

2011-12 UNIVERSITY OF MINNESOTA

MAY 4, 2012

P&A SENATE MINUTES: No. 7

The seventh meeting of the P&A Senate for 2011-12 was convened in 5-125 Moos Tower on Friday, May 4, 2012, at 9:31 a.m. Coordinate campuses were linked by ITV. Checking or signing the roll as present were 26 P&A members and five alternates. Chair Steven Pearthree presided.

1. PRESENTATION OF THE OUA RECIPIENT UNIT

Scott Gilbert presented the 2012 P&A Senate Outstanding Unit Award to Student Unions and Activities.

2. P&A CONSULTATIVE COMMITTEE REPORT

Steven Pearthree, Chair of the P&A Senate, said that next year is the 100th anniversary of the Senate. The Senate Consultative Committee (SCC) discussed plans for special events to highlight this milestone. Vice President Brown also met with SCC to discuss the job family study. A suggestion was made to change the P&A title to just Professional. Lastly, SCC discussed a resolution on the proposed Minnesota state constitutional amendment on marriage, which was approved yesterday by the University Senate.

On April 20, he and Ann Hagen met with Vice President Brown. Meeting topics included benefits, a resolution to the 27 pay period issue, vacation benefits for nine and 12-month appointments, and the 2008 report on the civil service and P&A classifications.

3. P&A SENATE SUBCOMMITTEE REPORTS

Benefits and Compensation (B&C) Subcommittee

Frank Douma noted that the Benefits Advisory Committee (BAC) report included an issue with generic prescription refills done at Walgreens which is adding an additional \$2.50 charge. As one-third of prescriptions are filled there, this amounts to a significant cost to the University. BAC discussed two options to deal with this situation; either not allowing refills at Walgreens or passing the additional cost onto the employees filling prescriptions at Walgreens. The committee also met several times with Susan Rafferty regarding the PULSE survey, attempts to shorten it, and how to encourage employees to complete it. An accomplishment to note this year is that Twin Cities and Rochester employees have been allowed to take their personal floating holiday at any time during the year.

Communications Subcommittee

Danny Sussman reported that the Communications Subcommittee reviewed the work that it did during the year and will be presenting some information from the P&A survey later in today's meeting.

Outreach Subcommittee

Neil Anderson stated that the Outreach Subcommittee reviewed the operating manual, prepared its year-end report, and brainstormed topics for next year.

Professional Development and Recognition (PD&R) Subcommittee

Scott Gilbert said that the administration is still working on implementation of the changes to the teaching awards policy to allow P&A to be nominated.

4. STUDENT SENATE UPDATE

Ann Hagen reported that at yesterday’s Student Senate meeting, the agenda included a real food challenge commitment, mandatory excused absences for Support the U Day and elections, and the proposed Minnesota state constitutional amendment on marriage. Adam Matula was re-elected as Chair.

**5. APPROVAL OF THE OPERATING MANUAL
Action**

MOTION:

To approve the Operating Manual as follows:

Draft - P&A Senate Operating Manual

Adopted DATE

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I. P&A SENATE MEMBERS

A. P&A Senate Members and Alternate members in Restructured Units

1. P&A Senate members and alternate members in units that merge:
 - a. If any P&A Senate constituent unit merges with another University unit, the current P&A Senate members from the constituent units shall serve out their terms. Within three years of the merger, the number of P&A Senate members from that unit will return to one through attrition, unless the new unit wishes to have more than one permanent P&A Senate representative seat. In that event, the unit must petition the PACC for additional seats following the process outlined in the Bylaws. The same process shall be followed for P&A Senate alternate members in units that merge.
2. P&A Senate members and alternate members in units that split:
 - a. If any P&A Senate constituent unit splits, the current P&A Senate members and alternate members from the constituent units shall serve out their terms. If the original unit had multiple P&A Senate members/alternate members, the units will select a method for redistributing the current representatives and alternates.
 - b. If any new unit(s) has no representative or no alternate, an open election must be held within three months of the restructuring date.

B. Vacancies and Leaves

1. P&A Senate representative seats that are permanently vacated between annual elections shall be filled for the remainder of that year by appointment, interim election, succession by an alternate representative or other mechanism determined by the relevant voting unit for the remainder of the term. At the end of the vacated term, an election will be held for a representative to serve a full term of three years, beginning July 1 after the election.
2. P&A Senate members who will be on leave or absent from the University shall arrange with their unit to have an alternate replace them at each meeting for which they will be absent.
3. If a P&A Senate representative becomes P&A Senate Chair during their elected term as a representative, they shall have an alternate replace them at each meeting for which they will serve as Chair. If the Chair has time remaining in his/her term after the Chair term ends, he/she is entitled to return to the unit representative seat and finish out the remaining term.

