**Council of University System Staff**

**Council Meeting Notes**

**February 25, 2014 – Annapolis Day**

In attendance:

|  |  |  |  |
| --- | --- | --- | --- |
| Trish Johnson | BSU | Primary |  |
| Karen Tyler | BSU | Primary |  |
| Sherrye Larkins | CSU | Primary |  |
| Yvonne Cook | CSU | Alternate |  |
| Sheila Chase | CSU | Primary |  |
| Lisa Gray (Co-Secretary) | SU | Primary |  |
| Jennifer Ziegenfus | SU | Primary |  |
| Paul Gasior | SU | Alternate |  |
| Jayne French | TU | Primary |  |
| Mary Hickey | TU | Primary |  |
| Kristen Tull (Co-Secretary) | UB | Primary |  |
| Bill Crockett (Chair) | UMB | Primary |  |
| Roy Ross | UMB | Primary |  |
| Ben Goldberg | UMBC | Primary |  |
| Dana Wimbish (Vice-Chair) | UMCP | Primary |  |
| Anthony Scorsune | UMUC | Alternate |  |
| Rosario van Daalen | USMO | Chancellor’s Liaison To CUSS |  |

1. Call to order – 8:10 a.m.

2. Approval of minutes – defer to March meeting

3. Chair’s Report

* Board of Regents Meeting – annual leave changes for Nonexempt Termination with Prejudice policy new policy
	+ Last minute change in annual leave policy on January 29; was stated that this was approved by shared governance, however, was not the case since the version approved by CUSS was back in November, 2013.
* Please make sure that employees are informed about the new annual leave policy VII-7.00; Policy has been posted as of 2/14/2014. As Rosario clearly stated, current practice continues even though not listed on this revised policy: 50 days/400 hrs of Annual Leave carry over to new calendar year; 3 years for Employment Reinstatement; and transfer of accrued leave for employees who transfer to other USM Institutions or State Agencies continues instead of cash payout which is only provided when the terminating employee separates from employment and does not transfer to employers listed above.
* Committee Updates
	+ BOR – 40 packets are to be reviewed and divided among the committee, evaluations are due by March 15th – please see Jen’s email for instructions; discussion about timelines to be extended, packet due dates are early to ensure that incomplete packets could be sent back to institutions to complete them
	+ Benefits - tabled
	+ Communications – business cards completed (thank you Salisbury’s print shop); the next step for the committee is to elect a chair and set up a LinkedIn account for CUSS members and alum (best practices will also need to be implemented for maintaining this account)
	+ Legislative – Annapolis Day agenda and information

4. Chancellors’ Liaison to CUSS Report

* Biennial Exempt Market Salary Survey and Report– moving forward with more aggressive option with an implementation date of the full first pay period in July 2014 to accommodate any proposed merit increase first; salary structure adjustment will go into effect at that time – anyone who falls below the minimum of the revised pay ranges will be adjusted (this does not affect everyone); within the institutions the pay zones that are matched to market the specific jobs will be reviewed and adjusted if necessary.
* Union challenged the “Termination for Prejudice Policy”, but we are following a requirement established in MD Law – the Institutions’ legal council and the President are the final authority on approving someone to be added to this list (we have more protection in the USM than other state agencies)
* Data Breach at UMCP – while you may not have been directly affected by this, please keep an eye on your credit.
	+ EAP – the new Employee Assistance Program, offered via INOVA is now live and information has been posted on the USM website.
	+ For information about the services that are being offered, please ask your HR Office. Very timely, one of the services provided is the personal ID protection:

 [EAP - INOVA Legal-Financial ID Recovery](http://www.usmd.edu/usm/adminfinance/EAPLF.pdf)

5. Welcome – Andy

* The message for this Annapolis Visit day and the Legislative session is to defend the Governor’s budget. Use the talking points in the booklet to show your representatives the initiatives that are taking place on campuses across the system; we are back on track with merit/COLA; expect a 40-50% turnover in legislative members; dealing with the “pay it forward program” (allow student to attend without paying tuition)

6. Introduction of Guest Speaker/Legislators

* Welcome - Delegate Frush – will be providing the statement on introduction for CUSS this morning; thanks to CUSS for what the organization does and how CUSS shapes the students; all have a common goal to make Maryland the best state and to educate young adults; CUSS thanks Delegate Frush for introducing the committee on the floor; CUSS is helping with sustainability by having campuses go “green” and training students in environmental law and environmental issues;
* Department of Legislative Services – Patricia Harrison (Visitors Coordinator): legislators will introduce 2,600 bills, only a third will make it through the process and be sent to the Governor; please see the handout that explains what the Department of Legislative Services does and how it is divided

7. Proceed to State House for Floor Introduction

* CUSS members were split up into two groups and were acknowledged on the floor by the House and Senate.

8. Return to room 170/retrieve handouts – begin meeting with legislators

* The legislative committee strategically divided the members to floors and locations to effectively reach all delegates and senators. This plan was very successful and is recommended for future legislative days.
* CUSS members were split up into groups and sent to the House and Senate offices to hand out material about CUSS and the USM and thank members for their continued support.
* Overall, positive feedback was received by the offices that were visited. CUSS members stated that the experience was a positive one.

9. Return for lunch

10. New Business – No New Business

11. Institutions’ Updates

* Towson
	+ New daycare director has volunteered to come to the April Towson meeting to discuss daycare issues.
	+ Does CUSS want a tour of the SECU Arena or the Liberal Arts Building at the end of the Towson meeting?
* Coppin
	+ Meeting will be in the Talon Center Conference room. Details will be announced at a later date.
	+ Coppin had 49 people participate in their latest Staff Senate meeting – some attended this meeting virtually and there was positive feedback

12. Charges for the Committees:

* Please meet with your committee before the next CUSS meeting in March.
* Chairs and/or Liaison to provide reports of where the committee is one-week prior to the March meeting.

13. Return for the House and Senate for Hearings/Meetings

14. Meeting Adjourned



 AGENDA

 CUSS ADVOCASY DAY

 ANNAPOLIS

 February 25, 2014

 8:00 AM

 Room 170 Lowe House Building

 Annapolis, Md. 21201

1. CALL TO ORDER- Chair 8:00-8:30
2. Welcome and Instructions:

Approval of the minutes-Defer for March Mtg.

1. Chair’s report
2. Chancellors’ Liaison to CUSS ~~Council~~ Report
3. WELCOME – Andy Clark 8:30-8:45
4. Introduction of Guest Speakers/Legislators

Delegate Frush may stop by to address our group 8:45-9:15

Patricia Harrison – guest speaker

Department of Legislative services 9:15-9:45

1. Proceed to State House for floor recognitions 9:45

Divide into two group – one House one Senate

1. Return to room 170/retrieve handouts- begin meeting

With Legislators 10:30

1. Return for lunch 12:00
2. Return to the House and Senate for Hearings/Mtgs 1:00 PM
3. Adjourn- 2:30 PM

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### Frostburg State University

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## Salisbury University

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Salisbury, MD 21801

### Towson University

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