

Professional Staff Senate
University of Southern Maine
Wednesday, February 1, 2006
Videoconference (9 Bailey / 144 Luther-Bonney)

1.) Meeting called to order at 2:35pm by Senator Menezes.

Present: Senators Wood, Granahan, Crumb, Pelletier, LaBelle, Lapping, White, Moulton, Jarry, Volland, Arey, Menezes, Roy, and Judy Ryan.

Excused: Senators Saucier, Hassler, and Krieger.

Absent: Senators Kennedy and Theriault.

Guest: Rosa Redonnet.

2.) December minutes approved. January minutes incomplete – will approve in March.

3.) **President's Office Report** (Judy Ryan)

Overview of President Pattenau's recent Forums / Mid-Year Report - focused discussions, primarily on budget. Should be on web site soon.

- Emergence of community college attendance has affected our enrollment.
- Our costs continue to rise as our enrollments remain flat, state appropriations will be flat. 7/06 should show a \$15 million shortfall for UMS, \$1.2 million shortfall for USM. Plan is to freeze positions to manage our costs.
- Idea of new programs to attract students – e.g. Sports Management, Honors, Media and Design, International Studies, etc.
- Emphasis on Retention, as well as Customer Service. The national average is 75% retention for freshman to sophomore year – ours is 68%. We also have a 28% retention rate after 6 years – needs to be 50%. Plan is to look more closely at where and when courses are offered, especially focusing on fundamental courses offered on the Gorham campus. Many students are leaving once they get into their major. Distance education may be another area to explore. A MELMAC grant has been applied to for strategic comprehensive retention.
- Much discussion among Senate members about various concerns: Schedule seems faculty-driven, need for a more comprehensive cultural change, concerns regarding upper-class vacancy rates in the College of Applied Sciences, high school graduation rates are down so evening classes may need to increase, the dilemma and reality of two campuses – costs of duplication of services, etc.
- Rosa Redonnet mentioned 'Advantage U' – that transfers from community colleges may increase significantly. "Completion vs. Retention" rates – students are not staying long enough to discover what a great university we are becoming?
- Senator Wood mentions that at his UPBAC meeting it was said that there is a 41 – 45% increase in fringe packages, that our President and Board of Trustees seem committed to increased salaries and benefits.
- More discussion about improving customer service: How many employees are unaware of services so unable to help students in directing them accurately, giving them a name to talk to. "One-stop shopping" may be able to ameliorate some of this. Need for consistent rapport with students, consistent advising.

- Senator Crumb remarked that there is currently no UMPSA action on contract negotiations; they are in closed door sessions now.

4.) **Guest Speaker** (Rosa Redonnet) – Update on Project Enterprise / ERP with handouts

- Collaborative, cross-divisional core team that is working hard – need for a faculty member. There is a web site. An unfolding, work in progress.
- HR upgrade in fall '06, financials also unfolding. Takes time to implement these programs. There will always be trainings for these complex changes.
- Student Administration (Admissions, Records, Billing, Financial Aid, etc.) implementation going live very soon. ISIS will disappear and there will be one record/person across all campuses.
- This is all an integrated system for grad. And undergrad. LAW is by itself, access to this system is different.
- THESIS: Central processing services (back-office processing center) + common policies and procedures amongst all the system schools. Development of One-stop service locations. Will be a complete integrated service with big HR implications. An imaging system for document management, especially for financial aid, was started last week. There is a Davis Foundation grant for consulting on these endeavors, as we are not adding staff. Rosa met with the Student Senate recently and they were very receptive. Rosa is heading up a lot of these endeavors – may need to change reporting structure to maximize success.

5.) **Committee Reports / Updates**

- Elections (Senators Jarry, White and Hassler): Call for nominations going out soon. They will be due 3/3; then the ballots. Still figuring out who is finishing, quitting and continuing. Suggestion made by Rosa Redonnet that we combine HR and President's Office to create a division.
- Divisional Awards (Senators LaBelle, Volland, and Robin Day – chair): Letter for Emerging, Divisional and Distinguished going out soon.
- Colleague Connection – Senator Menezes reports that Senator Saucier has some good ideas.
- Communications (co-secretaries): Senator Crumb has had to re-do our web site due to hackers.
- Parking (Senator Arey): No recent meeting.
- UPBAC (Senator Wood): Letter sent to President regarding “nickel and diming”, budget presentations from everyone will be 2/27, 28, 3/1 and 2.

6.) **Senate Reports**

- Classified (Senator Granahan) – unable to attend most recent meeting. Would be open to another Senator replacing him.
- Faculty (Senator Lapping) – Will alternate with Senator Menezes now. Faculty has been mostly discussing the budget, General Education and Honors. Suggested that we invite a guest to our meeting to find out more.

7.) **New Business**

- Discussion about changing the day and time of our meetings as it is difficult for Senators Roy and Hassler to attend, as well as Judy Ryan. We will discuss this again next month, numerous conflicts for others if we make a change.
- Reminder of memorial get-together for Mert Nickerson 2/3 at the campus center from 2 – 5pm.

8.) Meeting adjourned at 4:35pm.