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## Board of Trustees November 24, 1986

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University Of Maine System

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UNIVERSITY OF MAINE SYSTEM  
Board of Trustees

November 24, 1986  
Farmington, Maine

Board of Trustees Meeting

PRESENT: Chairman Joseph Hakanson, Severin Beliveau, Francis Brown, Robert Dunfey, Stanley Evans, David Flanagan, Geneva Kirk, Thomas Monaghan, Teresa Moore, Richard Morin, Richard Redmond, Harrison Richardson, Barbara Sanford, Patricia Schroth, Stewart Smith. Absent: Richard Marshall. Staff: Chancellor Woodbury, Richard Bowers, William Sullivan, Mary Ann Haas, Richard Hayden, Samuel D'Amico, Richard Eustis, Kent Price, Russell Smith; Presidents Barbara Leondar, Dale Lick, Richard Randall substituting for George Connick, Harlan Philippi, Frederic Reynolds, James Roach, Judith Sturnick. Press and Public.

Acceptance of Minutes: On motion made and seconded, the minutes for the meetings held on September 29, 1986, were approved as circulated.

Citizen Input. Miss Deborah Leighton, Manager for Marketing for the Welfare, Employment, Education and Training Program (WEET), reported on the WEET program and introduced Ms. Kimberly J. Cook, a student who has produced an informative booklet about the availability of financial aid for the benefit of prospective students. Miss Cook pointed out that everyone knows aid is available, but few know how to go about getting it. She prepared the booklet, and it was financed jointly by funds from the University of Maine at Augusta, the VTI System and the State Department of Human Welfare. There are now about 500 copies left and still much demand for the booklet, including demand from campuses around the country. Miss Leighton hoped that the University System would help finance additional booklets. Miss Leighton then spoke about the Welfare, Employment, Education and Training (WEET) Program. She said that in 1982, there were 259 recipients on campuses, and in 1984, there were 648 recipients, 375 of them full-time students. She said the Maine Job Opportunities Act of 1981 required cooperation between the University System and the Welfare Employment Program to promote opportunities for educational services and supportive services. She said this has been done and the Trustees could be proud of the campus participation. She wanted to explore how further progress could be made in this program. She noted that it takes a job with at least \$5.50 an hour to get off the welfare rolls and that requires education and training which the University System can help to provide.

Chairman's Remarks. Chairman Hakanson expressed his thanks to the Governor, legislators and the citizens of Maine for their support of the \$7.7 million University Bond referendum in the recent election. He specifically thanked Robert Masterton of Portland, Wilma Bradford of Bangor and Malcolm Jones, Treasurer, of Bangor, for their work on the Citizens Committee which supported the bond issue, as well as Patricia Schroth, the Trustee liaison with the Committee. Mr. Hakanson said it was a significant achievement for the University System.

Mr. Hakanson noted that this would be Trustee Francis Brown's last meeting and on behalf of the Board expressed appreciation for Mr. Brown's long service to the University System.

Mr. Hakanson presented the "Report to the Board of Trustees of the University of Maine System and the Presidential Search Committee of the University of Southern Maine" submitted by the Presidential Search Consultation Service. The Report constitutes the pre-search study for USM. Mr. Hakanson reported that the USM Presidential Search Committee would begin its tasks soon under the chairmanship of Trustee Stewart N. Smith. It was moved, second and

VOTED: to accept the Report of the Presidential Search Consultation Service dated November 14, 1986, regarding the search for a President of the University of Southern Maine.

At the request of the Chairman, Trustee Severin Beliveau, Chairman of the UMA Presidential Search Committee, reported that he, Trustees Kirk and Moore and campus representatives had held an organization meeting about a month ago. He said that responses to notices regarding the UMA search have been strong and the Committee's timetable to provide the Chancellor with three names by the March meeting is on schedule.

Mr. Hakanson thanked the Farmington campus and President Sturnick for their hospitality in hosting the Trustee meeting in Farmington.

Chancellor's Remarks. Chancellor Woodbury added his commendation to Francis Brown for his long tenure as a Trustee and for his valuable advice and counsel during this period. The Chancellor commented at some length on the broad issues which he said would be coming before the Board in various forms in the months and years ahead. The issues included: quality, access, public partnerships, and private development.

