

Council of University System Staff
March 16, 2004
UMB

Members Present	Alternate Members
Marie Meehan - BSU	
Patrick McLane - FSU	Art Hanlin - FSU
Judy Lowe – SU	
Ray Frederick - UB	
Colette Becker - UMB	Bill Crocket - UMB
Steve Agnes - UMB	LuAnn Marshall - UMB
Joe Hill - UMBC	Marjorie Gill - UMBC
Mary Pat Armstrong - UMBC	
Linda Morin - UMCES	
Brenda Blake – UMES	Natalie Maria Torres - UMCP
Hermetta O. Hudson - UMES	
Andrew Rein – UMUC	Jim Hartsock - UMUC
David M. Wakefield - UMUC	
Roy Ross – UMB – Past Chair	Chancellor’s Liaison to CUSS –
Non-Voting Member	Rosario I. van Daalen
	Guest: David J. Ramsay, President UMB

Call to Order

The February CUSS Meeting was called to order by Chair, Joe Hill, at the University of Maryland, Baltimore.

President David J. Ramsay welcomed us to the University of Maryland, Baltimore and spoke on all the exciting things happening at this University. A new dental school is set to open in Baltimore in approximately eighteen months. This is the first new dental school to open in the United States in the last twenty-five years. A student lodging tower is set to open in August of 2004. The Hippodrome has opened, providing a theatre for the performing arts with great acoustics. The whole area surrounding UMB is coming to life after having been restored over the past several years.

Report from the Chancellor’s Liaison to CUSS

- A policy is being developed to allow USM employees to become election judges, be paid for this service, have time off to perform this service, and paid their regular salary.
- The BEST (Building Excellence through Staff Training) Program is being reviewed for proper terminology and will be submitted for approval to the Chancellor to become a USM Policy. This policy would enhance the staff in recruiting and retaining the best workforce through personal/professional training and development. Training is a proven method to motivate, reward, and retain Staff employees, while providing concrete evidence of progress during the performance evaluation process. A draft of this policy was first presented 12/12/2000.
- The Policy on Accident Leave for Exempt and Nonexempt Employees is being reviewed for any changes in terminology and clarification. We were reminded that the proper paperwork for accident leave for an injury that occurs at work must be submitted, timely, to Injured Workers’ Insurance Fund (IWIF). While the employee remains on leave due to injury, compensation will be made at 2/3 salary, no federal and state taxes, additionally, after a period of six months, no social security deducted. The Accident Leave Policy is VII-7.40.

- The Family and Medical Leave Policy is also being reviewed for changes in terminology and clarification.
- The Memorandum of Understanding for the Coalition that consists of seven of the Institutions in the USM has been completed and awaiting ratification at each of the Institutions. If ratified, it goes to the BOR for approval for a three-year contract. Many issues of concern were raised by CUSS Members:
 - One vote for the Coalition package and local package. If one isn't approved, the other would be rejected. Both must be approved. Local issues may not work with the Coalition issues at the (7) Universities.
 - Coalition and Institution MOUs could have System-wide impact on many issues.
 - What happens to those employees excluded from representation of the MOU?
- UMCP Police Officers have ratified their MOU, UOFOP. UMCP Nonexempt Staff (AFSCME) close to ratification of their MOU.

Chair's Report:

- BOR Finance Committee did not meet this month.
- The full Board of Regents did not meet this month.
- The Chancellor's Council discussed several issues. CUSS, as a shared governance body, should be allowed to review the Coalition's MOU to share its input for involved excluded employees.
- A letter was prepared by CUSS and submitted to the Chancellor for Equitable Salary Guidelines for Exempt Employees. Some of the Presidents want more flexibility to reward their Exempt employees, and do not want restrictions on what that reward should be. A few Presidents reward the Exempt and Nonexempt equally. Issues raised are:
 - New Exempt hires come in at a higher salary than employees on the job.
 - Market value surveys should be conducted for the regional market, national market, and East coast market so employees are properly compensated in their job category.
 - Employers should set goals and objectives; review performance through evaluation.
- The DBM/Health Benefits Office will be meeting to review the new health packages for 2005. CUSS members have been invited to assist in the review of the proposals to get the best available coverage for State employees.
- FY 2005 will be a flat line budget, however, a PROPOSED 2.5% merit increase and 1.6% COLA will begin 7/1/04. We still have to wait to the end of the legislative session before this can be confirmed.
- Ms. Van Daalen clarified the Sequence of salary adjustments as follows:
 - Salary Adjustment (if any)
 - COLA
 - Merit
 - Reclassification
- Policy VII-11.40 currently requires that Contingent II employees with two years of service be converted to a State line/PIN by February 9, 2005. In all probability, this date may be extended because many lines/pins had to be returned by the USM to the State.
- CUSS supports the USM Strategic Plan approved by BOR. However, as a living document, CUSS would offer the following for consideration to be added to the plan. Under Strategic Theme 2: Achieving National Eminence: "Staff is a critical aspect of the infrastructure which supports the USM, its mission, and the legislative mandate to pursue national eminence. Significant dimensions of student retention and engagement are achieved through such staff functions as information technology services, academic services

residential facilities, campus transportation, student life, academic advising, facilities management, and a host of other essential functions.” Action: “Each USM institution develop a hiring plan that addresses the staff size and composition necessary to support all aspects of its mission.”

At this time, a motion was made and seconded to approve the minutes for the meeting held at UMBC on 2/24/04.

Committees broke into Work Groups:

Committee Reports:

Benefits and Compensation Committee

This committee will continue to review the BEST Policy for any revisions or verbiage changes to make it more compatible to move it forward to the Vice Chancellor for review and possible approval. The performance evaluation will also be reviewed.

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 and posted on the CUSS Webpage.

Legislative Committee:

Continue to write to your Legislators with issues and concerns. The Budget hearings are still on-going until final approval some time in April. Keep a watchful eye on what is happening in Annapolis.

Ms. Van Daalen clarified Senate Bill 688 which links with an IRS Law to place unused annual leave in a special pay plan retirement fund 401a account, no taxes until withdrawal after age 59 ½ (10% penalty if withdrawn before 59 ½). This bill will have to stipulate who is eligible and at what age and it will be mandatory for that group. Presently, when an employee retires or leaves he/she receives cash for any unused annual leave.

Senate Bill 891 deals with reorganization of USM.

Community Development Committee:

The six BOR Staff Awardees for 2003-2004 have been chosen. Letters will be sent to the BOR for their approval. The Chair thanked the Committee for a job well done.

Old Business:

No Old Business.

New Business:

Carol Prior sent a flyer announcing, “Fun for the Fund,” on 4/27/2004, 3:30 -5:30 p.m. inviting all CUSS members to attend. This event is a fundraiser for UMCP faculty/staff in need of assistance.. The event is held at the Clarice Smith Performing Arts Center on the same day that CUSS meets at UMCP for our April meeting, April 27, 2004, at 3:30 p.m. Tickets are \$3.00 if you plan to attend.

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

The next CUSS meeting will be on April 27, 2004 at University of Maryland, College Park.

Marie L. Meehan
Respectfully Submitted,
CUSS Secretary