UNIVERSITY OF MAINE SYSTEM  
Board of Trustees Meeting  
at the University of Maine System  
May 20, 2012

Human Resources and Labor Relations Committee


Committee Members Absent: None

Trustee Medd, Chair, called the meeting to order.

Executive Session
On a motion by Trustee Fournier, which was seconded by Trustee Hood, 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 Fournier, which was seconded by Trustee Hood, the Committee concluded the Executive Session.

Appointment of Theodora Kalikow as President Emerita.
On a motion by Trustee Hood, which was seconded by Trustee Fournier, the Human Resources and Labor Relations Committee agreed to forward to the Consent Agenda for action the awarding of the title President Emerita of the University of Maine at Farmington to Dr. Theodora Kalikow in recognition of her service and contributions.

Compensation Program Review. Ms. Tracy Bigney, Chief Human Resources and Organization Development Officer, explained that Chancellor Page has conducted a review of UMS compensation programs that provide for discretionary salary increases. The review was undertaken to ensure that discretionary increases provide equitable treatment of employees and prudent use of financial resources consistent with Maine values. At the same time, program procedures must be designed to provide appropriate oversight of salary increases while allowing for management ability to react to changed circumstances and to manage the workforce without burdensome administrative requirements. The Human Resources and Labor Relations Committee reviewed the results of the compensation program review.

For each category of increase listed below, recommendations are stated whether such increases should be subject to additional limitations or be cleared to proceed under the procedures in place prior to the suspension and requirement for Chancellor approval.

Hourly Employees:
- No change is recommended for represented employee policies.
The policy for discretionary increases for non-represented employees should be reviewed by human resource directors, presidents and the Chancellor in the next ninety (90) days to determine whether it is appropriate under the new Hourly Employee Classification Compensation Program (HECCP). (Review process led by System Office of Human Resources)

Salaried Employees:
- In light of the financial constraints facing the university, it is reasonable to impose a maximum amount on reclassification and promotion increases and/or to require a level of review at the System.
- A reclassification or promotion increase should be limited to a maximum increase of 15% per salary band or 25% regardless of the number of bands increased, with any exception requiring System approval by the Chancellor or designee. All increases approved at the university level should require the recommendation of Human Resources and the approval of the chief financial officer and president.

Equity increases
- In order to provide reasonable parameters for equity increases, such increases should normally be limited to 15% unless approved by the Chancellor or designee.
- All increases approved at the university level should require the recommendation of Human Resources and Equal Opportunity and the approval of the chief financial officer and president.

Retention increases
- In order to provide reasonable parameters for retention and other individual increases, such increases should normally be limited to 15% unless approved by the Chancellor or designee. All increases approved at the university level should require the recommendation of Human Resources and the approval of the chief financial officer and president prior to being sent to the System for union approval.

Internal hiring/Transfer
- Salaries for new appointments (or transfers from one campus to another) resulting from a documented search may be negotiated individually within the established salary range for the position and will require System approval by the Chancellor or designee only when the proposed salary is more than 25% greater than the prior salary.

Performance based increases
- The limit of 3% and the requirement for extraordinary performance provide reasonable parameters for the discretionary increases. No change is recommended. The cohort increases should be exempted from the suspension of discretionary increases.

Full-time Faculty:
Promotion in rank
- No change is recommended. Faculty promotion increases should be exempted from the suspension of discretionary increases.

Post Tenure Review
- No change is recommended. Faculty post-tenure review increases should be exempted from the suspension of discretionary increases.

Individual increases for retention or equity
• There is no indication that individual increases are problematic. However, to avoid future issues, there should be a maximum level of increase, with exceptions requiring Chancellor approval. Any increase greater than 15% of the employee’s salary should require Chancellor approval prior to negotiation with AFUM. Increases less than 15% should be exempted from the suspension of discretionary increases.

Part-time Faculty:
• No change. There is no evidence that the ability to pay above the contractual minimum is problematic.

Management Group:
• Because of the level of the positions in the Management Group and the level of salaries, among the highest in the university system, it is appropriate to have close scrutiny for positions, appointments, salary increases and payments in addition to the base salary. The following actions should require approval of the chancellor:
  o A decision to add a new Management Group position,
  o A decision to fill a vacant Management Group position,
  o All appointments to the Management Group,
  o Any base salary increase, addition of a stipend of any amount and for any duration, and any payment of additional compensation should be subject to approval by the Chancellor.
  o Policies for exceptional salary increases and for amounts of stipends should be reviewed and revised as appropriate. The review will take place over the next 90 days and will be led by the System Office of Human Resources and will include input from presidents, chief academic officers, chief financial officers and Human Resources directors.

Presidents and Chancellor:
• Board approval of increases for presidents and Chancellor should continue.

Comments and input on the Compensation Review should be submitted to Ms. Bigney’s office by June 20, 2012 in order to have the final documents prepared for the July Board meeting.

Associated Faculties of the University of Maine Report on Faculty Compensation. Mr. Ronald Mosley, President of Associate Faculties of the University of Maine, MEA/NEA (AFUM) and Professor of Business Studies at UMM, and Dr. James McClymer, Vice President of AFUM and Associate Professor of Physics at UM, presented a report on faculty compensation.

Adjournment.

Ellen Doughty for
J. Kelley Wiltbank, Clerk