

COUNCIL OF UNIVERSITY SYSTEM STAFF



WELCOME!

Welcome to the Council of University System Staff (CUSS)! You have been selected to continue a long tradition of shared governance in the University System of Maryland (USM).

You probably have some questions about your new position as a member or alternate on the council. Hopefully, the included information will answer some of them.

In this packet, you will find:

- Duties of a CUSS Representative
- Heritage and History of the Council (Senate Bill 528)
- Mission
- CUSS Constitution & By-Laws
- A summary of each standing committee's responsibilities
 - ◆ Executive Committee
 - ◆ Benefits & Compensation Committee
 - ◆ Communications & Marketing Committee
 - ◆ Board or Regents Awards & Recognition Committee
 - ◆ Legislative Affairs & Policy Committee
- CUSS Meeting Planner

The enclosed materials (and more) can also be found on our website located at <http://www.usmd.edu/usm/workgroups/SystemStaff/>

As you attend monthly meetings, you will have the opportunity to visit our unique institutions, and get a glimpse into how each contribute to the University System of Maryland's reputation for excellence and diverse academic environments.

Also, if you have any questions, please do not hesitate to reach out to other CUSS members, both from your home institution, and across the system.

DUTIES OF A CUSS REPRESENTATIVE

As a CUSS representative, you will:

1. Attend Meetings

The meetings are usually held on the fourth Tuesday of each month. Meetings are rotated among the 12 institutions and the USM Systems Office. The representative(s) should attend each meeting. If the representative cannot attend, a member of the Executive Committee should be notified and the alternative contacted to attend (if not already doing so on a regular basis).

2. Participate on Committees

How quickly and how much one learns about the issues affecting staff depends, in large part, on attendance at the monthly meetings and their participation on a committee.

3. Keep Current on Issues

Each representative is expected to read the minutes and related information that is sent to you prior to each meeting, as well as any information that is handed out at the meeting.

4. Represent CUSS

On those occasions when the Board of Regents meets on the representative's campus, the representative may be asked to represent CUSS and address the Board on whatever the current issue is or merely to bring greetings on behalf of the Council

5. Report

It is the responsibility of the representative to report to his/her own staff council on relevant information and issues that are being address on the system level

6. Represent Staff

It is the responsibility of the representative to accurately present the position of staff on his/her own campus on issues affecting them. The Council is such that a wide range of opinions will be evidenced at the meetings.

MISSION

The mission of the Council of University System Staff is to provide a voice for Staff employee concerns in reference to basic decisions that affect the welfare of the University System of Maryland, its constituent institutions, and its employees (who are not in a collective bargaining unit having an exclusive representative or who are in such a unity but are excluded by law from participation in collective bargaining).

CUSS functions in an informed advisory role in administrative areas and in the functional support aspects of academic matters.

Heritage and History (Senate Bill 528)

CUSS was established by the USM Board of Regents in June 1992 and began meeting in October 1992 to provide advice on matters relating to the development and maintenance of the new USM Pay Program for Staff employees. In 1995, CUSS presented SB 528 to the MD Senate and House, asking for the codification of CUSS. The Senate and House voted unanimously in favor of the codification, the MD General Assembly codified CUSS into law and CUSS joined the Council of University System Presidents, the Council of University System Faculty and the University System Student Council as a permanent advisory council to the Chancellor and the BOR.

CUSS has direct communications with the Chancellor, the Board of Regents, and the Chancellor's Council. Its responsibility is to consider and make recommendations to these respective parties on issues affecting Staff employees. It is also responsible for keeping the Staff employees informed on CUSS activities and System-wide related issues.

CUSS meetings are held the fourth Tuesday of each month, moving from campus to campus. The chair and past chair of CUSS attend Board of Regents meetings. The chair provides a report to the Regents and the past chair serves as a non-voting staff advisor to the Board of Regents with the same role and responsibility as the faculty advisor which allows participation in closed meetings. CUSS executive staff meets with the Chancellor as often as needed. CUSS representatives also meet with legislators in Annapolis once a year in February, during the Legislative Session.

