USM Professional Staff Senate

To: USM Professional Staff

From: USM Professional Staff Senate

Date: September 18, 2015

RE: Meeting Minutes – September 16, 2015, 304ePayson Smith Hall and 101 Bailey hall

Agenda Items

Senate Introductions and Announcements:

Present: Bob Adams, Laura Blanton, Angela Cook, Heather Dilios, Judith Ferrante, Helen Gorgas Goulding, Erica Leighton, Katie Mahoney, Karin Pires, John Reed, Lynn Rollins, Martha Scott and Lorrie Spaulding

Absent: Janis Albright, Jennifer Hart, Karen Pearson, Gary Stephenson, Karen Walsh, Dan Welter

President’s Leadership Team Report: Nancy Griffin, Vice President Enrollment Management

• President’s Leadership Team formerly known as the President’s Council meets every Tuesday. The Leadership Team is comprised of President Glenn Cummings, Vice President of Enrollment Nancy Griffin, Chief Business Officer Buster Neel, Chief of Staff for the President’s Office Adam Tuchinsky, Chief of Staff for the Provost’s Office Sally Meredith, Interim Human Resources Representative Doman Giatis, Interim Office of Public Affairs Representative Christopher Quint, vacant Provost, vacant Vice President for University Advancement. The Leadership Team is joined by College Deans every other Tuesday. This includes Jay Graves, Dean College of Science, Technology and Health; Manny Avalos, Dean College of Arts, Humanities and Sciences; Joanne Williams Interim Dean College of Management and Human Service; Joyce Gibson, Dean Lewiston Auburn College.
• Current vacancies in President’s Leadership Team
  ▪ Provost: Candidate has been identified; negotiations in process. Anticipate announcement in coming weeks.
  ▪ VP for University Advancement: Search committee has identified candidates and is conducting phone interview.
  ▪ VP Marketing and Public Affairs: Recently posted and closed. Search committee to begin review of applications.
  ▪ Director, Human Resources: Announcement pending.

• Distribution of Enrollment Management Update – file attached

• Metropolitan University: President Cummings has asked the Faculty Senate for a recommendation on how to implement the Metropolitan University criteria at USM. Questions to address include:
  ▪ Type of leadership necessary for the task i.e. MU Committee or MU Director
  ▪ How do we explain the MU criteria better?
  ▪ How do we highlight USM’s current, extensive community engagement efforts?
  ▪ What is the significance of Carnegie Classification and what are the potential positive impacts for USM i.e. increased access to grant funding.

Senator John Reed (Environmental Health and Safety) requested clarification on how the Metropolitan University concept aligns with the Chancellor’s One University concept. Nancy explained the goal of the One University concept is to identify programs of excellence and core characteristics at each UMaine school and invest in them. This will better allocate resources and strengthen the institutions while simultaneously increasing collaboration and reducing competition among braches of the UMaine System. USM ‘s academic programs already have a strong focus on community engagement which aligns well MU criteria and the Chancellor’s One University vision. To date, USM is the only UMaine institution to have a differentiated mission, while campuses have established taglines i.e. UMPI’s tagline is North of Ordinary.

• Leadership Team Goals: Nancy will ask the President’s Office to post his strategic goals on the website. Some of those goals include but are not limited to:
  ▪ Making USM a great place to work
  ▪ Increasing enrollment to 10,000 students
  ▪ Reviewing tuition structures and process by which financial aid awards are determined
  ▪ Increasing growth in graduate programs

