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Board of Trustees July 11, 1988

University Of Maine System

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UNIVERSITY OF MAINE SYSTEM
Board of Trustees

University of Southern Maine
July 11, 1988

Board Meeting

PRESENT: Chairman Harrison Richardson; Eve Bither, Patricia Collins, Robert Dunfey, Thomas Dukes, David Flanagan, Robert Foster, Joseph Hakanson, Geneva Kirk, Richard Marshall, Thomas Monaghan, Richard Morin and Stewart Smith. Absent: Stanley Evans, James Storer, George Wood. Staff: Chancellor Robert Woodbury; Richard Bowers, William Sullivan, Mary Ann Haas, B. Russell Smith. University Presidents George P. Connick, Barbara Leondar, Dale W. Lick, J. Michael Orenduff, Patricia R. Plante, Frederic A. Reynolds, and James A. Roach. Press and Public.

1. Chairman Harrison Richardson convened the meeting. On motion made and seconded, the minutes of the meetings of April 25 and May 23, 1988, were approved as circulated. No one had registered to address the Board in the Citizen Input period, which is regularly reserved to receive comments from the public.
2. Committee Assignments. On motion made and seconded, the Chairman's committee assignments for the coming year were ratified. The committee list is appended to the file of these minutes.
3. Chairman's Remarks. Mr. Richardson's remarks focussed on the upcoming bond campaign in which the University seeks \$36.8 million for capital construction and improvement projects throughout the System. He noted that the outcome would reflect public confidence, or lack thereof, in the University. He reported that public support of the System's capital program has totalled only \$34 million over the last twenty years. Maine ranks lowest of the six New England States in terms of total debt, in debt per capita and in debt as a percentage of personal income. Thus, the University would not be asking citizens to over extend themselves in public indebtedness. He suggested that the University directly affects the lives of hundreds of thousands of Maine people through its contacts not only with students, but also with adult education programs through the cultural and performing arts, sports, Cooperative Extension, research programs, and assistance to business and industry. Mr. Richardson indicated that a group designated Maine People for the University had been formed to support the bond campaign. The group is co-chaired by Mr. Malcolm Jones, Treasurer of Bangor Savings Bank, and Mr. Weston Bonney, President of Peoples Heritage Bank in Portland. Mr. Richardson introduced Mr. Bonney who was present. He presented very brief remarks conveying his support for public higher education and the need for the University to be in a position to provide educational opportunities to Maine citizens, who must be prepared for an increasingly competitive future.
4. Chancellor's Remarks. Dr. Woodbury outlined some major issues he said the University would have to address in the future in a more forceful way:

- . Teacher education and relationships with the public schools must be a priority item in the University budget and the institution must become even more a part of the process to upgrade public education.
- . The University must examine the extent to which its curricula and programs reflect the fact that the society is multi-racial and that it is part of a global village.
- . Access continues to be a critical objective and the University must make the institution's resources available to more people all the time. Telecommunications, outreach for graduate programs in teacher education, the Lewiston Campus, increased student financial aid - these are indicative of efforts which have been initiated to improve access and which must continue to be supported and expanded upon.
- . Research/graduate programs are essential but expensive and difficult to sell to the public and Legislature. The Visiting Committee was attentive to the ground the University has lost in this area.
- . Public Service/civic responsibilities. The University needs to use its public service units more effectively, and must find ways to incorporate civic responsibilities into the curriculum to link students to a larger public responsibility.
- . Excellence. A constant goal for the institution and one that must be sought in all from libraries to equipment to accountability.

Educational Policy Committee. Chairman Stewart Smith reported for the Committee.

5. Master of Wildlife Conservation, UM. Dr. Smith presented the recommendation for this non-thesis program which he said was designed primarily for practicing conservationists. On behalf of the Committee, he moved its adoption. The motion was seconded and it was

VOTED: to approve the proposed Master of Wildlife Conservation degree to be offered at the University of Maine.