CUSS has been actively involved on technical advisory groups (TAGs) and other advisory committees concerning issues such as Nonexempt pay program, early retirement, domestic partners and contingent employment, the most recent UMB-UMCP merger discussions, and during the last two legislative sessions promoting the letter writing campaign using Cap-Wiz to address budget concerns with the legislators. CUSS is committed to representing staff concerns by continuing to actively participate on all levels within and beyond the University System of Maryland.

BYLAWS

Article I – Authorization

Article V – Executive Committee

Article II – Membership

Article VI – Committees of the Council

Article III – Meetings

Article VII – Adoption & Amendments

Article IV - Officers

Article I | AUTHORIZATION

- 1.1** These Bylaws of the Council of University System Staff are adopted according to Article III, Section 3, of the Constitution of the Council of University System Staff and are subject to amendments as provided herein, Article VII, Section 7.2.

Article II | MEMBERSHIP

- 2.1** Members of the Council of University System Staff are all those persons designated in the Constitution, Article II, Section 1. All members are subject to the conditions stated hereafter.
- 2.2** Representation on the Council from each constituent institution is apportioned according to the following formula:
- 1 to 999 eligible employees, 2 representatives
- Over 1000 eligible employees, 3 representatives
- 2.3** Every fourth year, beginning in 1993, a committee on reapportionment shall be established by the Executive Committee. This committee shall obtain updated work force statistics for all the constituent institutions and report its findings and resultant changes in membership that may be required to remain in compliance with Section 2.2 to the Executive Committee and the current Council. The Council shall receive the committee report before the end of February. Any necessary reapportionment shall occur at the start of the next term, as provided in Section 2.8.
- 2.4** New constituent institutions shall be granted representation on the Council based on the formula described in Article II, 2.2 above.
- 2.5** Staff at each constituent institution shall select, and designate to the Chair, an alternate who shall substitute for a regular member of the Council. Alternates should be selected at the same time and in the same manner as regular members. A delegation may include more than one alternate.
- 2.6** If any elected member is absent from two consecutive Council meetings, or a total of three Council meetings, without prior notification to the Chair, and without sending an alternate, the Executive Committee will notify the constituent institution with recommendation for replacement.

- 2.7 An alternate may cast a vote for an absent member provided the member has given prior notification to the Chair.
- 2.8 New members of the Council shall begin their terms August 1.

Article III | MEETINGS

3.1 Regular Meetings. The Council shall schedule one meeting each month and may choose not to convene in July. The notice and agenda of the meeting shall be sent to the membership no later than 5 working days prior to each regular meeting unless otherwise approved by the Executive Committee.

3.2 Special Meetings:

(a) Special meetings of the Council may be called in any of the following ways, with the matter(s) to be considered to be specified in the call:

(1) By presiding officer of the Council:

(2) By a majority vote of the Executive Committee of the Council;

(3) By written petition of a majority of the elected members of the Council. The petition shall be delivered to the Chair. The Chair shall give notice of arrangements for the meeting within 72 hours of receipt of a valid petition; or

(4) By resolution of the Council.

(b) The notice of a special meeting shall include the agenda and shall be sent to the members of the Council as far in advance of the meeting as possible. The agenda of a special meeting may specify a scheduled time of adjournment and provide information on adjourned meetings.

(c) The scheduling of a special meeting shall depend upon the urgency of the matters specified in the call, the requirement of reasonable notice, and the availability of the membership.

3.3 Openness of Meetings and Floor Privileges:

(a) The meetings of the Council shall be open to all staff of the University System of Maryland except when the meetings are being conducted in closed session.

(b) By simple majority vote of the Council members present, the Council shall go into closed session.

