

## **2011-12 UNIVERSITY OF MINNESOTA**

**NOVEMBER 4, 2011**

### **P&A SENATE MINUTES: No. 2**

The second meeting of the P&A Senate for 2011-12 was convened in Mayo Auditorium on Friday, November 4, 2011, at 9:33 a.m. Coordinate campuses were linked by ITV. Checking or signing the roll as present were 26 P&A members and 9 alternates. Chair Steven Pearthree presided from 173 Kirby Plaza on the Duluth Campus.

#### **1. P&A CONSULTATIVE COMMITTEE REPORT**

Steven Pearthree, Chair of the P&A Senate, thanked Kimberly Simon and Heidi Ombisa for volunteering for the Government Relations Advocacy Work Group. When the P&A Consultative Committee (PACC) met in October, Jill Jensen, a reporter from the Minnesota Daily, attended to get stories ideas. She was invited to attend today's meeting.

He attended the October Regents meeting and heard President Kaler present "The Landscape of Higher Education." The talk was geared towards undergraduate education. The presentation is available at: <http://www1.umn.edu/regents/docket/2011/october/wshandout1.pdf>.

The Senate Consultative Committee (SCC) heard a report from the Student Affairs Committee Ad Hoc Review and discussed the Procedure on Hiring Senior Administrators: Senate Committee Involvement. This procedure will be changed to have all requests for search participants and interviews go through the SCC Chair who will then contact the relevant committee chairs. For most searches, the other consultative committees will be involved, as well as other pertinent Senate committees. This procedure was used for the Provost search.

SCC also met with Michele Gross from the Policy Office who stated that during a typical 30-day public comment period, about five comments are received. When the temporary salary reduction policy for P&A was posted for comment, over 400 comments were received which lead to changes in the policy prior to implementation.

Lastly, Steve Pearthree stated that 33 percent of P&A contributed 39 percent of the total in this year's Community Fund Drive. P&A have the highest percentage in both categories. Today is the last day to contribute.

#### **2. P&A SENATE SUBCOMMITTEE REPORTS**

##### **Benefits and Compensation (B&C) Subcommittee**

Frank Douma noted that B&C approved its annual work plan. Topics for the year include paying attention to this year's open enrollment, PULSE survey being sent in spring, work life balance, 27 pay period resolution, and continued work on the job family classification.

Sarah Waldemar, member of the 27 pay period work group, stated that this group has another meeting scheduled to discuss this issue as it will affect temporary/casual employees and tuition benefits for research assistants and teaching assistants, as well as 12-month faculty and P&A.

##### **Communications Subcommittee**

Danny Sussman stated that the Communications Subcommittee approved its annual work plan and is focusing on a survey of P&A which will include questions from each of the subcommittees.

### **Outreach Subcommittee**

Neil Anderson stated that the Outreach Subcommittee approved its annual work plan. It has connected with someone in the Academic Health Center to run an election for a senator. Then the subcommittee will focus on filling open alternate positions.

### **Professional Development and Recognition (PD&R) Subcommittee**

Scott Gilbert said that PD&R also reaffirmed the work plan from last year. The Outstanding Unit Award (OUA) will have the same timeline as last year. It will be submitting survey questions on professional development opportunity availability and funding as well as ways to retain employees. Brown bags professional development lunch sessions will start in December. The subcommittee will also work with Human Resources on marketing sessions that they already offer. Lastly the subcommittee will continue to work on making P&A eligible for the two teaching awards.

## **3. MINUTES FOR OCTOBER 7, 2011 Action**

### **MOTION:**

To approve the P&A Senate minutes, which are available on the Web at the following URL.

<http://www1.umn.edu/usenate/pasenate/minutes/111007.pdf>

### **DISCUSSION:**

With no discussion, a vote was taken and the motion was approved.

**APPROVED**

## **4. OFFICE OF HUMAN RESOURCES STRATEGIC PLANNING Patty Franklin, Office of Human Resources**

Patty Franklin from Human Resources (HR) joined the meeting to discuss the strategic planning process taking place within HR. She said that much has changed since she came to the University in 1993, and this process is imagining what the work place will look like in the future due to new technologies and ways to get the work done. Technology also brings a new sense of connectivity to work and people, so the benefits and concerns of increased connectivity need to be discussed as well. The University does not want to lose personal interactions, but telecommuting, hotel space, flexible work areas, and personal computers can change how this is accomplished. Teamwork, which is a basic skill, can be easily lost when using more technology.

A core planning team in HR, composed of the area directors, has been meeting regularly to discuss these concepts and then take the work product back to their teams to discuss. After these meetings, the information has been shared with other campus groups so that a full draft will be ready by December or January. A constituent group, composed of HR professionals and other key stakeholders, has also served as a sounding board and provided direction throughout this

process. The core planning team started with a discussion of the HR mission, vision, and values, which will then be used to build goals, strategies, tactics, and measures.

