

COUNCIL OF UNIVERSITY SYSTEM STAFF
AUGUST 14, 2001 MEETING
Salisbury University

Members Present:

Roy Ross-UMB
Fran Younger-UMCES
Kay Martel-UB
Craig Newman-UMCP
Andrianna Stuart-UMCP
Joe Hill-UMBC
Sally Hearn-UMBC
Sally Davies-UMUC
Mike McCrea-UMBI
Patrick McLane-FSU
Vera Maher-USMO
Beverly Morris-USMO
Bruce Abbott-UMCES-Horn Point
Judy Lowe-SU
Donna Test-SU
Willie Fields-CSC
Brenda Warwick-UMES
LuAnn Marshall-UMB
Jessica Bird-UMB

USM Liasons:

Donald Tynes
Rosario I. van Daalen

Alternates:

Nancy Isaacs-SU
Art Hanlin-FSU
Starrla Levine-UB

Guests from SU:

Tammy Trivitz
Alan Selser
Mike Burton
Maggie Cohea
Linda Abresch

The meeting was called to order at 10:10am by Chair, Roy Ross. Donna Test, SU Non-Exempt Rep. introduced Ken Kemmell, SU Associate Provost, who welcomed the group to campus.

Minutes from the June meeting were unavailable for approval. They will be submitted at the September meeting along with the August minutes.

The following dates and campuses were selected for the upcoming year's agenda of meetings. Meetings will begin at 10am:

September 25, 2001-UMBI
October 23-FSU
November 27-UMCP
December 18-USMO
January 22, 2002-UB
February 19-UMBC
March 26-Coppin
April 23-Bowie
May 21-UMCES, Horn Point
June 25-UMES
August 20-SU

A recap was given of the August picnic which was held at Donaldson Brown Retreat Center. Due to this year's small attendance, suggestions were made that next year's picnic be held on a Monday (to take advantage of the weekend and attending families) and a short, regular meeting be held to encourage attendance for those who have difficulty getting extra time off from their job duties. Final decisions were tabled until the September meeting.

Human Resources Liason Report

1. The Pay-for-Performance Review Cycle report which identifies individual campus actions for Pay-for-Performance has been delayed. It is expected to be available at the September meeting.
2. The recently modified Contingent Category II Employment policy now states that all Contingent Category II employees shall be converted to Regular Status employees by February 2004. After February 2004, the only remaining Contingent Category II employees will be those who have been employed for less than two years. Don Tynes quoted figures showing 1,400 USM Contingent Category II employees in June 2000 reduced to 1,163 in June 2001. A Joint Chairman's Report will be issued shortly to report these figures and more. Copies will be made available.
3. The Policy on Personnel Files has been altered to reflect that all medical files are kept separate (i.e. health insurance, permission slips, etc.) from regular HR files. Also, when forwarding files from one office to another, privacy is now insured.
4. USM Tuition Remission Policy now includes employees of St. Mary's College and Morgan State University and their dependents, but not spouses. They will follow the current guidelines available to all USM employees. The procedures for these new additions are still being developed and hope to be in place for the fall semester. Upon review of the policy, it was noted that the reciprocity for current USM employees taking advantage of St. Mary's College and Morgan's program offerings was not stated clearly enough. Rosario I. van Daalan will take the suggestion back to the Administration for clearer language.
5. Employees will find at the Open Enrollment Period in October that the cost of the Prescription Drug Plan has increased. The new rates have not been announced yet. The State Department of Budget and Management is also looking at changes in the co-pay amount.
6. The five-member State Higher Education Labor Relations Board (SHELRB) has been appointed, but there has been no first meeting set. The first item of business will be to establish election protocol for the different institutions. The necessary definitions of "confidential", "manager", and "supervisor" will be an agenda item at the August 24th Board of Regents meeting. Institutions will then decide which employees fit the definitions. Employees fitting the definitions will be excluded from Collective Bargaining.
7. Because of recent changes in federal law that will take effect January 2002, pension plans may now increase contribution limits. MSRP will be sending out information on the changes. Also, the graduate tuition tax has been eliminated.
8. The new USM Director of Payroll will be Dale Hough as of August 20th.

Chair's Report

1. The Board of Regents meeting on July 13, 2001 was attended by Fran Younger (UMCES) and Roy Ross (UMB). Fran reported on her opportunity to attend a Regents' dinner the evening before the meeting. She met with some of the new regents and presidents. She found many to be very interested in what is happening at the institutions.
2. At the BOR meeting, the USM Staff awards were presented and approved by the Board. Nathan Chapman, Chair, sent letters to the winners. Five winners were individuals from one institution, UMBC. Seven institutions participated in the review committee process and six institutions provided names. Two additional institutions sent information in past the deadline and were declined. A discussion was held on why UMBC did such a good job. It was concluded that the support and importance placed on the awards was generated from the President's office. The Chair of the Review Committee, Starrla Levine (UB), recommends that next year the institutions get the word out, institutional representatives will make sure the presidents have the information and stress the importance of support for the awards. Follow through is critical for the entire process. It was suggested that the Staff Awards be given at the same time as Faculty Awards but most felt that had disadvantages for staff.
3. Chancellor's Council Report- USM Contingent Category II employee conversions were discussed (see HR Liason Report item #2.)
4. Roy called for nominations for the two at-large Executive Committee members. With only two nominations, Andrianna Stuart (UMCP) and Joe Hill (UMBC) were unanimously accepted.

Committee Work Groups for AY2001-2001

Before committee members were assigned, it was agreed that the joint Communication/Legislative Affairs will be split into two respective committees. The Chairs from each group briefly explained the duties of their committee. Roy asked each chair to send a report to him on committee activities within three to five days after the monthly meetings. These reports will help him stay abreast of CUSS issues for his reports and meetings. Committee work groups will meet during lunch at monthly meetings. The five committees and their members are as follows:

Benefits Committee

Brenda Warwick-UMES
Jessica Bird-UMB

Compensation

Judy Lowe-SU
Sally Hearn-UMBC
Andrianna Stuart-UMCP
Art Hanlin-FSU
Sally Davies-UMUC
Joe Hill-UMBC

Legislative Affairs

Kay Martel-UB
Starrla Levine-UB

Legislative Affairs (continued)

Craig Newman-UMCP
Vera Maher-UMS Office
Roy Ross-UMB

Community Development

Bruce Abbott-CEES
Starrla Levine-UB
Donna Test-SU
LuAnn Marshall-UMB
Patrick McLane-FSU

Old Business

1. New CUSS members need to be provided with copy of by-laws.
2. Roy reminded members that they may be removed from the Council if a member has more than two absences during the year. A member should notify the Chair at least twenty-four hours in advance to be excused from a meeting.
3. Need to research change in by-laws to allow Alternates to vote in member's stead with twenty-four hours notice. The Chair must be notified by the institution's Representative if Alternate has proxy to vote.
4. Roy went over notes from Richard Rose on the CUSS Spring Retreat. Short-term priorities listed were:
 - BEST program continued and expanded (Building Excellence through Staff Training)
 - Establish budget requisition process for CUSS members
 - BOR Staff Awards
 - CUSS distribution of information to BOR, Presidents, etc.

Roy stated that CUSS has asked for a \$15,000-20,000 increase in our budget. He hasn't heard a reply yet.

The next scheduled meeting will be Tuesday, September 25th at UMBI.