

Council of University System Staff
 Frostburg State University
 October 24, 2006
 Meeting

ATTENDEES

<u>Executive Committee Members Present</u>	
Chair	Larry Lauer, UMCP
Vice Chair	Dave Delooze,
Secretary	Loretta Hollifield, TU
Member-at-Large	Chenita Kollock, UMES
Member-at-Large	Judy Sabalauskas, UB
Past Chair	Joe Hill, UMBC
Chancellor's Liaison	Rosario I. van Daalen, USMO

<u>Members Present</u>		<u>Alternates</u>
BSU	Marie Meehan Dale O'Neal	
CSU	Bernedette Bell	
FSU	Gary Love Jay Hegeman Rob Smith	Jesse Ketterman
SU	Janine Vienna	Carol Barr
TU	Gloria Gaguski	
UB	*****	
UMB	John Barber	Colette Becker
UMBC	Tim Champ	Deb Geare
UMBI	Sam Sibanda	
UMCES		
UMCP	Marvin Pyles	
UMES	*****	
UMUC	Jim Hartsock	
USMO	Mary Reed	

***** Represented by Executive Committee Member

Guests

Dr. Jonathan Gibraltar President, Frostburg State University

Call to Order:

Larry Lauer, Chair, called the October meeting to order at Frostburg State University.

Welcome and Introductions:

Dr. Gibraltar welcomed CUSS members to Frostburg with an extraordinarily colorful Fall landscape offset by a flurry of snow. Dr. Gibraltar was recently appointed FSU President after 20 years at State University of New York. He emphasized the significance of staff's contributions to creating a warm and welcoming environment for students. Dr. Gibraltar also recognized the impact of staff participation in improving the campus community.

Approval of Minutes:

The September 2006 minutes were reviewed and a motion was made and seconded to approve the minutes as amended.

Report from the Chancellor's Liaison:

- The enhancements to the Optional Retirement Plan (ORP) are moving forward. USMO has hired a tax firm, Ice Miller, to evaluate the legitimacy of the proposed bill in regards to IRS regulations. The enhanced ORP would be in effect July 1, 2007 providing the bill passes through the Maryland General Assembly and is signed by the Governor. CUSS Legislative Committee will monitor progression of the bill through the Maryland Legislature.
- At the last legislative session, the General Assembly established \$20,364 as the minimum annual pay for all State Employees. The USM Vice Presidents for Administration/Finance have been advised to budget for the same minimum annual salary (\$20,364-annual/\$9.76-hr) for Nonexempt Employees. Frostburg State University led the initiative to include all Contingent employees in the salary adjustments as of July 1, 2006.
- Under the existing State prescription plan, managed by CareMark, doctors are required to call the vendor prior to issuing prescriptions with serious side effects or designated by the FDA as potentially abusive. This policy will not change with the incoming vendor, Catalyst, Inc.

Chair's Report:

- A recent market research survey has revealed a positive consumer outlook regarding the success of Higher Education in Maryland. This report could be referenced in order to obtain funding for new or ongoing enhancements within USM.

- Salisbury University is proposing to make SAT scores optional as criteria for undergraduate acceptance.
- BOR Staff Awards Nomination Packages were distributed to University Presidents. The nominations are due to CUSS by January 19, 2007. Nomination procedures and forms will be posted on the following website: www.usmd.edu/usm/workgroups/systemstaff/bsa.html and click on nominations 2006-2007.
- CUSS members motioned and approved revisions to eligibility criteria as follows (*revision highlighted*): Each institution may nominate one Exempt and one Nonexempt Staff member for each of the three award categories (**BOR Policy VII-P1: 1) Nonexempt 2) Exempt-C managers, administrators and professional staff**). Exempt-a. CEOs – Chancellor and Presidents and Exempt-b. Officers – Vice-Chancellors, Vice-Presidents, Provosts, and Deans performing an administrative function are not eligible.
- The BOR will be meeting at Coppin State University on Friday, October 27. Bernedette Bell will attend.

Discussion:

- Participation in and support for the proposed Shared Governance Retreat appears to be strong. CUSS will begin planning appropriate location, date, speakers, and funding requirements.

Committees:

- Legislative – Committee will send letter to Maryland Legislatures introducing CUSS. A follow-up letter will be sent in January referencing specific bills of interest to CUSS. Larry Lauer will also send introduction letters to the Governor and Comptroller with CUSS Newsletter attached.
- Communications – Updating the CUSS website is a living process. The committee and members list has been updated to include all current members as of October. The Orientation packets will be updated. Name cards will be prepared for the November meeting. The CUSS Newsletter will be added to website as soon as publication is complete. This year's goals and agenda will also be updated as soon as possible.
- Community Development – BOR Staff Awards nomination guidelines and forms will be added to CUSS website.
- Benefits & Compensation – Committee is investigating the relevancy and application of the Pay for Performance Program.

Old Business:

- CUSS Newsletter has been sent to the printers for publication.

New Business:

CUSS members wish Jim Hartsock a fond farewell as he resigns from the council. Also, congratulations to Tim Champ on the birth of his baby daughter. The October CUSS meeting was adjourned at 2:00 p.m. The November CUSS meeting will be held at Bowie State University on November 14 at 10:00 a.m. Please submit any agenda items to Loretta Hollifield, 410-704-5191, lhollifield@towson.edu. A Proposed Agenda will be distributed to council members at least one week prior to the November meeting. If unable to attend, please inform Chenita Kollock, 410-651-8387, crkollock@umes.edu.

Respectfully Submitted,

*Loretta Hollifield
CUSS Secretary*

11/27/2006