

**Council of University System Staff**  
**September 28, 2004**  
**UNIVERSITY OF BALTIMORE**

<b>Members Present</b>	<b>Alternate Members</b>
Dale O'Neal - BSU	
Marie Meehan - BSU	
Jay Hegeman – FSU	Janine Vienna - SU
Judy Lowe – SU	
Angie Brickhouse – TU	Joan Doremus - TU
Gloria Gaguski – TU	
Daniel Albert - UB	
Bill Crockett - UMB	Jessica Bird – UMB
Heather Johnson - UMCES	
Mary Pat Armstrong – UMBC	Jim Hartsock – UMUC
Jim Citro - UMBC	
Frank Clancy, Jr. - UMCP	
Andrew Rein – UMUC	
Mary Reed - USMO	
	<b>Chancellor's Liaison to CUSS –</b> Rosario I. van Daalen Dr. Robert Bogomolny, President University of Baltimore
Joe Hill – UMBC – Past Chair	
Ray Frederick – UB	

**Call to Order**

The September CUSS Meeting was called to order by Chair, Bill Crockett, at the University of Baltimore.

CUSS was welcomed to the University of Baltimore by President, Dr. Robert Bogomolny. All new CUSS representatives were welcomed and introduced. The CUSS representatives were asked to review the CUSS membership list and committee selection to verify the accuracy of the information.

After review of the August minutes, a motion was made by Joe Hill and seconded by Frank Clancy to approve the minutes as amended.

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

- The contract for the vendors for the Optional Retirement Plan (ORP) and Supplemental Retirement Annuity (SRA) is being finalized. Two current vendors are being dropped on December 31, 2004. They are ING and American Century. Investment funds already under an existing vendor will remain. However, if funds are currently being sent to one of the dropped vendors, changes must be made by the employee or changes may be made by default. What are the alternatives? Check with H.R. Benefits Coordinators at your institution for more information.
- Open enrollment for health benefits has been delayed. Final packages have not been printed until the rates are approved. It may be as late as mid-November before materials are distributed. It appears the co-pays will increase for doctor visits and prescriptions. Please be reminded that a prescription for medication for 90 days can be filled. A Special Enrollment for UNUM Long

Term Disability is currently underway through the month of October. Check with the Benefits Coordinator at your Institution for additional information.

- The Board of Regents approved USM Policy VII - 7.23 – Military Leave with Pay will be extended through 6/30/05. This policy was approved at the BOR meeting on 9/10/04. Also approved was the Exempt Salary Structure for 7/1/04-6/30/06.
- The Contingent II employment conversion is on the agenda for continued discussion at the 10/14/04 BOR Finance meeting. Policies for Service as Election Judge and the Family and Medical Leave Act are also on this agenda.
- The Nonexempt salary structure was put on hold in 2003 due to budget constraints. It is expected to be on this year's agenda with an effective date of July 1, 2005.

#### **Chair's Report:**

- The Chancellor's Council met on Tuesday, 9/7/04. Chair, Bill Crocket, gave the CUSS report at the Chancellor's Council expressing gratitude to our past chair, Joe Hill, for guiding us through turbulent times and successfully keeping shared-governance alive. The Chancellor's Council consists of the Presidents or their Representatives from all USM Institutions; Presidents of CUSS, CUSF and the Students' Council. All Presidents will prepare their budgets for 2006 and present to this council, individually.
- The Finance Committee met on 8/30/04. Capitol projects for 2006 were approved. Contingent II conversion to regular status was delayed. Other issues to be considered for the Contingent II personnel are that they receive no retirement benefits, minimal health benefits, no family leave, no long-term disability, LWOP when minimal leave has been used; all of which means a greater tax burden for C-II employees.
- Bill reviewed the Chancellor's presentation at the BOR regarding the MHEC study on future enrollment, the cost to maintain excellence, and the projected impact to maintain status-quo versus attaining desired levels. Tough policy decisions loom for the BOR based on the analysis.

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

##### **Committee Reports:**

##### **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 Chair of this Committee has either contacted the president's offices directly to let them know the packets were on their way and if were unable to make contact in the president's office, the Chair contacted the Staff Senate/Council to let them know it had gone out. The deadline for nominations is December 1. The packet of information has also been placed on the CUSS web site: <http://www.usmd.edu/Leadership/Workgroups/SystemStaff/index.html>.

##### **Benefits & Compensation** – Andrew Rein, Chair.

The issues to be considered for this year will be:

- This committee will be collecting 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.
- The Build Excellence through Staff Training (BEST) Program will be reviewed, again, to be moved forward for approval.
- The Employee Assistance Plan (EAP) is an active issue.
- The Committee will look into the differences in State contributions to SRP and ORP.

##### **Communications** - Mary Reed, Chair.

The committee discussed working on a power point presentation showing what the Committee for University System Staff (CUSS) does and who it represents. Committee chairs should submit a brief

report to Mary Reed [merced@usmd.edu](mailto:merced@usmd.edu) by Friday, October 1, 2004. As soon as the membership list is finalized, Joe Hill will produce name tents for the meetings and order name tags for each member.

The final copy of a draft of the CUSS Newsletter was reviewed and will be sent to the printer for distribution.

**Legislative** – Frank Clancy, Chair.

Areas to be visited will be the national legislation, particularly, the U.S. Dept. labor rules pertaining to overtime pay and exempt classification that were recently amended by the U.S. Congress, but exactly how this change will be interpreted remains to be seen. Rosario van Daalen indicated that this issue was under further investigation by USM/HR.

This committee will view State legislation for new bills. Rosario informed CUSS of an upcoming Joint Pension Committee hearing set for October 12 pertaining to changes and how employees' accrued leave would be disbursed at the conclusion of service. Under consideration is a change to not issue a payment to the employee, but to have the amount deposited into a 401(a) type account for employees who meet a certain criteria.

Other issues: Frank Clancy Jr. brought up the idea of coordinating efforts to promote issues along with CUSF/Institution Administrations/Student-Parent groups. Such discussions were brought up with Dr. Mote / President UMCP with a favorable response to seek out issues of mutual interest, such as the allocation of the State Budget for higher education, which all campus advocacy groups could cooperatively coordinate efforts on. It is suggested that this approach also be utilized at the USM level.

**Old Business:**

Contingent II conversion will be an issue at the BOR Finance Committee on 10/16. It has been proposed that C-II employees with 6+ years will be converted first when funding is available. This body feels that testimony or letters from C-II employees may be beneficial in their effort to conversion.

**New Business:**

A suggestion to propose a change in the CUSS By-Laws must be made ten days before the next meeting. A current issue is that each Institution's voting representatives should consist of one Exempt and one Nonexempt. Many of the Institutions do not have enough Nonexempt staff that can serve as a CUSS Representative; therefore, they will have only one vote, but can have two Exempt representatives. To have effective shared governance, all excluded Exempt and Nonexempt employees should be represented so their voices can be heard. All CUSS members are to seek information from their Human Resources Department of all excluded employees that CUSS represents.

Rosario suggested that a CUSS representative be appointed by the President at the Institutions without CUSS representation (CSU and UMBI). According to CUSS' Constitution and Bylaws, all USM Institutions should be represented.

A motion was made and seconded that the meeting be adjourned. The next meeting will be at Frostburg State University on 10/26/04 at 10:00 a.m. Please be reminded that funds for lodging and travel for the CUSS Meetings are set aside in the Institution's Presidents' Budget.

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

12/9/04