6. A.S. in Business Administration, UMF. Dr. Smith reported that the proposed program could replace one that had been brokered by UMA. On motion of Dr. Smith, which was seconded, it was

VOTED: to approve the proposed Associate of Science Degree in Business Administration to be offered at the University of Maine at Farmington.

7. Program Elimination Policy. Dr. Smith reported that the proposal had been developed to supplement the policy on program approval. At an earlier

meeting, faculty and student representatives requested an amendment to section 26 of the proposal which would add a provision for specification of the campus process used to develop a recommendation for elimination of a program. Acknowledging this request, Dr. Smith moved adoption of the amended proposal, and the motion was seconded. During discussion, Mr. Flanagan noted that the proposed policy recognizes that the University had only limited resources and must constantly update the curriculum to make the best use of those resources. After further discussion, it was

VOTED: to approve the proposed Academic Degree Program Elimination procedures, as amended. A copy of the amended policy statement is appended to the file of these minutes.

8. Semi-Annual Review of Academic Affairs. Dr. Smith took note of the report prepared by Vice Chancellor Bowers, which had been discussed at some length by the Committee in its meeting earlier in the day.
9. Report of the Panel on Engineering and Technology Education. Panel Chairman Stewart Smith reviewed the background of the Panel, which was established by the Board in January to evaluate the options for providing engineering education within the System. A draft of the Panel's final report had been circulated prior to the meeting. Dr. Smith noted that there had been great divergence of views among the Panel members at the outset, but he said these had come together and he did not anticipate that there would be significant changes in the Report before it was submitted to the Trustees at the September meeting, for disposition. Dr. Smith highlighted the substance of the Report. In the approach to its task, the Panel:
 - . researched the need for engineering/technology education and also available resources;
 - . looked at a number of options to meet the need;
 - . weighed the options in the context of the Nine-Point Agreement developed by Presidents Plante and Lick;
 - . gathered estimates on program costs.

The Panel concluded that there will be a need for technology education which will increase as industries change the way goods are produced which, in turn, will change the kind of education employees will need to keep their jobs. Dr. Smith discussed the four recommendations proposed by the Panel:

- . Establishment of a Center for Engineering Studies by the University of Maine at the University of Southern Maine. Dr. Smith said it would be important to keep in mind that the existing environment and relationships at USM must be respected and the new Center should not be disruptive.

- . Two new programs in manufacturing education are proposed, a graduate program in manufacturing management to be developed jointly by UM and USM, and an undergraduate program in Manufacturing Engineering Technology to be developed by USM.
- . Increased access to engineering education throughout the State, where the needs are not necessarily those of traditional students. The Panel suggests that the University System, the VTI System and the Maine Maritime Academy cooperate in the delivery of engineering and technology programs with attention to the needs of people in workplaces around the State.
- . Establishment of a certificate program with a set sequence of courses designed to bridge the gap between VTI associate degrees and the System's baccalaureate degrees.

Dr. Smith called attention to one other concern of the Panel which acknowledged the declining numbers of women in engineering education. He suggested that there is clear evidence of serious discrimination in the field and that the Board should pursue this issue further. He reported that the Panel found its recommendations generally to be in agreement with the Nine-Point Statement developed by Presidents Plante and Lick, with the understanding that the nine points are not to be considered written in stone for all time. Conditions change and there must be some flexibility to accommodate changing conditions. Dr. Smith also reported that there was extensive discussion by the Panel about the oversight for the BSEE at USM, which constitutes a critical part of the Panel's report. There was consensus on the Panel that there should be no extraordinary review process for the program in the first three years; rather, the program should be given whatever is the customary annual review that other programs receive. At the end of three years a rigorous evaluation should be made and submitted to an advisory group with expertise in the area, which would review the evaluation and recommend to the Board whether the program should be continued, modified or abolished. If the program meets the expectations, it should become just a regular ongoing program with no further requirement for extraordinary review. In the interim, Dr. Smith urged that those who served on the Panel be provided with the annual reports on the program, which would keep this group up to date on the issue and provide a pool of knowledgeable people who might be available to serve later on an advisory committee for the evaluation. Finally, Dr. Smith reported that the Panel had reviewed the procedures for approval of new programs in the System, and concluded that the procedures were not flawed but in the specific instance of decisions on the BSEE at USM, some of the procedures had not been followed. Acknowledging that pressures external to the process sometimes build, Dr. Smith said the Panel concluded that failure to observe the procedures had probably caused some problems that might have been avoided. The Panel urges that all procedures be scrupulously followed in the future. He noted that no Board action on the report was required at this meeting. The final draft will be edited again and the Report will be on the Board's agenda at the next