3.4 Rules for Procedure:

(a) The version of Robert's Rules of Order. Council meetings shall be governed by Robert's Rules of Order, Newly Revised.

(b) A quorum for meetings shall be defined as representation of a majority of the constituent institutions and a majority of Council members or their designated alternates present.

Article IV | OFFICERS

4.1 Officers of the Council shall consist of the Chair, Vice-Chair, and Secretary, elected as described in the Constitution; Article III, Section 1. Term of office for all officers is one year.

4.2 Officers shall be nominated at the April, May and June meetings and elected at the June meeting. They shall assume office on August 1.

4.3 Officers may stand for re-election, not to exceed that member's term on the Council.

4.4 Duties of the Officers:

(a) The Chair shall preside at all meetings of the Council and be responsible for supervision and execution of its business, and initiation of an annual goals statement. He/she shall serve as the chief liaison between the Chancellor and the Council and the Board of Regents and the Council. He/she or an alternate shall attend all Board of Regents meetings.

(b) The Vice-Chair shall serve in the absence of the Chair and shall be responsible for other duties as assigned by the Council and/or Executive Committee.

(c) The Secretary shall keep the minutes and records of the Council and assume other duties as delegated by the Chair and/or the Executive Committee. Meetings may be recorded electronically.

(d) The Immediate Past Chair shall serve as staff advisor to the Board of Regents for a period of not more than one year and shall continue to report back to the Council on Board activities. If the Immediate Past Chair is unable to serve, a designee of the council shall serve in his capacity.

Article V | EXECUTIVE COMMITTEE

5.1 Membership and Election:

(a) The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, and two Members of the council elected at large. The immediate Past Chair of the Council shall be an emeritus, non-voting member of the Executive Committee. Between August 1 and the first meeting of the academic year, the Executive Committee shall consist of the previous year's officers and at-large members, and the newly-elected officers.

(b) At-large members of the Executive Committee shall be elected by the Council at the August meeting. Nominations for office shall be made from the floor at that meeting; voting is by ballot; each Council member may vote for two at-large candidates. Candidates receiving a majority vote of those present shall be considered elected. Additional ballot(s) may be cast if fewer than two (2) candidates receive a majority of those votes cast. The term of office for at-large members is one year.

5.2 Duties: The Executive Committee shall:

- (1) assist in implementing actions of the Council;
- (2) act for the Council as provided for and subject to the limitations stated in 5.3(a) and 5.3(b);
- (3) act as an initiating body suggesting possible action by the Council;
- (4) review and report to the Council on administrative implementation of policies;
- (5) prepare the agenda for each Council meeting subject to limitations stated in Article 5.4;
- (6) serve as a channel through which any staff member of the University System of Maryland may introduce matters for consideration by the Council or its committees;
- (7) advise the Chancellor or the Board of Regents on the Council's work;
- (8) perform such other functions as may be given it in other provisions of the Bylaws.

5.3 Rules Governing Executive Committee Action:

(a) Where time or availability of the membership precludes a meeting of the Council, at the request of the Chancellor, the Executive Committee shall act for the Council.

(b) A report of all actions taken by the Executive Committee when acting for the Council shall be forwarded, with supporting material, to members of the Council with the agenda of the next regular meeting of the Council. By request of four Council members, either in writing received by the Chair prior to the regular meeting or in the form of a motion with three seconds, any action of the Executive Committee may be placed on the agenda of the meeting as a special order. If any such item is not petitioned to the floor in one of these two ways, it shall stand as an approved action of the Council.

5.4 Rules Governing Preparation of the Agenda:

(a) The order of business for regular meetings shall include but is not limited to the following:

- (1) call to order;
- (2) approval of the minutes of the previous regular meeting and other intervening special meeting(s);

- (3) report of the Chair;
- (4) unfinished business;
- (5) reports of committees;
- (6) other new business; and
- (7) adjournment.

