

**Council of University System Staff
TOWSON UNIVERSITY
APRIL 26, 2005**

Members Present	Alternate Members
Marie Meehan - BSU	
Dale O'Neal - BSU	
Clacie Hubbard – SU	Janine Vienna - SU
Judy Lowe - SU	
Angie Brickhouse - TU	
Joan Doremus – TU	
Gloria Gaguski - TU	
Cindy Schuster – UB	Judy Sabalauskas - UB
Judy Sabalauskas - UB	
Bill Crockett – UMB	John Barber – UMB
Melissa Moore - UMB	
Jim Citro – UMBC	
Sam Sibanda – UMBI	
Donna Taylor - UMBI	
Chenita Kollock - UMES	
Andrew Rein – UMUC	
Jim Hartsock – UMUC	
Mary Reed - USMO	
Joe Hill – UMBC – Past Chair	
	Chancellor's Liaison to CUSS – Rosario I. van Daalen Guests: James Clements, VP Economic & Community Outreach

Call to Order

Chair Bill Crockett called the April CUSS meeting to order at Towson University. Angie Brickhouse welcomed us to Towson and introduced James P. Clements, Vice President of Economic and Community Outreach. This Division at Towson University has made Towson the Metropolitan University in Maryland. Under the leadership of Dr. Clements, Towson was designated a National Center of Academic Excellence in Information Security and Assurance by the National Security Agency and the Department of Homeland Security. The focus at Towson University is high quality education, diversity, economic development, and business outreach. The student population is 18,000.

A motion was made and seconded to approve the March 15th minutes as amended.

Report from the Chancellor's Liaison

- The Chancellor's Salary Guidelines memo for Fiscal Year 2006 is on the Website. Effective July 1, 2005 employees will receive a 1.5% COLA; a 2.5% merit pay, (not to exceed the maximum of the Pay Range), for Nonexempt employees who meet standards on their performance evaluation; and an average of 2.5% for Exempt employees who meet standards. A \$400 Match Fund for members of the State Employees Pension System - Modified will be reinstated on 7/1/05, if an employee makes a contribution to a Deferred Compensation Plan. The sequence for salary adjustment calculations for 7/1/05 is: Adjustment to the new minimum of the salary structure, if applicable; COLA, Merit, Reclassification/Promotion, if applicable.
- There is still no word on the Health Benefits Package and Open Enrollment. Negotiations are still taking place in Annapolis. There will be an increase in the prescription co-pay. When notification

of Open Enrollment is made, if an employee has any changes, the changes can be made through the IVR phone contact. Flexible accounts must be set up through the IVR.

- A letter regarding CUSS' concerns with the increase in the health benefits packages should still be sent to Annapolis
- The Effectiveness and Efficiency mandate from the Board of Regents has various task forces meeting. The Human Resource Task Force is meeting to discuss training and how employees in the USM can benefit from it. A Matrix of training at all Institutions is being prepared to identify programs currently offered throughout the USM. The Building Excellence through Staff Training (BEST) Policy should be revised and moved forward. The Benefits and Compensation Committee is working on this.
- The minimum wage may increase from \$5.15 to \$6.15. This may cause departments to cut back on some student workers' hours. The Governor has not signed this bill, yet.

Chair's Report:

- The Chair, Bill Crockett, announced that we have lost another CUSS Representative, Colette Becker, due to the fact that her job was readdressed and she is included in collective bargaining.
- The Finance Committee met on 3/27/05 and reviewed the Nonexempt Salary Structure Guidelines.
- Angie Brickhouse, Vice Chair, attended the Chancellor's Council on 4/4/05. The General Assembly cut the 120 million dollar gap in half by increasing the prescription co-pays and reducing the COLA from 2% to 1.5% with the 0.5% going to defray cost for healthcare.
- The riot policy is being looked into because there are no penalties to a student unless convicted and most students are not convicted. Discussion concerning eliminating policy language, "expected sanction is expulsion," needs further discussion with Judicial Affairs personnel at the USM Institutions.
- The University of Baltimore is completing a mission statement change to be sent to the BOR on 4/8/05 to include lower division programs.
- Vice Chair, Angie Brickhouse, also attended the BOR Meeting on 4/8/05. Joe Vivona stated it is fair to say that 66% of the increased cost of healthcare may be incurred by the employer and 33% by the employee.
- The BOR approved the recommendation of the Chancellor that UB explore the concept of a four-year program.
- UMUC had two new academic programs approved, BS in Gerontology & BS in Homeland Security Management.
- There will be penalties assessed against Athletic Programs that do not meet the academic progress of athletes in seeking and obtaining their degrees.
- The Finance Committees approved the self-support charges and fees for FY 2006.
- Chancellor Kirwan announced that Chairman Kendall will not serve another term as Chair of the BOR. The Chancellor expressed his appreciation for the extraordinary service he has rendered to the BOR and the USM as its Chair.
- Joe Hill thanked Angie Brickhouse for her excellence and expertise at the meetings she attended.

Old Business:

- There are still no CUSS Representatives from Coppin.
- UMCES's CUSS Representatives have missed the last six meetings.

Committees Broke Into Work Groups

Committee Reports:

Communications - Mary Reed, Chair.

The CUSS Newsletter should be out in August 2005. Labels of staff members at all Institutions should be provided to this committee in an Excel format so the newsletter can be pre-labeled. Anyone missing name tags, please e-mail Joe Hill. Reports are needed from the Legislative Committee for the newsletter.

Benefits and Compensation – Andrew Rein, Chair

- A finalized table of Universities in the USM regarding Contingent II benefits is being completed to try and promote equity benefits within the USM. A proper disclosure of leave issues should be presented at time of hire.
- This committee is stressing wellness prevention measures.
- Review of the BEST Policy with recommended changes is on-going.

Community Development – Cindy Schuster, Chair

- Cindy Schuster has been appointed the new Chair of the Community Development Committee to replace Colette Becker, whose position was rewritten and is at present not eligible to participate on CUSS.
- This committee will be working on the location for our CUSS transition meeting to be held in July 2005. Some suggestions were Donaldson Brown, Horn Point, and Solomon's Island.

Legislative – Sam Sibanda, Chair

- This Committee will continue to view issues passed by the Legislature that affect the USM and its employees. This committee will increase communication with CUSF, the Student Council and CUSS to promote USM issues in Annapolis. We are hoping to have Joe Bryce, the USM Legislative Liaison, attend the December CUSS meeting to provide us with information of on-going bills introduced.

New Business:

Any Institution due to renew CUSS Membership, should do this now. The new slate of members must be in place by the August 2005 meeting. It was suggested that we plan a meeting at Coppin to encourage this University to participate in CUSS.

A motion was made and seconded that the meeting be adjourned.

The next meeting will be at UMBC on 5/24/05 at 10:00 a.m.

Respectfully Submitted,

Marie L. Meehan, CUSS Secretary