Gifts, Grants and Awards. On motion of Mr. Flanagan, Chairman of the Finance Committee, which was seconded, it was

VOTED: to accept with gratitude all gifts, grants and awards listed under date of November 24, 1986.

FY 86 Audited Financial Statements. Statements submitted by Arthur Anderson & Co., covering the University's fiscal year ending on June 30, 1986, were discussed. Trustee David Flanagan, Chairman of the Finance Committee, responded to questions about the write-off for student loans and there was discussion of the University's track record for recovery of student loan funds. Controller Russell Smith reported that although the University's performance in this area is very good, ways are being sought to achieve even better results. Mr. Brown asked about putting earnings on the endowment funds back into the principal accounts. Mr. Smith said most funds were restricted for scholarships and the earnings were so used each year, but any surplus did go into the principal. He said that earnings, appreciation and new receipts were responsible for the pooled investment to increase from \$13.5 million to \$15.1 million from 1985 to 1986. Mr. Flanagan said a subcommittee of the Board under Trustee Morin will be monitoring performance of the investment accounts on a quarterly basis. On motion of Mr. Flanagan, which was seconded, it was

VOTED: that the University System financial statements covering FY86 be accepted by the Board of Trustees.

Maine Lobster Institute at UM. Mr. Brown presented the recommendation for establishment of a Maine Lobster Institute at the University of Maine. UM President Lick explained that the Executive Director of the Institute would report to the head of the Center for Marine Studies at UM. The Institute is designed as a partnership between the Maine Lobster Industry and the University of Maine. Initial funding of \$20,000 would come from the University of Maine, the Maine Lobstermen's Association, the Maine Lobster Pound Owners Association, and the Maine Import/Export Dealers Association, in equal amounts of \$5,000. Dr. Lick anticipated raising \$100,000 a year from the same and other industry sources. Trustee Smith expressed concern that the Institute have sound financing. Dr. Lick said the Institute would get organized first and then hire staff when funding was available. Mr. Flanagan raised the issue of governance, noting that the authority of the Board of Trustees must be acknowledged in the By-laws. He noted too that the proposed Advisory Board contained members from the University of Maine, the industry and the State, but not Trustees. The Advisory Board and the general public would receive annual reports but the by-laws said nothing about the Board of Trustees receiving such reports. He was further concerned that the Advisory Council would be self-appointing. He suggested that the Trustees should require better linkages with the Institute than the current by-laws provide. After further discussion and on motion of Mr. Flanagan, which was seconded, it was

VOTED: to approve the establishment of the Maine Lobster Institute at the University of Maine subject to further review by the Board of Trustees of the by-laws of the Institute's Advisory Board.

Before moving on to the next item, Mr. Richardson was assured that the intent of the Board's vote was to review the issue of a public member for the Advisory Board. Mr. Beliveau said there should also be more specificity about the source of the annual \$100,000.

B.S. in Computer Engineering at UM. On motion of Mr. Brown, which was seconded, it was

VOTED: to approve the proposed program, Bachelor of Science in Computer Engineering, to be offered at the University of Maine.

Awarding of Degrees. On motion of Mr. Brown, which was seconded, it was

VOTED: to authorize the awarding of degrees in course for the Fall Commencement 1986 and the Spring and Summer Commencements 1987 to those students fully recommended by the appropriate faculties and the Presidents of the respective institutions and/or divisions of the University of Maine System.

UM Reorganization. Mr. Brown introduced the proposed UM Reorganization program initiated by UM President Lick. Dr. Lick said the new structure was a return to the former structure with five vice presidents. The most important moves were 1) the separation of Student Affairs and Administration, and 2) the bringing together of Research and Public Service under one vice president. He also wanted to expand the role of the Director of Communications with telecommunications and computer innovations. Dr. Smith said that he was glad to see the

Extension Service and the Experiment Station back under the same roof, but he hoped that all the other entities under that same vice president would not mean that the two agriculture-oriented groups would be neglected. Those two agencies need careful attention, he said. Dr. Lick said he too, was very concerned about that and would be sensitive to those needs.

