

**Council of University System Staff
November 16, 2004
BOWIE STATE UNIVERSITY**

Members Present	Alternate Members
Dale O'Neal - BSU	
Marie Meehan - BSU	Dorothy Holland - BSU
Judy Lowe – SU	Janine Vienna - SU
Gloria Gaguski – TU	
Joan Doremus – TU	
Angie Brickhouse - TU	
Daniel Albert - UB	
Bill Crockett – UMB	
Colette Becker – UMB	
Mary Pat Armstrong – UMBC	Christine Routzahn - UMBC
Sam Sibanda – UMBI	
Donna Taylor - UMBI	
Frank Clancy, Jr. – UMCP	
Mary Graham Fisher – UMCP	
Queen Atterberry - UMCP	
Chenita Kollock - UMES	
Andrew Rein – UMUC	Jim Hartsock – UMUC
Mary Reed - USMO	
	Chancellor's Liaison to CUSS – Rosario I. van Daalen Guests: Dr. Calvin Lowe, President of Bowie State University Cynthia Coleman, BSU Staff Council Chair
Joe Hill – UMBC – Past Chair	

Call to Order

The November CUSS Meeting was called to order by Chair, Bill Crockett, at Bowie State University.

Dale O'Neal introduced Dr. Calvin Lowe, President of Bowie State to CUSS. Dr. Lowe is very proud of the accomplishments at Bowie State University. A new resident hall opened in the fall of this year. A new Center for Business will commence construction in early 2005. Also, in the Master Plan for Bowie is the replacing of the MLK Building with a new fine arts building. The student population is on the upswing with 3,124 undergraduates and 2,133 graduates. The greatest challenge Dr. Lowe finds is funds to operate.

Dale O'Neal also introduced Cynthia Coleman, Chair of BSU Staff Council, who expressed her appreciation to CUSS for all that it accomplishes for the Staff within the USM. Dorothy Holland was also introduced who was a past vice chair of CUSS.

The Chair welcomed all new CUSS representatives and particularly the new CUSS Representatives from UMBI. UMBI has five research centers in various locations in the State.

After careful review of the October minutes, a motion was made and seconded to approve the minutes as amended.

Report from the Chancellor's Liaison to CUSS

- Our Liaison welcomed UMBI Representatives and was very pleased to see UMBI well represented at this meeting.
- The Substance Abuse Policy is being reviewed, again. The faculty and staff draft policies are parallel with each other. It's been in draft form for a number of years. Policies must be approved at the Regents' level.
- Open enrollment will be a short period of time. Be vigilant at your campus and move quickly before the Christmas break to make any changes necessary to your health benefits as soon as the dates are announced. The Department of Budget & Management has not provided Open Enrollment dates, details or cost at this time.
- The Biennial Market Survey to adjust the Nonexempt salary structure is under way. If an adjustment is necessary, it is likely to be proposed and become effective 7/1/05.
- The Regents and the Presidents are committed to the Contingent II Policy VII-1.40.

Chair's Report:

- BOR Finance Committee will meet 11/18/04. Tuition rates will be reviewed at this meeting
- The full Board of Regents will meet on 12/10/04. Action items from the Finance Committee will be discussed. Budget FY06 may be reviewed and approved.
- Chancellor's Council met on 11/1/04 via teleconference call. Bill Crocket feels that teleconference meetings do not have the same impact as face-to-face meetings. Face-to-face meetings are more robust with more energy. Teleconferencing will be conducted sporadically as needs arise.
 - Tuition increases will be reviewed at the BOR Finance Committee meeting. If FY06 budget remains flat funded as promised, then it causes tuition increases to range from 4% to 11%. Any additional revenues from general funds will reduce the final amount of tuition increases.
 - A merit increase of 2.5% on 7/1/05 should be included in each University's FY06 flat line budget. COLA may be given and may be state-funded.
 - The Efficiency and Effectiveness initiative could reduce USM deficit by 26 million; the emphasis of the study revolves around the (1) study of real assets; (2) 120 credit initiative, and (3) faculty workload.
 - The CUSS Executive Committee will meet with Chancellor Kirwan on 11/30/04.

Committees broke into Work Groups:

Committee Reports:

Benefits & Compensation – Andrew Rein, Chair.

- This committee is continuing to collect information from all institutions with regard to the minimum benefits given to Contingent II employees and review the same to see if recommendations for change are needed.
- Building Excellence through Staff Training (BEST) Program will be reviewed to soften language in the document and to make it more flexible as well as accommodating to staff/operations needs. The intent of this policy is staff training, licensure, and I.T. training with all the institutions sharing in the expense of the training.

Communications - Mary Reed, Chair.

- This committee will start the process for the 2004-2005 CUSS Newsletter. Each committee chair will send a bulleted synopsis to this Committee on their committee's issues and concerns.
- Norwin Malmberg (USMO) has continued to maintain and keep the CUSS website updated and informative. CUSS recognizes his hard work and time he has volunteered in assisting the Communication Committee and CUSS.

Community Development – Colette Becker, Chair.

- Members of CUSS were asked to volunteer to review the CUSS BOR Staff Award nomination packages. Nomination packages are to be submitted to CUSS by 12/1/04. Packets will be distributed to the volunteers in early December. The review process will be completed in mid-January and the recommendations will be made to the Chancellor and the BOR in February.
- The committee also discussed developing team building activities for the transitional meeting in July, 2005.

Legislative – Frank Clancy, Chair.

- It was suggested that Joe Bryce, Asst. Vice Chancellor for Governmental Affairs, be invited to attend our December meeting at the USMO. He is a strong supporter of CUSS and is very knowledgeable about the budget process. CUSS needs to re-establish relationships with legislators and legislative committees to become familiar with pending bills.
- This Committee will Identify members of CUSF who serve on their legislative affairs committee and request that the CUSS Executive Committee grant the Legislative Committee permission to contact them regarding possible collaboration on issues of common interest.
- This Committee asks that the CUSS Representatives inquire at their institution to identify the legislative liaison to enable CUSS to contact them regarding issues of mutual interest.

Executive Committee – Bill Crockett

This committee will be meeting with the Chancellor Kirwan on 11/30/04 to discuss CUSS concerns.

Old Business:

- The CUSS Newsletter has been sent to the institutions for distribution to the staff.
- The Council agrees that the synopsis is very useful, but should be kept brief, condensed, and in bullet form. Distribution should be two weeks following the meeting.
- CUSS needs every institution to provide data on the employees that shared governance represents. Complete data is needed by the December meeting.
- At the meeting in October, a motion was made and seconded to amend the language in the CUSS Constitution (Section 3.b) with regard to CUSS representation. A relief proposal has been formalized to read as follows:

“at an Institution, where the Shared Governance structure is combined with Nonexempt and Exempt staff, and after a thorough search is exhausted with no CUSS representative chosen from one of the designated Staff job groups (Nonexempt or Exempt), appointment or election of a representative from the other Staff job group should occur to speak for the

unfilled seat. Thus, there will be two representatives from one of the job groups (2 Exempt or 2 Nonexempt) until such time where one representative from each job group can be established.”

CUSS will review this language at the December meeting to enable this language change to be moved forward. The Attorney General’s Office will advise on legal sufficiency on the final language.

A motion was made and seconded that the meeting be adjourned. The next meeting will be at University System of Maryland Offices on 12/14/04 at 10:00 a.m.

Respectfully Submitted,
Marie L. Meehan
CUSS Secretary