

**Council of University System Staff
January 25, 2005
UNIVERSITY OF MARYLAND COLLEGE PARK**

Members Present	Alternate Members
Marie Meehan - BSU	
Angie Brickhouse - TU	Janine Vienna - SU
Gloria Gaguski – TU	
Joan Doremus – TU	
Cindy Schuster - UB	
Bill Crockett – UMB	John Barber - UMB
Colette Becker – UMB	
Mary Pat Armstrong – UMBC	Christine Routzahn - UMBC
Jim Citro – UMBC	
Sam Sibanda – UMBI	
Donna Taylor - UMBI	
Mary Graham Fisher – UMCP	
Queen Atterberry - UMCP	
Andrew Rein – UMUC	Jim Hartsock – UMUC
Mary Reed - USMO	
	<p>Chancellor’s Liaison to CUSS – Rosario I. van Daalen Guests: Richard Bryne, Asst. Director for Family, Youth and Communities President C.D. Mote, Jr., UMCP Nicolas Aragon, Chair of USM Student Council</p>

Call to Order

The January CUSS Meeting was called to order by Chair, Bill Crockett, at University of Maryland, College Park (UMCP).

CUSS was welcomed to **UMCP’s 4-H Center** by Queen Atterberry and Mary Graham Fisher who introduced Richard Bryne, Asst. Director of this center who welcomed us to the agricultural facility. Agriculture was one of the driving forces in the founding of UMCP in 1856.

President C.D. Mote, UMCP, also welcomed us to UMCP. President Mote finds that CUSS presents very coherent agendas at the Presidents’ Council --ideas are well formulated. He feels CUSS is very helpful in promoting issues for the USM Staff. He is very proud of the staff at UMCP. He went on to say that the Staff at UMCP promotes the mission of this institution by contributing much of their own time and salary through participation in many activities, such as the Campus Open House, “Maryland Day,” on the last Saturday in April. Many things are happening at UMCP such as the M-Square, which is a new research park wherein private research companies work in collaboration with UMCP.

Nicholas Aragon, Chair of USM Student Council, was introduced. He stated he was pleased to be invited to the CUSS meeting because he wants to get a better understanding of staff and their concerns. He feels we all have to work together to accomplish our mission. Mr. Aragon was able to attend the entire morning portion of the program.

The December minutes were reviewed and awaiting approval by a quorum. The minutes have been approved as amended.

Chair, Bill Crockett, introduced John Barber, a new Nonexempt Alternate CUSS Member from UMB. Bill Crockett told us that this was Mary Graham Fisher's last meeting as she has accepted a new position and is no longer eligible to be a CUSS Representative.

Report from the Chancellor's Liaison to CUSS

- There has been no word that the Match Fund under the State Pension Plan will be reinstated at this point.
- A proposed 2% COLA may occur 7/1/05 to help cover increased health care costs. The next Open Enrollment is being planned for spring 2005. This Open Enrollment will be for the fiscal year 7/1/05 through 6/30/06. The ratio that the State/ Employee pay is under discussion in Annapolis; currently it is 80/20.
- As of January 1, 2005 Fidelity was added to the number of vendors authorized to offer the Optional Retirement Plan to the USM.
- A market survey is being conducted for the Nonexempt Salary Structure to be discussed at the Human Resources Meeting on 2/3/05. Recommendations will be forwarded to the Vice Presidents of Administration, Presidents, Finance-BOR and last to the full BOR for final approval. If approved, adjustments to the Nonexempt Salary Structure may take place 7/1/05.
- Two bills, HB 63 and HB 13 are being looked into in Annapolis to determine if there is applicability to the USM.
- H.R. Directors will be working on the Efficiency and Effectiveness initiatives every month. The Task forces listed below have been set up and are meeting with representatives monthly with projects due to be completed by October 2006.
 - Recruitment and applicant tracking
 - Eliminate paperwork
 - On-line health benefits – USM employees' benefits on-line; access for all employees within the USM
 - Automated time-keeping
 - System wide training and development

At this point in the meeting Rosario introduced Jeff Fisher, Jeff Tonic and Anne Harness who work in the health field. They provided the CUSS Representatives with much information on preventative health measures to keep our bodies healthy. To begin a good wellness program, walk 10,000 steps a day, exercise, and eat the proper foods using portion control. We are doing the worst damage by eating processed foods high in trans-fatty acids. By preventing illness, we can control our medical care cost and keep our health plan rates low.

Chair's Report:

- The BOR Finance Committee will meet on 1/26/05. This meeting will deal with tuition rates for FY06. This meeting will be followed by a special session of the entire BOR.

- There was no full Board of Regents (BOR) meeting this month (see bullet above). At the next full BOR Meeting the CUSS BOR Staff Award final nominations should be submitted. It was suggested that Chair, Bill Crockett, send the winning Universities notification that their winners should have the award of \$1,000 spread over several pays, to avoid having large amount of taxes taken out.
- At the Chancellor's Council on 1/4/05 the Budget for FY06 has not been disclosed as of this meeting. The Governor has proposed that the USM will receive a bump of approximately 4.8%. The Legislature cannot increase the Governor's proposal, but they can cut it.
- A big topic dealing with deferred maintenance across the USM has made it very difficult to deal with maintenance for repairs to older buildings due to the fact it is very costly and money has not been available. Unless addressed proactively and strategically now, this will be a crisis impacting all of the USM in the future.

Committees Broke into Work Groups:

Committee Reports:

Benefits and Compensation Committee – Andrew Rein, Chair

A new member has joined this Committee, John Barber from UMB. This committee is continuing to retrieve data from the USM Institutions on the benefits packages for Contingent II Staff. They would like to see all Institutions have an equitable benefits package for Contingent II Staff.

This committee is reviewing the BEST Policy to recommend changes or revisions.

Communications - Mary Reed, Chair

- Photographs will be added to the website from our meetings at FSU, BSU, and USMO.
- Please submit committee reports for inclusion in CUSS newsletter by the end of March.

Legislative – Sam Sibanda, Chair

- A list of very important websites was distributed to monitor the Governor's Budget proposal booklet; Department of Budget and Management; Maryland General Assembly, etc.
- This Committee will be contacting Joe Bryce to identify bills that affect the USM and this information will be shared among the Institutions.

Community Development – Colette Becker, Chair

The CUSS BOR Staff Awards nomination packages have been reviewed and evaluated with a few exceptions. The final report deadline as set by the Chair is 2/7/05 to be submitted to the BOR.

New Business:

There was no new business.

Old Business:

Please make note that Towson's zip code is incorrect on the CUSS Letterhead. This will be corrected.

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

The next meeting will be at UMUC on 2/22/05 at 10:00 a.m.

Respectfully Submitted,

Marie L. Meehan

CUSS Secretary