Information Reports on Nursing and Academic Program Review. Mr. Brown called attention to two items that had been submitted for information: Nursing Education Programs and Academic Program Approval. The nursing item involves the University of Maine and the University of Maine at Fort Kent preparing for separate accreditation and seeking formal individual accreditation in academic year 1988 for their nursing programs. At present both programs are operating under the lead campus accreditation at the University of Southern Maine. The Academic Program Approval process is undergoing study by the Acting Vice Chancellor for Academic Affairs and the chief academic officers on the campuses. A current position paper recommends implementing prior recommendations from the VICOM report and the Board of Trustees, i.e., consideration of new programs and programs designated for elimination, only twice a year, specifically in January and July. This would key new programs better to budget considerations, Mr. Brown said.

Gorham Campus Center. Mrs. Schroth presented the recommendation and moved its adoption. The motion was seconded and it was

VOTED: to authorize the designing of a project to renovate the Gorham Student Center with design costs not to exceed \$50,000, and further authorize the transfer of funds from the USM Residence and Dining Reserve to an appropriate Plant Fund to cover the design expense.

Student Housing for USM. Mrs. Schroth initiated discussion of the recommendation on student housing at USM, where there has been a serious shortage. Off-campus private development of additional student housing, rather than on-campus construction, is being suggested. Miss Kirk asked if other institutions were doing this. Dr. Woodbury said he was not aware of it. He said that the problem is that student housing has to be self-funding and the students cannot afford it. Mrs. Schroth asked if the University would have control over rent. Dr. Philippi, Acting President of USM, said that would be negotiated. Bids would be requested from builders to provide a minimum of 100 apartments near the Portland and/or Gorham campuses for student use. Each living unit would have bath and kitchen facilities. About 10 developers, who have previously expressed an interest on such projects, would receive requests for bids. The housing would be leased to the University for a five-year period with two five-year options, after which the University would have the option to purchase the facility or continue rental. Requests for proposals go out in mid-December, with responses expected in about six weeks. USM will return to the Board for approval of a final proposal after a four- or five-week evaluation period. On motion of Mrs. Schroth, which was seconded, it was

VOTED: to authorize the University of Southern Maine to solicit proposals for student housing to be developed through private investment with the acceptance of any proposal subject to Board of Trustees approval.

Lease of Office Space for USM. Mrs. Schroth presented the recommendation for leasing of office space for faculty in the Johnson Supply Building adjacent to the USM campus. As a result of new appropriations coming to USM, 30 part-time faculty will convert to full-time, thus increasing the pressure for office space, already in short supply on campus. Between 10,000 and 12,000 square feet at \$5.00 per square foot may be available. On motion of Mrs. Schroth, which was seconded, it was

VOTED: to authorize the leasing of not more than 12,500 sq. ft. of area in the Johnson Supply Building, Portland, for a period not to exceed five years. All costs associated with the lease to be paid by the USM Campus.

Purchase of Property for USM. Mrs. Schroth presented the recommendation. The purchase of the property at 126 Bedford Street would mean that the University would own all except two houses facing the campus on Bedford Street, and those two should eventually come to the University. Two other properties are to be sold which would, as Trustee Brown observed, get the University out of the block beyond Bedford Street. On motion of Mrs. Schroth, which was seconded, it was

VOTED: to authorize the purchase of property located at 126 Bedford Street for \$144,000 subject to legal counsel review of title documentation, and to authorize the sale of properties at 25 Washburn Avenue and 38 Chamberlain Street with the proceeds from these sales financing the purchase of the 126 Bedford Street property.

Purchase of Property for UMFK. A new residence can be ready for University of Maine at Fort Kent President Leondar by mid-December, with Board approval of this purchase option signed by the University since the September meeting, when the Board authorized the Executive Committee to act on the question. The property is adjacent to the existing President's house and considered much more appropriate for formal campus entertaining and meetings. The existing house can be used for needed office space. On motion of Mrs. Schroth, which was seconded, it was

VOTED: to authorize the purchase of the property at 20 Pleasant Street, Fort Kent, from Leroy and Mary Martin for a price of \$96,000.

Maine Center for the Arts at UM. On motion of Mrs. Schroth, which was seconded, it was

VOTED: to authorize the naming of the lobby of the Maine Center for the Arts as "Alumni Lobby".

Purchase of Modular Building for UM. Mrs. Schroth said this modular building was for immediate use by scientists working on a study of watershed management under a grant with a potential value of \$3.2 million. A letter from UM President Lick emphasized the urgency of the proposal. In answer to a question from Mr. Flanagan, President Lick said the modular building can be readily converted to other use when permanent quarters are built. On motion of Mrs.

