

2011-12 UNIVERSITY OF MINNESOTA

FEBRUARY 3, 2012

P&A SENATE MINUTES: No. 4

The fourth meeting of the P&A Senate for 2011-12 was convened in 1-451 Moos Tower on Friday, February 3, 2012, at 9:35 a.m. Coordinate campuses were linked by ITV. Checking or signing the roll as present were 28 P&A members and 8 alternates. Chair Steven Pearthree presided.

1. P&A CONSULTATIVE COMMITTEE REPORT

Steven Pearthree, Chair of the P&A Senate, noted that there have been a few changes in senators and alternates. Rebecca Monro from the Carlson School of Management resigned and Stacy Doepner-Hove will be taking her place for the remainder of this year. At Duluth, Amy Renne moved to the College of Pharmacy so Pam Enrici has moved from alternate to senator. Lastly Rita Houle has been elected as the alternate for the Medical School and Thomas Bilder is the new alternate for Student Affairs.

He then thanked everyone who volunteered to present at the New Employee Orientations for spring semester.

At the last P&A Consultative Committee (PACC) meeting, the members reviewed the proposed changes to the Administrative Policy on Reporting and Addressing Concerns of Misconduct. Members felt that the policy is too wordy and suggested some simplification of the language. They also discussed the recent email from the President regarding advocacy for the University. As the email only mentioned faculty and students, PACC asked Chair Pearthree to email the President regarding the missing reference to staff. The President responded to the email and apologized for the oversight of not including staff since he knows that they also play an important role in the University's advocacy.

Lastly he stated that he would be chairing the March meeting from Morris and that Provost Hanson would be speaking at the April meeting

2. P&A SENATE SUBCOMMITTEE REPORTS

Benefits and Compensation (B&C) Subcommittee

Frank Douma noted that B&C met two times since the last P&A Senate meeting. In December they talked with Susan Rafferty regarding the PULSE survey, its questions, and inconsistencies. In January they were joined by Mary Luther to discuss the job family classification and compensation review taking place. President Kaler wants this project to continue moving forward. They also received an update from the Benefits Advisory Committee (BAC) which approved a resolution for tobacco-free campuses.

Communications Subcommittee

Danny Sussman stated that the Communications Subcommittee will be sending a newsletter next week. They are hoping to have a Q&A with a P&A employee in each issue, so if senators have suggestions of employees to contact, please let him know. The subcommittee is also working on

a survey of P&A employees for this spring and an update on the New Employee Orientation PowerPoint.

Outreach Subcommittee

Neil Anderson reminded senators and alternates that elections for the chair-elect and subcommittee chairs will take in April so members should consider running for these positions. Applications are available on the web.

Professional Development and Recognition (PD&R) Subcommittee

Scott Gilbert said that PD&R has announced the application process for this year's Outstanding Unit Award (OUA). They forwarded questions for the P&A survey to the Communications Subcommittee, are discussing topics for spring brown bag sessions, and met with a representative from the Center for Teaching and Learning regarding orientation for new P&A instructors.

3. STUDENT SENATE UPDATE

Joshua Preston, Vice Chair of the Student Senate and Student Senate Consultative Committee (SSCC), said that the bodies are discussing ways to get more students focused on topics and be effective in advocating for students. They are also increasing their social media presence. A resolution opposing the proposed constitutional amendment on marriage will be an action item for the Student Senate on March 1.

4. DISCUSSION WITH VICE PRESIDENT KATHY BROWN

Kathy Brown, Vice President for Human Resources (HR), joined the meeting to discuss the strategic planning process underway. This process has involved all HR staff, HR leads, HR pros, executive leadership, and deans. Feedback continues to be received and changes are made as this is still a work in progress.

She then turned to a series of slides on this project:

Mission/Values/Vision

- Mission: The Office of Human Resources strategically leads and partners with our community to provide the diverse workforce and organizational capabilities that drive excellence in the University.
- Values: Integrity, Service, Innovation, Collaboration, Responsibility
- Vision: Create the diverse workplace of the future where people are engaged, connected, thriving, and achieving.

OHR Strategic Directions

- Define
- Simplify
- Empower
- Deliver

Define

- Re-imagine the OHR portfolio of services defining HR systems, and clarifying roles, responsibilities, and priorities of central OHR in relation to campus/college/unit HR

- Improve HR professional skills at the central, campus/college/unit level
- Provide thought leadership and encourage best practices in HR systems and service delivery for the University

Simplify

- Simplify HR policies and administrative procedures
- Streamline HR processes and management

