

## **P&A CONSULTATIVE COMMITTEE MEETING OCTOBER 16, 2013**

[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:** Cynthia Murdoch (Chair), Jodi Carlson Grebinoski, Katherine Cramer, Stacy Doepner-Hove, Ann Hagen, William Hellriegel, Scott Marsalis, Christine Peper, Susanne Vandergon.

**Guests:** Patti Dion, Santiago Fernandez-Gimenez, Nancy Fulton, Ruth Lindquist, Steven Pearthree, Julie Selander, Steven Yussen.

### **1. PORTAL PRESENTATION**

Santiago Fernandez-Gimenez and Julie Selander joined the meeting to preview the new staff Portal as P&A will be heavy users of the system. This is a tangible change that everyone will see as part of the Enterprise System Upgrade Project (ESUP). The design was based on input received at design sessions to promote shared ownership of the Portal. Engagement with constituents will increase as go-live approaches.

The goals for the project are to simplify core processes and data structures, streamline processes, integrate PeopleSoft into user interfaces, and increase efficiency and effectiveness to focus on the core missions of the University.

He then presented the draft portal page and asked for feedback on design, not content which is just mock-up in some cases. The top of the site will list a person's campus affiliation. The middle section has three levels of panels. The top level is not changeable. The middle section is meant for campus resources and will have some discretion in content. The bottom section allows complete discretion for customization. The left side is for University news items. The site is driven by attributes which allows content to be customized for each user.

Notifications and alerts will be present for built-in features. There will be minimal linkages between the system and Google calendar at launch as the focus has been on integrating with PeopleSoft. The PeopleSoft navigation menu bar might still change, but currently it looks similar to the current system. For all parts of the screen, clicking on the 'plus sign' will open an expanded menu. Training is being considered for how to customize the system by the user.

Cynthia Murdoch noted that there is an extensive list of attributes for opt-in and opt-out that are pulled from options in PeopleSoft and possible interests. This set will be rich eventually but might be leaner at launch.

Q: Will there be a way for users to feed content into the system?

A: There will be a content provider network and a content oversight group. Pathways will be created to submit content as a goal of the system is a richer interactive system.

Q: Will there still be two log-ins required for some features?

A: For now, yes, but discussions are taking place regarding a replacement for the M key which might affect some log-ins.

Q: Will search functionality improve?

A: Upgrades to the UMN search is on the road map for this project.

Q: Will this system be able to accommodate multiple roles that people have?

A: Yes by selecting the applicable attributes for one's roles at the University.

## **2. COMMITTEE ON COMMITTEES REVIEW OF PACC**

Steve Pearthree, Steve Yussen, Ruth Lindquist, and Nancy Fulton – member of the review committee from the Committee on Committees (ConC) – joined the meeting to talk with PACC members regarding the functioning of the committee. Feedback from this meeting, along with discussions with the other four consultative committees, will be used to create a report. The review committee members then posed the following questions:

Q: Thinking of the work that PACC has done in the last two to three years, does the charge encompass this work or are there elements lacking?

A: The charge is accurate as PACC's main goal is to prepare issues for discussion with the P&A Senate or provide a P&A perspective during discussions with senior administrators. PACC also facilitates the handling of issues by its subcommittees, which is a process that is also working well.

Q: Thinking of the PACC membership, is the committee too big or too small?

A: PACC's membership is the chair, chair-elect, and four subcommittee chairs. Currently three subcommittees have co-chairs, which makes PACC larger and more representative of the broader P&A classification. Without co-chairs, PACC would be very small. Co-chairs also provide continuity for the subcommittees as each co-chair usually serves for two years but start and end at different times.

Q: Does PACC's membership reflect diversity in terms of gender, campus, and minorities?

A: When considering membership over multiple years, there has been gender diversity. Many years ago the P&A executive committee was mainly male, while now it is mainly female which reflects the current gender balance for P&A employees as a whole. This committee also tends to draw administrative P&A versus professional P&A, which is another form of diversity for this committee. As can be seen at today's meeting, there are no minority members and only one coordinate campus member, as it is harder to participate from other campuses but made easier with new technology such as Google Hangout. The P&A Senate is not very diverse, but more minority members have been elected in the last few years. It will take some time before they feel comfortable considering a leadership role.