Schroth, which was seconded, it was

VOTED: to approve the expenditure of up to \$140,000 for the building project as proposed in President Lick's letter of November 12, 1986.

Implementation of \$7.7 million Capital Program. Associate Vice Chancellor Richard Eustis reported on steps taken to implement the various projects to be financed by the bond proceeds. He explained that each campus President is to appoint a Project Committee on which a member of the System Office of Facilities staff will serve. Each Committee will develop a narrative "conceptual plan" for the project. Implementation of the Library Automation Project, which affects all of the campuses, has been started. Each campus President will designate a member of that Project Committee. The architect selection process for each construction project has been started and legal advertisements have been placed in Portland and Bangor newspapers. It is anticipated that the projects will be completed in time for the beginning of the Fall Semester 1988. Mr. Monaghan asked about the status of a Portland building project stemming from the earlier \$16.4 million capital bond issue and was told that the City of Portland was issuing some approvals and construction was to begin soon. Trustee Richardson asked if University policy provides for the use of resident architects. Mr. Eustis said that the design competition was open but that two of the architects competing are from Maine.

Acting Vice Chancellor for Academic Affairs. Mr. Richardson, Chairman of the Personnel and Employee Relations Committee, introduced the resolution. Chancellor Woodbury said that the search for a permanent Vice Chancellor begins this Fall and should result in presentation of a final candidate by July 1987. On motion of Mr. Richardson, which was seconded, it was

VOTED: to authorize the appointment of Dr. Richard C. Bowers as Acting Vice Chancellor for Academic Affairs, effective November 1, 1986, at an annual salary of \$68,000.

Professor of Chemical Engineering, UM. On motion of Mr. Richardson, which was seconded, it was

VOTED: to authorize the appointment of Dr. David Kraske as Professor of Chemical Engineering at the University of Maine, effective January 1, 1987 at an annual salary of \$50,000.

Mr. Beliveau noted that Dr. Kraske was born and raised in Rumford, one of the few Maine natives being appointed. Dr. Woodbury observed that the candidate was an unusual person with great expertise, whose appointment reflects well on the State.

Graduate Program Director. On motion of Mr. Richardson, which was seconded, it was

VOTED: to authorize the appointment of Dr. Neal S. Rote, Jr. for the position of Director of the Graduate Program in Applied Immunology, University of Southern Maine at an academic year salary of \$48,000, effective February 1, 1987 for a three-year renewal term (first term two and one-half years).

Student Collective Bargaining Representatives. In response to a question from Trustee Kirk, Associate Vice Chancellor Samuel D'Amico said that selections for student representatives were made by Campus Student Governments. Mr. Flanagan noted that there was very little detail about the representatives and their qualifications and perhaps curriculum vitae were needed. Dr. Sanford said it would be reasonable to ask for some background on the nominees since the Trustees are asked to appoint them. Mr. D'Amico explained that the students are represented at collective bargaining sessions in accordance with state statutes and they represent the students rather than the University. He said he has never known students to interfere with the collective bargaining process; however they do not sit in on negotiations unless they are invited by both parties and they are not on a bargaining team. On motion of Mr. Richardson, which was seconded, it was

VOTED: to appoint Evelyn Buschur, University of Maine; Kenneth Fredette, University of Maine at Machias; and Rick Soldano, University of Maine at Augusta to fill the existing vacancies as student collective bargaining representatives.

Martin Luther King, Jr. Day. On motion of Mr. Richardson, which was seconded, it was

VOTED: that for purposes of maintaining parity between non-represented University employees and represented University employees, Martin Luther King, Jr. Day be declared a legal holiday for all non-represented University employees on the 3rd Monday in January.

Salary Adjustments. Mr. Richardson presented the list of salary adjustments reported by the Chancellor's Office for faculty and University administrators. Mr. Beliveau requested that additional information be provided to illuminate and define the stipend mechanism. On motion of Mr. Richardson, which was seconded, it was

VOTED: to approved the salary adjustments as presented by the Chancellor.

Appointments. A list of eight appointments to positions at salaries from \$30,000 to \$40,000 was presented to the Board for its information.