Empower

- Increase capacity and accountability of leadership and management
 - Anticipate and prepare for the diverse workforce of the future
 - Provide best practice methodologies for problem solving, change management, and risk assessment
 - Support leading more from shared principles and less from rules
 - Provide access to improved HR data that is accurate, relevant, and appropriate for planning, decision making and required reporting
- Provide the tools and resources that empower employees, within the constraints of job requirements, to optimize their employment experience providing the services they need, when and how they need them
- Support a culture in HR of being mission driven, business oriented, proactive, responsive and responsible

Deliver

- Operational excellence and quality assurance in core HR business functions; HRMS, payroll, job classifications, compensation and benefits, labor relations
- Talent Management--improved processes that support:
 - The hire of diverse, qualified people in a timely way
 - Employee engagement with the University
 - Employee development and progression throughout their University career
- Strategic organizational development advice and practice

Next Steps

- Continue to consult and refine the strategic directions
- Starting with Define and Simplify, begin to build out strategies and tactics that support each direction
- Align HR work and structure

She then turned to a diagram of a new operational model. It will have strategic service delivery teams interesting with collegiate and administrative units. Core business functions for HR will be housed in Centers of Excellence which will be assessed by the strategic service delivery teams. These ad hoc groups will allow for more capacity from HR and allow different issues to be addressed.

Q: What is the status of the non-renewal policy from last year?

A: No changes have been made to the length of the notice period and there are no immediate plans to review this policy. She would like to form a P&A work group later this spring to look at a few issues particular to P&A as the last group was a joint P&A and civil service venture. Some are from the classification and compensation study which is identifying some P&A issues. Another is the annually renewable appointment concept which is not a welcoming start for an employee.

Q: What is the main purpose of the proposed learning management system (LMS)?

A: The LMS will allow HR to better track required and optional training and will allow HR to send reminders when updates or renewal dates are pending. Many jobs now requires training and formalization of this record.

Q: How are the coordinate campus being involved in the HR strategic planning process?

A: Judith Karon from Duluth has been formally involved up to this point. Going forward, engagement from the campuses will increase.

Q: Will the retirement incentive option (RIO) be offered again?

A: It is unlikely that a RIO will be offered in the next five years as there were already three offers in the past 10 years.

Q: How will communication between HR and research database be changed with new enterprise software?

A: Upgraded systems should allow a better data pull and for information on what an employee is actually doing versus just a listing of job codes. Academic production will still be housed in another system so a connection will need to be made to allow better flow between the two.

Q: What is the expectation for feedback from employees in supervisor evaluations?

A: Supervisees can be allowed to evaluate the supervisor but this is determined at the local level. HR realizes that this information can be valuable but the process is not mandated.

Q: What is the possibility that the Regents Scholarship program will return to its previous form?

A: She does not anticipate any changes in this program.

Q: The compensation plan for FY13 calls for a merit-based increase, but how is this regulated if there is no standard format?

A: While the collective bargaining process has a 2.5 percent increase in the contract, the pay plan for other employees has not yet been released and depends on state revenue remaining stable. President Kaler favors a merit increase which is already in place for P&A and therefore has a structure for awards within units.

Q: What is the status of the resolution to change the personal floating holiday for the Twin Cities and Rochester?

A: A final decision on the personal floating holiday has not yet been made. The President has not yet made a final decision regarding closing the campuses between Christmas and New Years but does not favor a furlough. While there was not much cost savings during this period, most employees appreciated the closing. A decision would be announced in advance so that employees would know how much vacation would be needed to remain paid during this period.

A few senators noted that there are some areas, such as fundraising, that cannot be closed during the end of the calendar year.

Vice President Brown said that there are units which have other needs and they would need to be addressed through the proposal.

Q: Regarding the retirement plan, as it pertains to faculty and P&A could the name be changed to reflect both groups? Will the P&A waiting period be eliminated?

A: There are cost implications to removing the waiting period but HR will develop a list of pros and cons to discuss with President Kaler over the next few years.

5. MINUTES FOR DECEMBER 2, 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/111202.pdf>

DISCUSSION:

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

APPROVED

6. DISCUSSION OF THE NEW WELLNESS POINTS BANK

Karen Chapin, Manager of Health Programs in Employee Benefits, said that she manages the health and wellness plans. She is joined by Jill Thielen, administrator of the wellness program. She is here today to talk about the program changes and performance metrics being used. Some of these changes include:

- StayWell as the new wellness administrator
- Points bank is the new incentive program to lower health care premiums for the following year
- Spouse/domestic partner participation is voluntary
- \$65 reimbursements will continue this year
- Biometric screenings will be available at all the campuses
- Form is available to also allow the screening to be completed at a doctor's office
- RFIDS for the bike commuter program are being worked on at each coordinate campus

She said that current participation in wellness programs is good but the University hopes to increase it. One way is by establishing partnerships from campus units, such as Recreational Sports. The School of Public Health has also conducted a return on investment (ROI) study on the wellness program and found that disease management has the highest ROI.

