

**Council of University System Staff
November 18, 2003
Bowie State University**

Members Present	Alternate Members
Marie Meehan - BSU	
Dale O'Neal - BSU	
Patrick McLane - FSU	
Judy Lowe - SU	
Angie Brickhouse - TU	Marjorie Lewis - TU
Ray Frederick - UB	
Colette Becker - UMB	
Linda Morin - UMCES	
Joe Hill - UMBC	Marjorie Gill - UMBC
Mary Pat Armstrong - UMBC	
Hermetta Hudson – UMES	Brenda Blake - UMES
	Chancellor's Liaison to CUSS – Rosario I. van Daalen
	Guests: Dr. Calvin Lowe, President of Bowie State University Maitland Dade, VP for External Affairs – BSU Vera Chesley, Chair of BSU Staff Council

Call to Order

Chair Joe Hill called the November 18, 2003 to order at the Goodloe House at Bowie State University (BSU). Dale O'Neal introduced Dr. Calvin Lowe, President of BSU. Dr. Lowe welcomed the CUSS members to the Goodloe House. Dr. Lowe told us the history of the Goodloe House as being the home of the first President of BSU, Dr. Don Speed Goodloe. The Alumni Association at BSU has purchased this property, and is continuing to restore it. Dr. Lowe stressed that the CUSS members should help to move the USM forward, even though the budget will be flat-lined for the year 2005. Dale O'Neal introduced Maitland Dade, VP for External Affairs, who told the group about the two sculptures displayed on the BSU Campus, the Phoenix Rose and Opus Humanum by Robert Cole. They are on display at the University with the hope that the University will eventually be able to purchase them. Vera Chesley, the Chair of the BSU Staff Council was also introduced and welcomed CUSS to BSU.

Chair Joe Hill introduced all the new members; Marjorie Gill, UMBC; Angie Brickhouse, TU; and Marjorie Lewis, alternate from TU. The Chair and Council members were pleased to see Towson represented.

The minutes from the 10/27/03 were reviewed and approved as amended.

Report from the Chancellor's Liaison to CUSS

The CUSS Web page membership and e-mail addresses need to be updated.

Rosario is looking for CUSS members to participate in the State's Focus Groups to provide input on the current health and dental benefit plans. The Focus Groups are scheduled to meet in December. We are the USM Ambassadors for the State. Our input is vital to ensure USM employees get the

best health/dental benefits possible. The dental plan has serious problems. There aren't sufficient dentists participating in the plan in many areas. Additionally, CUSS has offered to participate once more with the State's review of the RFPs next spring for the health and dental plans for FY 2005.

There is no Memorandum of Understanding ratified in the System at this time.

USM Policy review is an on-going process.

Chair's Report

- BOR Finance Committee did not meet.
- The full BOR did not meet this month.
- FY 2005 will be a flat year. Any future budget cuts to the USM are at the bottom of the State's list for further cuts.
- On November 3rd, our CUSS Chair had a one-on-one with Chancellor Kirwan. The Chair discussed the importance of CUSS and its role within the USM. The Chair stated the meeting was another example of shared governance.
- The CUSS Executive Committee met with the Chancellor Kirwan and Joe Vivona on November 4th. Agenda issues discussed were:
 - The economic forecast for the USM is not all doom and gloom. The Governor is proposing a 2.5% merit raise for "meets standards", but we have to wait and see what the General Assembly approves. Joe Hill requested that the salary guidelines for Exempt employees be revisited. A benchmark, (similar to what is done for Nonexempt at 2 ½%) should be established for merit pay. It should be the same across the board for Exempt employees rather than some receive 1 % while others may receive 5%. This issue will be discussed with the Vice Chancellor.
 - The Substance Abuse Policy draft was discussed. The need to move this policy forward was addressed.
 - Many of the Institutions in the System do not have functional Employee Assistance Programs (EAP). CUSS is looking to have all Institutions have in-house resources for employees who may need this program. The Chancellor is planning to take this back to the Presidents' Council.
 - The Chair suggested that tuition remission continue for employees who have longevity with the USM and have been laid off. They had planned for their children's education through the tuition remission policy and have not prepared financially to send their children to college. The Chancellor stated he would look into this further.
 - The Chair suggested we move the Building Excellence through Staff Training (BEST) program forward. Vice Chancellor, Joe Vivona, asked that CUSS review the current draft and resubmit.

Committees broke into Work Groups:

Committee Reports:

Benefits and Compensation Committee:

Health and dental benefits are an issue.

This committee is also working on calculating the student/faculty/staff ratios on all the Institutions in the System.

Community Development Committee:

Volunteers from each Institution are needed to review the BOR Staff Awards package. The BOR Staff Awards packages were sent to the Presidents. Please check with your Presidents on the status of these packages. Staff award packages for 2005 should be sent out August to be completed in December. This year's Staff awards will be presented at a reception in December.

Communications Committee:

The Committee is working on the Web page. Please make sure all your membership information is updated so it can be posted and placed on the CUSS mailing list. Please review the Committees to make sure you are listed on the correct committee. Pictures are needed and summaries from the Benefits and Community Development Committees for the 2002-2003 year for the newsletter. It was suggested that for the CUSS words, it should just consist of bulleted lists with not as much detail.

Legislative Committee:

Joe Bryce with the Chancellor's office advises that all Councils work and present collective and consistent reports to the Legislature to enhance the USM.

Old Business:

A motion was tabled today because we did not have a quorum to carry the motion. This motion dealt with UMB, SU, and UMCP having three voting representatives until the staggered elective terms ended in 2003-2004. This motion will be raised at the December meeting.

New Business:

A motion was made and seconded that CUSS members take the recommended changes to the By-Laws back to their Institutions to review. A vote will be taken at the December CUSS meeting.

CUSS By-Law Change:

3.3a "shall be open to all staff who are excluded from collective bargaining of the University System of Maryland,"

4.2 "and June meetings and elected at June meeting."

The number of CUSS voting representatives at each Institution will be based upon the number of employees not represented by collective bargaining; 1-999, two voting members; 1000-2000, three voting members. A vote will be taken at the December CUSS meeting.

As there was no further business to discuss, a motion was made and seconded that the meeting be adjourned.

Marie L. Meehan
Respectfully Submitted,
CUSS Secretary