II: P&A SENATE EMAIL LISTS USAGE

The P&A Senate e-mail lists are for P&A Senate business use only. It is accessible by any P&A Senate member, alternate, or senator. The list is to be used to communicate with the P&A Senate membership about P&A Senate issues, announcements relevant to P&As, or questions that P&A Senate members may want to ask of other P&A Senate members.

III: CHANGES TO THE OPERATING MANUAL

Changes in P&A Senate Operating Manual may be proposed to the PACC by any P&A Senate member for action by the P&A Senate and require a majority vote of the P&A Senate.

IV: SUBCOMMITTEE CHARGES

A. BENEFITS AND COMPENSATION SUBCOMMITTEE

The Benefits and Compensation Subcommittee considers issues and advocates to improve policies related to the benefits and compensation of P&A.

Membership

The Benefits and Compensation Subcommittee shall be composed of at least 5 P&A members, including P&A Senate members, P&A Senate alternate members, and P&A at large.

Duties and Responsibilities

- a. To be informed about benefits and compensation issues for P&A and make recommendations to the P&A Consultative Committee.
- b. To advocate to maintain or achieve levels of salary and benefits that are competitive with comparable markets.
- c. To review and affirm health benefits principles.
- d. To recommend P&A for University committees related to benefits and compensation.
- e. To serve as liaison between those P&A committee members on benefits and compensation committees and the P&A Senate.
- f. To generate and prioritize a list of annual goals and submit an annual report.
- g. To recommend to the P&A Consultative Committee such actions or policies as it deems appropriate.

B. COMMUNICATIONS SUBCOMMITTEE

The Communications Subcommittee enhances the image of P&A by publicizing the work of the P&A Senate and the achievements of P&A to all stakeholders.

Membership

The Communications Subcommittee shall be composed of at least 5 P&A members, including P&A Senate members, P&A Senate alternate members, and P&A at large.

Duties and Responsibilities

- a. To provide direction for P&A Senate communication activities.
- b. To work with P&A Consultative Committee to represent P&A and the P&A Senate to the media on and off-campus.
- c. To promote P&A and the P&A Senate by facilitating and disseminating newsworthy issues and special events.
- d. To build a strategic identity for the P&A Senate and P&A.
- e. To conduct a bi-annual audit for P&A Senate communication tools.
- f. To generate and prioritize a list of annual goals and submit an annual report.
- g. To recommend to the P&A Consultative Committee such actions or policies as it deems appropriate.
- h. To update the New Employee Orientation (NEO) PowerPoint presentation.
- i. To coordinate with the outreach committee on communications with P&A serving on non-P&A Senate University committees.

C. OUTREACH SUBCOMMITTEE

The Outreach Subcommittee promotes representation of P&A personnel within University governance and assists P&A Senate members and alternate members with governance activities within the P&A Senate.

Membership

The Outreach Subcommittee shall be composed of at least 5 P&A members, including P&A Senate members, P&A Senate alternate members, and P&A at large.

Duties and Responsibilities

- a. To provide oversight and advise unit level elections of P&A Senate members.
- b. To promote and support development of unit level P&A groups.
- c. To serve as nomination subcommittee for annual election of P&A Senate officers and University Senators representing the P&A Senate.
- d. To promote and build P&A representation within University governance, with focus on un-represented and under-represented units.
- e. To promote and facilitate communication with P&As serving on other University of Minnesota committees regarding issue of importance to the P&A Senate and P&A staff.
- f. To generate and prioritize a list of annual goals and submit an annual written report to the P&A Consultative Committee.
- g. To recommend to the P&A Consultative Committee such actions or policies as it deems appropriate.

D. PROFESSIONAL DEVELOPMENT AND RECOGNITION SUBCOMMITTEE

The Professional Development and Recognition Subcommittee encourages P&A to participate in professional development opportunities and recognizes the contributions of P&A and units that demonstrate exemplary practices with regard to P&A.

Membership

The Professional Development and Recognition Subcommittee shall be composed of at least 5 P&A members, including P&A Senate members, P&A Senate alternate members, and P&A at large.

Duties and Responsibilities

- a. To promote and encourage professional development opportunities for P&A campus-wide.
- b. To recognize the contributions of units that demonstrate exemplary support of P&A through the Outstanding Unit Award.
- c. To recognize contributions of P&A through award nominations and campus-wide announcements.
- d. To promote sharing of best practices regarding P&A professional development.
- e. To advocate for P&A inclusion in existing University award programs and development of new award programs specifically for P&A.
- f. To generate and prioritize a list of annual goals and submit an annual report.
- g. To recommend to the P&A Consultative Committee such actions or policies as it deems appropriate.

