

**Council of University System Staff
June 22, 2004
UMES**

Members Present	Alternate Members
Dale O'Neal - BSU	
Marie Meehan - BSU	
Patrick McLane - FSU	Art Hanlin - FSU
Jay Hegeman - FSU	
Gloria Gaguski - TU	
Angie Brickhouse - TU	
Colette Becker - UMB	Bill Crockett - UMB
Joe Hill - UMBC	
Carol Prier – UMCP	
Andrianna Stuart – UMCP	
Mary Graham-Fisher - UMCP	
Hermetta Hudson – UMES	Brenda Warwick - UMES
Brenda Blake - UMES	
	Chancellor's Liaison to CUSS – Rosario I. van Daalen Guest: Dr. Ronald Brown, VP for Student Affairs at UMES

Call to Order

The June CUSS Meeting was called to order by Chair, Joe Hill, at the University of Maryland, Eastern Shore.

Hermetta Hudson welcomed CUSS to UMES. She introduced Dr. Ronald Brown, VP for Student Affairs. Dr. Brown expressed his appreciation for the essential programs that CUSS is promoting for the benefit of all USM System Staff employees. He feels it is very important to get the policies for the Employee Assistance Program (EAP), and Drug Abuse Police in place. He said on our next visit to UMES we should stay at the hotel facility located on the campus.

UMCES will be sending a new representative to CUSS from its Appalachian Lab in Western Maryland.

After reviewing the minutes from the meeting held on 5/25/04, a motion was made and seconded to approve the minutes as amended.

Report from the Chancellor's Liaison to CUSS

- One item of discussion at the BOR-Finance Committee Meeting was the review of the deadline date regarding Contingent II Conversions, as stated in the policy, to a "Regular Status" State funded budget line. However, this will be tabled by the BOR until the August meeting for more data and analysis to be completed. CUSS worked hard on the implementation of this conversion and it will keep a close watch over decisions made regarding the date.

- The law on Paid Administrative Leave for State Employees on Active Military Duty has been revised and extended for one more year. The USM has followed suit and the revised policy will be updated on the web as soon as it is finalized.

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Chair's Report:

- BOR Finance Committee met on 6/17/04. As stated in the Liaison's report, a discussion was held on the Conversion of Contingent II employees to Regular Status after two years of employment under contract.
- The Board of Regents has a meeting scheduled for 6/23/04.
- USM CUSS Staff Awards are awaiting approval and will be presented at the August BOR Meeting.
- Gladys Gaskins wished to thank everyone who wanted to participate in the review of the RFPS, but the selection has been made, therefore, there is no need for CUSS members to review the RFPs.
- Vice Presidents have concerns in regard to the 2.5 % merit increase for those employees that have reached the end of their range on the Salary Structure. The policy states if an employee reaches the end of the salary pay range, there will be no merit increase. Not all Institutions are following this policy since they asked for exception and it was granted by the Chancellor. CUSS feels all Institutions should follow the policy so there is fair and equitable treatment of employees within the USM Institutions. Employees must get involved with Shared Governance and question when policies are not followed at their Institutions. The Chair will write a letter to the BOR on these salary issues.
- Ray Frederick is finalizing the CUSS Newsletter which is 98% complete. This newsletter will consist of the 2002-2003 and 2003-2004 years. He is awaiting two committee reports to complete the newsletter.

Committees broke into Work Groups:

Committee Reports:

Benefits and Compensation Committee

This committee discussed changes to the Exempt and Nonexempt salary guideline structure to reflect a more equitable and uniform structure for all employees.

This committee wants to pursue the Contingent II Policy conversion to PIN. They will find out which legislators supported the conversion and try to revise this Policy and have it approved. They will research the Board of Regents to find out who their allies are for this policy.

Legislative Committee:

No Report.

Community Development Committee:

The USM CUSS BOR Staff awards will receive formal approval at the BOR Meeting in June.

The CUSS Transition Meeting will be held at UMCES at Horn Point on Tuesday, 7/27. Several members thought it would be on Monday, 7/26. Joe will look into changing date.

Communications Committee:

This committee needs a new Chair. It wants to send out frequent information to the USM Staff employees to make sure they are well informed on issues that pertain to them within the USM.

Old Business:

Nominations for the CUSS Chair, Vice Chair and Secretary for the term August 2004 though July 2005 took place. The following were nominated:

Chair: Bill Crockett, UMB

Vice Chair: Judy Lowe*, SU; Angela Brickhouse, TU

* There was no confirmation from Judy Lowe accepting the nomination.

Secretary: Marie Meehan, BSU; Melissa Moore*, UMB

*Melissa Moore could not be selected due to the fact that Bill Crockett, the elected Chair, is from the same Institution; as stated in the By-laws, two members of the Executive Council cannot be from the same Institution.

The floor was opened for additional nominations. Having no further nominations a vote for approval of Bill Crockett, Chair; Angie Brickhouse, Vice Chair; and Marie Meehan, Secretary was taken. All members were in favor, none opposed. The term for the new Executive Council will begin at the August 2004 meeting.

New Business:

Reminder, again, the CUSS Members should take back to their Institution that uniformity and equity in pay should follow the policy set forth in the USM Policies and Procedures. All Institutions should follow the policy and adhere to it.

Meeting adjourned. Next meeting will be at UMCES at Horn Point.

Marie L. Meehan
Respectfully Submitted,
CUSS Secretary