

**Council of University System Staff**  
**February 24, 2004**  
**UMBC**

<b>Members Present</b>	<b>Alternate Members</b>
Marie Meehan - BSU	
Jay Hegeman - FSU	Art Hanlin - FSU
Judy Lowe – SU	Brenda Boggs - SU
Angie Brickhouse - TU	
Gloria Gaguski - TU	
Ray Frederick - UB	
Colette Becker - UMB	Bill Crocket - UMB
Joe Hill - UMBC	Beth Wells - UMBC
Mary Pat Armstrong - UMBC	
Linda Morin - UMCES	
Carol Prier - UMCP	Natalie Maria Torres - UMCP
Mary Graham-Fisher - UMCP	
Andrew Rein – UMUC	Jim Hartsock - UMUC
Mary Reed - USMO	
Roy Ross – UMB – Past Chair	<b>Chancellor’s Liaison to CUSS –</b>
Non-Voting Member	Rosario I. van Daalen

**Call to Order**

The February CUSS Meeting was called to order by Chair, Joe Hill, at the University of Maryland Baltimore Campus (UMBC). Chair Joe Hill introduced Asst. Vice Provost, Marilyn Demorest, who welcomed CUSS to UMBC and reiterated the leadership role CUSS plays in the USM for the Staff.

Chair Joe Hill introduced three new CUSS members, Beth Wells, UMBC; Maryland Graham-Fisher, UMCP; and Brenda Boggs, SU.

The minutes from the meetings of December 16, 2003 and January 27, 2004 were reviewed and approved.

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

- A watchful eye is being kept on the current Legislative Session for any issues that relate to the USM and its staff. Continue to follow the grassroots campaign on the USM Web page.
- There will be no \$500 match funds for FY05.
- Proposed 1.6% COLA and 2.5% Merit increase is anticipated on 7/1/04. We are waiting for the final recommendation from the General Assembly and the Governor’s signature.
- The end of Maryland’s 2004 Legislative Session will be the second Monday in April.
- It continues to be very important for CUSS to write letters to the legislature regarding USM issues as related to Staff. These letters will be hand delivered to acknowledge our presence and prominence in the USM. Individual Staff members should continue writing to their congressmen that represent their district with issues of concern as it relates to salary, lay-offs, furloughs, etc. in the USM.

- Try to attend your University's Night in Annapolis and meet your representatives and express your concerns and ask for their support for higher education funding for your University and the USM.
- The bill relating to Military Administrative Leave proposes to continue for another year. This bill will pay the difference between military pay and state pay and will hold the employee's job.
- Volunteers are needed to review the proposed health packages from the various state vendors for FY05 to compare the services provided in each and propose which would be the best package for the USM employees. Bill Crockett (UMB) and Mary Graham-Fisher (UMCP) volunteered for this process.

### **Chair's Report**

- BOR Finance Committee did not meet this month.
- The USM Strategic Plan is a living document. As such, we have the opportunity to continue our review and input. The Chair asked everyone to pick up a copy of, "The USM in 2010 Revisited: An Update of the USM Strategic Plan."
- The Chair has an on-going dialogue with the Chancellor about the salary guidelines for Exempt Staff.
- FY 2005 budget will be a flat year. Any further budget cuts to the USM are at the bottom of the State's list. The Chancellor felt confident that the merit and COLA raises will take place July 1, 2004.

### **Committees broke into Work Groups:**

#### **Committee Reports:**

#### **Benefits and Compensation Committee**

A request was made to clarify the purpose of this committee. One issue this committee has been working on is gathering information on the ratio between faculty, staff, and students at the USM Institutions to compare with peer universities.

This committee will review the BEST Policy for any revisions or verbiage changes to make it more compatible to move it forward to the Vice Chancellor and final approval. The USM Liaison will e-mail CUSS members the draft of the BEST Policy which was done in December of 2000, but was not approved. Please review for language changes or revisions.

#### **Communications Committee:**

Many website updates are being made. The CUSS Newsletter will be completed shortly. The newsletter will be distributed to all staff members at the USM Institutions. All new CUSS members please advise this committee of your e-mail address and other pertinent mailing information so the CUSS Website information is correct.

#### **Legislative Committee:**

Keep a watchful eye on the happenings in Maryland State Legislature. Two bills affecting the USM are capping on tuition of 4% and no mid-year tuition increases. The USM does not support these bills.

**Community Development Committee:**

This committee is currently reviewing all the 2004 BOR Staff Award Packages. The three sub-committees must submit their reports to the Chair by March 12<sup>th</sup> and the final recommendation will be submitted at our next meeting.

It was suggested that the 2005 CUSS BOR Staff Awards packages be reviewed, revised and distributed by August 2004 with a due date in October for submission. It was also suggested that one person at each University focus on the writing and selection process as they do at UMBC.

**Old Business:**

CUSS will be sending a letter to the Chancellor recommending merit increase funds for Exempt Staff to ensure parity with all Exempt and Nonexempt Staff. CUSS reviewed the draft letter and the Chair will e-mail to CUSS members the final letter to be sent to the Chancellor for editing. CUSS promotes fair and equitable treatment to all our employees.

**New Business:**

Joe and Roy will meet with the Chancellor and Regent Kendall to discuss their concerns regarding the excluded employees' impact when the MOUs are ratified. Several Universities are close to finalizing their MOU.

Having nothing further, a motion was made and seconded to adjourn the meeting.

The next CUSS meeting will be on March 16, 2004 at University of Maryland, Baltimore.

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