

Council of University System Staff
UMCES
7/26/05

Members Present	Alternate Members
Marie Meehan - BSU	
Bernedette Bell - Coppin	
Jay Hegeman - FSU	
Robert Smith - FSU	Jesse Ketterman – FSU
Judy Lowe - SU	
Gloria Gaguski - TU	Loretta Hollifield - TU
Joan Doremus – TU	
Judy Sabalauskas - UB	
Cindy Shuster - UB	
Bill Crockett – UMB	
David DeLooze - UMB	
John Barber – UMB	Collette Becker – Visiting Past Member
Jim Citro - UMBC	
Sam Sibanda – UMBI	
Donna Taylor - UMBI	
Heather Johnson - UMCES	
Larry Lauer - UMCP	
Jim Hartsock - UMUC	
Mary Reed – USMO	
Joe Hill – UMBC – Past Chair	
Roy Ross – UMB – Past Chair	
	Chancellor's Liaison to CUSS – Rosario I. van Daalen - USMO Guests: Steve Wilson, UMCES VP Finance and Administration

Call to Order

Chair Bill Crockett called the July CUSS meeting to order at UMCES at Horn Point.

Heather Johnson welcomed us to UMCES at Horn Point. Heather introduced Steve Wilson, UMCES VP for Administration and Finance, to the CUSS Representatives. He welcomed us and expressed gratitude for the work CUSS does for the USM Staff. He explained that UMCES, has three environmental research facilities in the State of Maryland; Horn Point in Cambridge, Solomon's Island, and the Appalachian Lab in Frostburg, MD. The historical location at Horn Point was donated to the university by the Frank DuPont Estate. It consists of 878 acres with a research facility that conducts studies on oyster fisheries in the Chesapeake Bay.

The Chair welcomed two new members, David DeLooze from UMB, Larry Lauer from UMCP, a former CUSS member, and greeted all past and present members of CUSS to the July transitional meeting.

The minutes from the May meeting were not available and will be approved at the August 16, 2005 meeting. A motion was made and seconded to approve the minutes of the June 28, 2005 meeting as amended. At this point in the meeting a motion was made and seconded that we change the date of our next CUSS meeting, to be held at Salisbury University, to August 16, 2005. All were in favor.

Old Business:

- ❑ The Chair is again requesting an Excel spreadsheet with names, departments, and locations of excluded staff members to include Contingent II be forwarded to him so labels can be generated for the CUSS newsletter distribution.
- ❑ At the June meeting the following CUSS members were elected:

Joe Hill, Chair
Bill Crockett, Vice Chair
Mary Reed, Secretary
Roy Ross, Ex Officio Past Chair

New Business:

- ❑ The Chair called for Member at Large nominations for the Executive Committee. Two will be elected to this position.
 - Motions were made and seconded for the nominations of the following CUSS members for this position
 - Jim Citro
 - Larry Lauer
 - Andrew Rein
 - Judy Lowe
 - Sam Sibanda
 - Angie Brickhouse

Report from the Chancellor's Liaison

- ❑ Rosario stressed that we follow-up with the Human Resources Department at our respective institutions to make sure that the Contingent II conversion policy is being fully implemented as required by new criteria set forth in USM BOR policy. The Regents do not want to hear that someone was not converted. Service credit will be given for leave accumulation purposes; however, it does not apply toward retirement.
- ❑ In response to CUSS member's question - there is no tracking of the Performance Evaluation process for Exempt employees.
- ❑ Tuition remission is granted to dependents as a dependent is defined by the IRS.
- ❑ Prescription co-pays have increased significantly from \$3, \$5, \$10 to \$5, \$15, \$25. After a \$700 cap per family, there are no further co-pays for the benefit year. Certain brand name drugs are flagged due to abuse and need a doctor's approval for use; in many cases at a higher cost.
- ❑ CUSS' presence in Annapolis is essential, starting in September, to voice the concerns of Staff over the rising healthcare costs.
- ❑ As a result of a new regulation from the IRS, which provides more leniency in its "use-it-or-lose-it" regulation regarding Health Spending Accounts, employees will now have 2 and a half months longer to use the benefit. The Department of Budget and Management in the State of Maryland has adopted this regulation and The Health Spending Account for 2006 starts July 1, 2005 and runs through September 15, 2006. For further questions consult with the campus Benefits Coordinators or the State's web site: <http://www.opsb.state.md.us/FSAgrace.doc> and http://www.dbm.maryland.gov/portal/server.pt?space=CommunityPage&cached=true&parentname=MyPage&parentid=2&in_hi_userid=1332&control=SetCommunity&CommunityID=281&PageID=0

