

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

**MARCH 2, 2012**

### **P&A SENATE MINUTES: No. 5**

The fifth meeting of the P&A Senate for 2011-12 was convened in 1-451 Moos Tower on Friday, March 2, 2012, at 9:35 a.m. Coordinate campuses were linked by ITV. Checking or signing the roll as present were 29 P&A members and nine alternates. Chair Steven Pearthree presided from Morris.

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

Steven Pearthree, Chair of the P&A Senate, noted that yesterday's University Senate agenda had the response from the President in which he approved the change to the personal floating holiday for P&A starting July 1, 2012. The President also gave his annual address at yesterday's meeting during which he mentioned exploring a three-semester, year-round calendar. His speech is available online for anyone who did not hear it.

President Kaler also released an email in mid-February stating his appreciation for those involved in governance and encouraging supervisors to allow staff time to participate.

The April agenda includes Provost Hanson, presentation of the Outstanding Unit Award, elections, and Matt Sumera. May includes a discussion with Scott Studham, the new chief information officer.

He received an email from Ann Freeman regarding a new TXT-U vendor. The current system is opt-in but the new vendor will prompt a change to an opt-out system. All employees and students will be sent an email with a link to unsubscribe. Any comments can be forwarded to him.

He noted that this year has been quiet with no major issues. However in a recent conversation with Professor Cramer, Chair of the Faculty Consultative Committee, the slow pace of the job family study was mentioned. Vice President Brown will be meeting next week with the Faculty Affairs Committee to provide an update on the job family study.

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

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

Frank Douma noted that B&C received an update from the Benefits Advisory Committee (BAC) regarding the switch to a single administrator for the medical plans and long-term care enrollment. They also discussed receiving results from the biometric screening without having them reported for the wellness assessment. They were informed that HR is looking at the bereavement and unpaid leaves policies. Lastly he noted that Ben Clasen, his co-chair, is leaving the University.

##### **Communications Subcommittee**

Ann Hagen reported for the Communications Subcommittee on behalf of Danny Sussman. The 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. He also wrote a piece for the newsletter regarding unit service.

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

Scott Gilbert said that yesterday was the deadline for the Outstanding Unit Award (OUA) and the winner will be announced in April. March 8 will be a brown bag focusing on the HR initiative using strength inventories.

## **3. STUDENT SENATE UPDATE**

Ann Hagen gave a short update from yesterday's Student Senate meeting. The two items of action were election of Joshua Preston as the new chair to replace Adam Matula for the remainder of this semester and approval of a resolution opposing the proposed constitutional marriage amendment.

## **4. DISCUSSION WITH SUSAN RAFFERTY PULSE Survey**

Susan Rafferty from the Office for Human Resources (HR) joined the meeting to discuss this year's PULSE survey and what changes have been made since the last survey was conducted. She then turned to a series of slides on this project:

### **Overview of the Pulse Survey**

- On-line employee satisfaction and engagement survey unique to the University
- Sent to faculty and staff employed  $\geq 50\%$  at spring payroll snapshot
- Conducted biennially since 2004
- Creative partnership between faculty researchers and administration
- Some question alignment with Association of American Universities Data Exchange (AAUDE) for external benchmarking

### **Building a More Effective Survey**

- Moving from a Pilot Project to a developed tool that is well used to inform decision-making

### **Providing Important Data to Leadership to Inform Decisions**

- Institutional level
- Campus/College/VP Unit Level
- Sub-Unit (Department/Division) Level

### **2010 Survey**

- Streamlined survey
  - One survey instrument with flow logics
  - OIR database
  - 30% shorter

- Enhanced reports
  - Employee group sorting
  - Unit size groupings
  - Statistical context
  - Text explanations
  - “Traffic light” displays
  - Ad hoc reports

### **Working with Campus/College/VP Unit Level Leadership**

- Provide reports to unit leadership
- Help interpret and analyze data (including providing ad hoc reporting on request)
- Unit leadership decides how to communicate results, use information, and delve into root causes and possible actions

### **Maintaining Respondents’ Confidentiality**

- No one other than the researchers affiliated with the Human Resources Research Institute at the Carlson School or the Office of Institutional Research have access to an individual’s data.
- Project is reviewed by the University’s Institutional Review Board.
- Minimum numbers for reporting are maintained.
- No individual comments or identifiable information are reported.