She then showed the proposed mission statement, which is a way to shape an employee's approach to their work, and the proposed vision, which is a way to connect employees through technology to collaborate and work. She then asked for feedback on these two statements.

Q: What has happened to previously used words, such as empowered, advancing, and career-oriented?

A: The core planning team looked at these statements from a future perspective and did not spend time considering previously-used words.

Q: How was the word 'achieving' chosen? Is there meant to be an end to the achievement?

A: The core planning team felt that employees should have an environment in which people can work at their best and achieve their goals, and that these will be changing.

Patty Franklin then turned to the HR values. The core planning team started with 20 values, which was reduced to 12 and then finally the four that remain. She asked for feedback on these values.

A senator suggested that humanity be added.

Another senator felt that these statements should be included in the upcoming PULSE survey to receive broad employee feedback.

Q: Were the words 'balance' or 'equity' considered for use in the vision or values statements?

A: The core planning team felt that these words were incorporated into the higher level words being used in these statements.

Q: These statements are generic enough that they could be used for any company. What connects them to the University and its employees?

A: The core planning team did think about this issue and how to capture who the University. The University's mission statement is a full page, so the intent was to capture the essence in shorter statements. If employees do not see themselves in these statements, then that is an issue that needs to be resolved.

Q: Are there University definitions for the common words used in these statements?

A: There are no University definitions available.

Q: What will be the new directives for HR?

A: Strategic directions are starting to emerge and they will be elaborated in the near future.

## **5. BENEFITS ADVISORY COMMITTEE UPDATE**

### **Gavin Watt**

Gavin Watt, Chair of the Benefits Advisory Committee (BAC), joined the meeting to discuss the significant health care changes for the upcoming year. He noted that he had a letter in

yesterday's editorial section of the Minnesota Daily on this topic to make sure that employees are paying attention.

One change for next year is that the University will be going from two plan administrators, HealthPartners and Medica, to just one, Medica. When the RFP was conducted last year, it was agreed that to save costs, only one administrator would be selected. Since HealthPartners charges more to administer the plans and the experience with Medica has been positive, Medica was selected. This means that most HealthPartners clinics will no longer be available in the base plan offering. If employees want to stay with most HealthPartners clinics, they will need to select the Medica Insights plan during open enrollment.

A second change is that the employee share of the premium cost will be increasing for next year. Single employees will pay 13 percent, up from 10 percent, and family coverage will cost 19.5 percent instead of 15 percent. When BAC met last month, there was a sense that not enough employees knew about this change and he was charged with creating a communication to the University community. This communication was initially declined by HR but a way to send it is still being explored.

He stated that the BAC worked hard on these issues last spring and did not approve of the premium cost shift as a way to balance the University's budget. However, the committee is only advisory to the administration.

Q: What are the wellness changes for next year?

A: The wellness vendor will change starting in 2012 and the University will move to a reward model to reduce employee costs for the following year. However the cash rewards will still be offered for 2012 during the transition. The cutoff for earning wellness points for 2013 will be August of 2012.

Q: Will there still be an out-of-pocket maximum for employee costs?

A: Yes but the maximum cost has increased as well.

Q: What is the employee bridge funding in 2012?

A: A health insurance grant will be offered in 2012 for low-income employees to off-set these increase.

## **6. CONFLICT RESOLUTION ANNUAL REPORT**

### **Carolyn Chalmers**

Carolyn Chalmers, Director of the Office for Conflict Resolution (OCR), joined the meeting and introduced Mari Magler as the new 25 percent-time Assistant Director. Ms. Magler will continue with a 75 percent-time appointment in Disability Services. She then referred to the annual report. The OCR helps employees with employment-related issues and concerns. Most work involves informal consultations to develop strategies for a productive work environment.

There are about five P&A who use her office each year. For all employees the principle issue is workplace climate. Her office worked with the Student Conflict Resolution Center to develop tools to deal with academic incivility towards graduate students. She suggested that these materials could also be adapted for use by P&A.

Q: An email was sent from her office last week regarding their services but there were no coordinate campus advisors listed. How can people at the coordinate campuses access these services?

A: They are working to establish advisors at each campus.

### **7. P&A SENATE OLD BUSINESS**

**NONE**

### **8. P&A SENATE NEW BUSINESS**

Steven Pearthree, Chair of the P&A Senate, reminded members that President Kaler would be at the December meeting and therefore he asked for questions or topics that he could present to the President in advance, although it is likely that he will also take questions at the meeting.

Senators mentioned the following topics:

- His view on continuous appointments
- How to counter the view when not all P&A are administrators
- How to tell the P&A story

### **9. P&A SENATE ADJOURNMENT**

The meeting was adjourned at 11:25 am.

**Rebecca Hippert  
Abstractor**