Increase usage of the wellness programs does not just signify savings for you and the University. These programs represent real people, families, and situations. Risks are also decreasing, especially those attributable to obesity. The University has higher medical costs due to its older, educated population which uses more services. The base cost is high but the trend for increases has been good.

Q: Are the assessment results confidential

A: Yes. They are not shared with the employer, only StayWell. The University has a business agreement on private health data which each of its outside vendors and never sees individual data. It only received de-identified, aggregate data.

Q: When will RFIDs be installed in Duluth? Will they count multiple trips in one day?

A: The Duluth sustainability office is working with a vendor on stations and hopes to have them in place by last March for the start of the biking season. RFIDs will only record one trip per day, including weekends, and requires commuting on 40 separate days.

Q: How can employees accumulate points if they are already healthy?

A: All employees should complete the online assessment and biometric screening to provide a baseline between years. Other point options are the annual flu pledge and non-tobacco user pledge. Lastly are the Step it up waling program and online health living programs.

Q: Is there an alternate to the RFIDs if someone does not bike on these paths?

A: Yes. The distances can always be recorded through the Step it up program.

Q: Is the Fit Choice program still in place?

A: Yes. For this year, five months of usage can only be accumulated through August. Next year's program will allow a full 12 months. Members should check if they need to re-register at their club if they have switched health plans.

Q: Is there any face-to-face counseling available at the University?

A: There are no individual coaching sessions but there is a speaker bureau at the Twin Cities and a Duluth lunch and learners program. Both make presentations to groups of employees. This does earn points but provides more information.

7. Q&A REGARDING 2012-13 ELECTIONS

Neil Anderson said that P&A Senate leadership positions are excellent opportunities to garner leadership and management skills while gaining friends. To highlight the benefits and obstacles he will be asking questions of current leaders.

Q: Chair Pearthree, what were the key factors in your decision to run for chair-elect?

A: He wanted to make sure that P&A continue to have a voice at the table as their presence has increased in the past few years. He also wanted the succession plan to succeed, as he was the first chair-elect under this progression.

Q: Danny Sussman, what have you gained as a subcommittee chair?

A: The experience has been challenging but has presented him with opportunities for leadership experience. He has also had casual access to University leaders in small groups, which is not possible for most people at the University.

Q: Ben Clasen, what are the obstacles and benefits of being a co-chair?

A: Co-chairs allow for a division of the labor in running a subcommittee. They decided that he would convene the subcommittee meetings and Frank Douma would provide reports to the P&A Senate. They manage a large subcommittee so it can be difficult to elicit feedback and most times requires that it be aggregated.

Q: Scott Gilbert, what are the differences between being a member and a subcommittee chair?

A: He has a great subcommittee so he has little extra work to do. It amounts to only two extra hours per month.

Q: Frank Douma, what are the benefits of serving in the University Senate?

A: University Senate members receive first-hand knowledge about the overall University versus unit-specific information. They also serve as a conduit for relaying this information back to constituents. The University Senate is chaired by the President so you hear directly from him where the University is on University and state issues.

Q: Past chair Sarah Waldemar, what words of wisdom do you have for the next leaders?

A: She was fortunate to have a wonderful chair-elect who was able to successfully lead the organization through its first year as a Senate and make the succession plan a success. This leadership pays an employee back and should be presented this way to supervisors. It also reflects well on the units and the P&A classification as this group has credibility, integrity, and dedication to its employees and the University. She urged everyone to consider serving.

8. P&A SENATE OLD BUSINESS

NONE

9. P&A SENATE NEW BUSINESS

Chair Pearthree stated that he sits on the Senate Consultative Committee (SCC) with Ann Hagen. At the January 19 meeting academic salary instructions were discussed. Two other Senate committees had already made recommendations on these instructions, and SCC sent its own proposal to the President shortly after the meeting. He wanted to provide P&A the chance to discuss this topic as well as it already went to the Benefits and Compensation Subcommittee and they had a mixed reaction.

Members then made the following comments:

- Most plans lump academic and administrative P&A together for merit but these two groups should be split to determine merit increases
- Across-the-board increases and special merit increases should be considered
- The pool of funds has already been cut to raise salaries to a new base
- Funding should be spent on continuous appointments
- Merit is just a fraction of the 2.5 percent proposed increase
- Why is the increase being tied to health cost increases as the salary structure and pay increases are not just for one year?
- Why is nothing being proposed to increase the base for the lower-paid employees who have also endured increased the health care costs?
- Cost of living increases should be done first and then merit
- Increases should be tied to the job classification project but cannot be until this project is complete
- Many employees are not clear on the points in a merit increase and how they are assigned
- Merit increases are not good systems in many units

10. P&A SENATE ADJOURNMENT

The meeting was adjourned at 11:35 am.

Rebecca Hippert
Abstractor