meeting. Mrs. Bither called attention to references in the Evaluation Plan for the BSEE at USM (Appendix E), successful to specific numbers of students which would need to be recruited for a program and urged the Panel to review this issue before submission of the final report. Dr. Smith noted that there had been different opinions on the Panel about this issue and the consensus was that these were not guidelines for elimination of the program but a recognition that if those enrollments were not attainable, some changes in the program might be in order. He concurred that evaluation of the program should not rely on hard numbers. Mrs. Collins, who was also a member of the Panel, noted that the unanimity reflected in the Report was due in large measure to Dr. Smith's patience and leadership.

Finance Committee. Chairman David Flanagan reported for the Committee.

10. Gifts, Grants and Awards. Mr. Flanagan took special note of a gift from the Maine Development Foundation for the establishment of a scholarship in memory of former Trustee Robert R. Masterton. On motion of Mr. Flanagan, which was seconded, it was

VOTED: to accept with gratitude all gifts, grants and awards listed under the date of July 11, 1988. A complete listing is appended to the file of these minutes.

11. Preliminary Biennium Plan. Mr. Flanagan noted that in its meeting earlier in the day the Committee had reviewed the first draft of the planning document for the biennium budget. He said the planning process was a sophisticated undertaking of the administration which would culminate in a budget request that reflected the University's needs, but was sensitive to reality.
12. Revisions to Student Life Fee, UM. Mr. Flanagan moved a request from the Campus for authorization 1) to change the name of the fee to 'Comprehensive Fee', and 2) to apply it only to students taking six hours or more per semester. The motion was seconded. During discussion, Mrs. Bither noted that students at such sites as UM's Centers of Excellence, for instance, could not avail themselves of the Campus activities covered by the fee and she moved to amend the request to exclude students at off-campus centers from payment of the fee. The amendment was seconded. President Lick reported that the fiscal impact of the amendment would be substantial and indicated that additional information should be provided if that approach were to be considered. He said that the Centers were not self supporting and that the graduate credits offered there were a bargain, even with the fee. He pointed out that the fee essentially is analogous to a general tax which everyone is assessed to insure a stronger institution. Mr. Marshall suggested that the fee be assessed only to those taking more than six hours. Chancellor Woodbury cautioned that the

issue should be weighed very carefully, and that all factors should be considered before making what might appear to be a minor change. He noted that accommodating different groups of students would open the System's entire fee structure to challenge from others, and also that federal financial aid was tied to a given credit-hour break point, which would have implications for any changes the Board might want to make. Mrs. Bither withdrew her amendment with the concurrence of the seconder, and requested that additional information be provided at the next meeting about the financial impact, and the number of students enrolled at off-campus sites. After further discussion the vote was taken on the main motion and on a vote of 9-4 with Trustees Monaghan, Marshall, Morin and Hakanson dissenting, it was

VOTED: to approve the following fee changes at the University of Maine effective with the Fall Semester 1988: (1) the name of the fee at UM known as the Student Life Fee will be changed to the Comprehensive Fee, and 2) the Comprehensive Fee will be applied to students taking six credit hours or more per semester instead of all students.

The Chancellor was asked to research the financial impact of the issue and report back at the next meeting.

Physical Plant Committee. Chairman Richard Marshall reported for the Committee.