(b) For regular meetings, the Executive Committee shall consider all submissions for inclusion on the agenda. The Executive Committee may not alter a submission but may delay its inclusion, may include it on the agenda of a special meeting, may submit the material directly to a committee of the council, or may refuse to place it on the agenda if the material is inappropriate, incomplete, or unclear. By a majority vote, the Council may place any item on its own agenda. The party making a submission shall be notified of the action taken in this regard by the Executive Committee.

(c) The order of business for a special meeting shall be as follows:

- (1) call to order;
- (2) statement by the Chair of the nature and origin of the call of the meeting;
- (3) discussion;
- (4) adjournment.

5.5 Meetings of the Executive Committee: A quorum of the Executive Committee shall be three voting members. An oral report shall be submitted as part of the report of the Executive Committee to the next regular meeting of the Council. The Executive Committee shall meet at the call of the Chair or by petition of three voting members of the Executive Committee.

5.6 The Council Budget: The Secretary shall be responsible for the budget, shall consult with the Executive Committee on the preparation of the budget request, and shall report to the Executive Committee the funds received. The Secretary shall make an annual report to the Council on expenditure. Consent of the Executive Committee shall be required before any change in the budgeted use of funds involving more than ten percent of the total may be undertaken.

5.7 Referral of Items to Standing Committees: The Executive Committee shall refer items to the standing committees.

5.8 In case of a vacancy on the Executive Committee, the Council shall elect a new member who will serve the remaining unexpired term.

5.9 To the extent permitted by law and University System policy, the records of the Council shall be open.

Article VI | COMMITTEES OF THE COUNCIL

6.1 Committees:

(a) The council may establish, but is not limited to, a standing committee structure that includes (1) Benefits & Compensation, (2) Board of Regents Awards & Recognition, (3) Communications & Marketing, and (4) Legislative Affairs & Policy.

6.2 Basic Charge: In its area of responsibility, each committee shall be an arm of the Council with the following powers:

(a) To review policies, procedures, plans and recommendations and their administration, and to recommend any changes in policies or their administration that may be desirable;

(b) To recommend that the Executive Committee create ad hoc committees to address particular issues.

6.3 Standing Committees - Reporting Responsibilities: Each committee shall be responsible through its presiding officer for the timely delivery of reports to the Council, including a written annual report and oral presentation to be presented at the June meeting. A report may be presented at each Council meeting.

6.4 Any dissenting member of a committee may include a minority statement.

6.5 Standing Committees--Selecting Members: Persons may be named to standing committees in accordance with the procedures listed below:

(a) The Executive Committee shall solicit statements from members of the Council indicating the committee on which they would prefer to serve. Both the interests of the staff and the needs of the committee will be considered. To insure adequate representation on the standing committees, Council members of each standing committee may be appointed by the Executive Committee, when necessary.

(b) Standing committee terms shall be for one year with eligibility for re-appointment. Terms begin at the August meeting.

(c) If necessary, Committee Chairs may select additional non-Council members to serve, subject to Sections 6.5(d) and 6.5(e). Committee Chairs shall be elected by the committee.

(d) Standing Committees shall consist of an appropriate number of members, with the majority including the Chair, being Council members.

(e) All appointments of the Executive Committee and committee Chairs are subject to review of the Council.

6.6 Ad Hoc Committees: The Chair of the Executive Committee may establish special ad hoc committees. These committees shall have specific tasks and shall operate only for the time required to complete the charged task. The Council, by majority vote of those present, may charge the Chair to establish a special committee.

(a) Ad Hoc Committee Appointments: Appointment to a committee formed by and for the Council shall continue until the completion of the committee's purpose, but should not under any circumstances continue for more than six months beyond the end of the member's term. If the committee is expected to convene beyond the six-month period, another council member shall be appointed to replace the outgoing member immediately. Both members shall attend as many meetings deemed necessary to ensure a smooth transition for the new appointee.

