TO: USM Professional Staff Senate
FROM: Heather Dilios, Co-Secretary
DATE: February 25, 2016

AGENDA ITEMS

Senate Welcome and Introductions
Present: Laura Blanton, Angela Cook, Heather Dilios, Judith Ferrante, Jennifer Hart, Katie Mahoney, Karin Pires, John Reed, Justin Swift, Karen Walsh, Dan Welter

Absent: Bob Adams, Janis Albright, Helen Gorgas Goulding, Erica Leighton, Martha Scott, Lorraine Spaulding – 1 Vacancy

President Leadership Report: Justin Swift
- 16 faculty searches approved for posting; none of the approved positions are affected by current arbitration
- International High School approved by Board of Trustees; goal of 50 students

Guest Speakers:
Natalie Jones, Director of Human Resources 1:30-2:15

- Natalie introduced herself and her role as Human Resources Leader for the USM Campus
  o Natalie completed her first two undergraduate years at USM and worked for Linda Boody as a student employee
  o Transferred to Leslie College to student Human Resources as USM did not have a program
  o Private sector experience includes PriceWaterhouseCoopers and various Tech Start-ups
  o Non-profit sector includes Interim Executive Director at Goodwill Hinkley and Backyard Farms
- Changing structure of HR at USM
  o Hiring 2 Business Partners – This role will be assigned to work with specific departments on all HR matters
  o Project Assistant – Will work directly with Natalie providing research and administrative support for change initiatives within HR at USM
  o Elizabeth Stivers hired as Director, Equal Opportunity COE
- Immediate areas of focus for Natalie
  o Faculty Searches: Not going ahead with all searches that are approved. Searches will be national and will focus on diversity and inclusion.
  o Diversity and Inclusion: Looking at curriculum currently used at Orono to assist staff in recognizing their biases
• Talent Acquisition: Need to change from passive to active process. Focus not on just where we advertise but welcome applicants
• Technology Efficiencies: Are we using technology to our best advantage? Are there inefficiencies?
• Labor Relations: System wide effort to get a handle on varying bargaining agreements to identify equity issues and unintended consequences of existing practice

• Who does what at USM?
  • All benefits questions should be directed to Employee Benefits Center; benefits@maine.edu
  • Claire Hassler currently handling employee leaves; these duties will be transferred to new EO Director once settled
  • Meghan Clough charged with organizational development and professional development
  • Talent acquisition currently with Michelle Nadeau and Linda Boody
  • MA Watson charged with classification and compensation
  • Sara Hellstedt charged with Labor Relations
  • Bi-weekly payroll is Alicia Tassinari, stationed at UMA

• Senate Questions/Comments
  • Senator Mahoney commented that many employees at USM are talented but are stuck in jobs they do not like or that may not best utilize their strengths. Natalie indicated that one role of the Business Partners will be to look at professional development and promotion opportunities or position options for employees not satisfied in their current position or who are looking for promotion.
  • Senator Ferrante commented on the gap between the System and USM and her hope for improved communication.
  • Senator Reed commented that USM employees are doing more with much less resources and questioned whether this was really efficient.

Approval of Minutes: January 13, 2015 meeting; motion by Chair to accept, 2nd by Senator Mahoney

Chair’s Report: Justin Swift
• Chair has reached out to Senators who are not attending meetings. Gary Stephenson has resigned.
• Committees are making progress toward goals
  • Professional Development Committee to finalize workshop series schedule and scholarship application process
  • Longevity and Awards Committee to collaborate with Classified Staff and develop proposal for President’s Office
  • Please notify the Communications Committee of your needs for marketing of committee events and activities; They need plenty of lead time
Treasurer’s Report: Martha Scott
No change. Balance remains at $3,506.20.

Enrollment Management Report: Justin Swift and Karin Pires
- Spring 2016 enrollments down about 9%; had been tracking about 6% down the week prior
- USM has hired an Articulation Coordinator. The job of this person will be to negotiate articulation agreements with other schools i.e. 3+2 graduate programs or 2+2 community college programs.
- Summer course schedule was published 1/12/2015
- Fall course schedule will be published by March 1st
- Advising Services will offer walk-in services for the first two weeks of the spring semester on both Portland and Gorham campuses
- 1st week of class is open add drop period; student may drop a course through the 2nd week and receive 100% refund

New Employee Program: Martha Scott
Letters are going out to new employees hired or reclassified between October-December 2015.

Standing Committees

Professional Development Committee: Karin Pires, Jen Hart, Judith Ferrante, Janis Albright, Laura Blanton
Next meeting scheduled for 1/25. Three events include Strengths Workshop (2/5), Osher Map Lunch and Learn (3/8) and USM Art Gallery Lunch and Learn (4/19). ProSen will also offer three $200 professional development scholarships. Scholarship application has been drafted. Laura to draft press releases for both and forward, along with finalized scholarship application to Communications Committee for distribution.

