

**Council of University System Staff  
October 28, 2003  
Frostburg State University**

<b>Members Present</b>	<b>Alternate Members</b>
Marie Meehan - BSU	
Dale O'Neal - BSU	
Patrick McLane - FSU	Arthur Hanlin - FSU
Jay Hegeman - FSU	
Ray Frederick - UB	Gail Luckens - TU
Colette Becker - UMB	Starrla Levine - UB
Joe Hill - UMBC	Bill Crockett - UMB
	Lynn Crabb - UMBC
Mary Pat Armstrong - UMBC	Fran Younger - UMCES
	<b>Chancellor's Liaison to CUSS –</b>
Andrianna Stuart - UMCP	Rosario I. van Daalen
Hermetta Hudson - UMES	
Mary Reed - USMO	<b>Guest:</b>
	Dennis Bohlayer, Chair of TU Staff Council

**Call to Order**

Chair Joe Hill called the October CUSS meeting to order at Frostburg State University (FSU). Patrick McLane welcomed us to Frostburg and introduced Dr. Catherine Gira, President of FSU. Dr. Gira spoke to CUSS about the importance of staff to the success of a University. Dr. Gira entertains open staff meetings for excluded employees. At FSU staff have longevity as well as dedication to the betterment of the University.

The Chair welcomed all CUSS Members. Dennis Bohlayer, Chair of TU Staff Council, was introduced by Gail Luckens and welcomed to the CUSS Meeting.

The August and September minutes were approved as amended.

**Report from the Chancellor's Liaison to CUSS**

The Regents have approved the amendment to the Policy for Military Reservists (VII-7.23 and VII-7.24) to comply with the law that went into effect 7/1/03 and will expire 6/30/04.

A committee has been established to review existing USM Policies for any changes in terminology. Upon completion, the policies will be forwarded to the Chancellor for approval. Any major changes to a policy must be presented to the BOR for approval.

Open Enrollment dates and rates have not been finalized at this time. Not known at this time what the prescription rates and co-pays will be. (**NOTE:** The State has now announced that Open Enrollment will take place from November 17 through December 5. Rates for all plans and books are now available on-line and at the Benefits Coordinators' offices).

Rosario made a suggestion to CUSS to have Melissa Moore make a presentation of highlights of her expertise in regard to ergonomics and environmental safety in the workplace at one of our regularly scheduled meetings.

The hiring freeze has been lifted with the Presidents making the decision to hire or leave a position vacant. This no longer has to be sent to Chip DiPaula. (DBM).

The USM has hired a Vice Chancellor for Academic Affairs, Irv Goldstein, who will start at the USM Office on November 2, 2003.

### **Chair's Report**

As per Roberts Rule of Orders, a quorum for CUSS consists of 51% of its elected voting membership. By-Law Amendments require an absolute majority 66 2/3% of its elected voting membership.

- BOR Finance Committee met at Towson on 10/9/03 at which the flat-line operating budget of \$746 million was approved. A controversy over tuition as well as State support to the institutions is an on-going struggle.
- BOR met at Frostburg on 10/17/03. Our Chair spoke on the Staff's commitment to support the success of USM and its mission. The Chair continued that the Staff puts forth more and receives no monetary or physical support. He recommended that the USM consider a staff hiring/retention plan in addition to the review of the current Exempt and Nonexempt salary plans.
- The BOR has established three work groups:
  - Public Corporation – chaired by Regent Johnson, will take advantage of our designation as a public corporation; examining the laws as to how we do business and take the best advantage of this fact;
  - Resource Development – chaired by Regent Wood, will work to identify and develop alternative sources of revenue;
  - Efficiency and Effectiveness - chaired by Chairman Kendall, will look at how our business processes can become more effective and efficient.
- The Chancellor's Council met on 10/7/03. The message to CUSS from the Chancellor is that CUSS provides a positive and productive partnership within the USM. This year CUSS will try to move forward to gain approval for the Building Excellence through Staff Training Program (BEST).
- CUSS is trying to coordinate the BOR Staff Awards with the Faculty Awards to be presented at the same time within an academic year to make it a more ceremonial event for the recipient and their family. A reception is being planned for all three councils and BOR award recipients at Hidden Waters.
- The Executive Committee of CUSS will meet with the Chancellor on 11/4/03 to discuss their agenda. Issues to be placed on the agenda are: 2.5% increase proposed for faculty/staff and the return of \$500 match fund; salary guidelines for Exempt Staff employees; move the Substance Abuse Policy toward approval; move the BEST Program to approval; and the status of tuition remission for laid-off employees.

### **Committees broke into Work Groups:**

**Committee Reports:****Community Development Committee:**

Volunteers from each University are needed to review the BOR Staff Awards package. The BOR Staff Awards packages will be sent to the Presidents in the next week. This committee is trying to coordinate timelines with the staff awards and faculty awards so they can be presented at the same time.

**Legislative Committee:**

Now is the time to listen, read articles, and send any legislative issues and concerns to Ray Frederick.

**Communications Committee:**

This committee is continuing to clean up the WEB Page. Please make sure the CUSS Representatives' names; addresses; phone numbers; and e-mail addresses are correct. This committee will prepare highlights of this CUSS meeting so the CUSS Representative can disseminate the same information to the staff at their respective University.

**Benefits and Compensation Committee:**

This committee will be looking for some of its members to sit on the review panel for RFPs for HMO and Health Benefits. The current contracts expire in the year 2005. This committee will also pursue the faculty/staff/student ratios for the past five years within the USM Institutions. They will review the EAP progress at the various institutions. This committee recommends that the PMP process be revamped.

**Old Business:**

A motion was made and seconded to approve Judy Lowe and Hermetta Hudson as the Members-at-Large for the CUSS Executive Council. All were in favor.

CUSS will once again petition the Legislature as a collective voice to list our issues by importance and send to the Legislature. We will coordinate with Joe Bryce as to the content of our message.

**New Business:**

A motion was made and seconded that CUSS recommend to the Chancellor and Board of Regents that merit pay be limited to "meets standards" and that additional merit be discontinued; that a 2.5% increase be given to both exempt and nonexempt employees that "meets standards", as is currently provided for Nonexempt and not just an "average" of 2.5% for Exempt Staff. A vote was called for and the motion failed on the point to discontinue the additional merit.

It was again recommended that the Performance Evaluation process be reevaluated because it is not working.

**A vote will be taken at the next CUSS meeting whether to allow UMCP, UMB & SU to have three voting representatives for the term 2003-2004. The intent is to allow current representatives to complete their term and still allow for the staggered elections of new excluded representatives. The CUSS Constitution may need to be updated.**

**Our next meeting will be November 18, 2003 at BSU.**

Marie L. Meehan

*Respectfully Submitted,*  
***CUSS Secretary***