USM Professional Staff Senate

To: USM Professional Staff

From: USM Professional Staff Senate

Date: February 25, 2016

RE: Meeting Minutes – November 16, 2015

Agenda Items

Senate Introductions and Announcements:

Present: Janis Albright, Heather Dilios, Judith Ferrante, Helen Gorgas Goulding, Jen Hart, Katie Mahoney, Karin Pires, Martha Scott, Lorrie Spaulding, Justin Swift, Sengmolicka Vuthy (Student Senate Rep), Karen Walsh

Absent: Bob Adams, Laura Blanton, Angela Cook, Erica Leighton, John Reed, Gary Stephenson, Dan Welter

Welcome to Student Senate Representative, Sengmolicka Vuthy

Minutes Approval

Motion to approve Justin Swift, 2nd Helen Gorgas Goulding; all Senators present in favor

President’s Leadership Team Report: Glenn Cummings

- President Cummings began by thanking Professional Staff for their work and their patience while he focused his attention on faculty matters during his initial months of tenure. President Cummings explained his constitutional requirement to ensure that the process of shared governance was intact before moving forward with any other initiatives. Glenn noted that USM has experienced a steady decline of staff since 2004 and recognized that people are having to do more with less. He is looking forward to meeting more staff in the coming months. Glenn acknowledged that staff is often the people to whom students turn for assistance and who are instrumental in helping students feel connected to USM.

- President Cummings presented a state of the campus so to speak and shared his vision of where USM is headed. Graduate Survey Data from 2013 indicates that students do not feel connected to USM and that affording college is difficult for many of our students. USM is being undercut by in-state competitors who have chosen to heavily discount first year tuition rates to boost enrollment.

- USM’s goals moving forward are to increase enrollment and retention as noted below:
  - Leadership Team is focused on improving customer service for all students, traditional and non-traditional. USM is a place where “every customer counts”.
Increasing options for one stop solutions instead of students needing to navigate numerous contacts and offices to get something done.

- As enrollment grows we can begin to focus our efforts on increasing community connection. This will include engaging our alumni more directly and reengaging donors to support a fundraising goal of $50 million over 5 years.
- Selling USM better. Bob Stein suggests identifying our “onlys” i.e. Where else can you graduate from a school located in a city with 3% unemployment? Where else can you attend college in Maine that offers internship opportunities in all sectors - government, industry, nonprofit - often within walking distance of campus?
- Creating good media will help to support increasing enrollments and retention which will ultimately provide the stabilizing environment we need to begin to once again look toward growth opportunities.

- President Cummings reiterated that the Gorham campus is not closing and will not be closed and is not being considered.

**Senate Questions and Comments**

- Senator Gorgas Goulding asked President Cummings to discuss the stability of academic programs at USM. She explained that it’s difficult as an advisor to reassure students about program stability amid the rumor mill. Fellow Senators and Advisors Jen Hart and Janis Albright agreed. Specific programs discussed included Theatre, Tourism & Hospitality, Criminology and Recreation & Leisure Studies.
  - President Cummings, his leadership team and faculty are actively working on this issue. Ideas under review to increase program enrollments include offering more night programs, release faculty from research requirement to allow for focus on creation of new courses or teaching additional courses, increase student involvement in research, dual enrollment programs. Glenn stated there is no plan to eliminate Theatre, Tourism & Hospitality or Criminology and in fact, believes these are growth areas for USM. President Cummings and his team have not yet reviewed Recreation & Leisure Studies.

- Senator Dilios asked President Cummings whether he and the Chancellor were at odds on the direction of Maine’s Metropolitan University in light of President Cummings stated objections to the new Graduate Center at the Chancellor’s open meeting earlier this month.
  - Glenn reassured the Senate that he and Chancellor Page have a strong collaborative relationship. President Cummings supports the One University mission but noted that some functions are not well suited for consolidation, specifically those direct student services functions such as enrollment and advising. He further noted the importance of a personal connection in student retention which is hard to deliver over the phone or web. He also clarified his opinion on the Graduate Center. He does not object to the Center. He objects...
to locating the Center in downtown Portland, vacating several buildings on the Portland Campus. Glenn supports locating the Graduate Center on the existing Portland Campus.

