

**Professional Staff Senate Meeting
September 10, 2008
Luther Bonney Room 144 & Bailey Hall Room 118A**

Present: Nath Anderson, Carolyn Arcand, Lori Arsenault, Julie Atkins, Teona Beaulieu, Michelene Decrow, Amy Gieseke, Peter Gillis, Christine Hepler, Ross Hickey, Stephen Houser, Chris Mangelli, Janine Manning, Darlene Merrill, Kristina O'Brien, Cheryl Thompson, Tom Wood. Judy Ryan, President's Office Representative

Excused Absences: Mark Menezes, Ed Moore, Susan Taylor

The meeting of the Professional Staff Senate began at 2:05 PM.

Resignation of Senators Moore and Mangelli: Both Senators will be resigning immediately; Senator Moore has conflicting meetings and is no longer able to devote the necessary time to the Senate and Senator Mangelli will be leaving the University in October. We thank them both for their service.

Approval of July Minutes: The July Minutes were unanimously approved by the Senate.

Senate Committee Reports: Confirmed membership of each committee. Senator Arsenault requested that any information describing the purpose or work of committees be sent to her so it can be included on the ProSen website.

- ◆ **Treasurer's Report:** (Sen Decrow) No base budget loaded yet, but anticipate \$3,150.
- ◆ **Awards and Recognition:** (Senators Beaulieu, Decrow, Hepler, Manning, Menezes, Wood) No report.
- ◆ **Elections:** (Senators Arcand, Decrow, Mangelli, Wood) Will work on replacing Senators Moore and Mangelli due to their resignations. Replacements will be contacted from the list compiled following the Spring elections indicating the next in line based on number of votes received.
- ◆ **Communication:** (Senators Anderson, Arsenault, Atkins, Hepler, Wood and Mary Snell) ProSen newsletter describing the retreat has been circulated among all staff.
- ◆ **Bylaws:** (Senators Hickey, Mangelli, Wood) The Bylaw Committee had begun work toward aligning the ProSen Bylaws with the USM governing documents. The process of moving forward on this is unclear - Judy Ryan offered to assist with guidance and requested that the Committee arrange a meeting with her. It was indicated that Article II was the issue in question.
- ◆ **Student/Staff Retention:** (Senators Arcand, Gieseke, Hickey, Merrill, O'Brien, Thompson)

University Committee Reports:

- ◆ **Faculty Senate:** (Senators Arsenault and Wood) Nothing to report, have not met yet this month. Senator Arsenault has been asked to take their minutes.
- ◆ **Classified Senate:** (Senators Beaulieu and Gillis) Nothing to report.
- ◆ **Student Senate:** (Senators Anderson and Menezes) Haven't received information on their meetings yet.
- ◆ **President's Council on Climate Neutrality:** (Senator Taylor)
- ◆ **Energy Committee:** (Senators Arcand, Taylor)

- ◆ **Rewards and Recognition Task Force:** (Senators Decrow, O'Brien)
- ◆ **President's Council on Diversity:** (Senators Hepler, Merrill)
- ◆ **Distinguished Professional Staff Awards:** (Senator Atkins, Chair)
- ◆ **Emerging Professional Staff Awards:** (Senator Decrow, Chair)
- ◆ **Divisional Professional Staff Awards:** (Robin Day, Chair, Senator Thompson)
- ◆ **Honorary Degree Committee:** (Senators Atkins, Wood)
- ◆ **Scheduling Development and Management:** (Senators Gillis, Merrill)
- ◆ **Child Care Committee:** (Senator Gieseke, Gillis)
- ◆ **Parking and Transportation:** (Senator Gillis, Susan Cota)
- ◆ **Provost Search:** (Senator Manning) Search has not started yet, but this is the first time Professional and Classified Staff have been included.
- ◆ **Sampson Steering Committee:** (Helen Gorgas-Goulding)

Old Business: The Senate Executive Committee was scheduled to meet with President Botman in July and is trying to reschedule that meeting.

New Business:

1. The Senate received two emails from Marie Follayttar, the Undergraduate Representative to the USM Board of Trustees requesting input/assistance.

- ◆ The first issue concerned the evaluation of professional staff by students who interact with them frequently. As this is not in the contract, it would require discussion and education and then would need to be written into the contract - so, not impossible, but a lengthy process. Senator Arsenault suggested that students can write a letter informally to the staff member's supervisor. Judy Ryan suggested that it could be made optional by allowing staff to include student input in their evaluations. Senator Thompson suggested that if you don't solicit feedback across the board, you will only receive input from the happiest and unhappiest and it may not be as useful. If we are serious about retention, we should solicit input from all students. Judy Ryan suggested that Margaret Cleveland in HR would be a good contact on this issue and that Susan Campbell has student satisfaction information. Senator Hickey recommended that we invite Ms. Follayttar to one of our meetings to discuss this and expand on her ideas. Judy Ryan stressed that we should let her know that professional staff are routinely evaluated. Senator Houser said we will invite her to a future meeting.
- ◆ The second issue concerned student retention - she outlined several issues that mainly concerned student schedules and costs. It was generally agreed that these were not areas where the ProSen had influence, but that we should direct her to the Faculty and Student Senates. Also, Senator Decrow suggested that we share her info with Ben Taylor, the student representative to the Scheduling Committee and Senator Gillis, the ProSen rep to that committee, also offered to bring the suggestions to the next meeting.

