

**Council of University System Staff
June 24, 2003
UMES**

	Alternates
Marie Meehan, BSU	
Patrick McLane - FSU	Jackie Eberts - SU
Jay Hegeman - FSU	Margaret Lewis - TU
Ray Frederick - UB	Angie Brickhouse - TU
LuAnn Marshall - UMB	
Steve Agnes – UMB	Melissa Moore – UMB
Colette Becker - UMB	
Joe Hill – UMBC	
Sally Hearn – UMBC	
Carol Prier – UMCP	
Andrianna Stuart – UMCP	
Hermetta Hudson - UMES	Brenda Blake - UMES
Nicole B. Buffington - UMES	Guest:
Mary Reed - USMO	Dr. Andrew Carrington, Associate V.P. Academic Affairs

Call to Order

Chair Joe Hill called the June CUSS meeting to order at 10:15 a.m. at UMES. Hermetta Hudson introduced Dr. Andrew Carrington, Associate V.P. for Academic Affairs at UMES. Dr. Carrington welcomed CUSS to the Eastern Shore. New members to CUSS were introduced, Angie Brickhouse from Towson University, and Jackie Eberts from Salisbury University.

Approval of Minutes

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

Report of the USMO Liaison

No Report. USMO Liaison on leave.

Chair's Report

- The Chair passed out a proposal for the new shared governance structure that is in place at many of the USM Institutions.
- *A question was raised at the May meeting regarding Roberts Rules of Procedure that a motion on an issue passed earlier in the year could not be voted on again for a year. The Chair researched Roberts Rule of Procedure Article 35, which states a motion to rescind may be made with no time limitation. Therefore, a motion to rescind a motion made earlier in the year is acceptable, followed by a new motion on an issue.*
- The Education Policy Committee met at Bowie State University. Chair Joe Hill attended this meeting with the topic of shared-governance. The majority of the Institutions have restructured their Staff Councils to be comprised of Staff excluded from Collective Bargaining representation.
- The full Board of Regents will meet on 6/27/03.

- The Maryland State Higher Education Labor Relations Board met on June 19, 2003 with continuing issues arising from elections and negotiations at Salisbury University. Also, a proposed amendment to existing regulation with regard to hearings unless expressly authorized by the Board, in extraordinary circumstances, interlocutory appeals to the Board in any matter that has been delegated to the Office of Administrative Hearing shall not be permitted.
- At the Chancellor's Council on 6/2/03, Chair Joe Hill, presented to the Council an amendment to the Tuition Policy for employees. Our Chair proposed that tuition for employees not be limited to two classes, but should allowed up to eight (8) credit hours per semester. The Chancellor supported this concept. The policy will move forward to be approved by the Finance Committee followed by the full BOR for final approval.
- At the CUSS Executive Meeting with Chancellor Kirwan, Chair Joe Hill suggested the following:
 - That the lay-off policy should be revised and was received with a positive response. The revisions to this policy proposed by CUSS are:
 - to retain the tuition benefit on a sliding scale for years of service;
 - provide employment counseling and out-placement services, etc.
 - There has been no follow-up to the salary guidelines for Exempt employees. Exempt employees receive an average increase of 2.5% with no reference to their Performance Evaluation. Nonexempt employees who receive an overall rating of "Meets Standards" on their performance evaluation are awarded a 2.5% merit increase. The Chancellor should be reminded of this issue so it doesn't fall through the cracks.
 - The proposed (draft 8/30/01) Drug Policy, VII 1.10, USM BOR Policy on Conduct, Discipline, Assistance and Education for Abuse of Drugs and Alcohol for Exempt and Nonexempt Staff Employees, will be forwarded to the BOR for approval.
 - The Presidents voted in favor of changing (reconstituting) CUSS By-Laws to reflect that CUSS is comprised of staff not represented by collective bargaining. This will be presented at the next Board of Regents meeting for approval.
 - The Performance Evaluation form and program is a tool to better improve communication between supervisor and employee. Not all Institutions are using this tool to its fullest potential. It should be continually addressed and critiqued to be the best measuring stick of an employee's performance.

Committee Reports:

Community Development Committee:

The Committee has organized the Transition Meeting to be held at UMCES on Solomon's Island on July 28, 2003. The final selection of the BOR Staff Award Nominees has been forwarded to the BOR.

Legislative Affairs Committee:

CUSS should continue to monitor the Legislative Website to keep abreast of what is happening on the State level as it relates to USM.

Benefits and Compensations Committee:

No Report.

Communications Committee:

No Report.

Old Business:

Certificates of Appreciation for CUSS members will be prepared for distribution at the Transition meeting.

New Business:

A motion was made and seconded to rescind a previous motion made on 11/19/02, "That CUSS have unrestricted membership, to remain status quo." Nine voted in favor, four opposed.

A motion was made and seconded to not make any recommendations. Four in favor, nine opposed.

A motion was made and seconded to support the Chancellor/Presidents' proposed recommendations that CUSS be comprised of Staff excluded from Collective Bargaining representation. CUSS supports the Chancellor/Presidents' recommendation to the BOR to restructure CUSS membership to be exclusive of members represented by Collective Bargaining. The vote was 7 in favor, 6 opposed. Motion carries.

Election of Officers for the 2003-2004 took place at this time. Nominations were Chair, Joe Hill; Vice Chair, Andrianna Stuart (withdrew), Ray Frederick, Bill Crockett; and Secretary, Marie Meehan.

Elected Officers for CUSS Council 2003-2004 are:

Chair Joe Hill
Vice Chair, Ray Frederick
Secretary, Marie Meehan.

A recommendation was made that the Vice Chair be involved and attend meetings with the Chair as a learning and training experience to feel more comfortable and be informed in the event of attending meetings in the absence of the Chair.

Hermetta Hudson volunteered to work on the newsletter.

Meeting adjourned at 1:15 p.m.

The next scheduled meeting is July 28, 2003 at UMCES, Solomon's Island.

Respectfully Submitted,
Marie L. Meehan
CUSS Secretary