### **2012 Survey**

- Continue to shorten survey focusing on actionable items
- Ongoing reporting enhancements
- Increased OHR capacity to partner strategically
  - Better enable leaders to use data to inform decisions and focus on employee engagement

### **Satisfaction and Engagement**

- Employee engagement = an individual’s involvement, satisfaction with, and enthusiasm for work
- Engagement thought to measure more **actionable** workgroup level facets and job features than satisfaction
- Satisfaction and engagement both correlate with organizational outcomes (performance, profit, turnover) at about the same level

### **Examples of Informing Institutional Decisions**

- Department/supervisor support responses
  - Onboarding programs
- Benefits programs responses
  - Regents’ Scholarship approach
- Advancement opportunities responses
  - Career pathing work (e.g. job family studies)

### **Informing Campus/College/VP Unit Leadership on Key Items:**

- Work-Life Conflict
- Satisfaction with Supervisor/Responsible Administrator
- Satisfaction with Supervisor/Responsible Administrator Support
- Satisfaction with Work
- Workplace Misconduct

### **2012 Pulse Survey**

- **Survey likely opens April 30, 2012**

- **Building on Effective Reporting**
  - Continued growth of University's evidence-based decision-making culture
- **Strengthening Engagement**
  - Office of Human Resources Vision: *Create the diverse workplace of the future where people are engaged, connected, thriving, and achieving.*

**5. MINUTES FOR FEBRUARY 3, 2012  
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:**

This item was tabled until the next meeting.

**TABLED**

**6. DISCUSSION WITH SENATE COMMITTEE MEMBERS  
Academic Freedom and Tenure Committee  
Faculty Affairs Committee  
Finance and Planning Committee**

Academic Freedom and Tenure Committee (AF&T)

Gary Peter, one of the two P&A members along with Will Craig, read from the charge of the committee. He noted that the committee does not handle individual issues but instead a major task is to review and update tenure documents and processes for post-tenure review. He noted that while this work does not pertain to P&A, which means that he and Will Craig do not vote on these issues, he finds the work fascinating and complicated.

P&A do have a role when issues of academic freedom are discussed. Last year the committee reviewed the concept and who is entitled to its protection. It was determined that the protection does not depend on who someone is but instead the work that someone does. Their work reaffirmed that P&A are entitled to this protection. The work last year led to the production of a white paper which was presented to the Faculty Senate and the Regents.

Another function of the committee is to review the ratio of tenure and tenure-track faculty to non-tenure track faculty in each unit. The policy states that non-tenure track can not exceed 25 percent without having an exemption from the committee after submitting a supplemental plan. These exemptions are granted for good reasons.

Faculty Affairs Committee (SCFA)

Pam Stenhjem and Randy Croce are the two P&A who serve on SCFA. Randy Croce noted that P&A on the committee are treated as colleagues and faculty tend to agree with the P&A arguments on issues.

Pam Stenhjem said that the committee meets every two weeks. While many times the issues are not relevant to P&A, every few meetings there is a very important issue. SCFA voted unanimously against last year's proposed change to the non-renewal policy and serves as a

watchdog for how issues will impact P&A. She and Randy Croce also work to keep PACC informed of these issues.

Randy Croce noted that past committee issues have been the rights of P&A to serve in governance, across-the-board pay increases versus merit, conflict resolution, sabbaticals, whistleblowers, conflict of interest, and instructional proportionality.

Q: What was SCFA's position on this year's proposed pay increase?

A: Two years ago a subcommittee was formed to discuss pay increases and it recommended that at least half of any increase should be across-the-board. The recommendation was reviewed this year and was reaffirmed as a way to impact employee morale. Employees suffered together and should recover together as well.

#### Finance and Planning Committee (SCFP)

Mike Rollefson and Catherine Fitch are the two P&A serving on SCFP. The committee advises the President and administration. Past topics have included: classroom management including equipment and assignments, the annual budget process, fundraising, research infrastructure, indirect cost recovery funds, investment strategies for endowments, fund balances, construction, the six-year capital plan, benefits structure, long-term financial planning, EFS, light rail, and parking.

Catherine Fitch said that in her short time on the committee she has learned to think about issues from a broader perspective instead of just how it would impact her as a P&A.

Q: Has SCFP discussed the severance package issue that was mentioned in the President's address yesterday?

A: These expenses have been paid for decades and is a standard practice across the University. The committee will review the policies due to the controversy that has been generated.

Q: What is the status of UMore Park?

A: There has been no recent update but the committee heard previously that part is being developed and the rest will remain for research. In these times, it is not excusable to continue to let this land sit idle.

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

NONE

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

Ben Clasen was presented with a plaque for his service as the Co-Chair for the Benefits and Compensation Subcommittee and received a round of applause.

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

The meeting was adjourned at 10:57 am.

**Rebecca Hippert**