- Senator Mahoney expressed her desire to hear more positive communication about USM and less focus on competing with other institutions, specifically UMO.
- Senator Albright invited President Cummings to participate at the annual NACADA Region 1 conference to be held here in Portland, March 9-11.

Chair Report: Justin Swift
- 12/9 Senate Meeting will be a joint meeting with Classified Staff Senate. Senates will be visited by Buster Neel, Chief Business Officer and Nancy Griffin, VP Enrollment. Location to be determined.
- 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: Justin Swift
- As of October headcount is down 8.2% and credit hours are down 6.5%
- Admission inquiries are up from last year
- Upcoming Enrollment Management Forums are scheduled for December 3rd, 10:30 to 11:30 am, Portland campus, 423 & 424 Glickman and January 28th, 9:00 to 10:00 am, Lewiston campus, Rm 285

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: Sarah Holmes, Assistant Dean of Students and Deputy Title IX Coordinator
- Sarah Holmes provided the Senate with an overview of the newly established Intercultural and Diversity Advisory Committee (IDAC). The Committee is comprised of representatives from Faculty, Veterans’ Services, Disability Services Center, Office of Residential Life, Office of Campus Life, representative from the Dean’s and President’s Offices and Students. Sarah distributed the IDAC Missions, Values and Goals statement. A copy is attached for your review.

The Committee is committed to being more accessible and open to the larger USM community than past efforts at similar councils. Meetings are open to the public and generally begin with 1 hour of professional development where USM offices educate others on the purpose and mission of their office, population they serve etc. The next
meeting of the committee is scheduled for Friday, November 20th @ 9:00 a.m., 102 Wishcamper. Guests will include President Cummings, Vice President Griffin and Provost Uzzi.

Old Business
Senate Priorities Survey
- Top interest area: Scholarships for Professional Staff Development
  - Possibilities: Cover a portion of Continuing Education training, off campus workshops or conferences.
  - Goal of a straight forward one page application
  - Possibly in lieu of Emerging and Distinguished awards

New Business
- Committee Work
Concern that Committees have been slow to meet and organize. Plan developed to assist Committees by using the Senate’s goals of professional development/scholarship, new employee welcome and professional recognition as the platform on which Committees could begin to identify their roles and tasks for the coming year. Having all Committees working together on the same three goals will more evenly distribute the workload and better support the goals of the entire Senate. To that end, the Chair will reach out to individual committees with the following:
  - Request to schedule an initial meeting
  - Provide each committee with an idea of which Senate goals will be their area of focus and request Committees begin to develop their action plans and timelines for presentation at the November 18th meeting
  - Committees with primary roles i.e. Professional Development Committee should identify roles and tasks that other Committees could take on i.e. Communication Committee could be responsible for listserv advertising of workshops while one of the Senate Committees might take on poster advertising and scheduling logistics i.e. room reservation and ITMS orders
  - Beginning with the December 2015 meeting, ProSen meeting will conclude 15 minutes early (2:45 p.m.) to allow time for Committees to meet

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

The Board of Trustees met @ UMPI, September 20th & 21st. Relevant action items from this meeting include

- Approval of compensation and benefit packages for non-represented employees for FY 16 and FY 17
- Approval of $1.9 million for wireless upgrades to USM Gorham ( $1.55 million from the System, $350K from USM reserves)
- Approval of $2 million to relocate staff from the System office in Bangor; cost expected to be repaid by sale of the building.
- Authorization for USM to lease space on the former base in Brunswick for the purpose of cyber security. Cost is $1 per year; final terms and conditions not yet finalized or approved by the Treasurer and General Counsel.