Article VII | ADOPTION AND AMENDMENTS

7.1 Adoption:

(a) The Bylaws shall be presented to the Council for discussion and voted on at the next meeting, which must be at least 20 calendar days later.

(b) The Bylaws shall be adopted by an absolute majority vote of the Council with a majority of the constituent institutions present.

7.2 Amendments:

(a) Amendments to the Bylaws may be proposed by any Council member and submitted in writing to the Chair according to Section 7.2.b.

(b) Proposed amendments shall be distributed to the Council at least 10 calendar days prior to the meeting at which they will be discussed. A vote may not occur until at least twenty (20) calendar days after it was introduced to the Council.

(c) Approval of an amendment requires an absolute majority vote of the members of the Council with a majority of the constituent institutions present.

adopted 4/2000, rev 10/2010, rev 06/2014

STANDING COMMITTEES

1. The Executive Committee

The Executive Committee is charged with managing the CUSS meeting agendas, assigning people to committees, charging committees with tasks, addressing staff concerns to/with the Chancellor, Regents, Legislators, and other interested parties.

2. The Benefits & Compensation Committee

The Benefits and Compensation Committee will review current compensation packages and proposals from Campuses, System, and State personnel offices, for both exempt and nonexempt staff. Review and comment on USM policy on slotting or classification of employees (including contract employees), levels of pay, classification schemes, pay ranges, merit pay proposals, COLA distribution proposals, etc. The Committee will also review current health benefit plans and proposed changes in benefits including Personal Leave, and all other non-cash compensation packages.

3. The Communications & Marketing Committee

The Communications & Marketing Committee will develop means of conveying CUSS issues to various constituents: Exempt and Nonexempt Staff, Faculty, Students, Regents, Legislators, etc. The Committee will also develop formal and special features for the newsletter, oversee the CUSS website, and production of print and electronic media.

4. The Board of Regents Awards & Recognition Committee

The Board of Regents Awards & Recognition Committee facilitates the process of selecting the annual Board of Regents Staff Award recipients, in addition to assisting in the development of activities that provide for the professional and social development of staff at the University System of Maryland institutions.

5. The Legislative Affairs & Policy Committee

The Legislative Affairs and Policy Committee will monitor the Maryland Legislative Sessions to identify USM- related bills, apprise CUSS of relevant issues, and propose responses when appropriate.

CUSS MEETING PLANNER

This planner is designed to help the hosting institution organize the monthly Council meeting. These tasks may be distributed between the institution's representatives, but it is generally recommended the one representative be the primary coordinator.

- Room**
The room should accommodate 35-40 people. Request a "U" or box setup so that Council members may communicate easily. Follow your institution's space use procedures to insure the room is properly reserved. There are generally no audio-visual requirements unless a special request is made.
- Time**
The meetings begin at 10:00 a.m. and usually end by 2:30 p.m. The room should be reserved from 8:00 a.m. until 4:00 p.m. in order for the committee meetings to take place before or after the Council meeting.
- Parking**
Check with your Parking Office to determine how they can accommodate the meeting participants. Some Parking Offices will designate a parking lot, while others will provide visitor hang tags or other options.
- Directions**
Check with Public/Campus Safety or the Parking Office to obtain a copy of the campus map and written directions to your institution. If possible, signs should be posted on the day of the meeting to help direct the meeting participants to the correct location.
- Food Service**
A continental breakfast, consisting of assorted pastries, fresh fruit, coffee, tea and juice is normally provided and should be set-up by 9:30 a.m. Lunch is usually served between 12:30 and 1:00 p.m. The menu varies for lunch in accordance with the host campus' preference and catering capabilities.
- Public Relations**
Most institutions provide an information package at the meeting, to include general information about the institution. Other institutions also provide pens, pencils, writing tablets or other similar items. The hosting institution is not required to provide these items.
- Greetings**
Generally, the institution's president is asked to bring greetings to the group. This is a brief welcome that usually reflects the institution's direction and its support of the Council.
- Guests**
The host institution should invite members of its staff council to attend, as well as human resource staff and any past members.