By-Laws Revision. A housekeeping amendment to update the by-laws of the Board of Trustees had been prepared by the Clerk of the Board. On motion of Mr. Richardson, which was seconded, it was

VOTED: that section 4.4(b) of the by-laws be repealed and that Section 4.4(a) be amended to read:

"Regular and special meetings of the Board and its committees shall be open to the press and the public; except by vote of the Board for discussion of those matters which are permitted under the statutes to be discussed in executive session."



Location of the Chancellor's Office. Mr. Brown presented the Report of the ad hoc Committee which had been established to develop recommendations 1) on the location of the Chancellor's Office, and 2) on the question of a housing allowance for the Chancellor, versus the possibility that the University should purchase an official residence for the use of its Chief Executive. Mr. Brown reported that the Committee had discussed these issues at considerable length and all recognized the need to do a better job in Augusta, to provide a greater presence and higher profile for the Chancellor's Office there, but there was no unanimity about the best way to achieve these objectives. Eventually the Committee concurred on a compromise recommendation which provided, essentially, for the present Chancellor's Office in Bangor to remain the primary office, the present Chancellor's Office in Augusta to be appropriately designated and enhanced and utilized. The extensive debate which followed explored the pros and cons of different alternatives, and closely reflected the arguments reported by Mr. Brown from the Committee's discussion of the issues. (A copy of the full text of Mr. Brown's report is appended to the file of these minutes.) Miss Kirk moved the question. The motion was seconded and failed to carry.

After much further discussion, Mr. Hakanson called for a vote on the issue. On motion of Mr. Brown which was seconded and with Mr. Beliveau, Mr. Flanagan, Mr. Smith and Mr. Monaghan dissenting, it was

VOTED: a) the present Chancellor's Office in Bangor, Maine will continue as his primary office and as the location of the members of his staff now there, without change; b) the Augusta office now in use will be designated appropriately by sign and other means as the Augusta Office of the University of Maine System, with an appropriate Chancellor's Augusta Office incorporated therein, subject to whatever changes and additions the Chancellor with Board approval may decide to make in the future, the same to be used by the staff members presently assigned and any future staff members so designated by the Chancellor, with Board approval; and c) the Chancellor shall make such use of the Augusta office as he may deem appropriate and in the University System's best interests, in order to accomplish the goal set by the Committee that above all else, the University of Maine System must have a higher profile and more visible presence in Augusta than was the case in previous years, with special emphasis on the legislative sessions.

Chancellor's Housing. Mr. Brown reported that the Committee concurred on its recommendation that a housing allowance be preferable to the purchase of a residence by the University. On motion of Mr. Brown, which was seconded, it was

VOTED: that the Chancellor be provided a housing allowance of \$1,000 per month and authorized to reside at any location of his choosing within the State of Maine.

Agriculture Service Programs. Chairman Stewart Smith, Chairman of the Trustee ad hoc Committee to Review the Maine Cooperative Extension Service and the Maine Agricultural Experiment Station, presented a final draft of the Committee's

report to the Board. He identified Mrs. Schroth as Chair of the Subcommittee to review MCES and Mr. Richardson as Chair of the MAES Subcommittee, and gave a brief review of the draft recommendations of the Committee. In addition to the Trustee members, the Committee included Barbara Gottschalk, Commissioner of Agriculture, Food and Rural Resources, and Dr. Mary Ann Haas, Associate Vice Chancellor of the University of Maine System. The Subcommittee included client groups, legislators, campus administration and faculty, county extension agents, advisory groups or lay boards, and representatives from State and County government. The recommendations covered six specific questions raised by the Board, plus additional comments of a more general nature. Dr. Smith read the recommendations on each of the six specific areas and commented on some of them:

Mission. Cooperative Extension Service. The mission of CES should be to deliver education and training assistance. The mission should not include providing services which can be provided by other entities that do not have the unique responsibility of CES as part of the Land Grant System.

The Cooperative Extension Service should not exclude any particular groups of potential constituents or programs as a prescribed rule. Since public resources are limited and the CES must share in that limitation, however, it is important that an effective evaluation process be used to establish priorities for CES programs.

The flow of information from the field back to the teachers and researchers is a valuable component of the educational mission. Extension faculty and administrators should be encouraged to seek and make use of information which would illuminate needs and problem areas on the local level which should be addressed.

The Extension Service's educational mission should be planned in consultation with other appropriate agencies, public and private, to minimize duplication and enhance cooperation wherever possible.