Senator Heather Dilios (Disability Services Center) asked what role non-traditional students will play as part of the plan to achieve these goals. Assured by Nancy that we cannot achieve these goals without nontraditional students.
• Other:
  ▪ Nancy recently had the opportunity to meet with students living on the Gorham campus to receive feedback. Reports were overwhelmingly positive. Students appreciated the efforts put into improving the dorms. Efforts to expand wireless services in the dorms are ongoing.
  ▪ Senator Katie Mahoney (Strategic Procurement) asked Nancy to communicate to President Cummings that many at USM employees were concerned about the tone of President Cumming’s Opening Breakfast remarks related to competing with UMO.
  ▪ John Reed (Environmental health and Safety) inquired about President Cummings pending trip to Iceland. Nancy did not know the details of this trip but agreed to ask and report back to the Senate.
  ▪ Several questions related to transition of USM employees to System and other changes and relocations. The Board of Trustees will be meeting next week. One of the topics on the agenda is to discuss the project management process related to USM Departments being absorbed into the System.
  ▪ Lynn Rollins (Research Service Center) requested an update on the teach-out plans related to the three programs eliminated for AY 2015. Nancy reports that these plans are ongoing and being handled directly by the respective college Deans with individual students. All reports are that it is going well.
  ▪ President Cummings is pursuing establishing an International Lab High School on the Gorham campus. The school would allow international junior and senior high school students to complete their high school education at USM. Initial stages of planning ongoing; possible partnership with CIEE.
  ▪ USM has received additional funding from the System to hire an Enrollment Counselor to address the specific needs of students transitioning from the Community College system.

Approval of Minutes: Completed

Chair’s Report: Vice Chair Martha Scott
  Martha chaired the meeting in Justin’s absence.

  • Justin Swift, Chair absent to welcome the arrival of his son Edward Matthew Swift. Welcome Edward!
  • Amy Hinshaw resigned from Senate. Lynn Rollins was appointed to fill the vacancy.
  • Upcoming Guest Speakers:
    October: Jerry Brokos (Technical Services Manager – IT)
    November: Gail Minichello (TRIO Student Support Services)
Treasurer’s Report: Martha Scott

Balance is $3,506.20

Retreat expenditures totaled $289.80

Enrollment Management Report: Karin Pires, Erica Leighton, Dan Welter
Karin shared data from the most recent Enrollment Management Report representing week 3 of fall semester. Enrollment is 6.84% down. However, initial projections were for a 12% decline in enrollment so this is better than expected. Overall credit hours are also down about 6%. Credit hours per student are up over last year. Future data analysis will focus on identifying all reasons for decline in students including positive ones like USM graduating a larger than normal class in 2015.

New Employee Program: Martha Scott
Martha continues to work with Human Resources on obtaining names of newly hired Professional Staff and will send welcome letters soon.

Guest Speaker: Nancy Griffin – See President’s Leadership Report

Committee Reports:
Committee Members should contact one another to schedule their meetings, determine goals and outline work for the coming year. The Chair and Vice Chair are available for consultation.

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

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

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

Ad Hoc Committees:
By-Laws and USM Governance Constitution Rewrite Committee: Lynn Rollins, Need 1 more

Chancellor has approved proposed changes to By-Laws allowing System employees to participate in Senates at assigned campus.

Communications Committee: John Reed, Lynn Rollins, Need more (at least 2)

Co-Secretaries will fill remaining slots on this committee.

Committee Representation Longevity Awards: Martha Scott, Karen Walsh, Helen Gorgas Goulding, Janis Albright (could use 1 or 2 more here for Spring event)

No report
**Classified Staff Senate:** Heather Dilios

September Classified Staff Senate meeting September on same day as ProSen. Heather will attempt to meet with Classified Senate Executive Committee in lieu of Senate meeting.

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

*John Reed stepped down from committee. One other current member needs to step down.*

Karin Pires attended the September Faculty Senate meeting. It was a good meeting. Focus on was on civility; no tolerance for shenanigans this year. Faculty Senate will be focusing on recommendation to President Cummings on implementation of Metropolitan University criteria at USM.

**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

This is a Budget Advisory Committee established by Buster Neel. This Committee has yet to meet.

**Transportation and Parking Committee:** Lynn Rollins

No report

**President’s Council on Climate Neutrality:** Inactive

**President’s Council on Diversity:** Lorrie Spaulding

Council just reactivated. Lorrie will report at next meeting.

**Old Business**
Justin was not present to distribute results of Senate goal survey.
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, October 14th, 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:

- Update from Enrollment Management
- Policy Manual – Faculty & Student Representation to Board Committees
- BOT Administrative Guidelines for Faculty and Student Representatives
- Duties of UMS Student Representative To Board of Trustees
- UMS Board of Trustees – Statement on Shared Governance