

**Council of University System Staff
August 24, 2004
SALISBURY UNIVERSITY**

Members Present

Jay Hageman – FSU
Judy Lowe - SU
Bill Crockett - UMB
Joe Hill – UMBC
Andrew Rein – UMUC
Angie Brickhouse – Towson
Frank Clancy, Jr. – UMCP
Colette Becker – UMB
Queen Atterberry – UMCP
David Wakefield – UMUC
Mary Reed – USMO

Alternates

Janine Vienna – SU
Robert Smith – FSU
Joan Doremus – Towson

Chancellor’ Liaison to CUSS,
Rosario I. Van Daalen

Call to Order

The August CUSS Meeting was called to order by Chair, Bill Crockett-UMB, at Salisbury University, Salisbury, MD on Tuesday, August 24, 2004. CUSS was welcomed by Ellen Zinner, Special Assistant to the President

A motion was made by Joe Hill, UMBC, to approve the minutes as amended from the July 26, 2004 meeting and seconded by Collette Becker, UMB.

Report from the Chancellor’s Liaison to CUSS – Rosario I. van Daalen

- There are several policies in the works. For the August 30th meeting of the Board of Regents:
 1. Policy on Military Leave - VII -.23 – Revision
 2. Policy on Call-up to Active Military Duty - VII-7.24 – Revision

For the September 7th meeting of the Chancellor’s Council (USM Presidents):

1. Policy on Family & Medical Leave - VII 7.50 - Revision to Section II.N. by a recommendation from the Dept of Labor to update the definition.
2. Policy on Leave for Service as Election Judge-State law which went into effect October 2003. This policy gives paid administrative leave for time served as an Election Judge. All HR departments are aware of this benefit. The policy will go next to the Board of Regents.

If serving as an Election Judge, you must give 30 days notice to your supervisor.

- Rosario gave an over-view to CUSS on how she handles programs, policies and issues pertaining to staff.
 1. Meets with all HR Directors from the 13 institutions monthly (SHRC)
 2. Meets with all Benefits Coordinators from the 13 institutions at least quarterly, more, if needed.
 3. Meets with Compensation/Classification at least twice a year – could be monthly depending on project.
 4. Meets with CUSS monthly.
 5. If a policy is suggested and approved, she then meets with the USM Assistant Attorney General for legal sufficiency.

Once the policy or program is approved by these bodies, it then goes as follows for approval to:

1. Administrative Vice Presidents (which meets monthly)
 2. President's Council (which meets monthly)
 3. Finance Committee of the Board of Regents (which meets at least every other month)
 4. Full Board of Regents (which meets at least every other month)
- At the August 30, 2004 meeting the Finance Committee of BOR once more tabled making any decisions on changing the conversion date for Contingent II employees. This policy was heavily promoted by CUSS when it actively participated in its development in 1996. In July 2002, due to budget cuts and restrictions in budgeted lines, the policy had a revision to the conversion date. The Regents have asked for additional data and analysis before they make a decision on how the conversion date will be affected. Discussions have taken place to assure funding for conversion in future budget years. This policy will be on the Regents agenda again at their October 14 meeting.

CUSS and the HR Liaison have done a lot of work to keep this issue alive. CUSS must keep this issue in the fore-front and continue to participate in the discussions.

Chair's Report – Bill Crockett

- Freeze on general funds. It has been reported that USM will remain flat funded for FY06 (no increase to the general funding from the State).
- Discussion on tuition increases delayed until October meeting.
- For FY 06, the possibility of another 2.5% merit increase was discussed. The Chancellor told each Institution's President to plan on it being passed, but it will be unfunded. Institutions must find their own way to fund this merit either through lines or vacancies.
- Chancellor will support staff, if funding available.

- Dates were selected for meeting places in the next year as follows:

August 23, 2004	SU	10:00 AM
September 28, 2004	UB	10:00 AM
October 26, 2004	FSU	10:00 AM
November 16, 2004	BSU	10:00 AM
December 14, 2004	USM Office	10:00 AM
January 25, 2005	UMCP	10:00 AM
February 22, 2005	UMUC	10:00 AM
March 15, 2005	UMB	10:00 AM
April 26, 2005	TU	10:00 AM
May 24, 2005	UMBC	10:00 AM
June 28, 2005	UMES	10:00 AM
July 26, 2005	UMCES	10:00 AM

Committee Reports

- **Communication Committee**

Mary Reed indicated that there needs to be a way to get information back to institutions from CUSS. It was agreed that every meeting there would be a meeting synopsis summarization done of the previous meeting with main topics that would be sent to everyone so they can report to their institutions which topics are being discussed. Joe Hill will get name plates and table names for all new members.

- **Benefits & Compensation** No report.

- **Community Development**

Time line for CUSS USM Staff Awards

15th of September – information sent out

15th December – deadline back

Middle January – selections forward to Board of Regents and presented in April 2005

- **Legislation Committee**

To establish proactive means of communication with Finance Committee

Election year--media scan

Respectfully submitted,

Judy P. Lowe
Salisbury University