

# COUNCIL OF UNIVERSITY SYSTEM STAFF

November 27, 2001

Revised Minutes

**Members Present:**

Roy Ross, Chair  
Fran Younger, UMCES  
Kay Martel, UB  
Joe Hill, UMBC  
Vera Maher, USMO  
Patrick McLane, FSU  
Beverly Morris, UMUC  
Andrianna Stuart, UMCP  
Jeanette Cartron, UMCP  
Craig Newman, UMCP  
Donna Test, SU  
Sally Hearn, UMBC  
Brenda Warwick, UMES  
Gwen Scott, UMES  
Carol Prier, UMCP  
Venus Windmiller, UMBI  
Lu Ann Marshall, UMB  
Jessica Bird, UMB  
Susann Shoop, TU

**Alternates:**

Mike Burton, SU  
Hermetta Hudson, UMES  
Rusty Kinnemin, UMCES  
Art Hanlin, FSU  
Starrla Levine, UB

**Liaisons:**

Rosario I. Van Daalen, USM Office  
Donald Tynes, USM Office

**Guest:**

Dr. Daniel Mote, President, UMCP

The meeting was called to order at 10:10 am. Carol Prier, UMCP representative, introduced Dr. Daniel Mote, President. Dr. Mote welcomed the group and reinforced the importance of Staff at College Park and USM. Detailing the new advertising campaign for USM, Dr. Mote spoke with enthusiasm about the marketing program. He suggested that each institution gather suggestions from staff, faculty and students for advertising ideas. He expressed his deep appreciation to Staff in the aftermath of the Sept. 11<sup>th</sup> events and the tornado that struck the College Park campus a week later.

Brenda Warwick of UMES introduced Hermetta Hudson, UMES Nonexempt Alternate.

Frank Komenda, Associate Vice-Chancellor of Legislative Relations, addressed the Council about upcoming issues facing the 2002 Legislature. He also reviewed the process a legislative bill must go through to become law. Frank will be retiring in December. Maitland Dade from BSU will replace him during the 2002 Legislature. The legislative session begins the second Wednesday in January with the budget the top priority. The State's economy has been on a downward slide since Spring 2001 and the events of Sept. 11<sup>th</sup> have caused the deficit to grow enormously. The USM is asking for an 11% increase this session, but the Governor suggested 7%. The Maryland Legislature is the most restricted in the US. It can either approve the budget or cut it but cannot move from one area to another. One half of the budget is special funds which are ear marked for specific items such as health care, Medicare, etc.

The legislative package for the USM contains five pieces of legislation. Two major influences this year: an election year and the first year after the Census. The Census triggers a re-districting process which will determine boundaries according to the population. The Maryland population has grown 5-5 ½%. The Governor will submit a redistricting plan and the Legislature has 45 days to alter it or it goes into action on the 46<sup>th</sup> day.

The minutes from the October meeting were reviewed and accepted with revisions.

### **Human Resources Report**

1. Don Tynes discussed the USM Report on Contingent Employment that was completed on October 24, 2001. On December 13, 1996, the USM Board of Regents (BOR) approved the VII-1.40 USM Policy on Contingent Status Employment for Nonexempt and Exempt Staff Employees. The policy was amended on February 9, 2001, to provide for the conversion of Contingent Category II employees to authorized lines. This process has been designed to be a three-year phased-in cycle, beginning in FY 2001. The conversions are targeted to lines and employees that have been active for two years or more, excluding grant-funded employees and other exclusions permitted by the policy. The status report compares the numbers of Contingent II (State/self-support only) employees in June 30, 2000 v.s. June 30, 2001.

The numbers reflected a target population decrease of 16.9% (a total reduction of 217 employees). The total budgetary impact of the conversions is \$1,351,172 for the USM. Don was asked if the current Executive Order hiring freeze would affect conversions. As of today, the conversions have not been affected because many have already taken place.

