

## Council of University System Staff

March 18, 2003  
UMB

Members Present	Alternates
Dale O'Neal, BSU	
Marie Meehan, BSU	
Patrick McLane - FSU	Art Hanlin, FSU
Judy Lowe – SU	
Susann Shoop – TU	Jan Schmitt - TU
Ray Frederick, UB	
Steve Agnes – UMB	Melissa Moore – UMB
Colette Becker - UMB	Bill Crockett - UMB
LuAnn Marshall - UMB	
Joe Hill – UMBC	USMO Liaison -
Sally Hearn – UMBC	Rosario van Daalen
Carol Prier – UMCP	
Andrianna Stuart – UMCP	Guests
Nicole B. Buffington - UMES	Dr. David Ramsey -
Hermetta Hudson - UMES	President, UMB
Mary Reed – USMO	Jessica Bird - UMB
	Chris Aggour

### Call to Order

Chair Joe Hill called the March CUSS meeting to order at 10:15 a.m. at UMB. LuAnn Marshall introduced Dr. Ramsey, President UMB who spoke on the many major changes to the UMB Campus. A new resident building with 250 units and a new dental school are under construction, and the Hippodrome Theater donated to the University will have its grand opening to be February 2004. The Downtown area of Baltimore has seen a great deal of development. Dr. Ramsey also recommended that we keep writing our letters to the legislators to fund higher education. He graciously welcomed CUSS to his campus.

Two other guests were introduced, Melissa Moore and Jessica Bird (former CUSS Rep.). Andrianna Stuart introduced her guest, Chris Aggour, the Women's USM Forum's Past President.

### Approval of Minutes

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

### Report of the USMO Liaison

The hiring freeze is still in effect. Critical hires must have final approval of the Chancellor and Chip DePaula, Secretary for the Department of Budget and Management.

Furloughs and lay-offs are taking place at the various institutions at the CEO's discretion. Lay-offs require a 90-day notification.

Joe Hill asked CUSS members to comment on their institutions' cost-savings plans. Comments given are as follows:

- UMES - number of furlough days determined per salary level of up to 4 days
- BSU – number of furlough days determined per salary level of up to 3 days
- SU – FY03 -no furloughs, mid-level management lay-offs. FY04 – there may be furlough. SU has given back 23 PINS.
- UMBC – (2) furlough days across the board; over \$80,000 three days
- UMCP – FY03 – No furloughs. FY04 lay-offs.
- TU - FY03 - no furlough, no layoffs. FY04 – Lay-offs. TU may not renew contracts and that will reduce the contingent staff.
- UMB – FY03 - no furloughs. FY04 – more information needs to be known with regard to the budget, but President prefers lay-offs versus furloughs.
- UB – no furloughs, lay-offs will be eminent.
- FSU – FY03 will have furloughs based on salary range of up to three days. FY04 considering other alternatives such as staff going part-time; reduce hours; retire and come back on a reduced schedule.

The Collective Bargaining Coalition Team has been established with (7) of the USM Institutions participating, (FSU, BSU, Coppin, UMUC, UB, UMES, UMBC). The Memorandum of Understanding is in its initial stages. The meeting for the first proposal is 3/21/03. On 4/25/03 AFSCME, the System Office, and the Coalition members will meet. This Team will be dealing with broad issues of leave, merit, discipline, evaluations, leave time allotted to attend Union meetings, etc.

Employee Health Plan Benefit premiums will definitely increase; co-pays for prescriptions and doctor's visits will increase for calendar year 2004 and the level of benefits could be reduced. The Dental Plan is a problem, can't find sufficient dentists to work for the plan. Currently the State pays on average, 80%, for health benefits with the employees' contribution at 20%. Will this change?

The Grievance Policy for Exempt and Nonexempt Employees and the Policy on Exempt and Nonexempt Employees on Disclosure of Misconduct were approved by the BOR and have been posted on the web.

Performance Evaluations must be completed as required by BOR policy, even though there is no merit attached to them. There are no repercussions if supervisors don't complete them. The performance evaluation form is a tool to encourage two-way communication between employer and employee on what is expected of the employee in performing his/her job duties.

### **Chair's Report**

- There was no report on the BOR Finance Committee.
- There was no BOR Meeting.
- There was no report from the State Higher Ed. Labor Relations Board (SHELRB). The Governor appoints board members and the current Board Members do not know if they will remain on the Board.

Chancellor's council met on 3/3/03.

CUSS' second letter, which was hand-delivered to the Legislators in support of Higher Education, received positive feedback. Many USM employees sent letters and e-mails to their legislators that helped make our voice heard in Annapolis.

**Reports from Committees:****Communications Committee:**

The CUSS Website is being updated to include the two letters in support of Higher Education sent to the Maryland Legislature.

**Legislative Affairs Committee:**

Review the General Assembly Website regularly so you are informed of what is transpiring in Annapolis. Removing tuition remission from University employees benefits package is a dead issue. Also, a service fee charged to non-union members is a dead issue.

**Community Development Committee:**

The BOR Staff Award Nominees packages have been disseminated to the CUSS members for reading and rating. The deadline for facts and recommendations in each category is due to the Chair of this Committee by April 10, 2003. The Committee also discussed the transition meeting that will be held this year Monday, 7/28/03 at Solomon's Island. Fran Younger is looking for a place where this event will be held.

**Benefits and Compensation Committee:**

This Committee will be comparing the number of faculty, staff, (Exempt and Nonexempt) and student workers at each USM Institution. The infrastructure of the staff, faculty and student workers is a tool to make a presentation for an increase in the faculty/staff ratio when funds become available.

**Old Business:**

CUSS must address the issue of the make-up of its membership with the Chancellor. The April 22<sup>nd</sup> meeting will be held at UMCP and we are hopeful that the Chancellor can meet with us at this meeting.

**New Business:**

To help improve the morale at UMCP as well as financially help their employees, the Faculty/Staff participated in a talent show to help raise funds for the Emergency Loan Fund. The Faculty/Staff had a great time and a lot of fun putting on the show. The proceeds are used to help faculty and staff members who run into financial difficulties in their personal life. They are loaned money to be paid back when able. They also had a silent auction that raised \$15,000. All Universities should work to develop some type of an Employee Assistance Program such as the one described.

Proactive Measures for FY04:

- Increase tuition, particularly out-of-state tuition
- Cut services not educationally based (auxiliary based departments)

Draft a letter for the BOR meeting with proactive measures.

A motion was made and seconded that the meeting be adjourned.

**The next scheduled meeting is April 22, 2003 at UMCP.**

**Respectfully Submitted,**

***Marie L. Meehan***

***CUSS Secretary***

