USM Professional Staff Senate

To: USM Professional Staff

From: USM Professional Staff Senate

Date: February 25, 2016

RE: Meeting Minutes – December 9, 2015

Agenda Items

Senate Introductions and Announcements:
Present: Janis Albright, Laura Blanton, Heather Dilios, Judith Ferrante, Katie Mahoney, John Reed, Martha Scott, Lorrie Spaulding, Justin Swift

Absent: Bob Adams, Angela Cook, Helen Gorgas-Goulding, Jennifer Hart, Erica Leighton, Karin Pires, Gary Stephenson, Karen Walsh, Dan Welter

Student Senate Representative, Sengmolicka Vuthy

Minutes Approval
Motion to approve Justin Swift, 2nd Katie Mahoney all Senators present in favor

President’s Leadership Team Report: Justin Swift
• National searches are underway for the positions of Provost and Dean of the College of Arts, Humanities and Social Sciences. Tom Parchman is Chair of the Provost Search Committee. Chair of the Dean search will be announced soon.
• 2017 budget is due at the Systems office no later than January 22st. The goal is to have a unified system budget by FY 2018.

Chair Report: Justin Swift
• Scholarship budget for Professional Development Committee is aiming to be around $500.
• The Communications Committee is available to assist other committees in marketing their events, workshops, scholarships etc.
• The Chair is available to meet with committees as needed. If your committee needs assistance in coordinating meetings, establishing your agenda or executing your plan, please contact President Swift, Justin.swift@maine.edu.
• Committees will have 15 minutes at the close of every meeting to convene.

Treasurer Report: Martha Scott
• There are no new expenditures
• Current balance is $3,506.20
Enrollment Management Report: Buster Neel

- $1 million in new scholarships for transfer students. Students will be eligible for up to 3 years assuming they continue to meet scholarship criteria.
- USM is dropping the SAT requirement for the Merit Scholarship; eligibility will now be based on GPA.

New Employee Program: Martha Scott

- Martha has contacted all new hires provided to the ProSen by Human Resources to date. We are expected to receive a new list from Tamara Saarinan on December 1, 2015.

Guest Speaker: Buster Neel, Chief Business Officer (see attachment)

- Buster is the Chair of the President’s Advisory Committee which has been charged with the task of evaluating “anything” related to the budget.
- Despite decline in student numbers, some of the gap has been filled by existing students taking more credits. Student Affairs shifting from a 12 credit to a 15 credit full-time model for those students who are able to do so.
- Overall we are down 7.1% from what we budgeted for Fall 2015 (slide 3)
- Looking at our student population we know that 2/3 of our students come from Cumberland and York Counties, with central/northern Maine and New Hampshire as our secondary markets (slide 4)
- We will continue to see a decline in high school graduates until the year 2019. We need to make ourselves more attractive than our competitors (slide 4)
- USM will focus on increasing our percentage of high yield students a.k.a. cream of the crop; currently at 6%
- USM is rethinking its financial aid packaging and tuition discounting to make USM more competitive; USM is committed to offering financial aid that is renewable and not incentivizing only the first year.
- USM Fiscal Status
  - FY 2016 – 7.1% deficit or $4,899,000; Will be covered by recapture of funds dispersed to Metropolitan University, Enrollment Management, deferred maintenance along with savings from position attrition (not through layoff) and State outcome based funding of $861,000 approved during recent legislative session (slide 10)
  - FY 2017 – Anticipated deficit of $5,749,000; Will be covered by accessing same resources as in FY 16 budget plus using $2.5 million (essentially all) in reserve funding (slide 11)
  - Reason for deficits in these years beyond reduction in student FTE’s
    - Negotiated but unfunded salary increases for USM employees
    - No tuition increase in the past 4 years
    - Increasing student graduation with concurrent declining enrollment

Old Business

- Committee Meeting Time – Senate meetings will conclude at 2:45 to provide committee meeting time.
• Presentations by Sarah Holmes, Assistant Dean of Students and Deputy Title IX Coordinator and Glenn Cummings, President USM were only business for November meeting. Please refer to meeting minutes for the details of their presentations.