The Board is scheduled to meet November 15th & 16th @ UMA. Relevant agenda items include

- Updates on academic transformation
- Updates and budget request related to IT
- Discussion of Unified Online Implementation Plan
- Creation of International High School @ USM
- Action items related to decreasing footprint – Kimball Hall, UMM
- Authorization for Chancellor Page to extend an offer to UMA Presidential candidate

**Communications Committee:** John Reed, Lynn Rollins, Erica Leighton

- The Communications Committee met on October 28th; all members present. Identified 4 primary roles of committee: dissemination of ProSen meeting materials, maintenance of website and listserv, marketing and logistic assistance with ProSen events and raising the profile of the Professional Staff at USM via the three aforementioned goals. The committee is moving forward with a request for each Senator to submit a bio and photograph or bio questionnaire and photograph for the website. The committee will also publish a bi-annual newsletter Fall/Winter in December and Spring/Summer in May. If you have an article, accomplishment, staff person or other idea you would like to see featured, please e-mail this to heather.dilios@maine.edu. The next meeting of the Communication Committee is scheduled for November 24th @ 9:00 a.m.

**Committee Representation  Longevity Awards:** Martha Scott, Karen Walsh, Helen Gorgas Goulding, Janis Albright
• Nothing to report at this time. Will begin contacting the Classified and Faculty Senate Reps and the President’s Office to explore options and ideas.

**Classified Staff Senate:** Heather Dilios

• The Classified Senate recently completed “off-cycle” voting. The Senate now has seven members and a full Executive Committee. The Classified Staff Senate is scheduled to meet November 18th @ 1:00 p.m. Guest speakers will be Jeannine Uzzi, Provost and Vice President of Academic Affairs and Buster Neel, Chief Business Officer. The Classified Senate Chair is interested in meeting to review ProSen agendas and timelines to see if there are opportunities for collaboration.

**Faculty Senate:** Karin Pires, Jen Hart, Karen Pearson, John Reed (just need two - one for Portland, one for Gorham if possible)

• Faculty senate met in Lewiston for their November meeting. Karin Pires and myself were in attendance. Please see below for highlights:
  
  o Guest speakers included Provost Uzzi; President Cummings; Buster Neel, Chief Business Officer; and Nancy Griffin VP Enrollment Management. Discussion focused on current financial concerns and constraints, as well as looking at future forecasts and reallocation of funds. Enrollment targets and recruiting strategies were presented and the senate was charged with reviewing criteria for identifying peer institutions.

  o Also discussed was a NEASC standard for evaluating online programs. A quality statement was reviewed and added onto by the senate.

**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 Board of Visitors meeting on 10/30 was well attended. President Cummings introduced his new Leadership Team.
• VP of Enrollment Nancy Griffin gave a presentation on enrollment and discussed USM’s initiatives for increasing enrollment and retaining students.
• President Cummings discussed the new International High School that will be located on the Gorham campus. Junior and Senior high school students from abroad will live on the Gorham campus, taking 100 level college courses to complete their diploma.

**Budget Advisory Committee:** Martha Scott
The committee had their first meeting on Wed, Nov 4th. Attendance was very high and there seemed to be genuine interest in the committee itself, the representatives and the overall objective of the committee which is to serve as an advisory source only to the President. Led by Co-Chairs Buster Neel and Jeanine Uzzi, this committee will not be making any financial decisions per se but the intention is that after making careful and thoughtful budgetary observations, the committee will present the President with what will hopefully be strategic ideas/recommendations on how to resolve the institution's budget issues.

Transportation and Parking Committee: Inactive

President’s Council on Climate Neutrality: Inactive

Intercultural Advisory and Diversity Committee: Lorrie Spaulding

Sarah Holmes presented on the Intercultural Advisory and Diversity Committee. Please see guest speaker notes FMI.

Next Meeting:
**Wednesday, December 9th, 1:00pm-3:00pm, 211 Wishcamper & 101 Bailey Hall**

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

Attachments:

Meeting Agenda

IADC Missions, Values, Goals