

University of Maine System
Board of Trustees
Rudman Conference Room, 253 Estabrooke Hall, Orono

May 7, 2018

Human Resources & Labor Relations Committee

Present: Committee Members: James Erwin, Chair (at USM), Norman Fournier (at UMFK), Karl Turner (at USM), and Sam Collins (at UMFK). **Other Trustees:** Trevor Hustus (at USM). **Chancellor:** James Page. **Staff:** David Demers (at UMA), Ellen Doughty, James Thelen, Tracy Bigney, Ryan Low, Dan Demeritt, and Mark Schmelz.

Committee Members Absent: Shawn Moody.

Trustee Erwin, Chair, called the meeting to order and welcomed everyone.

Workforce Profile Report, 2017. UMS Chief Human Resources Officer Mr. Mark Schmelz provided information on the 2017 Workforce Profile Report. The Workforce Profile is an overview of the UMS workforce, reflecting full-time and part-time regular employees. This represents the 4,475 regular employees that were actively receiving a paycheck as of October 31, 2017. Additionally, there were 867 part time faculty members teaching in the Fall 2017 semester. Of the 4,475 UMS employees reported: 2.1% are administrators, 27.4% are faculty, 38.9% are salaried staff, and 31.6% are hourly paid staff. Women are a minority of the full-time faculty at all Universities except USM, UMA and UMF. Overall women constitute 45.7% of full time faculty. Approximately 55.2% of hourly paid employees are women. The average salary is \$136,839 for administrators; \$77,320 for faculty; \$53,662 for salaried staff; and \$32,019 for hourly staff. Age distribution is an important consideration for Workforce and Succession Planning. The average age by employee category is: administrators average age is 55, faculty is age 52, salaried is age 46, and hourly employees average age is 51. As would be expected, a high number of faculty 73.0% and administrators 37.2% hold terminal degrees. 15.5% of hourly staff have self-reported a baccalaureate or higher degree. More than 31.7% of salaried staff have a master's degree or higher. Education level was not reported by 27.6% of employees. There is limited diversity as measured in the federal ethnicity categories. Faculty diversity is gradually increasing with 8.1% of all faculty declaring minority status, an increase of 0.2% since the 2016 report. UMS has many long term service employees. The average length of service ranges from 10.3 years for salaried staff to 14.2 years for administrators. More than 21.0% of faculty and more than 25.5% of administrators have 25 or more years of service. In the Fall 2017 semester there were approximately 867 Part-Time Faculty teaching 4,667 credit hours of course work.

Turnover Analysis, November, 2016 – October 2017. Mr. Mark Schmelz provided information on the Turnover Analysis from November 2016 – October 2017. The number of employee separations for all reasons was 16.2% of the average population of regular employees. Of this, voluntary resignations made up 9.6% and retirements accounted for 3.8%. The remaining 2.8% involuntary separations resulted from end of term appointments, layoff, and termination. The Bureau of Labor Statistics shows an increasing trend of total annual separations levels. The University of Maine System separations trend is very similar to this national trend. With 82.9% of the 726 total separations due to voluntary resignations and retirements. Retirements alone account for 23.4% of the 726 total separations. The average years of service for resignation is 4.9 years, 25.8 years for voluntary retirements, and 4.3 years for involuntary separations. The highest number of resignations occur during an employee's first and second year of service. The rate of voluntary separations as a percent of the total University of Maine System population is 13.4%. The percent of new hires/rehires at Universities as a percent of Campus population varies among the campuses with a high of 27% at UMM to 8.6% at UMA. The retention of employees at all Universities is 83.8%

Presidential Search Policy / Process Update. Special Assistant for Executive Employment Ms. Tracy Bigney provided an overview of current procedures and some national trends in presidential recruitment. This was an initial discussion to review the policies and procedures related to presidential recruitment and responsibilities. The Presidential Search Committee, appointed to advise the Chancellor and Board of Trustees is composed of representative membership from the Board of Trustees (3, appointed by the Board chair, one of whom is designated by the Board chair to serve as committee chair), faculty (3, selected by the faculty senate or governance body), undergraduate student body (1 plus an alternate undergraduate student body, selected by the student senate or governance body), graduate student body (1, applicable only at universities where there are doctoral programs, selected by the graduate student governance or advisory body), academic administration (1, selection process coordinated by the provost or vice president for academic affairs, including input from academic administrators such as deans, associate or assistant provosts and deans, and department chairs where that position is excluded from the bargaining unit. The provost or vice president of academic affairs will recuse him/herself from this role if he or she is considering applying for the position.), salaried staff (1, selected by the applicable governance or advisory body), hourly staff (1, selected by the applicable governance or advisory body), Board of Visitors (1, selected by the Board of Visitors), alumni/ae or general community representative to be appointed by the Chancellor from recommendations received from groups such as the alumni association, foundation, and other university-related groups not already represented on the committee (1), and one designee of the Chancellor (1, selected by the chancellor).

The Committee discussed if the search committee composition is appropriate in representation and size. There was also discussion on the public nature of our search process. Based on feedback from the search consultant for the UMaine Presidential search many systems are moving to a confidential process or a less public process to attract a broader candidate pool.

Executive Session.

On a motion by Trustee Turner, which was seconded by Trustee Fournier, the Human Resources and Labor Relations Committee agreed to go into Executive Session under 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.

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

Additional information about the meeting can be found on the Board of Trustees website:

<http://staticweb.maine.edu/wp-content/uploads/2018/05/meeting-materials-revised-050218.pdf?ca0c38>

Adjournment.

Heather A. Massey for
Ellen N. Doughty, Clerk