



CUSS: THE YEAR IN REVIEW

Inside this Issue:

CUSS Standing Committees

CUSS Member List

A Word from the CUSS Chair

Upcoming Year's Agenda Items

Board of Regents Awards

CUSS Committee Reports

Benefits & Compensation
Communications
Community Development
Legislative Affairs

The mission of the Council of University System Staff is to provide a voice for Staff Employee concerns regarding basic decisions that affect the welfare of the University System of Maryland, its constituent institutions, and its employees. CUSS functions in an informed advisory role in administrative areas and in support of academic matters.

2002 CUSS COMMITTEES



Benefits and Compensation Committee

Chair: Andrianna Stuart, UMCP

The Benefits and Compensation Committee will review current compensation packages and proposals from Campus, System, and State Human Resources 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 Health Care, Retirement, Vision, Prescription, Life Insurance, Tuition Remission, Annual, Sick and Personal Leave, and all other non-cash compensation packages.

Communications Committee

Chair: Hermetta Hudson, UMES

The Communications Committee will develop means of conveying CUSS issues to various constituents: Nonexempt and Exempt Staff, Faculty, Students, Regents, Legislators, etc. The committee will develop formal and special features for the newsletter, and maintain and update the CUSS website.

Community Development Committee

Chair: Lu Ann Marshall, UMB

The Community Development Committee will develop and execute activities that provide for the professional and social development of staff at the University System of Maryland. This could include professional development opportunities; arranging social activities such as baseball or theme park outings; fund raising activities; brown bag lunch seminars on various campuses; supporting development of Staff Senates or Councils at USM institutions; special task groups or presentations on equity or diversity issues. This committee facilitates the annual selection process for the Board of Regents Staff Awards.

Executive Committee

Chair: Joe Hill, UMBC

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.

Legislative Affairs Committee

Chair: Roy Ross, UMB

The Legislative Affairs Committee will monitor the Maryland Legislative Session for USM-related bills, and apprise CUSS of relevant issues.



2002 - 2003 CUSS Executive Committee.

From left to right: Andrianna Stuart (UMCP), Vice Chair; Patrick McLane, (FSU), at-large member; Joe Hill (UMBC), Chair; Marie Meehan (BSU), Secretary; not shown: Judy Lowe (SU), at-large member.

2002 COUNCIL OF UNIVERSITY SYSTEM STAFF MEMBERS

Bruce Abbott, UMCES
410-221-484
abbott@hpl.umces.edu

Steve Agnes, UMB
410-706-6057
sagnes@admin1.umaryland.edu

Colette P. Becker, UMB
410-706-2855
cbeck001@umaryland.edu

Nicole Bush-Buffington, UMES
410-651-6450
nbbuffington@mail.umes.edu

Sally Davies, UMUC
301-985-7227
sdavies@umuc.edu

Mary D. Edwards, TU
410-462-6044
medwards@towson.edu

Willie Fields, CSC
410-462-8778
whizzard@aol.com

Ray Frederick, UB
410-837-4953
rfrederick@ubalt.edu

Sally Hearn, UMBC
410-455-2352
shearn1@umbc.edu

Jay Hegeman, FSU
301-687-4738
jhegeman@frostburg.edu

Joe Hill, UMBC
410-455-2547
jhill1@umbc.edu

Judy Lowe, SU
410-543-6153
jplowe@salisbury.edu

Vera Maher, USMO
301-445-2756
vmaher@usmd.edu

Lu Ann Marshall, UMB
410-706-4128
lmarshall@law.umaryland.edu

Patrick McLane, FSU
301-687-4030 x247
pmclane@frostburg.edu

Marie Meehan, BSU
301-860-4050
mmeehan@bowiestate.edu

Linda Morin, UMCES
410-326-7253
morin@cbl.umces.edu

Craig Newman, UMCP
301-405-3320
cn8@umail.umd.edu

Dale O'Neal, BSU
301-860-3821
doneal@bowiestate.edu

Carol Prier, UMCP
301-405-3869
cprier@deans.umd.edu

Shelia Richburg, UMBI
301-990-4808
richburg@umbi.umd.edu

Roy Ross, UMB
410-706-7264
rross@admin1.umaryland.edu

Susan Shoop, TU
410-704-2421
shoop@towson.edu

Andrianna Stuart, UMCP
301-405-3320
as58@umail.umd.edu

Alternates:

Brenda Blake, UMES
410-651-6712
bnblake@u mail.umes.edu

Mike Burton, SU
410-677-5031
rmburton@salisbury.edu

Sue Conroy, UMUC
301-985-7631
sconroy@umuc.edu

Lynn Crabb, UMBC
410-455-3519
crabb@umbc.edu

Bill Crockett, UMB
410-706-3902
bcrocket@umaryland.edu

Arthur Hanlin, FSU
301-687-4430
ahanlin@frostburg.edu

Dottie Holland, BSU
301-860-3394
dholland@bowiestate.edu

Hermetta Hudson, UMES
410-610-6067
hohudson@mail.umes.edu

Rusty Kinnamon, UMCES
410-224-8482
kinnamon@hpl.umces.edu

Kay Martel, UB
410-837-6204
kmartel@ubmail.ubalt.edu

Mike McCrea, UMBI
410-706-8958
mccrea@umbi.umd.edu

Mary Reed, USMO
301-445-2772
mereed@usmd.edu

Karen Stukes, UMBI
410-385-6339
stukes@umbi.umd.edu

Brenda Warwick, UMES
410-651-6349
bjwarwick@mail.umes.edu

Fran Younger, UMCES
410-326-7282
younger@cbl.umces.edu

USMO LIAISON

Rosario van Daalen
Associate Director, Human Resources



GREETINGS FROM OUR PAST AND PRESENT CUSS CHAIRS

Fellow Staff Employees,

On June 25th, The Council of University System Staff concluded its tenth year as an integral part of the Shared Governance process. A decade of service and representation of the System Staff by numerous devoted employees has culminated with gains for our staff System-wide. Let's take a moment to reflect back as I list a few of our accomplishments:



- 1) A strong representative voice to the Board of Regents and the Chancellor
- 2) A new pay program that provided continuous merit increases for the past six years
- 3) Efforts to retain tuition remission for staff and dependents
- 4) Provisions to provide benefits to Contingent Status employees
- 5) Conversion of Contingent employees to Regular Status positions
- 6) Increase in minimum starting salary for entry-level employees

As a result of the Collective Bargaining legislation, elections were held at most USM institutions with many of the eligible staff choosing to be exclusively represented by a union in the Collective Bargaining process. What impact this may have on CUSS is still not totally clear as CUSS is legally mandated by law to be the advisory council to the Chancellor and the Board of Regents on behalf of all the USM staff. With that being said, CUSS continues to take staff concerns forward to the Chancellor and the Board of Regents in the same manner and format as in previous years.

I would like to extend a special thanks to the many dedicated, hard-working staff members who give so much of their energy serving on CUSS for the betterment of their fellow staff System-wide. It is through their efforts that CUSS has achieved its many accomplishments over the past ten years.

In closing, a special thanks to the Chancellor, the Board of Regents, and institutional leaders who helped us to resolve so many staff concerns.

Thanks to all and best wishes,
Roy A. Ross, Chair (2001-2002)



To My Fellow USM Employees,

It is an honor and a privilege to serve you this upcoming year as Chair of the Council of University System Staff. As Chair, I will continue the strong positive leadership role that has been a trademark of our Council, representing all thirteen institutions and the System Office. In our advisory role, CUSS continues, through Shared Governance, to be the vehicle by which knowledge, experience, and concerns of the System's staff are shared and communicated to the Chancellor and Board of Regents of the University System of Maryland. With this relationship, we will continue to be proactive in addressing the needs of the University community while supporting the mission of the University System of Maryland.