2. The Governor's Executive Order hiring freeze was extended to the USM on November 12. The Department of Budget and Management (DBM) will meet on December 15<sup>th</sup> to determine budget restrictions affecting the State and USM. USM currently has a request before the DBM to allow flexibility in deciding which categories cutbacks will come from. USM must give back \$10 million to the State.
3. All USM Capital Spending programs are cut in half. There is no news about the COLA. The final decision will be made at the December 15<sup>th</sup> DBM meeting. Rosario was asked if there was any news about early retirement programs. She reported that as of today, there is no news.
4. The elections results for Frostburg reported that 222 nonexempt employees voted and AFSCME will represent the Nonexempt. Out of the eligible Nonexempt employees, only 18 did not vote. The breakdown of the votes is 122-AFSCME; 55-No representation; 37-MCEA. SPO had 18 out of 19 eligible employees voting.
5. USM Policy on Military Leave (call to military duty) should mirror language of the State but as of today, the State does not have a policy. Rosario clarified that currently the USM is continuing benefits for personnel who are called. Employee will probably go on "Leave without Pay" after the military leave and accumulated annual leave days are used. It is critical that a policy be established. Currently all benefits are discontinued when they go on "Leave without Pay" status. USM wants to change policy to continue tuition remission benefits because it is important that spouses and dependents can continue to take classes, and for employees also it is important classes are accessible while on active duty. As long as the military person is on leave without

pay and intends to return, all benefits will stay in place. If he/she dies, the spouse and dependents will keep benefits. Additionally, the letters for call-up need to be clarified. If the call-up is from the President, benefits are not continued after all paid leave is used. If the call-up is from the Governor, benefits stay in place and the employee continues to be on paid status.

6. The State Higher Education Labor Relations Board (SHELRB) issued a list of unions and units certified as eligible for Exclusive Representative Election. Elections are scheduled for the following dates during 2001:

Frostburg SU-November 14

BCCC-Nov. 29

UMCES-Nov. 30

UB-Dec. 3

Morgan SU-Dec. 4

Bowie SU--Dec. 5

UMUC-Dec. 6

UMCP-Dec. 11

Coppin State-Dec. 13

At this time, Towson U., UMB and UMBI have not filed. The Frostburg Election results were Nonexempt AFSCME representation and SPO outcome was unknown.

7. The SHELRB meeting for Nov. 29<sup>th</sup> was cancelled. Karl Pence is expected to re-schedule the meeting on December 20<sup>th</sup> at a convenient location.

### **Chairs Report**

1. At the Chancellor's meeting, plans were discussed to find the \$10 million the USM must give back to the State. The freeze on all travel will save \$500,000; cuts in contractual services, supplies and materials can recognize savings of \$2 million dollars. As of today, nothing has been mentioned about cutting the COLA. It was budgeted two years ago.
2. The 2000 Legislative Session repealed Section 12-111(b) from the Education Article, which grants USM employees the right to receive no less than State employees. Before the Collective Bargaining bill was passed, Board of Regents (BOR), the USM Council of Presidents, and the Governor made written assurances that these rights and privileges would stay in effect. We need to be diligent that continues.

### **Committee Reports:**

1. **Community Development**--LuAnn Marshall gave the Council members copies of the Draft letter and packet of information that will be sent to all institutional presidents. The Council reviewed the letters and made revisions. LuAnn will disseminate shortly. Rosario and Don will disseminate copies at the next System Human Resources Council (SHRC) meeting. These will be circulated on institutional levels. Community Development Committee will send the packets to the institution Presidents by November 30<sup>th</sup>.
2. **Benefits**--Jessica Bird, UMB, asked for a new committee Chair. She is no longer available to fill the position.
3. **Compensation**--Committee will take over some issues originally covered by Benefits (see below). Women's Forum focused on critical issues. Some of these are salary equity, attitudes toward women, and health-related issues.

4. **Communications**—Fran is waiting for final reports for Newsletter. Beverly Morris is new Chair.

PRIORITIES OF COMMITTEES:

**Community Development**

Staff Picnic

Staff BOR Awards

**Compensation**

Staff Ratio/representation

BEST practices

Evaluation and follow-up on Merit Pay Task Force

Standardization of 21/2% merit for Exempt employees

**Communications**

Organization Charts

Establish 3 models of Shared Governance for Staff Councils

**Benefits**

Employee Assistance Policy

Sick Leave Donations

Sick Leave Retirement Issues

**Legislative Affairs**

2002 Legislation

Rosario was asked about the Employee Assistance Program available to USM employees. Each institution has different levels of assistance available to employees. Rosario and Don will gather institutional information. Andrianna will bring brochures on College Park program and ask someone to meet with the Council for information purposes. Each institution was asked to determine what was available and advise Roy as soon as possible.

Andrianna suggested that the December meeting format be changed. The committees do not have enough time to discuss issues and report to the Council because of time restraints. She suggested that reports be given earlier during the meeting.

Sally Hearn suggested that committee chairs set priorities. We should now review CUSS By-laws.

Meeting was adjourned at 3:10pm.

**The next meeting is 10 AM, Tuesday, December 18<sup>th</sup> at USM Office.**