

**Council of University System Staff**  
**DRAFT**  
**August 19, 2003**  
**Salisbury University**

<b>Members Present</b>	<b>Alternate Members</b>
Marie Meehan - BSU	
Dale O'Neal - BSU	
Patrick McLane - FSU	
Judy Lowe - SU	Jeannette Schlade
Ray Frederick - UB	
Colette Becker - UMB	
Joe Hill - UMBC	<b>Chancellor's Liaison to CUSS –</b> Rosario I. van Daalen
Carol Prier – UMCP	
Andrianna Stuart - UMCP	
Hermetta Hudson - UMES	Brenda Blake - UMES
Mary Reed - USMO	Guest: Dr. Ellen Zinner, Special Assistant to the President

**Call to Order**

Chair Joe Hill called the August CUSS meeting to order at 10:15 a.m. at Salisbury University. Judy Lowe introduced Dr. Ellen Zinner, Special Assistant to the President. Dr. Zinner spoke about the effects of the budget constraints at Salisbury University. There have been staff lay-offs, furloughs, and tuition increases. Dr. Zinner believes CUSS is very important in these challenging times and it must maintain a strong, united voice for Staff excluded from Collective Bargaining within the USM.

The Chair welcomed all CUSS Members to a new and challenging year.

**Approval of Minutes**

After careful review of the July minutes, they were approved as amended.

**Report from the Chancellor's Liaison to CUSS**

Update on Collective Bargaining - There is no signed Memorandum of Understanding (MOU) in the System at this time. The Collective Bargaining negotiations are moving very slowly. A local MOU at Frostburg has been developed awaiting employee ratification in order to give the employees an opportunity to review the AFSCME Coalition MOU. Salisbury University's Nonexempt Staff is now represented by MCEA.

The continuation of CUSS is of prime concern. We need to encourage CUSS Representatives to come to the meetings. This must be communicated to the Presidents and upper management and ask them to support attendance of their Institution's representatives to the monthly CUSS Meetings. CUSS members suggested that the Chancellor speak to the Presidents of institutions not represented and ask them to support CUSS. A current roster must be prepared of all current Exempt and Nonexempt Staff CUSS representatives and alternates from each Institution. Ray Fredrick, Vice Chair, was assigned the duty by the Chair to contact each Institution and gather all the necessary information

A new tax deferred plan is being developed, 457(b) Plan, for interested employees.

Health Benefit vendors are in negotiations with the State discussing the benefits packages for the year beginning January, 2004. Open enrollment is tentatively scheduled for October. The feeling is that there will be increases in co-pays, premiums, and prescription costs. The Unions wants a voice at the benefits table and we feel a voice from USM should be present before the benefits package is submitted to the Governor.

Five USM HR Policies updated on correct terminology and current language are being presented to the Administrative Vice Presidents' meeting today. The approved changed policies will be shared on the web.

It was suggested that we might contact our own Melissa Moore to speak to our group on ergonomics in the work place.

### **Chair's Report**

The Board of Regents will be meeting August 21, 2003.

The proposed CUSS by-laws will mandate that the Council will consist of two representatives comprised of employees who are a unit not represented by Collective Bargaining, elected at each USM Institution.

The Chair wanted input to the attached report that is being presented at the B.O.R. meeting in September.

We, as Staff, are highly motivated in our commitment and willingness to step up and do what is necessary to continue to support the success of the USM and its mission; That this willingness to do more with less, take on additional duties and responsibilities, the desire and commitment to ensure the needs of the students and campus community are met; is a reflection of the integrity and character found in staff working in higher education.

We would ask our Regents to convey to the Governor that our success as Staff in meeting the needs of the campus community, in spite of the budget cuts and staff reduction, should not be construed that we were "fat" and "over-budgeted", but rather due to the willingness and loyalty of the staff.

We have met the challenges head-on during these difficult times and throughout the years and need your support as we work towards the future. As the USM and its institutions put together a strategic plan, we would ask that consideration be given to the rebuilding and supporting a key asset within the system, the staff.

The Chair has asked us to set goals and objectives for CUSS; what do we want to accomplish in the coming year. We will discuss this at the September meeting.

It was recommended that the language in the CUSS Constitution should be reviewed and updated to reflect the term non-faculty changed to Staff. The complete document should be reviewed to reflect correct terminology and current language

### **Committee Reports:**

Please think about which committee you want to serve on for the coming year. Sign-ups for committees will take place at the September meeting

### **Community Development Committee:**

No report at this meeting.

10/30/03

**Legislative Affairs Committee:**

No report at this meeting.

**Benefits and Compensations Committee:**

No Report.

**Communications Committee:**

No Report at this meeting.

**Old Business:**

There was no old business.

**New Business:**

A schedule of location, time and dates for the CUSS Meetings for the 2003-2004 was completed with a few tentative dates to be confirmed at the September meeting.

A nomination for Members At Large took place. Judy Lowe and Hermetta Hudson were nominated. A motion was made and seconded to elect Judy Lowe and Hermetta Hudson as Members at Large. The Executive Committee of CUSS now consists of Chair, Joe Hill; Vice Chair, Ray Frederick; Secretary, Marie Meehan; Members at Large, Judy Lowe and Hermetta Hudson., and Roy Ross, Past Chair and Staff Advisor to the Regents.

At the Chancellors' Council clarity needs to be reached to resolve the issue of when CUSS will consist of all excluded/not represented by union members; whether it be at the conclusion of the two-year term of a CUSS Representative or does it take effect immediately in 2003-2004 academic year. The Chancellor must clarify this issue in writing and that it be made clear to all CUSS Representatives. Each University can set up its guidelines for their Staff Council and shared governance programs. Chair Joe Hill will seek the clarification for this issue.

At the December meeting, Joe Bryce, the Legislative Liaison for USM will meet with us to discuss the current legislative issues and it was suggested to invite the Chancellor.

**At our next meeting on September 23, 2003 at UB, orientation packages will be passed out to the newly appointed representatives.**

Meeting adjourned.

Marie L. Meehan  
*Respectfully Submitted,*  
**CUSS Secretary**