I, and the rest of the USM Staff, greatly appreciate the Chancellor's interaction with state government officials in strong support of higher education funding. I look forward to a productive year as we address the various concerns of the System Staff, the Chancellor, and the Board Of Regents.

Sincerely,
Joe Hill, Chair (2002-2003)

2001 - 2002 Council of University System Staff representatives at the University of Maryland Eastern Shore campus.



2002 BOARD OF REGENTS STAFF AWARD RECIPIENTS

The Board of Regents Staff Awards recognize distinguished performance on the part of staff employees of the University System of Maryland. These awards represent the highest honor bestowed by the Board of Regents for achievements of the Exempt and Nonexempt employees from institutions within the University System of Maryland. Congratulations and Thank You !!



Susan Eisel

Frostburg State University
Service to the Institution (Nonexempt)



Virginia Kellman

U of MD Baltimore County
Service to Students (Nonexempt)



Michael Embrey

U of MD College Park
Public Service (Nonexempt)



James Milani

U of MD Baltimore County
Service to the Institution (Exempt)



Laura Mrozek

U of MD Baltimore
Service to Students (Exempt)



Katherine Martin

U of MD Baltimore
Public Service (Exempt)

Your fellow staff members join the Board of Regents in applauding this great honor.



CUSS AGENDA ITEMS FOR THE COMING YEAR

- P** Propose modifications to the Exempt Pay Program to more closely mirror the Nonexempt Program with regard to merit pay.
- P** Follow-up on the proposed USM staff training and development program, Building Excellence through Staff Training (BEST), to facilitate its initial operation.
- P** Review the current Performance Management Process and provide suggestions for simplified evaluation, on-line forms, standards, etc.
- P** Increase awareness of the Board of Regents Staff Awards.
- P** Lobby for increased resources for the USM Human Resources Office so that current programs can be evaluated and implemented.
- P** Seek ways to strengthen the Employee Assistance Program.

CUSS COMMITTEE REPORTS

BENEFITS AND COMPENSATION

Andrianna Stuart, Chair

University of Maryland College Park

This year, the Compensation and Benefits Committees merged. The first issue we were assigned was to make a recommendation to the Board of Regents concerning Domestic Partner benefits. We surveyed each of the USM institutions, and a vote was taken to support benefits for domestic partners regardless of sex. We had some concerns, which included any possible financial ramifications to the System, how the policy would be regulated, and the fact that this would give benefits to non-employees that our own contingent employees do not receive. The Board of Regents tabled the domestic partner benefits issue because of the State's economic situation.

Next, we voted to develop a recommendation on Employee Assistance Programs (EAPs). Again, we surveyed each of the USM institutions to determine what programs currently exist, and learned that the majority of institutions use the State's EAP as their sole resource. Our Report uses the Faculty/Staff Assistance Program at UMCP and the EAP offered by the Counseling Center at UMB as models to meet the needs of USM staff. We feel there are many reasons for staff to have access to these programs, especially as they are mandated by the Governor's Executive Order 01.01.1991.16 and referenced in the Board of Regents Draft (8/20/01) Substance Abuse Policy.

The final issue we worked on this year was a recommendation for the standardization of Exempt Staff merit pay for "meeting standards" to 2.5%, as it is with the Nonexempt Staff.

COMMUNITY DEVELOPMENT

Lu Ann Marshall, Chair

University of Maryland Baltimore



The primary task of the Community Development Committee is to oversee the Board of Regents (BOR) Staff Awards. The BOR Staff Awards recognize exceptional performance by USM employees in three categories, with two recipients (one Exempt and one Nonexempt) in each category, for a total of six \$1,000 awards. The BOR Staff Awards represent the highest honor bestowed by the Board of Regents. The three award categories are:

1. Exceptional contribution to the institution and/or unit to which the person belongs.
2. Outstanding service to students in an academic or residential environment.
3. Extraordinary public service to the university or the greater community. This includes voluntary campus citizenship and/or dedication to public good through volunteer activities with outside groups.