13. Student Housing, UM. On behalf of the Physical Plant Committee, Mr. Marshall moved approval of a recommendation to authorize the design of additional housing units for the Orono Campus. The motion was seconded. During discussion Dr. Smith inquired about the specific cost anticipated for the design work requested, and it was determined that design services could amount to eight to ten percent of the total construction cost. Mr. Eustis, Associate Vice Chancellor for Facilities, explained that the Campus sought to initiate the selection process for an architect to design a project of a size that had not as yet been determined. By September 1st when an architect would have been selected, the Campus would have made the decisions about project size and be ready to proceed to the design stage. He elaborated on the schedule which would need to be maintained if new housing units were to be ready for the occupancy in 1990, indicating that the preliminaries would have to be underway at once. He acknowledged that the investment could be a sizable one, which would be necessary in any case if the proposed project is approved for completion. If the project were to prove unfeasible the process can be terminated at any point. Meanwhile design services are essential as a first step. In response to questions, Mr. Eustis indicated that attempts to hire architects to do schematics only, tend to elicit little interest since most firms will want a full commission. President Lick pointed out that Orono is tripling all

freshman at this point, and also reopening dorms in Bangor. He said it would be necessary to move forward to the design stage without further delay, or lose another year. After extensive discussion, Mr. Flanagan moved an amendment to the main motion which was designed to account for the time constraints and the concerns about the financial commitment. The amendment was seconded and with Mr. Monaghan dissenting, the amended motion was

VOTED: 1) to approve the design of additional student housing units for the Orono Campus and to further authorize the transfer of funds from the Residence Hall Reserve to an appropriate plant fund account to cover the costs of design;

2) Authority for this action is given subject to the submission of complete cost figures for the engineering and design services to the Finance and Physical Plant Committees. The Committees are authorized to approve a ceiling amount for these services, and directed to report their action to the Board at the September meeting for ratification.

14. Modular Building, UM. On motion of Mr. Marshall, which was seconded, it was

VOTED: to authorize the purchase and installation of a prefabricated modular building on the Orono Campus at a cost of \$118,000 and to further authorize the transfer of campus funds to an appropriate plant fund account to cover the project costs.

15. Revisions to Motor Vehicle Regulations, UM. On motion of Mr. Marshall, which was seconded, it was

VOTED: to adopt the proposed revisions to the University of Maine Parking and Motor Vehicle Rules, dated June 23, 1988, effective August 1, 1988.

16. Office Space, Aroostook County Extension Association. Mr. Marshall presented the recommendations. During discussion, President Lick responded to a question about the financing for the project, indicating that the Aroostook County Extension Association would be responsible for the full cost of this construction. On motion of Mr. Marshall, which was seconded, it was

VOTED: to authorize the Aroostook County Extension Association to construct a small addition to the building currently occupied by the Association on the Aroostook Farm subject to the development of a satisfactory lease and staff approval of the construction plans.

17. Extension of Lease Agreement, Penobscot County. Mr. Marshall presented a recommendation to extend the lease of the Civil Defense Building in Old Town for another year. At the present time, the facility is used as a temporary detention center for female prisoners. University Legal Counsel was directed to insure that the lease contained a clause indemnifying the Trustees for any claims arising from this occupancy. On motion of Mr. Marshall, which was seconded, it was

VOTED: to approve a request of the Penobscot County Commissioners for an extension of the lease agreement for the temporary use of the Civil Defense Building in Old Town as a detention center for minimum security female prisoners, for a period of one year to expire September 2, 1989.

Personnel and Employee Relations Committee. Mrs. Collins reported for the Committee.

18. Appointment, Assistant Vice President, Cooperative Extension Service, UM. On motion of Mrs. Collins, which was seconded, it was

VOTED: to authorize the appointment of Dr. Judith I. Bailey as Assistant Vice President for the Cooperative Extension Service, effective August 1, 1988, with an annual fiscal year salary of \$70,000.

