Human Resources and Labor Relations Committee


Committee Members Absent: Gregory Johnson.

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

Executive Session
On a motion by Trustee Hood, which was seconded by Trustee Collins, the Human Resources and Labor Relations Committee went into Executive Session under the provisions of 1 MRSA Section 405 6-A & D for the purpose of discussing personnel issues and collective bargaining in all bargaining units, including the status of bargaining and goals and relationships for bargaining for the next biennium.

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

Board Policy on Background Screening. Ms. Tracy Bigney, Chief Human Resources and Organization Development Officer, explained that background screening policies, practices, and effectiveness vary widely across the University of Maine System. UMS human resource leaders have identified these variations as posing a significant risk for UMS and as inconsistent with best practices. A committee of campus and System Office human resources and risk management staff researched best practices and developed a draft policy and procedures.

The proposed Board policy is presented as an information item at this meeting and will be on the agenda at the March Board meeting for action. In addition to the policy the committee developed a detailed procedure specifying the kinds of background checks that will be required for categories of positions. For many positions the requirements will be verification of credentials (education, employment and licenses), reference checks and a criminal background check. For positions with special responsibilities in the following categories additional checks, including a credit check or sex offender check, will be required:

i. Positions of Chief Financial Officer and their direct reports who hold financial positions
ii. Positions with authority to commit financial resources of $25,000 or more as provided in the campus Signature Authority matrix and/or MaineStreet Marketplace.
iii. Positions with responsibility to regularly handle cash or cash equivalents of more than a de minimis amount.
iv. Direct access to or control over University or personal goods or property.
v. Broad access, including but not limited to master key or swipe card access, to University facilities, residences, or apartments.
vi. Direct access to or responsibility for controlled or hazardous substances.
vii. Direct responsibility for safety and security of employees, students, minors, and/or visitors or property.
viii. Direct responsibility for repair of University property.
ix. Direct responsibility for care, safety, and security of minors (under 18), incapacitated persons, or persons with developmental disabilities who participate in University-sponsored programs.

Following Board approval of the policy, a small committee will be convened, including at least one Chief Financial Officer, to write the Request for Proposal (RFP) seeking vendors for the policy implementation. This RFP will serve to more fully estimate the volume of background checks that would be required and the bids from vendors will accurately identify the costs. In addition to selecting a vendor, the committee will recommend how to implement the policy with a method for tracking the volume, experience and costs of background checks, including a way to track the costs in the General Ledger.

If vendor proposals come in at more than the estimated cost per year (about $60,000 system-wide) the Chief Financial Officers will be consulted again before a proposal is accepted and the policy proceeds. If the costs exceed $60,000 we will consider phasing in the policy or changing the definition of positions covered and types of background checks required.

If the policy is implemented it will be via a sole contract covering the System. The target implementation date is July 1, 2013.

**Status of Implementation of Recommendations of the Employee Health Plan Task Force**

Ms. Bigney reviewed the status of implementation of the recommendation of the Employee Health Plan Task Force. The Task Force recommendations regarding plan changes and premium share are subject to collective bargaining. As changes are implemented, employees move into the Quality Incentive Plans. As of November 1, 2102, 75% of the UMS employees are covered under the Quality Incentive Plans; however, this is almost one year later than planned. In addition, when AFUM bargaining is completed it is anticipated that those employees will also move into the Quality Incentive Plans. Without all employee groups in the Quality Incentive Plans, it is unlikely that targeted savings will be achieved. The current projected 5 year shortfall for the Health Plan will likely be $18 million.

The next steps toward “Bending the Trend” include completing negotiations with AFUM; ramp up communication, education and culture change; continue to measure changes in the trend; continue partnerships with the State of Maine, Maine Health Management Coalition, the Advisory Board, and other large Maine employers; continue the role of the Task Force for education, reporting, monitoring, and measuring outcomes and future recommendations; and continue with wellness programming at the campuses.

Adjournment.

Ellen Doughty for
J. Kelley Wiltbank, Clerk