We are pleased to report that nominations were submitted by each of the 13 USM institutions, as well as from the USM Office. Representatives from 12 USM institutions participated in the selection process. A special "thank you" to the members of the BOR Staff Awards Selection Committee for taking the time to read each of the nomination packets thoroughly, and perform the difficult task of selecting the Award recipients.

Our congratulations to the recipients of the 2002 BOR Staff Awards!



2002 - 2003 Council of University System Staff representatives at the Frostburg State University campus.

CUSS COMMITTEE REPORTS

COMMUNICATIONS

Hermetta Hudson, Chair

University of Maryland Eastern Shore

The Council of University System Staff's Communications Committee has been active this year. We conducted a survey of University System of Maryland (USM) colleges, universities, and research centers to examine various staff councils and their effectiveness. A report on the shared governance structures of the various institutions across the USM was submitted to Chancellor Donald Langenberg in February 2002. Based on the responses to the survey questions, the Communications Committee identified three models of staff councils that function particularly well in practice as well as structure. Questions posed to CUSS representatives include:

1. What is the election process?
2. How does the Council communicate with administration?
3. How does the Council communicate with other Councils (student, faculty)?
4. Have you brought issues to the administration, and if so, what was the outcome?
5. How do you communicate with staff who are not on the Council?
6. How often do you meet?

The Communications Committee has the responsibility of maintaining the CUSS website as well as the design and production of the newsletter, *CUSS: The Year in Review*.

Please visit our website at:

<http://www.usmh.usmd.edu/Leadership/Workgroups/SystemStaff/>

LEGISLATIVE AFFAIRS

Roy Ross, Chair

University of Maryland, Baltimore



The Legislative Affairs Committee monitored USM-related and other bills of interest to USM staff during the Maryland legislative session. This committee's efforts are aimed at raising USM staff awareness of legislation that directly affects the staff. Of particular interest is how the Collective Bargaining law will interact with the Shared Governance legislation. The budget and its outcome was closely monitored by all; not much good news there. Other legislative issues include:

- SB 686 passed - allows Higher Ed. to offer 457(b) supplemental retirement to employees.
- SB 30 passed - provided for the expungement of a disciplinary action from an employee's personnel record - within 15 days of the decision to rescind action or 5 days from the time of rescindment in writing from the Office of Administrative Hearings or a peer review panel.

Five collective bargaining bills were introduced.

- HB 1442 - passed providing an increase in benefits for survivors of police officers killed in the line of duty, from 50% to two-thirds.
- HB 13 designates September 11th as Maryland Day of Remembrance.
- HB 4 designates the month of November as American Indian Heritage Month

These are but a few of the bills voted on this year. We would encourage all staff to visit the web site: mlis.state.md.us for a more comprehensive review. We suggest using the fiscal notes attached to the bill, which is user-friendly and much easier to understand.



A DEPARTING CHANCELLOR AND A NEW CHANCELLOR

The Council of University System Staff faces a period of transition as the 2002-03 Academic year begins. Not only is it affected by the transition facing the USM, but also by that of the State of MD and the politics of the gubernatorial and legislative elections.

During this period Chancellor Donald Langenberg, a strong supporter of CUSS, retired from the USM and Chancellor William (Britt) Kirwan was appointed. Dr. Kirwan already has given the Council his support and encouragement to continue its role of advisory council to the Chancellor and the Board of Regents.

The USM is now under Collective Bargaining law and this may have an impact on the Council. The principles of Shared Governance, as we currently know them, may be affected.

Discussions are underway to determine how the Council may continue to function in its advisory role within the law that codified CUSS and the new Collective Bargaining law. The strength of CUSS comes from the commitment of its members, as well as from leaders of the organization. As events evolve through this year, CUSS will keep you informed.

The USM administration welcomes Joe Hill as CUSS Chair and Andrianna Stuart as Vice Chair this year.