

**Council of University System Staff
October 26, 2004
FROSTBURG STATE UNIVERSITY**

Members Present	Alternate Members
Dale O'Neal - BSU	
Marie Meehan - BSU	
Jay Hegeman – FSU	Robert Smith - FSU
Judy Lowe – SU	
Clacie Hubbard - SU	Janine Vienna - SU
Gloria Gaguski – TU	Cindy Schuster - UB
Joan Doremus – TU	
Bill Crockett – UMB	
Colette Becker – UMB	
Mary Pat Armstrong – UMBC	Christine Routzahn - UMBC
Jim Citro - UMBC	
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 Dr. Catherine Gira, President, Frostburg State University
Joe Hill – UMBC – Past Chair	Guests: Patrick McLane, Art Hanlin and Kathy Snyder, H.R. FSU

Call to Order

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

CUSS was welcomed to Frostburg State University and its beautiful fall foliage by the President, Dr. Catherine Gira. Dr. Gira stated that the budget has not yet been finalized for FY06. She stated the November meeting of the Board of Regents Committee on Finance will determine tuition increases to submit to the full Board. She is concerned who in the USM will be absorbing the increased costs of the health care benefits; the State, the institution, or the user. She also commented that incoming freshmen are the cell phone generation, fully wired, and finds them very much involved in community service.

The Chair welcomed all new CUSS representatives and guests.

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

Report from the Chancellor's Liaison to CUSS

- A pamphlet "2004 USM Profile" regarding the 13 institutions of the USM and their mission was distributed at the meeting.
- Revisions to Policy VII-1.40 Contingent Employment were approved by the BOR on 10/22/04. The revisions addressed the conversion to Regular Status employment using the following guidelines and timeline:

After three consecutive years of service in the Contingent Category II at the same institution, Contingent Category II employees who remain employed by the institution shall be converted to a Regular Status position.

"Contingent II employees on the payroll as of 10/22/04 and who remain employed by the institution, the following conversion timeline shall apply:

- Employees with 6 or more consecutive years of service shall be converted by July 1, 2005;
- Employees with less than 6 but at least 3 years of consecutive service shall be converted by July 1, 2006; and
- Employees with less than 3 years of service shall be converted by July 1, 2007. "

(This last bullet means that if an employee had less than 3 years on **10/22/04**, in order to be converted to Regular Status, the employee must serve the full 3 years. If the employee has not completed 3 years of service by July 1, 2007, then the employee must wait until his/her 3rd year anniversary date.)

- Two other policies were approved; Policy VII-7.25 Leave for Service as Election Judge and Policy VII-7.50 Family and Medical Leave.
- The news release on 10/22/04 on the Effectiveness and Efficiency Project is expected to yield an estimated 26.6 million in additional savings for the USM and it seeks to maintain the quality of services and handle a projected increase in enrollment.
- The BEST Policy proposed by CUSS and tabled four years ago should be reviewed/revised and presented again for discussion along the lines of the Effectiveness and Efficiency report. This policy would provide training for our staff to perform their duties more effectively and efficiently..
- MOUs for sworn police officers were approved by the BOR on 10/22/04; Bowie State University and Salisbury University.
- The Liaison will be setting up a presentation on preventative health awareness presented by a health provider at our January 25, 2005 meeting at 9:30 a.m. at UMCP.
- The new vendor for the ORP and Supplemental Plans is Fidelity Investments. ING and American Century will be dropped on 12/31/04. Staff and Faculty employees can choose any one of the remaining vendors, but if no choice is made by December 1, 2004, monies will default to Fidelity.
- The special State pay plan for unused annual leave at time of resignation or retirement is on hold until certification by the IRS.

- Health Fairs are being held at the institutions in early-mid November, however, there still are no confirmed rates. It is expected that Open enrollment will be late November to early December. The State will announce it as soon as discussions on the rates are finalized.
- Assistant Deputy Attorney General Dawna Cobb is currently the acting State's Assistant Attorney General for the USM due to recently retired John Anderson.

Chair's Report:

- The Chancellor will meet with the CUSS Executive Committee two meetings per term.
- The Board of Regents met on 10/22/04 and approved three policies as stated in the Liaison's report.
- The BOR Finance Committee met on 10/14/04 and all action items were approved.
- A search for a President of an Institution can be either an open or a closed search as approved by the BOR.
- CUSS would like to initiate movement on the Substance Abuse Policy.
- Through the Efficiency and Effectiveness Project, it is hoped that a student graduates in four years; surcharge in tuition may be accessed for over 120 credits. The double major and special programs due to accreditation would be excluded from the surcharge.

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 on the Contingent II contracts and review the same to see if recommendations for change are needed.
- Building Excellence through Staff Training (BEST) Program will be reviewed, again, to be moved forward for discussion along the lines of the Efficiency and Effectiveness report.
- The Committee will look into the personal financial benefit training with regard to the ORP vendors

Communications - Mary Reed, Chair.

The committee needs synopses from the committee chairs for posting. They will be working on a PowerPoint presentation for our Webpage. They need photographs from the institutions.

Community Development – Colette Becker, Chair.

All the letters requesting nominations for the USM BOR Staff Awards were sent to the Presidents of the 13 Institutions on 9/15/04. The nomination packets are due to CUSS on 12/1/04. CUSS volunteers will be needed to review these packets and a chair appointed for each category.

Legislative – Frank Clancy, Chair.

Meet/greet meetings with Joe Bryce. Re-establish relationship with legislators and legislative committees to become familiar with pending bills.

Executive Committee – Bill Crockett

This committee will be meeting with the Chancellor to discuss the concerns of CUSS.

New Business:

A motion was made and seconded to amend the language of the CUSS Constitution with reference to CUSS representation as it pertains to Article II §3b.

A current issue is that each Institution's voting representatives should consist of one Exempt and one Nonexempt. Several of the Institutions do not have full representation and lack a member in one of the employment classes (usually nonexempt). The problem arises when the institutions' pool of eligible representatives is so small that no representative can be elected or appointed. These institutions will only have one vote and have petitioned for relief to allow another institutional representative from the other employment class to stand in as a full member to CUSS for the current term. The proposal is that after a thorough search is exhausted with no CUSS Nonexempt or Exempt representative chosen, appointment or election of a representative from the other employment category to speak for the unfilled seat (employment category) should occur.

A motion was made and seconded that the meeting be adjourned. The next meeting will be at Bowie University on 11/16/04 at 10:00 a.m.

Respectfully Submitted,
Marie L. Meehan
CUSS Secretary