Professional Recognition and Awards Committee: Heather Dilios, Judith Ferrante, Helen Gorgas Goulding, Karen Walsh
Karen to organize meeting with representatives from Classified Staff Senate to discuss ideas related to staff recognition. President’s Office has indicated they would like a proposal from the Senates. Staff recognition survey has been completed and a summary will be shared at the next meeting.

Election Committee: Lorrie Spaulding, Jen Hart, Dan Welter
Meeting scheduled for January 26 @ 12:00 p.m.

Ad Hoc Committees

By-Laws and USM Governance Constitution Rewrite Committee: Katie Mahoney and Angela Cook
BOT Minutes for their November 15 & 16 meeting are available on the website http://www.maine.edu/about-the-system/board-of-trustees/meeting-minutes/ along with various committee meetings held throughout October 2015. Highlights as follows:
- Review of implementation of high deductible health insurance option to UMS employees, change in vision plan and clarification of language related to raises for classified staff (typo)
• As a result of the dependent care audit, 131 ineligible dependents from benefits were removed from health insurance resulting in a savings of $500,000. Additionally, the UMS was able to negotiate to have Cigna foot the bill for the audit.
• International Early College @ USM is seeking enrollment for Fall 2016.
• Academic Calendars for all 7 UMS schools will be consistent beginning in 2017-2018 and will follow the two 1 week breaks for Spring semester.
• Enrollment down 2.1% system wide; graduate enrollment down 12.1% system wide; non-degree students up 14.5 % system wide; 4.4% increase in minority students systems wide.
• IT Plan to go before Board of Trustees at January 24&25 meeting – Angela Cook to offer more details.

Communications Committee: John Reed, Erica Leighton, Heather Dilios
Communications committee e-mailed Senate members on 1/12/15 asking them to submit a photo and short bio to John Reed to post on the website. A short bio questionnaire was also attached to provide a tool for those people who have difficulty writing about themselves. Anyone needing assistance with writing their bio is welcome to ask the Communications Committee for assistance. The Communications Committee also remains available to assist in the marketing of ProSen events, scholarships etc.

Longevity Awards: Martha Scott, Karen Walsh, Helen Gorgas Goulding, Janis Albright
*See Professional Recognition and Awards Committee

Classified Staff Senate: Heather Dilios
No report at this time

Faculty Senate: Karin Pires, Jen Hart
Elliott Cutler was speaker at December meeting; topic was Graduate Center. Faculty Senate meetings are available on the Faculty Senate Blackboard page. If you need assistance enrolling, please contact heather.dilios@maine.edu. December meeting minutes are not posted as of 1/12/16.

Student Senate: Laura Blanton (P); Lorrie Spaulding (P); Bob Adams (P); Dan Welter (G); Erica Leighton (G)
December Meeting information available at https://usm.maine.edu/sga/student-senate
Minutes available at https://drive.google.com/drive/u/1/folders/0B8zFq62LVL6IS3p4VXYtYmFtWEU

USM Board of Visitors: Justin Swift
Has not met since December.

Budget Advisory Committee: Martha Scott
Next meeting is scheduled for January 14, 2016.

Transportation and Parking Committee: Inactive

President’s Council on Climate Neutrality: Inactive

President’s Council on Diversity: Lorrie Spaulding
No report due to illness
Old Business
1. None

New Business
1. New Co-Secretary needed
   a. Karen Walsh willing to act in this role when possible
2. MLK Event opportunity
   a. Dean Pufhal has offered the ProSen an ticket to the Martin Luther King Event at the Holiday Inn By the Bay; Helen Gorgas Goulding will represent the ProSen
3. Committee Status Reports - see above
4. Senate Priorities
   a. Scholarships for Professional Development – See above
   b. Professional Development Workshop Series
      • Resume Writing & Transferrable Skills – Tabled for reconsideration next year
      • LinkedIn Reprise – Tabled for reconsideration next year
      • Things You Don’t Know About USM (title is in progress) – Tabled for reconsideration next year
   c. Continuation and enhancement of New Employee Program – No changes at this time.
   d. Governance Committee Assignment – regular review of BOT Meeting Materials and Minutes

Next Meeting
Wednesday, February 10th, 1:00pm-3:00pm, 304e Payson Smith & 101 Bailey Hall

Note: All Senators are welcome to submit agenda items to the Co-Secretaries in advance of any ProSen meeting as well as any specific questions to be asked of the President’s Leadership Team.