APPENDIX I INSTRUCTIONS FOR CONTACTING CONSTITUENTS

Either contact Becky Hippert (hippe003@umn.edu) or follow these instructions to generate a list of your constituents (as of December, 2010)¹

1. Go to: <http://www.umreports.umn.edu>
 2. Click on the “User Login” button
 3. Enter your staff X.500 (e-mail) ID and password
 4. Click on “Search Reports” (left column)
 5. In the “Filter by” section, select Category: HR & Payroll, SubCategory: HR Reports
 6. Select the “University Contact Information” report (near bottom).²
 7. The first value you need to select is in the “Area Class or Resource Responsibility Center (RRC)(current list at http://www.budget.umn.edu/rrc_assign_200908.pdf) – this is the college, administrative unit or collection of units you represent for P&A Senate purposes. For most of you, this selection will be straightforward, but please see the next page for specifics on which unit(s) you should select. To select more than one unit, hold down the CTRL key while clicking on your selections.
 8. Press the Submit button.
 9. The next section will ask which “Departments” within your college or unit you want to include. You must click on the ones you want. To pick more than one unit, hold down the CTRL key and click the units you want. You usually want ALL departments, so hold down the SHIFT key while clicking on the first department listed and then the last department listed; all the departments should now be highlighted.
 10. Press the Submit button.
 11. The next section is where you select the employee groups to include in the report. Choose the “Acad Prof and Admin” group.

(NB. Extension Service, CFANS, and three other units³ must also select the “UMN Extension Service/Fed” group. This class contains many P&As. Use CNTRL key to add this 2nd group.)
 12. Press the Submit button.
 13. Your report should appear on the screen. If you would like to be able to save the report to your computer for future use, click on the “Excel” icon in the top-right corner of the page.
 14. A link should appear reading “Click here to get the Excel file”. Click on that link to save the file to your computer.
 15. You can email your constituents by copying out their email addresses from the Excel file and pasting them into the address field of your message. It is best to send as a Blind Copy (Bcc), so your message is not dominated by addresses. (MS Outlook and Thunderbird can accept the pasted Excel email addresses, Netscape Mail cannot.)
- The data contained in this report is up-to-date as of 2 days prior to the date you create the report. You may generate a new report any time you think there may be changes in the P&As in your unit.

¹ Note: This process will generate a list of all P&As, including tenure-track faculty serving in an administrative position; e.g., associate dean. You represent such Academic Administrative Staff (job classes 93xx and 9630-9649) and they should be on your contact list. They can vote, but they cannot serve as a P&A Senate representative, alternate, or University Senate member.

² Another option at this point is to choose “Personnel Basic Information,” roughly in the middle of the reports. This report will allow you to see the *job class (code)* and *percent appointment* of your P&A constituents. Access this by clicking “Select and Area Class” and selecting departments and employee types as outlined in this document.

³ Academic Affairs and Provost, System Academic Administration, and UMD.

