

Pro Senate September 12, 07 Minutes

Present: Julie Atkins, Lori Arsenault, Teona Beaulieu, Janis Burton, Susan Cota, Michelene Decrow, Kevin Granahan, Evelyn Greenlaw, Christine Hepler, Stephen Houser, Eric James, Kristina O' Brien, Melanie Race, Pamela Roy, Cheryl Thompson, Tom Wood

Absent: Janelle Carter Excused: Darlene Merrill, Ross Hickey, Edward Moore

Introductions

Approval of Minutes: Accepted 7/11/07 minutes as read.

Announcement: Michelene will facilitate the Oct. meeting.

President's Report by Judy Ryan:

School Opening: Residential occupancy of 1,714 students in Gorham, (capacity is 1,843). Faculty and staff greeted students on opening day. Many changes in GORHAM: interior of cafeteria of 2nd floor finished, new dining service in Bailey Hall, new computers in Library

Opening President's Breakfast: Will be followed by Open forums on:

9/24: 9:15am-11am, 214/215 Abromson Ctr., **Portland**

9/24: 2:30 pm-4pm, PDR/FDR room, **Gorham**

9/25 9:30am, Room 170), **LAC**

Q & A:

Michelene: Q. How are we going to achieve these staff reductions? Through just attrition, retirement incentives, or layoffs?

Judy: A. Last year's work force reduced by approximately 30 positions (14 classified, 9 professionals, and 7 faculty) through attrition. Plan for 22 this year, although may be higher. Also working around possible early retirement options. Reminder that 80% of budget is in personnel costs and 46% in benefit costs). Other option: possible volunteer reducing time. Looking at these options first, rather than layoffs. Still need to focus on our mission, and put our \$ where the mission is (what happens to student success and the classroom).

Cheryl: Q. re: white houses (Chamberlain & Exeter St.)—since maintaining them costs \$.

Judy: A. City of Portland always interested in this possibility (houses going back to private sector). But would cost \$60 million if we were to replace that area with one main building. So, looking at this option, but may not be able to consider for short term. Have final approval to sell Portland Hall. Private development is creating student housing by Wild Oats on Marginal Way, Portland, -- so students will have some living options. We are not actively selling 68 High Street.

Kevin: Q. re: layoffs: Since bulk of positions was classified staff, is the workload being pushed to professional staff?

(ProSen 9/07 minutes)

Judy: A.: Actually professional staff positions have had the greatest increase in recent years, so this may not be as big an issue. Fewer employees mean less work. They will first determine what doesn't need to be done and then that will determine what positions don't need to be filled. Looking at program elimination vs. personnel elimination, plus a hard hiring freeze with good criteria.

Lori: Q: Explain the extent of reorganization.

Judy: A: We need to ask ourselves what we can do without, and what isn't so critical to our mission. The Faculty Senate has a draft work plan that they are working on, regarding this issue. We will get a copy to review from Lori.

Steve comment: Pay out for faculty / professional staff is a longer time. So we won't really notice the effects as quickly. Also, if we have ideas, please e-mail to Joe Wood and Jim O'Brien at: movingforward@umaine.edu. I think we determined it would be confidential and not (necessarily) anonymous.

Tom comment: The state works out a system so people leave their position, but they still work (not on contract) for the state at a lesser rate. Might be a model to consider.

Steve Q: Why has enrollment decreased?

Judy A: First, growth is in community colleges. Second, all of New England has similar declining demographics for college students. Third, USM is behind in our marketing, but trying to boost this. Incentives for financial aid are low, but we are trying to do what we can. In order to solve this, we have been putting our resources in the Admission's area. We are making our articulation agreements strong between the community college system and USM.

Tom comment- Technology is being underutilized for many functions at USM. This could help in part of the solution.

Cheryl comment: With regards to technology, need to have some mandatory training, to keep people up to speed.

Eric comment: Is currently involved in the Lean process (adapted from Toyota corp.), -- a way to analyze how time is used in the office. A good tool to review.

Kevin comment: Was skeptical about building up the community colleges, in the past. - Seems like long term strategies are being discussed, but not the short term solutions.

Judy comment: We hope to work towards a better USM, and to get through this together. Need to maintain the institution, & prepare for the new president. Will focus less on building buildings.

Reports:

Treasurer's Report: (Michelene), No activity

(ProSen 9/07 minutes)

Faculty Senate: (Lori Arsenault), Joe Wood reviewed what Judy just reviewed with us. Had a discussion on civility regarding what's going on with the budget. Lori thinks it might be worth investigating ways to collaborate.

Classified Senate: (no report)

Student Senate: (no report)

Retreat: Has been rescheduled for 10/2, from 9am-2pm, with lunch, in 7th Floor, Glickman Library, Portland. Please review goals and read materials that you should already have.

Employee Development Day:

Margaret Cleveland has asked Pro Sen (via Melanie) to provide \$250 to support this day, as we have in the past. This year's theme is Communications (style and methods). It is a well attended event. VOTE: The Senate voted not to expend the money. Reasons included: the administration should fund it, event planners should determine the true costs of the day, and our decision keeps \$ from moving around (good fiscal policy). Melanie will draft a letter explaining our decision to Margaret.

Committees: (See revised list. Please review, and if you notice any discrepancies, e-mail Janis ASAP.)

Committees; REVISED LIST

Election: Julie Atkins, Melanie Race, Kevin Granahan, Ed Moore

Awards: Christine Hepler, Michelene Decrow, Tom Wood, Teona Beaulieu

Professional Development: Cheryl Thompson

Connections: Motion was accepted to table any commitments until after the retreat.

Communications: Lori Arsenault, Kevin Granahan, Christine Helpler, Janis Burton

Retention (Ad-Hoc) Committee: Eric James, Janis Burton, Kristina Lavoie, Ross Hickey, Pam Roy, Cheryl Thompson

By-law: Tom Wood, Eric James, Ross Hickey, Melanie Race

New Business:

Reps:

Parking and Registration Committee: Susan Cota will be the rep.

President Council on Diversity: Melanie Race will continue to be the rep.

Agenda for October Meeting:

Report on by-law committee

Report on goals from retreat

Review reorganization changes

Dick Campbell: budget and UPBAC

Rosa Redonnett: Enrollment updates

9/19/07 JAB