Human Resources and Labor Relations Committee


Committee Members Absent: None

Trustee Medd, Chair, called the meeting to order.

Revisions to Board Policy 404.3 – Appointments. Ms. Tracy Bigney, Chief Human Resources and Organization Development Officer, explained the revised policy would delegate hiring authority for Management Group positions to the university presidents and require that a report be submitted to the Board of Trustees three times per year. In a parallel change the requirement for approval by the Chancellor of appointments and salary adjustments resulting in a salary above an identified threshold would in the future require reporting to the Chancellor rather than approval.

On a motion by Trustee Fournier, which was seconded by Trustee Goodman, the Human Resources and Labor Relations Committee agreed to forward the recommendation to the Consent Agenda for action.

Employee Performance Appraisals. Ms. Bigney stated that UMS universities have completed the second year of an intensive initiative to increase the completion rate and quality of annual employee performance reviews. The overall System-wide average completion rate for FY2011 was 74.2%, a significant increase from the 58.7% rate for FY2010. Presidents, university Human Resources staff, supervisors, and managers made concerted efforts to achieve the improved rate. Universities that achieved less than 75% completion rate have been directed to submit a plan for how they will reach the FY2012 goal of 75%. Universities that have already reached the 75% or higher will continue to take steps to increase their completion rate this year. The System-wide goal is 85% for FY2012 and 100% by FY2013.

Chancellor Pattenaude commented that the Board will receive an annual update on the progress towards the 100% completion goal.

Total Compensation Study. Ms. Bigney presented the Total Compensation Study. The UMS Board of Trustees' compensation philosophy states "Total compensation includes pay and benefits and is used to determine market competitiveness." She commented that within UMS many people perceive that our salary and wage levels are low compared to the relevant labor markets and that our benefits programs are high in the market; however, there were never good tools to measure our market competitiveness for total compensation.

In order to measure our competitiveness in total compensation based on objective data rather than perceptions, UMS engaged AonHewitt in January, 2011 to conduct a total compensation
study. AonHewitt was selected in a competitive process because its methodology produces a sophisticated analysis of benefits information. In addition it has many higher education clients and as a result has a strong data base of benefits offered in higher education that provided the necessary market comparators.

The study analyzed three segments of the UMS workforce and compared that data to comparators for base salaries and wages, benefits programs, and total compensation. The three employee groups were full-time faculty, salaried staff, and hourly staff. The Management Group was not included in the study.

For salary and wage comparisons, the comparative data used was drawn from nationally recognized sources such as the AAUP and the CUPA-HR salary surveys. For faculty the comparisons were to the universities identified as peers for each UMS university in New Challenges, New Directions. Salaried staff comparisons were made to universities of like size and mission reported in the CUPA-HR survey. Hourly staff comparisons were to specific benchmark positions identified in the data sources, adjusted to a Maine labor market. For the benefits market data, UMS selected comparators from the AonHewitt database and for each employee group selected three additional employers that were then added to the database. For faculty comparators, fifteen public university systems were selected which included several with land-grant institutions, several with collective bargaining, and several that were used as peers in New Challenges, New Directions. For salaried and hourly staff 11 public university systems, the State of Maine, Eastern Maine Medical Center, Hannaford and UNUM were used as comparators. Benefit programs included in the market comparisons were:

- Retirement
- Life (active and retiree)
- Disability
- Health Care (active and retiree)
- Dependent Tuition
- Time Off With Pay (Staff only)

Ms. Bigney pointed out that the benefit comparisons measure relative economic value (not cost or perceived value) and competitiveness of benefit programs. Standard populations are used for benefit valuations to avoid distortion caused by differing demographic profiles. Comparisons are conducted using consistent assumptions and actuarial methods. The information from these comparisons can be used to align compensation decisions with organizational objectives, to model proposed plan changes, and to communicate with senior management, unions and employees.

Summary of Results
Ms. Bigney presented the results of the Total Compensation Market Analysis for the faculty, exempt staff and the hourly staff.

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

**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:

1. Raphael Di Luzio, Associate Professor of Art with tenure, USM (transfer of tenure from UM to USM)
2. Jon Henry, Vice President of Enrollment Management, UMA

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

Adjournment.

Ellen Doughty for
J. Kelley Wiltbank, Clerk