

## COUNCIL OF UNIVERSITY SYSTEM STAFF

December 18, 2001

Revised Minutes

**Members Present:**

Roy Ross, Chair  
Fran Younger, UMCES  
Kay Martel, UB  
Joe Hill, UMBC  
Vera Maher, USMO  
Patrick McLane, FSU  
Beverly Morris, UMUC  
Andrianna Stuart, UMCP  
Jeanette Cartron, UMCP

**Alternates:**

Stephen Agnes, UMB  
Hermetta Hudson, UMES  
Karen Stukes, UMBI  
Art Hanlin, FSU  
Starrla Levine, UB

**Liaisons:**

Rosari

The meeting was called to order at 10 am. Vera Maher, USM Office representative, introduced John Martin, Vice Chancellor for Advancement and President, USM Foundation. Mr. Martin welcomed the group and addressed the challenges facing the USM institutions. Enrollment is at an all-time high, particularly out-of-state enrollments. USM is busy with the recruitment of a new Chancellor because he will depart on April 30<sup>th</sup> and several institutional presidents. He thanked the Council for its long-term efforts on behalf of staff.

Guests and new council members were introduced.

The minutes from the November meeting were reviewed and accepted with revisions.

**Human Resources Report**

1. The USM Policy on Call-up to Active Military Duty During a National or International Crisis or Conflict for USM Exempt and Nonexempt Staff Employees on Regular Status was approved in concept by the Board of Regents (BOR) on October 5<sup>th</sup>, 2001. At this time there is no State policy on this subject. State memorandums addressing Military Leave issues were incorporated into a policy. Proposed by State and offered initially by the USM, but not incorporated into the policy, because proposal was rejected by the Governor – USM offered an additional 15 days of military leave, if necessary. This will apply only until December 31<sup>st</sup>, 2001. Next year it will revert to only 15 days military leave.

2. The stated policy is as follows:

Tuition remission policy will still be in effect for military personnel even if they take Leave without Pay.

If called up by President of the USA, employees use accrued leave and once they go on leave without pay, USM will pay both state and employee benefit premiums. If called up by Governor, employee maintains all pay and benefits—Leave with Pay

3. Currently, many employees do not know a

January 14, 2002. The SHELRB will also entertain verbal comments at its January 31<sup>st</sup> meeting.

5. Tuition Remission Policy, recently expanded to include MSU and St. Mary's College, has been sent to the AG's office for clarification on whether or not it includes BCCC. If approved by the BOR, BCCC spouses and dependents must attend BCCC for first two years (60 credit hours) before transferring to USM institution. Beginning in Spring 2002 it will be offered on a trial basis.
6. Rosario was asked what effect the Governor's hiring freeze (November 12, 2001) will have on Contingent II conversions to authorized lines. She explained that many of the conversions for this year had already taken place before November 12. FSU had agreed to convert some Contingent II positions in December 01. Since that commitment was made before Nov. 12, those conversions were honored.
7. The COLA is still expected to go into effect on January 1, 2002.
8. Legislation on the Optional Retirement Plan, health benefits amendment, became effective on October 1, 2001. This includes health coverage at full cost, group rate, for spouses and dependents but designations are critical. Spouse and dependents must be named beneficiaries.

### **Chair's Council**

Roy Ross informed Chancellor, Board of Regents (BOR), and Presidents of **SHELRB** criticism of his letter clarifying Collective Bargaining election choices. His letter was not communicated at certain institutions because of challenge from Executive Director of SHELRB. Then it was dispersed too late due to election dates. Roy had an opportunity to speak with each institutional president on confusion and discrepancies issues. Presidents and Regents were quite upset the message from Roy Ross, CUSS Chair, pertaining to election information, was not allowed to be sent out in time for the earliest elections.

CUSS Working Committees Reports:

**Benefits/Compensation** will be working on the following issues (in order of priority):

- Employee Assistance Program (EAP)
- Merit pay standardized at 2 1/2% for Exempt staff who "meet expectations"
- Evaluation and follow-up on Nonexempt Merit Pay Task Force
- Lobbying for Building Excellence through Staff Training (BEST) program
- System Policy on sick leave donations as it applies to retirement

**Communications**

- Report to BOR on three institutional models for Best Shared Governance practices (UMCES, UMBC, UMB)
- Cover letter for BOR report-January meeting
- Executive summary of Report

**Community Development**

- Link to Staff Awards on website
- Information sent to institutions on Staff Awards in mid-December
- Staff Picnic-tentative date in July 22; will have one-hour meeting at beginning of picnic. The following locations were suggested: Donaldson Brown, Podickory Pt.