

University of Maine System
Board of Trustees Meeting

Zoom Meeting
April 24, 2023

Human Resources & Labor Relations Committee Meeting

Present: **Committee Members:** Beth Dobson, Chair; Lisa Eames, Patrick Flood, Donna Loring, David MacMahon, and Michael Michaud. **Staff:** Ellen Doughty, Carolyn Dorsey, Jeff St. John, Ryan Low, Paul Chan and Judy Ryan. **Others:** Susan Cameron, Ria DeMay and Jacob Foster.

Absent: Trish Riley.

Trustee Dobson, Chair, welcomed everyone and called the meeting to order. The Clerk performed a roll call of the Committee members present.

Executive Session

On a motion by Trustee Michaud, which was seconded by Trustee MacMahon, and approved by a roll call vote of all Trustees present, the Human Resources & Labor Relations Committee agreed to go into Executive Session under the provisions of:

- 1 MRSA Section 405 6-A to discuss the evaluation of personnel and the consideration and discussion of appointments, evaluations, employment and duties.
- 1 MRSA Section 405 6-D to discuss planning for negotiations and communications with AFUM, UMPSA, ACSUM, Police, PATFA, and Service and Maintenance Units.

On a motion by Trustee Eames, which was seconded by Trustee Flood, and approved by a roll call vote of all Trustees present, the Human Resources & Labor Relations Committee concluded the Executive Session.

At the conclusion of the Executive Session, the following agenda items were discussed:

UMS Hiring Policies & Procedures Review Update

Vice Chancellor Dorsey provided an update on the UMS hiring policies and procedures. This review started in July 2022 and with the new leadership in the Human Resources Department in January 2023 the process is moving forward. All aspects of the various types of searches are being reviewed and being aligned with the Board Policies. Due to the great feedback that has been received, the report has been delayed expanding the scope of the review.

March Board of Trustees Citizen's Comments Update

Vice Chancellor Dorsey provided an update on the citizen comment concerns raised at the March Board of Trustees meeting. There were two area of concern raised during citizen comment which were retiree healthcare communications and decision-making process and payroll issues relating to graduate student workers. More information is being gathered on these issues. UM President Ferrini-Mundy is assisting with a process improvement on the graduate student payroll concerns.

2022 Workforce Profile Report

Human Resources Information Systems Analyst Jacob Foster presented the 2022 Workforce Profile Report. The Workforce Profile is an overview of the UMS workforce, reflecting full-time and part-time regular employees. This represents the 4,521 regular employees that were actively receiving a

paycheck as of October 31, 2022. Additionally, there were 854 part time faculty members teaching in the Fall 2022 semester. Highlights from the report are as follows:

Count and Gender by Category

- Of the 4,521 UMS employees reported: 1.9% are administrators, 27.0% are faculty, 45.2% are salaried staff, and 25.9% are hourly paid staff.
- Overall, between the seven campuses, women make up a slight minority of full-time faculty at 49.2% of the population. UMA, UMF, Maine Law and USM have women comprise the majority of full-time faculty at their locations.
- 61.9% of the administrators are women.
- There are 84 administrators, 67 of whom are in the Management Group. In the Management Group women make up a slight majority at 52.3% of the cohort.
- Most of the regular hourly employee cohort consists of women at 52.0% of the population. o Salaried employee cohort majority consists of women at 59.3%.

Average Salary by Category

- The average annual salary for administrators is \$ 164,086; \$88,716 for faculty; \$61,764 for salaried staff; and \$41,212 for hourly staff.
- Most faculty are appointed on an academic year basis and the annual salary is rated for the nine-month appointment.

Age

- The average age by employee category is: Administrators 55, faculty 51, salaried 45, and hourly employees average age is 50. These averages have held steady with little variation over the past few years.
- A significant proportion of administrators (55.0%) are 55 or older.
- A slight majority of faculty and hourly employees are under the age of 55 with faculty at 59.4% and hourly at 51.8%.
- A large majority of salaried employees (73.0%) are under the age of 55.