APPENDIX II - COUNT OF P&As BY UNIT
As of April 2012

| P&A Senate Unit with P/A counts | | “Area Class or Resource Responsibility Center (RRC)” |
|--------------------------------------|-----|--|
| Academic Administration, UMN System | 234 | <ul style="list-style-type: none"> ▪ Equity and Diversity, VP/Vice Provost (55) ▪ Global Programs/Strategic Alliance (62) ▪ Information Technology (47) ▪ Acad Admin, Acad. Units (20) ▪ Academic Admin., Sr. VP (50) |
| Academic Affairs | 192 | <ul style="list-style-type: none"> • Academic Affairs, Sr. VP (31) • Agricultural Experiment Station (3) • Graduate School (13) • Undergraduate Education (145) |
| Academic Health Center | 264 | <ul style="list-style-type: none"> • Academic Health Center-Shared (178) • Health Sciences (86) |
| Athletics | 156 | <ul style="list-style-type: none"> • Athletics |
| Biological Sciences | 76 | <ul style="list-style-type: none"> • Biological Sciences, Coll of |
| Continuing Education | 59 | <ul style="list-style-type: none"> • Continuing Education, Coll of |
| Dentistry | 45 | <ul style="list-style-type: none"> • Dentistry, School of |
| Design | 65 | <ul style="list-style-type: none"> • Design, College of |
| Education and Human Development | 301 | <ul style="list-style-type: none"> • Education & Human Devel, Coll |
| Food, Agriculture and Nat. Resources | 241 | <ul style="list-style-type: none"> • Food, Agri/Nat Rsrc Sci. Coll |
| Human Resources | 50 | <ul style="list-style-type: none"> • Human Resources |
| Law School | 55 | <ul style="list-style-type: none"> • Law School |
| Liberal Arts | 336 | <ul style="list-style-type: none"> • Liberal Arts, College of |
| Libraries | 105 | <ul style="list-style-type: none"> • Libraries, University |
| Management | 128 | <ul style="list-style-type: none"> • Mgmt, Curtis L Carlson, Sch of |
| Medical School | 385 | <ul style="list-style-type: none"> • Medical School – Duluth Campus (14) • Medical School – Twin Cities Campus (371) |
| Nursing | 29 | <ul style="list-style-type: none"> • Nursing, School of |
| Pharmacy | 72 | <ul style="list-style-type: none"> • Pharmacy, College of |
| President | 96 | <ul style="list-style-type: none"> • Audits (1) • Budget & Finance (17) • Controller's Office (24) • President, Office of the (15) • General Counsel (22) • Regents, Board of (3) • Scholarly and Cultural Affairs (14) |
| Public Affairs | 45 | <ul style="list-style-type: none"> • Humphrey Inst of Publ Aff |
| Public Health | 177 | <ul style="list-style-type: none"> • Public Health, School of |
| Research | 135 | <ul style="list-style-type: none"> • Research |
| Science and Engineering | 275 | <ul style="list-style-type: none"> • Science and Engineering, College of |
| Student Affairs | 155 | <ul style="list-style-type: none"> • Boynton Health Service (56) • Student Affairs, Office of (99) |
| University of Minnesota Extension | 234 | <ul style="list-style-type: none"> • UofM Extension |
| University Relations | 106 | <ul style="list-style-type: none"> • University Relations, Office of |
| University Services | 114 | <ul style="list-style-type: none"> • Auxiliary Services (52) • Capital Planning/Project Mgmt (6) • Facilities Management (14) • Public Safety (3) • University Health and Safety (16) • University Services, VP (23) |
| Veterinary Medicine | 108 | <ul style="list-style-type: none"> • Veterinary Medicine, Coll of |
| University of Minnesota, Crookston | 65 | <ul style="list-style-type: none"> • All units beginning with UMC [5] |
| University of Minnesota, Duluth | 197 | <ul style="list-style-type: none"> • All units beginning with UMD [17] |
| University of Minnesota, Morris | 91 | <ul style="list-style-type: none"> • All units beginning with UMM [8] |
| University of Minnesota, Rochester | 34 | <ul style="list-style-type: none"> • Rochester |

Instructions for Updating (Methodology):

These counts are extracted from UMReports using *Basic Personnel Information* – about half-way down the HR Reports page. Use the parameters listed below. This tool is used, rather than *University Contact Information* because it does a count of unique employee IDs and does not count people multiple times.

| Parameter | Included | Excluded |
|-----------------|--|--|
| Pay Group | PAY – Paid Employees | WOS – Without Salary |
| Status Flag | Current Rows | Future Rows |
| Employee Class | Acad Prof and Admin UMN Extension Service/Fed | CivSvc/Barg Unit CivSvc V Class Faculty Grad/Prof Student Position Medical Resident Not Benefits Eligible Student Insurance Eligible |
| Employee Status | Active Leave with Pay | Leave of Absence Retired Suspended Terminated Short Work Break |
| Employee Type | Salaried | Hourly Exception Hourly |

Please note. The **UMN Extension Service/Fed** employee class has not been available to new employees since c2004 as it has some unique retirement benefits. The Extension/Fed class is problematic because it was given to both faculty and P&A job classes. Only three P&A Senate units still have P&A employees in this class:

- College of Food, Agriculture and Natural Resources (14)
- University of Minnesota Extension (86)
- University of Minnesota, Duluth (2)

The Office of Human Resources has written a special program to extract just P&A from the Data Warehouse. The CFANS representative has decided to extract the P&A manually, for the sake of convenience. The Extension/Fed list of employees is very stable, mostly shrinking as people retire; rarely, someone will transfer to the U from another employer carrying that appointment. Because of this stability, this list only needs to be checked once a semester. To extract P&A employees from the Extension/Fed list:

- 1) Create an Excel file from *Basic Personnel Information* using the parameters given above, but only for Extension/Fed Employee Class.
- 2) Sort the Excel file on job code.
- 3) Delete all faculty by removing those rows with job codes 9401-9403 (professor, associate professor, and assistant professor). Those faculty who also have a P&A job code will survive because that 2nd appointment has a separate row and job code. P&A employees have job codes 93xx, 9601-9649, and 97xx.