DATE: January 2, 2003

TO: Robert Kennedy

FROM: Dan Innis

RE: The Maine Academy for Public Service

Attached please find a copy of an agreement between the University of Maine and the University of Southern Maine that will establish the Maine Academy of Public Service. As noted in the agreement, the Academy will coordinate resources and improve policy analysis and the practice of public management, as well as provide educational and applied research services to the Legislative and Executive Branches of Maine State government.

The Academy represents the sort of cooperation among units within the UMS that will help to leverage limited resources. It is my hope that we will be in a position to complete the agreement in the very near future. I look forward to discussing the Academy during our monthly meeting scheduled for January 6.

cc: Diana Lawson
    Tom Taylor
A MEMORANDUM OF AGREEMENT

BETWEEN THE

UNIVERSITY OF MAINE and the UNIVERSITY OF SOUTHERN MAINE

CONCERNING

THE ESTABLISHMENT OF THE MAINE ACADEMY FOR PUBLIC SERVICE

PURPOSE OF THE ACADEMY

The Edmund S. Muskie School of Public Service at the University of Southern Maine, the Department of Public Administration and the Margaret Chase Smith Center at the University of Maine hereby jointly establish the Maine Academy for Public Service, hereafter referred to as the Academy. The purpose of the Academy is to coordinate resources to improve policy analysis and the practice of public management, and to provide educational and applied research services to the Legislative and Executive Branches of Maine State government. As appropriate, the Academy may also serve: Regional and Local Governments; Non-Profit Agencies; and the Judicial Branch of Maine State government.

BENEFITS OF THE ACADEMY

The Academy of Public Service will provide and/or promote:

➢ A common forum to create new knowledge about public affairs education and public policy research in Maine.
➢ An expanded and systematic process of placements for graduate level students regardless of site of educational program.
➢ A network to increase collaboration between faculty/staff of the two Universities.
➢ A system of coordinated deployment of resources and applied research activities related to training and education in the field of policy analysis and the practice of public management.

GOALS OF THE ACADEMY

The Goals of the Academy are as follows:

1. Providing access to a network of resources to assist with policy development and conducting analyses;
2. Coordinating and increasing the number of student placements and internships with the Legislature and state agencies; and
3. Coordinating resources and applied research related to training and education in the field of policy analysis and the practice of public management.
STRUCTURE OF THE ACADEMY

The Structure of the Academy will consist of a Governance Board and an Advisory Committee.

1. Governance Board: The Governance Board will have responsibility for the planning and implementation of the activities of the Academy. It will report to the Provosts of the University of Maine and the University of Southern Maine.

   A. Membership and Terms: The Board will consist of ten voting members and one staff person. The Board members will consist of five representatives from the University of Maine and five representatives from the University of Southern Maine. Except for the initial period as outlined below, Board members will serve for a two-year term and be eligible for no more than one additional consecutive term. The terms will be staggered and reflect the principle of rotation. The staff member will serve for a total of two years and the assignment will rotate between the two institutions. The current University of Maine and University of Southern Maine planning committee members will reconstitute themselves into the Governance Board for the initial establishment of the Academy. Therefore, the Board members and staff for the initial period will be:

   o Carolyn Ball, UM
   o Ed Laverty, UM
   o Tom Taylor, UM
   o Margaret Chase Smith Center Representative, UM
   o Jim Horan, UM
   o Bruce Clary, USM
   o USM Representative
   o Freda Bernotavicz, USM
   o USM Representative
   o USM Representative
   o Michel Lahti, USM / Board Support

   In December 2002, two representatives from each University will be designated for a 1-year term on the Board and three representatives from each University will be designated for a 2-year term. The selection process will occur for expiring terms every December in succeeding years.

B. Officers and Board Support: The Governance Board will elect from its membership a Chairperson and a Vice Chairperson. The Chairperson will preside over all meetings of the Board and serve as the primary contact for the Board. The Vice Chairperson will assume the duties of the Chairperson in the absence of the latter. These positions will rotate between the two Universities in such a way that they will not be filled simultaneously by representatives from the same University. The Chairperson will serve for a one-year term at the end of which the Vice Chairperson will succeed to the office and serve a one-year term. The Board Staff member will provide administrative support to the Chair and other Board members as required.
C. Decision Making and Reporting: The Board will utilize consensus based
decision-making and as a last resort default to simple majority voting, with the
exception that no decision will be taken if three or more representatives from
either of the two Universities vote in the negative. The Board staff person will
not participate in the decision-making process.

The Governance Board will report on activities of the Academy to the University
of Maine and University of Southern Maine Provosts.

D. Meetings: The Board will establish a meeting schedule and meetings will
take place at either University. The Board will establish policies on such matters
as attendance and quorum.

2. Advisory Committee: The Academy will receive review and comment by an
Advisory Committee of individuals with expertise in the fields of policy
analysis and public management. The members of the Advisory Committee
will be external to the two Universities and nominations will be sought from
public sector and or nonprofit organizations considered key partners with and
stakeholders to the success of the Academy. Members of the Advisory
Committee will be appointed by the Chancellor of the University of Maine
System from a list of nominees provided by the Governance Board of the
Academy.

Entered into Agreement on:

For the University of Maine:                      For the University of Southern Maine:

Daniel Innis, Dean
College of Business, Public Policy and Health
University of Maine

Karl Braithwaite, Dean
Edmund S. Muskie School of
Public Service
University of Southern Maine

Robert Kennedy
Vice President for Academic Affairs/Provost
University of Maine

Joseph S. Wood
Provost/Vice President for Academic
Affairs
University of Southern Maine