Chair's Report:

- The Chair, Bill Crockett, stated there were no Chancellor's Council or BOR meetings held in July. The next Chancellor's Council meeting is September 7, 2005 and the BOR meeting is on September 9, 2005. The CUSS initiative-USM-BOR Staff Awards for 2004 will be presented on September 9. Rosario suggested that CUSS members verify that all 2004 award winners at their institution had received their cash awards. Guidelines need to be set up for payment of the Staff Awards, possibly a letter sent to the Presidents to select a delegate to process this. Another suggestion was made to have awards presented earlier next year, possibly before the faculty awards that are presented in April, which means the entire staff awards process must start earlier.

- CUSS Meetings for August 2005 thru July 2006 will be held at the following Institutions:

CUSS MEETINGS		
August 2005 - July 2006		
DATE	LOCATION	TIME
August 16, 2005	Salisbury University	10:00 A.M.
September 27, 2005	Coppin State University	10:00 A.M.
October 25, 2005	Frostburg State University	10:00 A.M.
November 15, 2005	Bowie State University	10:00 A.M.
December 13, 2005	USM Office	10:00 A.M.
January 24, 2006	University of Maryland University College	10:00 A.M.
February 28, 2006	UMBI – Shady Grove	10:00 A.M.
March 28, 2006	University of Baltimore	10:00 A.M.
April 25, 2006	Towson University	10:00 A.M.
May 23, 2006	University of Maryland Baltimore County	10:00 A.M.
June 27, 2006	University of Maryland Eastern Shore	10:00 A.M.
July 25, 2006	UMCES	10:00 A.M.

Committees broke into groups:

New CUSS members were encouraged to select the committee they wanted to work with and all committees need to choose a Chair for the coming year.

Committee Reports:**Community Development – Cindy Shuster, Chair**

This committee discussed an earlier date to start the process for the Staff Awards so that awards can be presented in February 2006; this means that January/February must be the deadline to have everything completed and presented to the BOR. A sign-up sheet for reviewers of the packets is being developed.

Benefits and Compensation – Jim Citro, Chair

An agenda will be prepared for the B&C committee meetings. This Committee will continue to look into Contingent II contracts for equity in benefits at all institutions. They will look into the disparity in wage adjustments between Exempt and Nonexempt employees and review how Performance Evaluations are processed.

Legislative - Larry Lauer, Chair

This Committee will create a liaison with Joe Bryce and get on his e-mail list to learn what is happening in Annapolis that affects the USM. A list of representatives and delegates with phone numbers and e-

mail addresses will be generated so that CUSS Representatives can express USM staff's concerns to the Legislature in Annapolis.

Communications – No Chair

This Committee will update the CUSS website with new members, may prepare a short BIO on each institution in the system, and will be responsible to prepare the CUSS Newsletter for 2005-2006.

The Chair passed out the CUSS Certificates of Recognition to CUSS Representatives serving on CUSS during the Academic Year 2004-2005.

CUSS currently has representation for all 13 USM Institutions and the System Office. It has been at least 3 years since we have had Systemwide representation.

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

The next meeting will be at Salisbury University, on August 16, 2005 at 10:00 a.m. New members are asked to arrive at 9:30 a.m. for the New Members Orientation.

Respectfully Submitted,

Marie L. Meehan, CUSS Secretary