

**Council of University System Staff
Salisbury University
August 16, 2005**

Members Present	Alternate Members
Marie Meehan - BSU	Loretta Hollifield - TU
Dale O'Neal - BSU	
Bernedette Bell - CSU - FSU	
Janine Vienna - SU	
Judy Lowe - SU	
Gloria Gaguski - TU	
Joan Doremus - TU	
Judy Sabalauskas - UB	
Bill Crockett - UMB, Vice Chair	
David DeLooze - UMB	
Joe Hill - UMBC - Chair	
Rick Tysor - UMBI - UMCES - UMCP - UMES	*****
Jim Hartsock - UMUC	Chancellor's Liaison to CUSS:
Mary E.Reed - USMO	Rosario I. van Daalen, USMO
	Guest: Dr. Ellen Zinner Special Assistant to the President

Call to Order

Joe Hill, Chair, called the August meeting to order at Salisbury University (SU) at 10 a.m. on Tuesday, August 16, 2005. The meeting date was changed from August 23, 2005 to accommodate CUSS staff who will soon be involved in fall registration at the institutions.

Judy Lowe, SU, welcomed CUSS to the university and then introduced Dr. Ellen Zinner, Special Assistant to Dr. Janet Dudley-Eshbach, Salisbury University's president. In her remarks, Dr. Zinner mentioned that she is a staff person who has worked at various USM institutions in her career, and she is always glad to see and welcome us back on behalf of Dr. Dudley-Eshbach.

There is a great excitement being generated about the campus pub which will soon be opening its doors to television cameras as the pub in Salisbury, Maryland toasts its counterpart in Salisbury, England.

Dr. Zinner, in response to a member's question about SU's potential for future growth, said that the university still has land/space that could be used to increase its physical facilities and student enrollment. Then, of course, it would be essential to have more faculty and staff to support the additional students and their needs. Appropriate funding would be needed.

Minutes

The minutes from the July 2005 meeting at UMCES-Horn Point in Cambridge, Maryland were reviewed, amended and a motion was made to approve them as amended. The motion was seconded.

Recognition

Joe Hill, Chair, presented Bill Crockett, past Chair for 2004-05, with a plaque in appreciation of his dedicated service to, and on behalf of, the Council of University System Staff (CUSS). Bill accepted the plaque and said he was honored to have served as chair, and that he looked forward to serving in his new position as vice chair.

Report from the Chancellor's Liaison

- Rosario distributed copies of a data sheet which showed totals by job group/status at each institution. The data looks good in most respects, and certainly provides some excellent information. Jim Hartsock, UMUC, however, indicated that unfortunately it does not reflect the adjunct faculty who teach at UMUC. Their faculty needs staff to support them. The Towson University (TU) member and alternates were not sure what the heading RF stood for. The sheet indicated that TU had the only RF.

Chair's Report/Vice Chair's Information

- Joe Hill, Chairman, asked Bill Crockett, Vice Chair, to remind the council members/alternates of some important dates that are coming up: Chancellor's Council will meet on September 7, 2005 and the Board of Regents will meet on September 9, 2005.
- Bill was also asked to report on the status of the CUSS newsletter which went to "print" several weeks ago. He ordered 20% over the number needed by each institution so that copies can be given to institution presidents, state legislators and other interested parties. And, if he wasn't given labels by a particular institution's CUSS member or alternate, then the newsletters are going to be mailed to one of the institution's CUSS representatives to distribute to the appropriate staff on their campus.
- Joe indicated that Jim Citro, UMBC, will not be able to serve on CUSS any longer. and his name is removed from consideration as a member-at-large on the executive committee.. Bill indicated that Angie Brickhouse asked that her name be removed from the nomination list because of her work responsibilities at TU.
- Nominations are: Larry Lauer (UMCP), Andrew Rein (UMUC), Judy Lowe (SU) and Sam Sibanda (UMBI). Joe asked if there were any additional nominees for member-at-large. Mary Reed, CUSS secretary, nominated Dale O'Neal, BSU, and the motion was seconded. Dale agreed to serve as a member-at-large if elected.
- Joe indicated that he would try to meet with Katie Ryan to see if an earlier date in the year can be set for the 2006-07 BOR staff award presentation ceremony. The Regents' meeting schedule is set so far in advance that this coming year's schedule (2005-06) is already full.
- At the last meeting a suggestion had been made that the committees be given more time to meet. Joe thought that was a good idea and he also added that all CUSS committees need to be extremely focused in their goals this year. Focus on critical issues and not get side tracked on other concerns.
- Agenda for this coming year – of critical importance this year – Increased cost of health benefits, i.e., health insurance costs for current employees and retirees, and that includes the cost of prescriptions which have risen drastically. A letter to State Legislators will be drafted by the executive committee and then reviewed by all CUSS members/alternates for their input.

Committee Meetings

Benefits and Compensation – Rick Tysor

There is disparity among institutions in regard to Contingent II employees. The committee is going to poll each institution about their contract renewal and appraisal processes, service award recognition (Are Contingent II's contribution to the institution's mission formally recognized?), terms of employment and benefits.

Communications

The committee collected information in regard to additions/deletions to the CUSS website in terms of members/alternates and standing committees. The committee would like to wait until after the next meeting to give these changes to the CUSS secretary so that they can be made at one time instead of piecemeal.

Community Development

The committee would like to revise the timeline for submission of nominations for the BOR Staff Awards so that recipients could be recognized earlier than they are presently, but that isn't possible this year. Committee will suggest a different time line for next year. As mentioned, the Board of Regents' schedules are set at least a year in advance. Collette Becker of UMB, former chair of this committee, has agreed to act as a consultant this year, whenever her work schedule allows her to be of assistance to the committee.

Legislative -

Now is the time to contact State legislators in regard to the very high costs of health insurance, physicians' co-pays and prescriptions. CUSS members/alternates should ask for staff testimonies on their experience with the health benefits before and after July 1, 2005 – the beginning of the new fiscal/medical coverage year. A letter template will be prepared; testimonials will be compiled and the information will be sent to local legislators so that they are aware of the financial impact these costs are having on their constituents. Joe Bryce is going to be invited to join CUSS at Frostburg so that CUSS can have a "working" lunch and learn about the upcoming State legislative session. Need to collect data now - time is of the essence!

Old Business

Bill Crockett reiterated his earlier statement that the newsletters will soon be on their way to each institution.

New Business

Election for Members-at-Large

The Members-at-large election was held and votes were counted by Bill Crockett, Vice Chair and Mary Reed, Secretary: Judy Lowe, SU and Dale O'Neal, BSU were elected for the 2005-06 year. Applause followed the announcement and Judy and Dale were congratulated by council members.

A motion was made and seconded that the meeting be adjourned.

The next meeting will be at Coppin State University in Baltimore, on September 27, 2005 at 10 a.m.

Respectfully Submitted,
Mary E. Reed, Secretary