❑ **Information Distribution**

Provide the Council Secretaries with the building and room number, parking instructions (including hang tags, if applicable, campus map and directions to the institution, so that these items may be distributed to the membership with the agenda and minutes. This should be completed two weeks prior to the meeting date.

❑ **Funding**

Any cost incurred for reserving the space or providing the meals should be covered in accordance with the individual institution policy. It may be covered through the President's office, through the local staff organization or other fund sources.

USM INSTITUTIONS

- Bowie State University
- Coppin State University
- Frostburg State University
- Salisbury University
- Towson University
- University of Baltimore
- University of Maryland, Baltimore
- University of Maryland Baltimore County
- University of Maryland College Park
- University of Maryland Eastern Shore
- University of Maryland University College
- University of Maryland Center for Environmental Science
- University System of Maryland Office



Arrangement Guide for CUSS Meetings

1. PRE-MEETING 1st STEPS

- a. +Identify location for meeting (August when CUSS Calendar is approved)
- b. *Google RSVP Form (ask about dietary restrictions)
- c. *Date, address, directions, parking instructions
- d. *Hotel Information (state employee discounts?)
- e. *Call-in information for agenda

2. LOCATION

- a. *Reserve Room large enough to accommodate 32-40 CUSS Members
- b. Tables for meeting, lunch, and committee meetings
- c. Meeting table in horseshoe, rectangle or large conference table. (plug accessibility)
- d. Welcome table for name tents, agendas, giveaways, etc.
- e. Table set up (sample layout is attached)

3. OPENING SPEAKER

- a. * President or designee to bring a greeting
- b. *Confirm person with back up in case of emergency
- c. *Share speaker name with CUSS Vice Chair for the agenda

4. IT SUPPORT

- a. * Call in number for agenda
- b. Support for technology / call-in participants
- c. WiFi connectivity (log in instructions & password))
- d. Day of support contact name/number:
- e. Sound check for call in members

+ August/Sept after CUSS Calendar is approved by council

*1st day of the month of you Institutions Meeting

Arrangement Guide for CUSS Meetings

5. PRE-MEETING 1st STEPS

- a. Outdoor directional signs for campus navigation (entrance to meeting site)
 - b. Indoor signs or information for restroom directions
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6. FOOD*

- c. Breakfast (hot or continental breakfast)
 - d. Lunch (box or buffet)
 - e. Dietary restrictions
 - f. Budget proposal/completion
-

7. DAY OF ITEMS

- g. Give-away(s) (suggestion not required)
 - h. Print agendas / previous meeting minutes
 - i. CUSS Members name tents (collect at previous meeting to have at your meeting)
 - j. Identify CUSS Member to address the group (introduce guest(s), housekeeping, time line for lunch, etc.)
-

8. THANK YOU

- a. CUSS Thank You Cards for speaker and other helpful parties

+ August/Sept after CUSS Calendar is approved by council

*1st day of the month of your Institutions Meeting

COUNCIL OF UNIVERSITY SYSTEM STAFF



CUSS MARCH MEETING RSVP

* Required

HOST INSTITUTION NAME

Day, Month date, year (of the CUSS meeting)

Time of meeting.