Agricultural Experiment Station. MAES should examine its procedures for establishing research priorities to assure that the process is open. Dr. Smith felt that there was room for more open discussion in this area and that there have been complaints in the past.

Structure. The Cooperative Extension Service should continue to be based at Orono but with personnel located at various campuses in the system. Dr. Smith said this is already the case but could be expanded upon.

There should be a Vice President who has responsibility for both the CES and the AES. This was already covered by Dr. Lick's reorganization plan and Dr. Smith hoped that it will be carefully monitored.

CES-AES Relationships. The Committee recommends that there should be joint appointments between the two services - CES with teaching and research and AES with teaching. Public service activities should be given full consideration in promotion and tenure. Dr. Smith said this should be considered System-wide policy. It is a universal problem throughout the country. The Trustees may have to take some action in

this area and we will be asking the Presidents to come back to the Board if they need some help in this area.

Applied Research. The most common problems we have heard, Dr. Smith said, were in the area of problem-solving research, so the recommendation is that more problem-solving research be assigned with an urgent sense of Maine priorities, conducted by both AES and CES. It is a gray area, but more needs to be done there.

Occasionally there are critical needs on a short-term basis, as the climate or other changes, so the Committee urged flexibility in the research program as well as the Extension program. This could be done by a funding mechanism which would reserve funds to address critical emergencies. The source of funds for this process should be decided through the budget process.

The University administration needs to build more flexibility into the research process which may require changes in the tenure system. Because researchers tend to stay in their research area, this problem needs to be studied. This is a part of the Report which may be gone over and changed. We're asking that the Board of Trustees should ask the University administration to respond within a year as to progress made on this recommendation.

More aggressive efforts should be made to search out results of research conducted elsewhere which could be useful to Maine farmers. Again, the relationship between basic research and applied research and how to get that information and out-of-state information to the farmer.

Role of the State. We are asking that the President of the University of Maine establish a process with several State departments to exchange information. There is an adequate process nationally and with private agencies but not with State agencies.

Funding. The University administration needs to be aware of actual shortages in past agency budgets. Long-term plans must be developed to put these agencies on a sound financial footing. Line item appropriations for these two agencies are not recommended. There have been severe cutbacks proposed by the past two national administrations but these have not occurred. But serious erosion in funding of both agencies has occurred. We must take this into account. The AES should examine the role of user fees paid by some commodity groups for research help, and determine whether a fee system should be set up for all commodity clients.

Addendum. What is public service and how can this concept get into the promotion and tenure system? Some standards have to be developed as to work done without fee and work done for a fee. In some cases researchers or other University personnel provide services to private individuals or groups for a fee and classified that as public service. The Committee did not attempt to distinguish between what would be public service and what would be services for fee. But there is a difference and it is critical that a system be developed whereby

such public service be appropriately recognized in the reward system. The second Addendum item was that both CES and AES should develop more skills in marketing and business management.

A shift in emphasis from production to marketing should be encouraged. Lastly, we need more flexibility in policies to permit more part-time employment for Extension Agents.

Dr. Smith noted that the final draft still needs some editing although no substantive changes are anticipated. On motion of Mr. Richardson, which was seconded, it was

VOTED: to acknowledge the draft report of the ad hoc Committee to Review the Maine Cooperative Extension Service and the Maine Agricultural Experiment Station and direct the Committee to finalize the Report and present it for action at the January meeting.

Additional Reports. Trustee Kirk submitted three reports to the Trustees:

1. A Report on a State Board of Education workshop that was held on October 14, 1986, where the need for electronic media was emphasized. She suggested that Acting President at UMA, George Connick, take notice.
2. A Report on a meeting of the Legislative Commission to Examine Teacher Education on October 23, 1986. Miss Kirk noted that there was much emphasis on teachers getting involved in teaching, as opposed to research and publication.
3. A Report on a meeting of the Board of the Maine Vocational Technical Institute System, November 5, 1986. She said the VTI System had a very lean budget which may have implications for the operation of the new System Office in Augusta, once the start-up funds have been exhausted.

Proxy Vote. This item, which had been included on the agenda for discussion at the request of Mr. Richardson, was deferred to another meeting, since the hour was late.

The next meeting of the Board of Trustees will be held January 29, 1987, at the University of Southern Maine.

There being no further business and on motion made and seconded, the meeting was adjourned.

JoAnne R. Magill  
Clerk