New Business
1. Committee Status Reports
2. Senate Priorities
   a. Scholarships for Professional Development
   b. Professional Development Workshop Series
      • Resume Writing & Transferrable Skills
      • LinkedIn Reprise
      • Things You Don’t Know About USM (title is in progress)
   c. Continuation and enhancement of New Employee Program
   d. Governance Committee Assignment – regular review of BOT Meeting Materials and Minutes

Standing Committees:
Professional Development Committee: Karin Pires, Jen Hart, Judith Ferrante, Karen Pearson, Janis Albright, Laura Blanton

• Committee has been collaborating via e-mail and plans to convene at conclusion of Senate meeting today.

Professional Recognition and Awards Committee: Heather Dilios, Judith Ferrante, Helen Gorgas Goulding, Karen Walsh (could use 1 or 2 more here)

• Meeting scheduled for Thursday, November 19th @ 8:00 a.m., 234 Luther Bonney

Election Committee: Lorrie Spaulding, Jen Hart, Dan Welter, Erica Leighton

This committee will convene in the spring to plan upcoming Senate election cycle

Ad Hoc Committees:
By-Laws and USM Governance Constitution Rewrite Committee: Katie Mahoney

• No updated materials posted to BOT site.

Communications Committee: John Reed, Lynn Rollins, Erica Leighton

• The Communications Committee meeting scheduled for November 24th @ 9:00 a.m. was cancelled. It has not yet been rescheduled. The Committee will be moving forward with biannual newsletter development and will be contacting Senators to request web photos and bios.
Committee Representation  Longevity Awards: Martha Scott, Karen Walsh, Helen Gorgas Goulding, Janis Albright

- Due to shared membership and mission, this committee will be collaborating with the Professional Recognition and Award Committee on their work when appropriate. Karen Walsh has reached out to the President’s office to see if they already have thoughts or plans regarding staff recognition and the annual longevity celebration. As of this writing we have not received a response.
- Ideas include having a professional speaker at annual recognition ceremony and having “thank you” slide show at annual event and also as a slide on the website.

Classified Staff Senate: Heather Dilios

- The November meeting of the Classified Staff Senate was cancelled. For December 2015, the Senate will join the ProSen for Buster Neel’s presentation; there is no further agenda at this time. The Senate will reconvene in January.

Faculty Senate: Karin Pires, Jen Hart, Karen Pearson, John Reed (just need two - one for Portland, one for Gorham if possible) – No report

Student Senate: Laura Blanton (P); Lorrie Spaulding (P); Bob Adams (P); Dan Welter (G); Erica Leighton (G) (can be reduced by one Portland person) – No report

USM Board of Visitors: Justin Swift

The USM Board of Visitors met on Thursday, December 3.
- The Chancellor’s Office is looking at bringing back the position of Vice Chancellor of Academic Affairs. This position will likely be instrumental at facilitating the “One University” initiative for academic programming.
- USM also has a new HR Director, Natalie Jones. She is reviewing the employee profile and diversity is one of her focuses. Natalie will be the speaker at our next Senate meeting.
- Susan McWilliams and Travis Blair were guest speakers for the topic of internships. She mentioned that data collection and reporting was one of their challenges especially for internships not directly connected to an academic program. She will be working on a survey for the business community. She also has MEIF funding to help cover the costs of interns for employers, particularly in the STEM fields.
- Tony Payne (chair of BOV) talked about talking points for when BOV members talk to members of the legislature. His talking points include funding for higher education, work being done on enrollment and internships, and the importance of the graduate center being on the campus.

Budget Advisory Committee:  Martha Scott

Committee has not met since last report

Transportation and Parking Committee: Inactive
President’s Council on Climate Neutrality: Inactive

Intercultural Advisory and Diversity Committee: Lorrie Spaulding

Meeting concluded before report given.

Next Meeting:
Wednesday, January 13th, 1:00pm-3:00pm, 241 Luther Bonney Hall & 101e Bailey Hall

Meetings are open to the public. If you plan to attend, please contact Co-Secretary Erica Leighton (erica.e.leighton@maine.edu) or Co-Secretary Heather Dilios (heather.dilios@maine.edu) so we can ensure adequate room accommodation.

Attachments:

Meeting Agenda

Buster Neel Presentation/Enrollment and Budget