Building room #

Address

City, State, zip

Parking (location)

Kindly RSVP your attendance by (day, month date, and year)*

- I will attend
- I will attend via phone
- I am unable to attend

First Name *

Last Name *

Institution *

Dietary Restrictions *

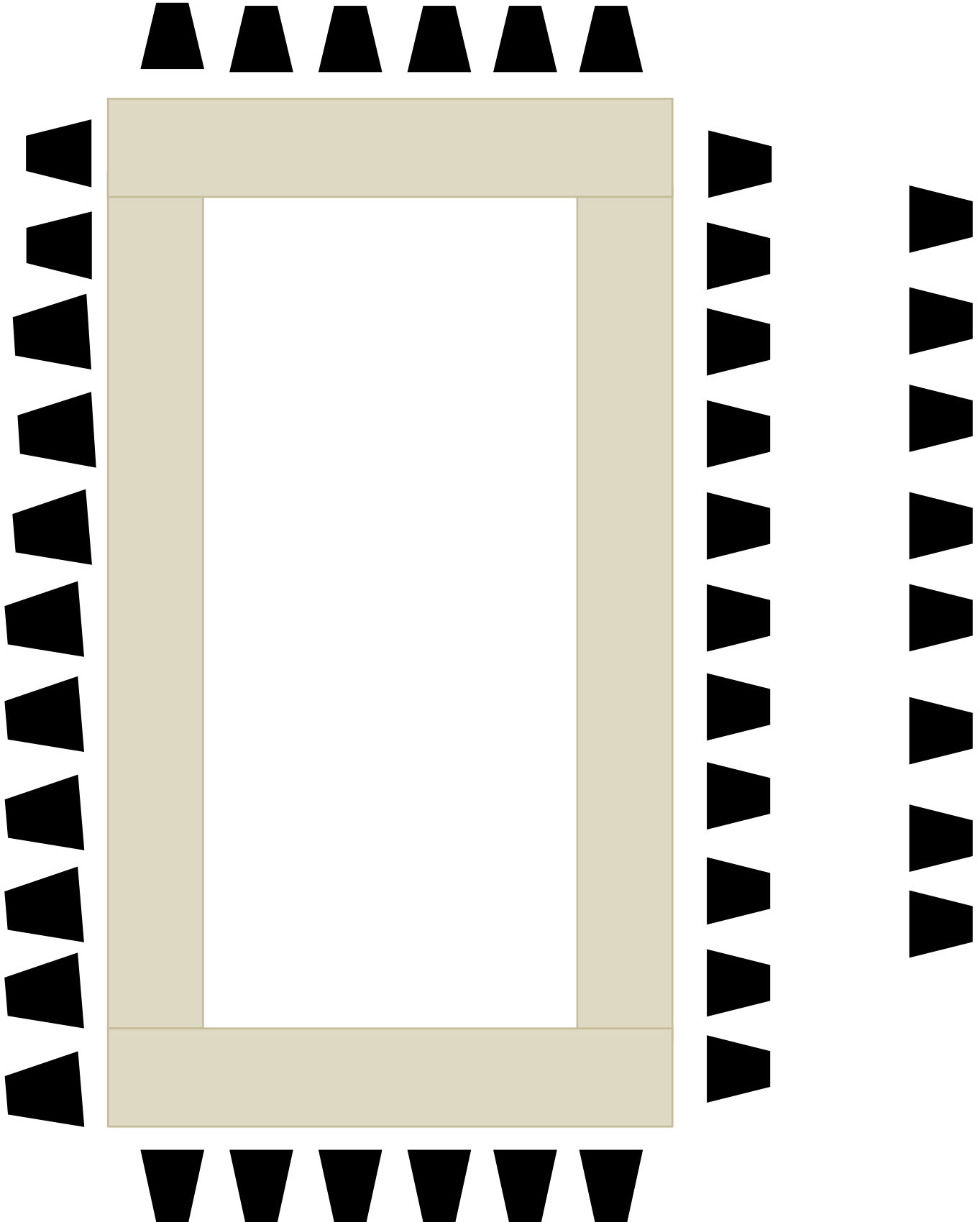
- Yes
- No

Dietary Restrictions (list below)

