councils, Staff, Faculty and Student. The Staff Council consists of excluded, Nonexempt Staff. CUSS Representatives are elected from exempt excluded employees, only.

**UMCP** – There has been no change. All issues are discussed. All employees are included in the Senate. One issue is equity of membership; majority is faculty.

**UMBC** – CUSS Membership is selected from NEES (Nonexempt Excluded Staff).

**UB** – UB's has been restructured December 2002. Faculty, Staff, and Students have a place/postion on the council.

**UMES** - CUSS Representatives are elected from exempt and nonexempt staff. UMES has a University Senate comprised of Faculty, Staff and Students.

**TU** has no collective bargaining. The Staff Council is made up of exempt and nonexempt employees that CUSS Representatives are elected from.

**USM Office** has no collective bargaining. This office has a difficult time finding Exempt CUSS Representatives.

Questions at this point are as follows:.

How do we become effective on the System level as well as the Institutional level?  
Do we make changes in the make-up of CUSS representatives? As stated by Andrianna, Roberts Rules specify that we must remain as we are for the remainder of this year because a motion was made at the beginning of the year to remain all-inclusive and this can be voted upon only once a year.

What were CUSS' successes during the past several years?

- Exempt/nonexempt pay program
- Contingent employees benefits
- BOR Staff Awards
- Sick leave use, frequency
- Retains a voice in policy-making.

Some CUSS Representatives feel we have accomplished less this year as a result of issues with collective bargaining. CUSS remains a voice for the staff, we must continue as usual. Institutions have many inconsistencies in the make-up of their shared governance bodies.

At this point the meeting adjourned at 3:05 p.m.

**The next scheduled meeting is June 24, 2003 at UMES.**

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