

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

February 23, 2015

Human Resources & Labor Relations Committee

Present: Committee Members: Marjorie Medd, Chair; James Erwin (at USM), Norman Fournier (by phone), Shawn Moody (at USM), and Bonnie Newsom (at UM). **Presidents:** Glenn Cummings (by phone). **Staff:** Tracy Bigney, Lynda Dec, Mark Schmelz and Rachel Rosa, and Rebecca Wyke (at UMA).

Committee Member Absent: Sam Collins, Gregory Johnson, and Victoria Murphy.

Trustee Medd called the meeting to order.

Update on the Human Resources Administrative Review. Ms. Lynda Dec, Chief Human Resources Officer, explained that Phase II of the Human Resources Administrative Review was approved by the Board of Trustees on November 16, 2014. An update of the work completed, in progress, or upcoming is summarized below:

- Center of Excellence has been established for Compensation, Project Management, and Internal Communications.
- The Labor and Employee Relations Center of Excellence is in the process of being established.
 - A labor grievance database has been developed and implemented
 - Currently recruiting for two Labor Relations Managers
 - Developing service level agreements for campus leadership
 - Working with University System leadership to develop Labor Relations/Employee Relations Strategy
- Working with Procurement to finalize the purchase of applicant tracking software for all campuses.
 - Increase compliance with Affirmative Action
 - Gain efficiencies
 - Greater visibility to available applicant pool
- Campus Human Resource Departments current state assessments are currently being conducted
 - UMPI completed
 - UMFK scheduled for March
 - UMM scheduled for April
 - UM, UMF, USM, and UMA to be scheduled
- Opportunities in Benefits/Payroll Administration
 - Project plan developed and in process for the automation of retirement processing – labor savings of 2 hours per retiree
 - Automated W-2 processing was implemented for 2014 tax year – approximately 1,800 employees opted out of paper W-2s. This automation created a savings in the administration and distribution.
 - Payroll Project Team
 - Current state assessment projected to be completed March 6, 2015
 - Immediate opportunities identified for efficiencies, quality improvements, and consolidation of processes

Review of Reports to the Board of Trustees. Ms. Dec explained that the University of Maine System's Human Resources Department produces five reports for the Board of Trustees. This information is provided to the Trustees in support of their work and to aid in decision making. The Committee reviewed the reports to include: frequency, purpose, and data tables provided to ensure that the reports support the trustees as required. The five reports are:

Management Group Appointments Report

This report is developed three times per year. Trustee Erwin recommended focusing the report on a larger context. Trustee Moody suggested including an organization chart as well as the date of hire and the employee's previous position. Dr. Rebecca Wyke, Vice Chancellor for Finance & Administration & Treasurer, commented that historically the UMS has not had up-to-date organizational charts and UMS needs to do a better job at keep the information current. She also suggested that the organizational chart include who the employee reports to, who are the employee's peers and who are the subordinates. She also commented that this report should define the scope of work which would justify the salary. Trustee Fournier suggested the report continue to include only positions at the management group level. Trustee Newsom recommended tracking academic credentials in the report.

Appointment and Salary Increases of \$90,000 and above

This report is developed three times per year. There are traditionally 5 to 8 individuals listed on the report each time it is produced. The report is distributed to the Board for information only and no approval is required. Trustee Fournier commented that he does feel the report is very useful and recommended reducing the distribution to twice per year.

Named Chairs and Professorships

The report is distributed once per year in July. Trustee Newsom suggested adding discipline to the report.

Tenure Report

The report is distributed once per year in March. Trustee Newsom suggested adding what percentage of the faculty is on sabbatical per year. Ms. Dec suggested the sabbatical information would likely be distributed separately from the Tenure Report. Trustee Erwin suggested adding more context to the report and the rise and fall of the disciplines over time. Trustee Fournier suggested getting feedback on the Tenure Report from the Academic & Student Affairs Committee.

Workforce Profile Report

The report is produced once per year by request. The report will be ready to be included in the March Board meeting. Trustee Fournier stated he feels the report is useful and should be scheduled on a regular basis. He also commented that the Human Resources and Labor Relations Committee should have time on the agenda to discuss the report. Ms. Rachel Rosa, Human Resources Information Specialist, spoke about the detail in the report. The report is aggregate information only. Trustee Moody suggested that it may be beneficial to have the report available in a working document that can be sorted.

Turnover Analysis Report

Ms. Rosa stated that the Turnover Analysis Report is produced with the Workforce Profile Report.

Executive Session

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

Adjournment.

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