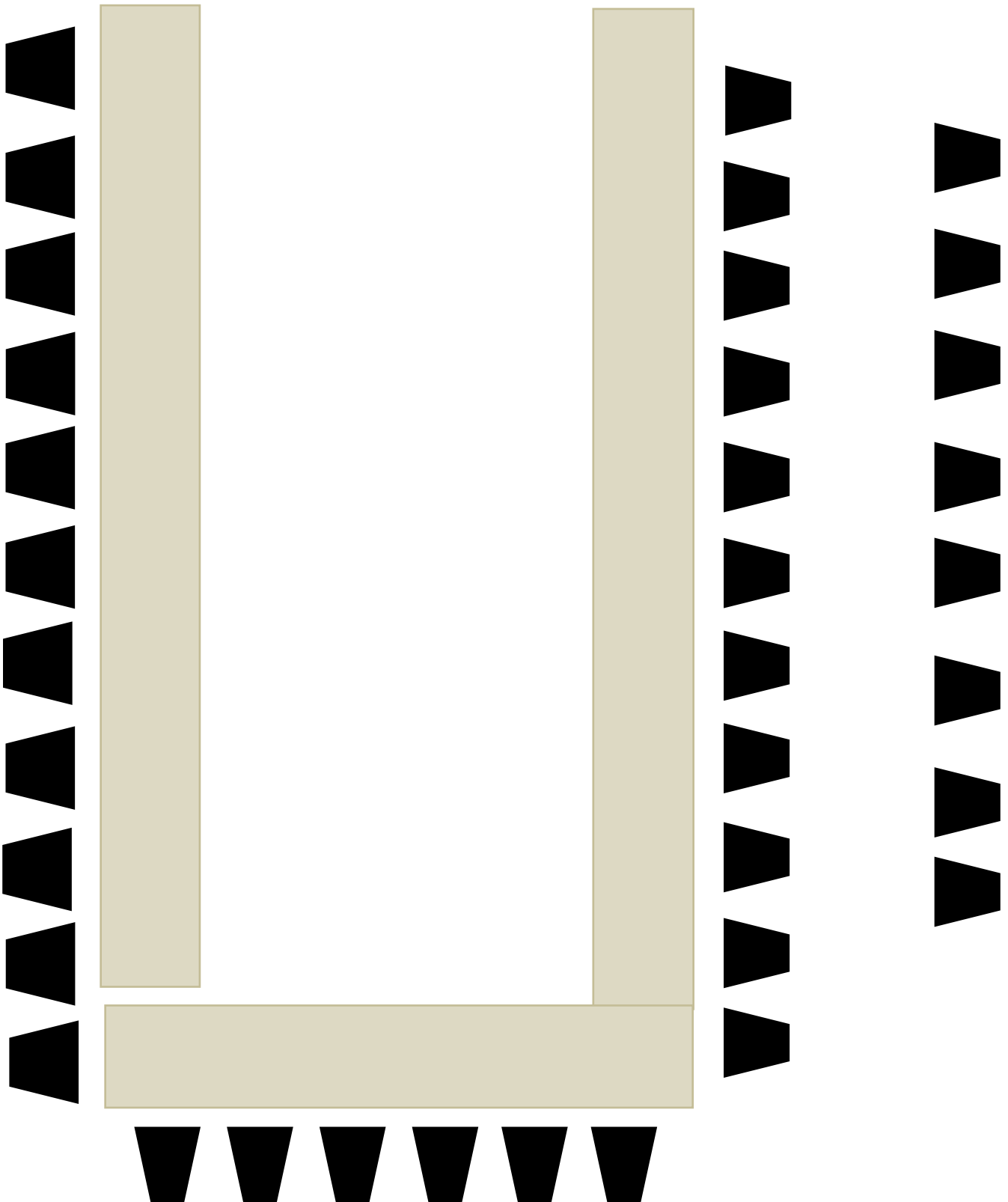
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CUSS MEETINGS
SAMPLE FLOOR PLANS

CUSS MEETING FLOOR SET UP
Podium, Screen/Projector if needed



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Podium, Screen/Projector if needed



CUSS MEETING FLOOR SET UP
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