Q: Does the current process for determining the PACC chair work?

A: The Outreach Subcommittee is in charge of encouraging nominations for the leadership positions. It can be an issue for P&A to consider serving when they try to determine the return on investment to themselves and their units. Broader support is needed from administration at all levels to encourage this type of involvement.

The current three-year progression from chair-elect to chair to past chair is very useful, a great learning process, and should be kept. It was developed under CAPA when no one would step forward to chair and the current chair ended up running for a second term. However, there is no guarantee that someone will be able to serve for three years due to the one-year contracts for

most P&A employees. There is also not a consistent way for most P&A to report governance service during their performance evaluation, if they even have performance evaluation.

Q: Does PACC feel that it is consulted when policy changes are proposed?

A: Sometimes PACC is consulted and other times it is reported to when changes are being made. However, PACC did participate in the policy review matrix to make sure that it is listed as a group to consult on certain policies that affect P&A. It appears that currently, policy review is on hold so it is hard to tell if PACC is adequately being consulted.

Q: Does the current preparation for agendas work to bring issues to PACC?

A: The chair and chair-elect meet in the summer to determine a work plan for the year, including speakers that will be invited to meetings. Issues that arise during the year are then worked into agendas as needed.

Q: Are the current ex officio members appropriate?

A: Yes as the only ex officio member is the past chair.

Q: How is the relationship between PACC and the P&A Senate?

A: PACC is the group which holds the basic discussions and makes decisions on items. The P&A Senate holds more general discussions and is a way to disseminate information to the broader P&A classification. Senators regularly send comments and questions to the chair or subcommittee chairs. The P&A Senate also requires that every senator and alternate serve on one of the four subcommittees, which makes them more connected to the work being done.

Review committee members noted that if anyone wishes to make additional comments, including anything confidential, the email addresses of the review committee members will be circulated to PACC. Comments from all these meetings will be discussed by the full ConC and a draft report will be created. This draft report will be sent back to PACC for review before it is finalized and sent to the P&A Senate for information.

A PACC member asked if PACC is meant to act in the best interest of the University or P&A employees. Other members felt that PACC and the P&A Senate are meant to advocate for the P&A employees as part of the University as a whole. This is a different relationship than union members have, as they negotiate with the University for their benefits.

### **3. DISCUSSION OF OHR ISSUES WITH PATTI DION**

Patti Dion joined the meeting to provide an update on the job family work. The issues that resulted with the IT job family are due to multiple factors: extended timeframe to complete the reclassification due to a change in the Chief Information Officer in the middle of the process, blurry lines between civil service and P&A in this classification, HR decision to move all exempt employees to P&A classifications, and the overall size of this group.

Since this summer, HR is no longer hearing from employees wanting to appeal the reclassification decision. A tight schedule has been set for the remaining job families, with HR and legal being close to completion now. She noted that when the HR job family began, there were 102 civil service employees and 102 P&As.

When asked about lessons learned, HR knows that it cannot have too much communication, that a shorter length to the process is best for everyone involved, that the reclassification is about the

work, not the person even though it does feel personal to those involved, that HR only knows what is reported on the forms by employees, and that HR will never get everyone classified correctly the first time, which is why there is an appeal process.

Q: What is the current reclassification process?

A: Employees are sent a form and asked to identify the top six items for their position description in terms of supervision, budget responsibility, and problem-solving. These forms are then sent to the consultants who look for commonalities to determine levels and map individual people into them. Subject matter experts from the University then review the work from the consultants before determinations are sent to the employees.

Q: What is the current communication plan?

A: HR leads from the colleges and units have monthly meetings with HR to hear information and bring it back to their units. They also identify who is doing which work in their units when a reclassification is starting and then send template letters to the employees. HR made a decision not to communicate with all employees during this process and instead just communicates with the leads and people being reviewed.