Highest Degree

- As would be expected, a high number of faculty (79.5%) hold doctoral degrees. Administrators (53.3%) also hold a significant number of terminal degrees. o 39.4% of hourly staff have self-reported a baccalaureate or higher degree. 89.4% of salaried employees report holding a baccalaureate or higher degree.
- Education level was not reported by 16.0% of employees.

Race and Ethnicity

- There is limited diversity as measured in the federal ethnicity categories. Overall, 7.7% of employees system wide report a minority race/ethnicity. This is an increase over 7.1% minority self-reported last year.
- The University of Southern Maine at 8.9% and the University of Maine at 8.8% have the highest reported minority populations. o The University of Maine reports the highest quantity of minority employees with 196 employees followed by the University of Southern Maine with 90 employees identifying as such.

Years of Service/Average Years of Service

- UMS has many long-service employees. Average length of service ranges from 9.3 years for salaried staff to 13.0 years for administrators.
- 40.1% of faculty and more than 41.4% of administrators have 15 or more years of service.

- The University of Maine at Machias has the highest average years of service for all employment categories at 13.8 years. The University of Maine at Augusta has the lowest average years of service at 9.9 years.

Part-Time Faculty

- In the Fall 2022 semester, there were approximately 835 Part-Time Faculty teaching 4637 credit hours of course work. The University of Southern Maine employs the most Part-Time Faculty with 361 (21.60%), followed by the University of Maine with 215 (12.87%) and then the University of Maine at Augusta with 127 (7.60%).

2022 Turnover Analysis Report

Mr. Foster presented the 2022 Turnover Analysis Report. This report includes only regular staff and primary position records for employees in an active, leave with pay or leave without pay status. Regular staff in the Part-Time Faculty bargaining unit are included; temporary staff in the Part-Time Faculty unit are excluded. The report covers the period from November 1, 2021, through October 31, 2022. Highlights from the report are as follows:

- From November 1, 2021 through October 31, 2022 the number of employee separations for all reasons was 15.0% of the average population of regular employees. Of this, voluntary resignations made up 9.1%, and retirements accounted for 4.3%. The remaining 1.6% involuntary separations resulted from end of term appointments, layoff, and termination. (Totals may be slightly off due to rounding)
- The turnover rate of 15.0% is up from last year's rate of 12.5% due to an increase in year-over-year retirements and voluntary separations.
- External benchmarking UMS' turnover rate, CUPA-HR Data-On-Demand gives an average turnover rate of 14.3% for institutions with student enrollment FTE greater than 8,654 between November 1, 2021 to October 31, 2022.
- The total number of separations for all reasons is 682, which is 114 more than last year for the same period; an increase of 20.1%.
- Separation rates vary among universities from a high of 24.3% for University of Maine Machias to 12.7% for University Services.
- The average years-of-service for resignations is 4.4 years, 27.9 years for retirements, and 2.9 for involuntary separations.
- There were 62 new hires with minority status. Of this number 31% left during their first year of employment. Comparing this metric to those with non-minority status, 24% left during their first year, indicating a disproportionate separation within the first year of employment.
- Retention of employees at all Universities is 85.0%, a decrease from last year's 87.8%.
- The turnover rates for the represented and non-represented as a percentage of the bargaining unit vary with a high of 18.7% for the Non-Represented Hourly unit to 11.1% in the University Supervisors unit. Separation rates in other represented bargaining units are: AFUM: 11.7%, UMPSA: 16.4%, ACSUM: 16.3%, S&M: 16.8%, Police: 13.5%, Non-Represented Salaried: 15.7%, Non-Represented Faculty: 13.2%, PATFA: 11.8%, Law Faculty: 11.4%.

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Additional information about the meeting can be found on the Board of Trustees website:
<https://www.maine.edu/board-of-trustees/meeting-agendas-materials/human-resources-and-labor-relations/>

Adjournment

Ellen N. Doughty, Clerk