Minutes[*]

Senate Consultative Committee
Monday, September 19, 2011
3:00 – 4:30
Room 238A Morrill Hall

Present: Chris Cramer (chair), Peter Bitterman, Don Cavalier, Carol Chomsky, Nancy Ehlke, Janet
                 Ericksen, Walt Jacobs, Adam Matula, Jan McCulloch, Amy Olson, James Pacala, Steven
                 Pearthree, Adair Rounthwaite, Kathryn VandenBosch

Absent: Angela Bartholomew, Avner Ben-Ner, Thomas Brothen, Harrison Defries, Ann Hagen,
                 Russell Luepker, Elaine Tyler May, Jaycob Robinson, Richard Ziegler

Guests: Stacey Tsantir (Global Programs and Strategy Alliance)

Others: none

[In these minutes: (1) committee business; (2) committee involvement in searches for senior
administrators; (3) reporting international travel on University business]

1.   Committee Business

        Professor Cramer convened the meeting at 3:00, reviewed the charge to the Committee, and then
turned to the University Senate docket. He explained the background for the resolution on reorganization,
which essentially requests the administration to consult appropriately when college, campus, or
departmental reorganization is being considered.

        The Committee approved the docket unanimously.

2.   Committee Involvement in Searches for Senior Administrators

        Professor Cramer next asked the Committee to consider changes in the administrative procedure
"Hiring Senior Administrators: Senate Committee Involvement." The procedure identifies which
committees are to be involved in the searches for which administrators. When written, there were only two
consultative committees (faculty and student); now there are four. Rather than calling for candidates for
certain administrative posts to speak with four different consultative committees, it would be more efficient
for them to consult with this Committee, which is an amalgamation of the leadership of all the groups that
participate in the governance system (faculty, P&A staff, civil service staff, and students). The chair of this
Committee should coordinate with other consultative committees when searches are taking place.

        It was agreed that some modest editing of the procedure should be suggested; the Committee will
revisit the document at its next meeting.

3.   Reporting International Travel on University Business

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[*] These minutes reflect discussion and debate at a meeting of a committee of the University of Minnesota
Senate; none of the comments, conclusions, or actions reported in these minutes represents the views of, nor are they
binding on, the Senate, the Administration, or the Board of Regents.

Professor Cramer welcomed Ms. Tsantir from the GPA Alliance to discuss the proposal to add language to the travel policy that will require reporting of international travel when on University business. The new language to be added to the policy:

All travelers going to an international destination for University business are required to pre-register their trip information.

(and)

International Travel

All travelers going to an international destination for University business are required to pre-register their trip information. See Administrative Procedure: Reporting International Travel for online form and more details.

Travelers are responsible for checking their destinations for any Travel Warnings/Alerts in advance of international travel. Units cannot require an employee to travel on University business to a country that is subject to a Travel Warning.

Travelers are responsible for understanding their international insurance options including any coverage provided by the University and needs that may exceed current coverage and require purchase of additional insurance.

Travelers planning to send or take students overseas are responsible for ensuring students complete requirements covered in the Administrative Procedure: Preparing for Education Abroad. Faculty and staff are advised that they must ensure that students sign a standard Release and Waiver and obtain mandatory insurance. Faculty and staff must also ensure that students planning travel to a country on the U.S. State Department's Travel Warning list receive approval in advance of travel. More information about the approval process in Administrative Procedure: Suspending Education Abroad Opportunities.

Ms. Tsantir said that the proposal had gone through several committees for comment and they heard the message: Any approval process must be easy and quick and there should be assistance available. If the President's Policy Committee (PPC) approves the language, it will go out for the regular 30-day review. The policy will actually go on the shelf until GPS Alliance receives the funding for an online approval system that is easy to use. She explained, in response to a query from Professor Cramer, that if the PPC approves the policy, it will be activated as soon as the online system can be implemented.

Ms. Tsantir explained that GPS Alliance is frequently asked where the faculty are; it cannot answer the question. So they were asked by the Executive Oversight Compliance Committee to draft a policy. Once someone registers in the system, it will provide information to the traveler as well as contact information of offices that can help. The travel information will be stored in a secure location and will be used to provide assistance to the traveler.

They have heard mixed messages from the faculty about the policy, Ms. Tsantir told the Committee. Some say they already do report international travel while some faculty members say they do not want colleagues to know about their travel because they are competing for the same funding. So they

propose to lock the information away unless it is needed. The policy covers both faculty and staff. There is already a policy in place covering international travel by students.

Professor Cramer recalled that Dean McQuaid had also said that once a trip is completed, the data will be discarded. They will be, Ms. Tsantir said, and they are working with the Office of the General Counsel to develop a data management strategy. They would, however, like to be able to connect people planning to travel to other individuals at the University who have traveled to the same location. But the data will be secure and will be deleted. One could ask the faculty member if he or she wants the data deleted, Professor Cramer suggested.

Will the onus be on the faculty member to do the reporting, Professor Bitterman asked? Ms. Tsantir said they would have no problem with departments designating an administrative staff member responsible for making the reports.

There is no penalty for not complying except that one would not receive assistance in case of trouble, Professor Bitterman observed. Maybe a slap on the hand from a dean, the Compliance office, or a reminder from GPS Alliance, Ms. Tsantir said.

Professor Cramer commented that this is the kind of policy the University Auditor does not like because it has no penalty. Ms. Tsantir said they looked at that issue a great deal and it was difficult to identify an appropriate sanction. So the focus is on the carrot; they will try to offer services so that the traveler sees a benefit to reporting. There has also been a suggestion that people be rewarded for reporting. Professor Bitterman and other Committee members objected to the idea that someone would be rewarded for reporting their international travel. (There is no provision for rewards in the policy.)

Professor Chomsky asked about comments that may be made during the 30-day comment period; would the policy not go back to PPC no matter what comments were received? Tsantir said the policy would return to the PPC, and review cycle, if comments warrant doing so.

Professor Cramer asked if there would be any beta testing of the new system. There will not because it has taken time to get approval, Ms. Tsantir responded. They will roll the system out after testing with a small group of people, and then will ask for feedback from many over the first year the system is being used. They will also ask what information they could provide that would motivate people to report.

Professor Chomsky said she would find it useful to have advice about electronic communication in the location. Professor Cramer said he would ask about the ability to store information so that people do not have to repeatedly enter the same information. Ms. Tsantir said that if they receive the funding they are seeking, people can create a profile once that will be used whenever they report subsequent travel; after the first entries, they will only need to make corrections and add trip specific details.

Professor Cramer thanked Ms. Tsantir for joining the meeting. The Committee took no action and made no statement about the proposed addition to the travel policy.

Professor Cramer adjourned the meeting at 3:45.

-- Gary Engstrand

University of Minnesota