2. Senator Houser suggested we send a thank you letter to Jim Shaffer for facilitating the Senate retreat in August. Senator Wood volunteered to draft the letter and Senator Decrow will buy a bag of candy. Dean Shaffer requested constructive criticism, so please send any information along to Senator Wood.

3. We will invite President Botman to attend our October meeting by sending Judy Ryan the dates of both our October and November meetings to best accommodate schedules. President's Representatives to attend future meetings were discussed and it was determined that we may want to go beyond senior staff only:

- ◆ Scott Steinberg - Admissions & Marketing
- ◆ Susan Campbell - Retention
- ◆ Beth Shorr - University Advancement
- ◆ Steve Rand - Maine Street
- ◆ Bob Caswell - Public Affairs
- ◆ Steve Houser - IT
- ◆ Craig Hutchinson - Emergency Response
- ◆ Dick Campbell - Finance and can address Facilities Management
- ◆ Research - Jack Kartez, Nancy Martz

4. Judy Ryan, Vice President of Human Resources, was the President's Representative. She remarked on the success of the Opening Breakfast. The University will be starting a new strategic planning initiative under President Botman. The Provost Search will start soon with a new Provost being named in January and in place by July 2009. Other searches include a leader for Facilities Management, the Dean of LAC and the Dean of Nursing. Budgets should be loaded soon.

Senator Arcand asked about enrollment estimates. Judy Ryan reported that it should be even with last year. New student numbers are up as is dorm enrollment.

Senator Arsenault asked who will be involved in the strategic planning effort and whether the new Provost would be included. Judy Ryan said the plans are not finalized as they are discussing it at a staff retreat to be held later this month, but the plan is to be inclusive. They unfortunately need to get started with the process before the new Provost is in place next summer.

Senator Decrow asked that an Intent to Plan previously went to UPBAC - where would it go now? Judy Ryan did not know but said the Faculty Senate is the clear place. We will see more stringent reviews and analysis in the future and more data-driven decisions. What about programs merging, has this happened? Judy Ryan doesn't know, the Provost would have more information on that. She will suggest to the Provost that we communicate with students about the state of the merges.

Senator Merrill suggested that some Semester Flyers still should be printed as the general public is looking for them.

Senator Wood discussed the issue of having Professional Staff take part in changes to the system-driven processes - for example, the complete evaluation of space (True Costing of Space) included no users or practitioners on the committee. How can this be changed? We need the administration of USM to be involved with the Systems Office. Judy Ryan requested more specific examples of miscommunication to be sent to her so she can see where to go with them. Senator Wood will send them to the Senate.

Senator Houser asked how Professional Staff will be involved in the strategic planning process. Judy Ryan did not have the answer today, but will convey our interest to the President.

Senator Arsenault stated that University employees should be allowed to be beta-testers for Peoplesoft, etc but weren't allowed to.

Senator Houser asked about construction on Wishcamper, Osher Map Library, and the Pier One space. Judy Ryan reported that Wishcamper is up and running, Osher should be complete sometime this fall, and the USM Foundation is actively trying to

purchase the Pier One space from Oakhurst. They want it because it is the opposite entrance to campus. In addition, she mentioned that Portland Hall has not yet been sold.

Judy Ryan asked for clarification on what we were interested in finding out from the Layoff List the Senate had previously requested. It was stated that we are looking for a list of titles and departments, both Professional and Classified. She will get it for us, and since we asked, it will automatically go to the Faculty and Classified Senates as well. She offered some macro numbers:

Lay Offs - Head Count from Soft and E&G accounts - 19 classified, 18 professional, 0 faculty

These numbers included 25 women and 12 men, which was comparable to the ratio of female to male in the USM workforce. The average age was 47, also comparable to the average age of the workforce.

Positions eliminated through attrition since July 2007- 91 positions, including 67 full-time and 24 part-time. This equaled 79 FTEs or 6.5% of the overall workforce (E&G only). The 79 FTEs included 31.5 classified, 30 professional and 17.5 faculty.

Senator Decrow asked how many positions were professional when they were eliminated and are now coming back as classified? Judy Ryan said she does not know. She also reported that the hiring freeze is still in place.

Following Judy Ryan's information on layoffs, the group discussed who the ProSen should talk to regarding the professional staff layoffs. It was decided that the strategic planning process is where it will be decided what functions can and cannot be continued and therefore would be critical for us to be involved. Senator Thompson suggested that she has been through several downsizings and would be happy to share that information at a future meeting.

The meeting was adjourned at 4:08PM.

Respectfully Submitted,
Julie Atkins
Co-Secretary
Professional Staff Senate