

P&A CONSULTATIVE COMMITTEE MEETING JANUARY 25, 2012

[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 represent the view of, nor are they binding on the Senate, the Administration, or the Board of Regents.]

Present: Steven Pearthree (Chair), Neil Anderson, Benjamin Clasen, Frank Douma, Scott Gilbert, Ann Hagen, Danny Sussman, Sarah Waldemar.

1. CHAIR'S REPORT

Steven Pearthree noted that there have been several membership changes in the P&A Senate:

- Rebecca Munro left the University so Stacy Doepner-Hove is now the CSOM senator
- Rita Houle has been elected as the Medical School alternate
- Amy Renne moved to the College of Pharmacy at Duluth which means that she is part of that college and not the Duluth campus. Pam Enrici has stepped up to fill the senator seat for the remainder of this year.

An email went out last week from President Kaler on the topic of advocacy, but only faculty and students were thanked for their work. The exclusion of staff was likely an oversight, but cannot happen again. Members agreed that Steve should email President Kaler regarding this issue.

He and Ann Hagen met last week with Vice President Brown in advance of her meeting with the P&A Senate in February. They discussed topics including the job family work, Twin Cities and Rochester personal floating holiday proposal, 27 pay periods, faculty retirement plan waiting period, and the status of the non-renewal policy.

Steven Pearthree then made the following announcements:

- NEO dates have been set through June and volunteers are being sought
- Scott Studham has been appointed as the Vice President and Chief Information Officer and will be invited to a P&A Senate meeting.
- He participated in the comprehensive reviews for three deans and the provost in December and will have three others in spring
- A new survey tool is being assessed for the University
- Provost Hanson has been asked to join a P&A Senate meeting this spring but an exact date has not been set

Steve Pearthree stated that the Senate Consultative Committee (SCC), at their meeting last week, reviewed resolutions from the Finance and Planning Committee (SCFP) and the Faculty Affairs Committee (SCFA) on the topic of pay increases for faculty and P&A. One committee wanted the pool divided so that there were some funds for across-the-board increases and some funds for merit increases. The other committee requested all merit increases. The Faculty Consultative Committee (FCC) met with the President prior to the SCC and discussed a progressive scale for across-the-board increases. This plan was discussed at SCC and then a resolution was quickly approved over the weekend, without much opportunity for feedback. He asked if PACC wanted to weigh in separately. Members suggested that the topic be sent to B&C for discussion.

2. SUBCOMMITTEE UPDATES

Benefits and Compensation

Benjamin Clasen said B&C has met twice since the last PACC meeting. In December a discussion was held with Susan Rafferty regarding the PULSE survey to see if there can be a

collaborative effort to make improvements. This year's survey will go out in late April. Her issues were low response rates from minorities and low awareness of the overall need for responses. They also talked about how the results are shared with the deans or administrators, who then decide what information to share publically. B&C members agreed that this might be a contributing factor to the low response rates.

B&C also discussed the bridge fund program. No notice was sent from HR to the employees or the units letting them know if the funds were approved or denied. Neither group knew until payday.

At the January meeting, Mary Luther discussed the job family work. Currently HR, IT, and Communications classifications are being worked on, after which an assessment will be done of the process so far. They are also finishing an online questionnaire for supervisors. One weakness found so far is the lack of communication between supervisors and deans/directors. Pay ranges and pay minimums are also being revised.

PACC members noted that there are long breaks between communication on this topic, either to the general University or the classifications being reviewed. Employees are doubtful that the process will end in 2013 as originally presented. It was suggested that Mary Luther be invited to a P&A Senate meeting to provide an update later this semester.

Ben Clasen said that B&C also received an update from the Benefits Advisory Committee (BAC) regarding a resolution on tobacco-free campuses and a trial virtual clinic. There are no policies being reviewed by HR as they are continuing to work on their strategic positioning.

Communications

Danny Sussman noted that there was no December meeting but they have worked via email to assign tasks. A group is now working on the P&A survey so that it can be brought to PACC in February.

Outreach

Neil Anderson stated that the Outreach Subcommittee meets today and will be discussing a strategy to recruit applicants and to encourage members to step forward for the election in April.

Professional Development and Recognition

Scott Gilbert stated that the Outstanding Unit Award (OUA) nomination process has been posted and announced in Brief. PD&R is brainstorming ways to encourage more applications by the March 1 deadline. A brown bag is being planned for February. PD&R also sent questions to Communications for the survey and is working with the Center for Teaching and Learning regarding a teaching P&A orientation.

3. DISCUSS PROCEDURES ON REPORTING AND ADDRESSING CONCERNS OF MISCONDUCT

Members discussed the procedures and made the following comments:

- The length is daunting
- What are the consequences for whistleblowers as anonymous reporting is not guaranteed? This is a concern for P&A who can be terminated without cause.
- Reporting process is vague
- There should be one contact person for these concerns to make it clearer for employees making reports

4. VIDEOTAPING AT P&A SENATE MEETINGS

Scott Gilbert said while there were issues at the last P&A Senate meeting, he has found a solution and will write instructions for the next user.

5. DISCUSS OPEN COMMITTEE POSITIONS

It was agreed that all open positions would be sent to P&A Senate members after the February P&A Senate meeting to request volunteers.

6. APPROVAL OF FEBRUARY 3 P&A SENATE AGENDA

The agenda was approved as presented.

7. OTHER BUSINESS

Sarah Waldemar stated that there is a 27 pay period meeting on Monday. The current proposal is to have units set aside funding now for the next year with 27 pay periods. She will share more information after this meeting.

With no further business, Steven Pearthree thanked the members for attending and adjourned the meeting.

Becky Hippert
University Senate