19. Appointment, Assistant Vice President for Enrollment Management, UM. Mrs. Collins presented the recommendation and moved its adoption. The motion was seconded. During discussion, Mr. Monaghan inquired about the duties of the position and President Lick reported that this Assistant Vice President should be responsible for student recruitment, financial aid, career placement and admissions. There being no further questions, it was

VOTED: to authorize the appointment of Ms. Joyce Henckler as Assistant Vice President for Enrollment Management, effective July 1, 1988, with an annual fiscal year salary of \$53,000.

Mr. Flanagan pointed out that the Trustees have had some concerns about the lack of women in major administrative posts in the System and noted that the two new appointments at Orono represent significant progress.

20. Appointment to Bird & Bird Professorship, UM. On motion of Mrs. Collins, which was seconded, it was

VOTED: to authorize the appointment of Dr. David C. Smith as Bird and Bird Professor of American History, effective September 1, 1988, with an annual stipend of \$5,000 (resulting in a total academic year salary of \$51,820).

21. Appointment of Director of the Honors Program, UM. On motion of Mrs. Collins, which was seconded, it was

VOTED: to authorize the appointment of Dr. William Whipple as Director of the Honors Program at the University of Maine, effective September 1, 1988 with an annual fiscal year salary of \$51,000.

22. Appointment to Land Information Studies Professorship, UM. On motion of Mrs. Collins, which was seconded, it was

VOTED: to authorize the appointment of Dr. Andrew Frank to the New England Section ACSM Professorship in Land Information Studies at the University of Maine, effective September 1, 1988. This named Professorship carries an annual stipend of \$5,000 resulting in a total academic year salary of \$50,218.

23. Appointment to Salgo Professorship, UM. Mrs. Collins presented the recommendation and moved its adoption. The motion was seconded and it was

VOTED: to authorize the appointment of Dr. Guvenc G. Alpander as Nicholas M. Salgo Professor of Business Administration at the University of Maine for a 5-year term effective September 1, 1988. This named Professorship will carry an annual stipend of \$1,000, resulting in a total academic year salary of \$60,390. Additional income derived from the endowment supporting the Professorship will be used to support the research and academic activities of Professor Alpander.

24. Appointment, Vice President of Academic Affairs, UMFK. On motion of Mrs. Collins, which was seconded, it was

VOTED: to authorize the appointment of Dr. Richard G. Dumont as Professor of Sociology and Vice President for Academic Affairs at the University of Maine at Fort Kent, effective August 15, 1988, with an annual fiscal year salary of \$50,000.

25. Appointment of Dean, College of Arts and Sciences, USM. On motion of Mrs. Collins, which was seconded, it was

VOTED: to authorize the appointment of Dr. Dave D. Davis as Dean of the College of Arts and Sciences at the University of Southern Maine, effective August 1, 1988, with an annual fiscal year salary of \$60,000.

26. Appointment, Director of Marine Law Institute, USM. On motion of Mrs. Collins, which was seconded, it was

VOTED: to authorize the appointment of Ms. Alison Rieser as Associate Professor of Law and Director of the Marine Law Institute at the University of Southern Maine, effective August 1, 1988, with an annual fiscal year salary of \$54,872.

27. Appointment, Director of Public Policy and Management, USM. Mrs. Collins moved approval of the recommendation and the motion was seconded. During discussion, Mr. Flanagan commended the appointment of Dr. Barringer to this position and it was

VOTED: to authorize the appointment of Dr. Richard C. Barringer as Director of the Public Policy and Management Program at the University of Southern Maine, effective September 1, 1988 through August 31, 1990 with an annual fiscal year salary of \$59,800.

28. Collective Bargaining Agreement. On motion of Mrs. Collins which was seconded, it was

VOTED: to authorize the Chancellor to conclude negotiations on a proposed agreement between the University of Maine System and the Associated Faculties of the University of Maine System regarding Cooperative Extension Service Employees who participate in the Civil Service Retirement System.

29. Faculty and Administrator Salary Adjustments. On motion of Mrs. Collins, which was seconded, it was

VOTED: to approve the faculty and administrator salary adjustments as presented.

