

Council of University System Staff
May 25, 2004
UMUC

Members Present	Alternate Members
Dale O'Neal - BSU	
Marie Meehan - BSU	
Patrick McLane - FSU	
Gloria Gaguski - TU	
Ray Frederick - UB	Starr Levine – UB
Melissa Moore - UMB	
Colette Becker - UMB	Bill Crocket – UMB
Joe Hill - UMBC	Marjorie Gill – UMBC
Mary Pat Armstrong - UMBC	
Carol Prier – UMCP	
Andrianna Stuart – UMCP	
Mary Graham-Fisher - UMCP	
Hermetta Hudson – UMES	
Brenda Blake - UMES	
Andrew Rein – UMUC	Jim Hartsock – UMUC
David Whitfield - UMUC	
Mary Reed - USMO	
	Chancellor's Liaison to CUSS – Rosario I. van Daalen
	Guest: Mark Parker – Executive Asst. to Provost & Chief Academic Officer - UMUC Judith Livingston, Chair, Adelphi Staff Advisory Council; V Chair University Advisory Council - UMUC

Call to Order

The May CUSS Meeting was called to order by Chair, Joe Hill, at the University of Maryland, University College.

Andrew Rein welcomed CUSS to UMUC and introduced Mark Parker, Executive Assistant to the Provost and Chief Academic Officer for UMUC. Mark Parker welcomed CUSS to the UMUC Conference Center and stated that he has been actively involved in shared governance for UMUC and knows the importance of CUSS. He explained that UMUC is a unique institution in that it provides higher education for a part-time adult population with two large operations overseas and its staff is scattered around the world. This is the second largest institution in Maryland with a student body of 25,857. He thanked CUSS for the work that it does and welcomed us to the UMUC campus.

After reviewing the minutes from the meeting held on 4/27/04, a motion was made and seconded to approve the minutes as amended.

Report from the Chancellor's Liaison to CUSS

- The Chancellor's Salary Guidelines can be found on the USM Home Page. The sequence of steps to calculate salary increases is: salary structure adjustment, COLA, Merit, and Reclassification. The Salary Structure will be revised tentatively 7/1/05 and this is based on

the Baltimore Market Value. Merit increases are based on employees' performance evaluation.

- CUSS has no representation from Coppin, UMBI and UMCES. This organization needs representation from all of its Institutions and must make every effort to be sure that the elections are held in a timely fashion.
- The Optional Retirement Plan (ORP) is undergoing review by the State Retirement Agency and a bidding process is in progress for two providers.
- The Maryland General Assembly passed a new law effective July 1, 2005 regarding the final payment of unused leave upon termination. Regulations are in the process of being written to define who will be covered by the law. In summary, according to the law, any unused annual and holiday leave will be placed in a 401(a) account as defined in the Internal Revenue Code (IRC). The money can remain there until the employee is eligible to withdraw; or withdrawal can be made immediately, following IRC regulations.

Chair's Report:

- BOR Finance Committee met on 5/20/04.
- There was no Board of Regents meeting this month.
- Chancellor's Council met on 5/3/04. The Chair suggested the CUSS BOR Staff Awards be presented to the recipients at the next full Board of Regents Meeting, either the end of June or July.
- The Chair again requested from Budget Management that CUSS have a part in reviewing the RFPs for health benefits. The decision and final plans on selection of vendors will be made by the end of June to be approved by the Governor. October Open Enrollment will probably happen in November.

Committees broke into Work Groups:

Committee Reports:

Legislative Committee:

No Report

Communications Committee:

The CUSS Newsletter will be a combined two-year report. Final information for editing should be completed by the end of this month and sent to the printer in June. The Communications Committee would like to improve the Website to disseminate more frequent and current information to the USM Staff.

Benefits and Compensation Committee

This committee is looking for approval from BOR for the Substance Abuse Program, Employee Assistance Program, and the Building Excellence through Staff Training (BEST) Program.

Community Development Committee:

The transitional meeting will be held at UMCES, Solomon's Island, on Monday, 7/26/04, if arrangements can be made. Alternative places are being looked into such as Horn Point, Rocky Gap, etc. Assignments for the transition meeting will take place at the June meeting.

Old Business:

Nominations for the CUSS Chair, Vice Chair and Secretary for the term August 2004 though July 2005 took place. The following were nominated:

Chair: Bill Crockett with reservation
Vice Chair: Judy Lowe, Angela Brickhouse
Secretary: Marie Meehan, Melissa Moore
Further nominations can be made at the June meeting.

Our current Chair, Joe Hill, will coach the new chair and will attend the BOR/Chancellor's meetings as an ex-officio member of CUSS.

Andrianna Stuart wanted to include as an attachment to the minutes of 4/27/04 the UMCP's MOU, Article 20 – Shared Governance Related to Collective Bargaining. It was agreed that this would be an attachment to the minutes. UMCP, FSU, and UMES are the only Institutions that have signed MOUs.

New Business:

No new business..

Having nothing further, a motion was made and seconded to adjourn the meeting.

The next CUSS meeting will be on June 22, 2004 at University of Maryland, Eastern Shore.

Marie L. Meehan
Respectfully Submitted,
CUSS Secretary