USM Professional Staff Senate

To: USM Professional Staff

From: USM Professional Staff Senate

Date: October 14, 2015

RE: Meeting Minutes – October 14, 2015

Agenda Items

Senate Introductions and Announcements:
Present: Janis Albright, Laura Blanton, Angela Cook, Judith Ferrante, Jen Hart, Erica Leighton, John Reed, Lynn Rollins, Martha Scott and Lorrie Spaulding, Justin Swift

Absent: Karen Pearson, Gary Stephenson, Karen Walsh, Dan Welter, Bob Adams, Heather Dilios, Helen Gorgas Goulding, Katie Mahoney, Karin Pires,

President’s Leadership Team Report: Justin Swift
• Changes in the President’s Leadership Team:
  o Adam Tuchinsky will transition to Dean of CAHS, Donna will work on Special Projects
  o Expect a new Vice President of Advancement announcement in upcoming weeks
  o Bob Stein is now Executive Director of Public Affairs
  o Buster Neel is planning on staying until June as Interim Chief Business Officer

Chair Report: Justin Swift
• Justin voiced an expectation of attendance and will be reaching out to senators
• By next meeting, please have met with your subcommittee and identify a point person/chair

Treasurer Report: Martha Scott
• There are no new expenditures
• Current balance is $3,506.20
• Discussed the possibility of Emerging & Distinguished plaques in the Library to be updated for last ~4 years of Emerging & Distinguished recipients. Approximate cost: ~$400-600.

Enrollment Management Report: Justin Swift
• October 15th is university census for undergraduate and graduate students
• Considering an approximate 7.5-7.6% reduction in enrollment from last year

New Employee Program: Martha Scott
• There have been 8 new Professional Staff employees hired since August 17th. Martha has sent welcome letters to all individuals.

Guest Speaker: Gail Minichiello, TRIO
• Gail provided an overview of TRIO programs at USM which recently had their grant renewed.
• Grant objectives include students maintaining good academic standing, retaining within program and graduating within 6 years from USM.
• Program offerings beginning with new grant parameters: students have a TRIO advisor, there are Learning Communities focused on new and transfer students, and Student Navigators.

Approval of Minutes from last meeting

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

Guest Speaker: Jerry Brokos, IT Technical Services Manager and VP UMPSA
• Biannual contract negations. There is an annual letter sent to members asking what individuals are interested in pursuing for upcoming negotiations.
• Highlights of upcoming changes: one time $750 payment for professional staff (in lieu of cost of living increase); no fees for academic classes (beginning January 1)

New Business
• Professional Development opportunities for staff as a focus for this upcoming year
• Goal of having tasks share among multiple sub-committee based (Communications team aid Professional Development team in marketing etc.)
• Possible opportunities:
  o Resume Writing, Transferrable skills, Sponsored Events (e.g. skiing, bowling), Strengths, Things You Didn’t Know About USM (e.g. free gym membership, Osher Library).

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

   No report

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

   No report

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

   No report
Ad Hoc Committees:

By-Laws and USM Governance Constitution Rewrite Committee:

Only committee member Lynn Rollins has been laid off. Need volunteer for this committee. Primary duty is to monitor and reports Board of Trustee actions via BOT website.

Communications Committee: John Reed, Lynn Rollins, Erica Leighton

First meeting scheduled for 11/3/11 @ 11:00 a.m.

Committee Representation  Longevity Awards: Martha Scott, Karen Walsh, Helen Gorges Goulding, Janis Albright

No report

Classified Staff Senate: Heather Dilios

Classified Senate continues to work on membership but now has a full Executive Committee and a few Senators to spare. One of their primary goals is professional development which may include a scholarship program. Their guest speakers for the November 18th meeting will be Provost Jeannine Uzzi and Chief Business Officer Buster Neel.

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

No report

Budget Advisory Committee: Martha Scott

No report

Transportation and Parking Committee:

Only committee member Lynn Rollins has been laid off. Volunteer needed. As of this writing, there is no immediate goal or issue for this committee to address.

President’s Council on Climate Neutrality: Inactive

President’s Council on Diversity: Lorrie Spaulding
Lorrie Spaulding reports the USM Intercultural and Diversity Council (I&D) is the process of drafting a mission statement and goals. The draft has been presented to the Faculty Senate who raised several concerns and also suggested that the Diversity Council be directed by the Provost and Vice President of Enrollment Nancy Griffin. The Council will also be seeking feedback from the ProSen and hope to meet with the ProSen during their November 18th meeting.

New Business
Board of Trustees Representation
Senate considered whether to ask for non-voting representation on the Board of Trustees. Currently, the Faculty Senate and Student Senate both have non-voting representation; Classified Senate and Professional Senate are not. There was some confusion related to the governance documents and BOT rules. Lynn Rollins graciously offered to gather and distribute relevant materials to Senate members for review; materials attached. Questions and concerns:

- Can ProSen representative be different at each meeting or alternate between 2-3 identified representatives?
- Do we have Professional Staff that can make the time commitment; 2 days per month at a UMS campus which includes Fort Kent, UMPI and Machias?
- Should ProSen and Classified Senate seek joint representation?
- Can USM ProSen collaborate with other campus Senates; what other campuses have Senates?

Next Meeting:
**WEDNESDAY, NOVEMBER 18TH, 1:00PM-3:00PM, 304E PAYSON SMITH & 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) or Co-Secretary Heather Dilios (heather.dilios@maine.edu) so we can ensure adequate room accommodation.

Attachments:

Meeting Agenda