Human Resources and Labor Relations Committee


Trustee Medd, Chair, convened the meeting.

Proposed Changes to Board of Trustees Policy 401: General Equal Opportunity. Trustee Medd explained the proposed changes to Board Policy 401: General Equal Opportunity. The Board of Trustees adopted the General Equal Opportunity Policy to comply with federal and state laws that prohibit discrimination. The Genetic Information Non-Discrimination Act, which recently took effect, is a federal law prohibiting discrimination against employees based on genetic information about the employee or members of the employee’s family. The proposed change updates the Board policy to conform with federal law.

On a motion by Trustee Fournier, which was seconded by Trustee Johnson, the Committee agreed to forward the recommendation to the Consent Agenda.

Employee Performance Appraisals. Ms. Tracy Bigney, Chief Human Resources and Organization Development Officer, explained actions being taken to improve the rate of completion of performance appraisals across the University System with a goal of 100% compliance. The Board of Trustees recognizes the importance of employee performance assessment. This is reflected in Board Policy 403 which states:

Each employee should receive an annual written evaluation by the employee’s supervisor and a copy shall be retained in the employee’s personnel file.

As of FY2011 the overall completion rate was 58.7%. The FY2012 target is 75% completion of employee reviews by June 30, 2012 and the FY2013 target is 85% completion of employee reviews by June 30, 2013 with a goal to increase to 90% in FY2013-2014 and 100% in FY2014-2015. Non-compliance by a supervisor will be reviewed on a case by case basis. Appropriate consequences may include impact on the supervisor’s own performance review, which may affect eligibility for performance-based pay increases, and/or disciplinary action.

Trustee Wishcamper suggested the Board review the feasibility of financial incentives to the campuses who reach the 100% compliance level.

Executive Session
On a motion by Trustee Goodman, which was seconded by Trustee Johnson, the Human Resources and Labor Relations Committee went into Executive Session under the provisions of 1 MRSA Section 405 6A & 6C for the purpose of discussing personnel appointments, reassignments and duties, and labor contracts.
On a motion by Trustee Murphy, which was seconded by Trustee Johnson, the Committee concluded the Executive Session.

**Appointment of Robert Kennedy as President Emeritus.** Trustee Medd presented the nomination of Robert A. Kennedy as President Emeritus of the University of Maine in recognition of his service and contributions.

On a motion by Trustee Johnson, which was seconded by Trustee Murphy, the Committee agreed to forward the recommendation to the Consent Agenda.

**Appointments for Trustee Approval.** Trustee Medd presented the appointments to positions at or above the level of Dean or equivalent or with tenure as recommended by the Chancellor, as follows:
- Ellen Schneiter, Vice President of Finance and Administration, UMA
- Krish Thiagarajan, Alston D. and Ada Lee Correll Presidential Chair in Energy, and Professor of Mechanical Engineering with tenure, UM
- Joseph W. McDonnell, Dean of College of Management and Human Services, and Professor of Public Policy and Management, with tenure to be effective upon assuming a full time faculty position after completing service as dean, USM
- Joseph Szakas, Interim Provost, UMA
- Brenda McAleer, Interim Dean of the College of Professional Studies, UMA

On a motion by Trustee Fournier, which was seconded by Trustee Johnson, the Committee agreed to forward the recommendation to the Consent Agenda.

Adjournment.

Ellen Doughty for
J. Kelley Wiltbank, Clerk