University of Maine System
Board of Trustees
at the University of Maine System

November 7, 2014

Human Resources & Labor Relations Committee

Present: Committee Members: Marjorie Medd, Chair; Samuel Collins (by phone), James Erwin (at USM), Norman Fournier, Gregory Johnson, Shawn Moody (at USM), Victoria Murphy (at USM) and Bonnie Newsom (at USM). Chancellor: James Page. Staff: Tracy Bigney, Lynda Dec, Mark Schmelz (by phone) and Rebecca Wyke (at UMA).

Committee Member Absent: None.

Trustee Medd called the meeting to order.

Updated Emeritus Status Policy. Ms. Lynda Dec, Chief Human Resources Officer, stated that at the request of several members of the Board of Trustees, the University of Maine System Board Policy # 406 on Emeritus Status was reviewed and updated to further define the purpose of the policy, the guidelines for eligibility, and the at-will nature of Emeritus Status. The Committee reviewed the proposed changes to the Policy.

Trustee Johnson raised a concern that the 10 year service requirement for Presidents and Chancellors is too restrictive and recommends it be changed to no time requirement. Trustee Collins commented that 10 years made not be practical and the Board has the approval to make exceptions to the policy. He recommends a number less than 10 years. Trustee Murphy recommended no time restrictions and have the Board approval on a case by case basis. Trustee Fournier proposed an amendment to 5 year requirement.

On a motion by Trustee Fournier, which was seconded by Trustee Johnson, the Human Resources and Labor Relations Committee forwards this item to the Consent Agenda at the November 16, 2014, Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees approves the revised Board of Trustee Policy # 406 - Emeritus Status, as amended to reduce the requirement of 10 years service for presidents and chancellors to 5 years in the Policy Guideline # 5 and 6.

Phase II Human Resources Administrative Review. Ms. Dec explained that the Human Resources Administrative Review was chartered by the Board of Trustees in May 2012. Phase I of the Review, approved in July 2013, has been completed and Phase II has been developed in support of the strategic goals of the University of Maine System.

Phase II of the Administrative Review includes a service delivery model that moves all repetitive and transactional work from the campuses and either centralizes, outsources, or automates the work to gain efficiencies. Centers of Excellence will be established to support other human resources functions for the University System. Strategic Human Resource Business Partners will be located on each campus in support of the strategic mission and goals of their respective University.

Phase II of the Administrative Review was presented at the September 21, 2014 Board of Trustees meeting in Fort Kent. Following the meeting, Phase II was posted on the Mission Excellence website for review and public comment via an online survey tool.
In summary, survey results were as follows:

- The survey was posted from 9/29/14 – 10/14/14
- 426 individuals representing all campuses responded to the survey
- The two largest groups to respond to the survey were Non-HR/EO staff and faculty
- All HR services were reported to be “Important” or “Very Important” to the success of the University System and its employees with “Payroll” and “Benefits” scoring the highest
- “Investment in technology” was rated the highest in importance to the HR Administrative Review Update recommendations
- 26% felt that Phase II of the HR Administrative Review moved UMS in the right direction and 46% responded maybe
- The comments that were provided were varied; however, some main themes were captured. There was a reinforcement regarding the need to invest in technology, a message of caution in removing positions prior to solutions being available, and the need for tremendous culture change required for success.

The survey was the final step in the feedback process. Since no major concerns (not already addressed in the review) were presented, there will be no changes made to Phase II of the Administrative Review as it was outlined to the Board of Trustees at the September 21, 2014 Board meeting in Fort Kent.

Trustee Moody asked for clarification on the feedback from the survey and suggested the feedback be incorporated into the process in the future. Trustee Fournier stated he appreciated the section on employee development. Mr. David Stevens, Executive Director of Organization Effectiveness, stated that the feedback was received from campus visits and meetings as well as the surveys. The feedback surveys are limited input and traditionally individuals complete the survey only if they wish to raise a concern. The Committee members were impressed with the quality of the report and the work that has gone into the report.

On a motion by Trustee Johnson, which was seconded by Trustee Fournier, the Human Resources and Labor Relation Committee forwards this item to the Consent Agenda at the November 16, 2014 Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees approve Phase II of the Human Resources Administrative Review.

**Executive Session**

On a motion by Trustee Fournier, which was seconded by Trustee Johnson, the Human Resources and Labor Relations Committee agreed to go into Executive Session under provision of 1 MRSA Section 405 6-D to discuss planning for negotiations and communications with AFUM, UMPSA, COLT, Police, PATFA, and Service and Maintenance Units.

On a motion by Trustee Fournier, which was seconded by Trustee Johnson, the Human Resources and Labor Relations Committee concluded the Executive Session.

Adjournment.

Ellen Doughty for
Tracy B. Bigney, Clerk of the Board