30. Senior Executive Salaries. On motion of Mrs. Collins, which was seconded, it was

VOTED: to approve salaries for Senior Executive Officers effective July 1, 1988, as follows:

Robert L. Woodbury, Chancellor, UMS	\$110,000
Dale W. Lick, President, UM	\$105,500
George P. Connick, President, UMA	\$ 69,000
J. Michael Orenduff, President, UMF	\$ 68,000
Barbara Leondar, President, UMFK	\$ 65,000

Frederic Reynolds, President, UMM	\$ 65,000
James R. Roach, President, UMPI	\$ 69,000
Patricia R. Plante, President, USM	\$ 87,500
Richard Bowers, Vice Chancellor, UMS	\$ 80,000
William Sullivan, Vice Chancellor, UMS	\$ 78,000

31. Appointments to positions between \$40,000 and \$50,000. Mrs. Collins called attention to this item which is regularly provided for information.
32. Standing Committee on Audit. Mr. Flanagan presented a recommendation for an amendment to the Bylaws to provide for the establishment of a Standing Committee on Audit. He reported that there have been changes in the federal law under which the government looks to the creation of a discrete audit committee. The University's internal auditor, Mr. Lawrence Stanchfield, has recommended that the practice of handling the audit function through the Finance Committee be discontinued and a separate audit committee be created and Mr. Flanagan endorsed that recommendation. He noted that it was not a question of custodians guarding other custodians but rather that the integrity of the institution would be well served by this change of practice. On motion of Mr. Flanagan, which was seconded, it was

VOTED: 1) to adopt bylaws changes to create a standing committee on Audit as follows:

Section 3.1 Standing Committees. a. to read the Standing Committees of the Board shall be:

Executive Committee
Audit Committee
Finance Committee
Educational Policy Committee
Personnel and Employee Relations Committee
Physical Plant Committee
Student Affairs Committee

Section 3.1e to read Except for the Executive Committee, Audit Committee, and Personnel and Employee Relations Committee, the standing committees may include persons who are not members of the Board.

Section 3.3 Finance Committee. First sentence to be amended to read: The Finance Committee shall be responsible for recommending to the Board policies and plans for the handling ~~and auditing~~ of University funds and accounts.

Section 3.8 Audit Committee. The Audit Committee is primarily responsible for assisting the Board of

Trustees in carrying out their responsibilities as they relate to an evaluation of the University's internal controls (both administrative and accounting controls) and financial reporting practices. The Audit Committee will establish and maintain lines of communication between the Board and the University's independent auditors, internal auditors, and financial management. The Committee will report at least quarterly to the Board regarding the discharge of its responsibilities.

2) to accept the Charter for the Audit Committee as presented, a copy of which is appended to the file of these minutes.

33. Ad Hoc Committee on Establishment of Institutes. Chairman Harrison Richardson recalled that proliferation of separate special purpose entities had generated discussion over recent months about the need for criteria to serve as guidelines for establishment of such entities in the future. At his request and on motion made and seconded, it was VOTED to ratify the Chairman's appointment of Trustees Robert Foster and James Storer to a committee which will also include a representative from the Chancellor's Office and three representatives from the Campuses, to be appointed by the Chancellor. Mr. Foster will Chair the Committee. The Committee is charged to develop criteria for proposals to establish institutes or centers whose purpose is to provide research, public service or educational services in a specific area for a particular constituency.
34. VTI Liaison. Trustee Geneva Kirk, who serves as liaison on the Board of the new Vocational Technical Institute System reported that the process of creating the System is virtually complete. The VTIs are pleased with the work of the Panel on Engineering/Technology Education which has incorporated in its report a real intent to cooperate and collaborate with the VTIs, a matter which has been of considerable concern to them. Miss Kirk reported that the System is seriously considering changing part of its name from Institute to College as a means to boost its image, clarify its mission and enhance the way it is perceived by its students. On behalf of the System she thanked the Chancellor and others in the central administration office who have been helpful to the new System throughout this initial organizational period.
35. Mr. Richardson announced that the next meeting would be held in Farmington on September 25-26.

Adjournment.

JoAnne R. Magill
Clerk