Members made the following comments:

- The student service classification is scheduled to begin in June 2014 and take 2-4 months to complete. This means that employees will be having to make decisions on their reclassifications at the same time that ESUP goes live. As these people are some of the biggest users of PeopleSoft, it might be best to move this classification to earlier in the spring so that the reclassification work is completed before they start working in the new PeopleSoft system.
- HR leads are not bringing information back to their local units
- Many employees do not understand the gravitas of the template letter that they are receiving and therefore do not devote enough time and effort to accurate completion of the form
- Direct supervisors should also be copied on communications to employees from the HR lead as they can encourage the employees to complete the form
- Many updates have yet to be made in PeopleSoft regarding position management, so it is not always easy to identify someone's supervisees

Patti Dion then noted that merit pay is moving forward for civil service which has prompted some questions for P&A which she would like to discuss with the committee at a future meeting.

#### **4. CHAIR'S REPORT**

Cynthia Murdoch noted that since the September 18 PACC meeting, she has:

- Attended the Business & Rules Committee meeting for the October 3 Senate agenda
- Met with Liz Eull on September 23 regarding the lack of P&A on the strategic planning work group
- Had a leadership lunch with Ann Hagen and Katherine Cramer on September 26
- Met with Stacy Doepner-Hove regarding the PACC review on October 2
- Sent the letter to President Kaler and Provost Hanson at noon on October 3 regarding the lack of P&A on the strategic planning work group and was told during his report to the University Senate that afternoon that two P&A seats has been added
- Collected 25 nominations for the two seats on the strategic planning work group on October 4 and that afternoon sent 22 people to PACC for a vote
- Sent the name of Ann Hagen and Neil Anderson to the President's Office on October 7 to fill the two P&A seats on the strategic planning work group

- Attended the Regents meetings last week and heard a visioning exercise with the Regents on Strategic Planning

For upcoming meetings, agenda items are:

- November 1 P&A Senate – Dann Chapman to discuss UPlan and life insurance changes
- November PACC – President Kaler and Jason Rohloff
- December P&A Senate – Vice President Studham and Norwood Teague
- December PACC – meeting added to discuss \$90 million in administrative cuts with Vice President Pfutzenreuter
- January PACC – new Vice President Katrice Albert

## **5. SUBCOMMITTEE UPDATES**

### Benefits and Compensation

Susanne Vandergon said that the last meeting focused on the work plan. They removed items that have been completed and prioritized what remained. For the BAC update it was noted that a union member is attempting to run for the BAC chair position. Patti Dion was also asked to provide more information on the retirement waiting period for P&A. B&C will be pushing for published guidelines for merit pay for P&A but will not take any action now on the non-renewal notice period.

A member asked B&C to add Regents tuition benefits to the work plan as the current policy forbids a department to pay for a course for an employee, even if the course is required for their job.

### Communications

Scott Marsalis noted Matt Sumera has stepped down as co-chair. The first meeting will be October 25.

### Outreach

Stacy Doepner-Hove stated that the Outreach Subcommittee met last week and had divided into subgroups to work on its issues.

### Professional Development and Recognition

Christine Peper noted that the first brown bag is October 23 and will focus on digital tools. They will also be conducting exit surveys this year to determine if the sessions was useful and ask for other topics. The November brown bag is being planned on the topics of organized health care and student mental health concerns. It will be led by Ferd Schlapper from Boynton.

## **6. STRATEGIC PLANNING WORK GROUP UPDATE**

Ann Hagen reported that she and Neil Anderson were appointed on the date of the second work group meeting. Due to child care issues, she was not able to attend but Neil did. Topics included campus trends and data. At the first meeting, three questions were posed to the group. They are trying to get the text for these questions so that they can be sent to the P&A Senate for their responses. No future meetings are scheduled at this time.

## **7. APPROVAL OF SUBCOMMITTEE WORK PLANS**

Due to a lack of time, this vote was taken via email.

## **8. APPROVAL OF SENATE AGENDA**

Due to a lack of time, this vote was taken via email.

## **9. OTHER BUSINESS**

With no further business, Cynthia Murdoch thanked the members for attending and adjourned the meeting.

Becky Hippert  
University Senate