

[In these minutes: Discussion of IT Priorities, Discussion of OHR topics, Resolution regarding paid vacation for P&A employees on 9 and 10 month contracts, Committee appointments]

P&A CONSULTATIVE COMMITTEE MEETING APRIL 13, 2015

[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: Katherine Dowd (Chair), Ety DeVeaux, Sandra Ecklein, Kevin Haroian, Marilyn McClaskey, Cynthia Murdoch, Susanne Vandergon.

Regrets: Sherri Boone, Candice Kraemer.

Guests: Bernie Gulachek, Heather Noble, Ian Ringgenberg.

1. DISCUSSION OF IT PRIORITIES

Bernie Gulachek and Heather Noble joined the meeting to discuss IT priorities. Three years ago OIT started a governance process for determining priorities, guided by input from users and stakeholders. Representatives from OIT gather input from many different groups, distill the information, vet it with senior leaders to determine financing, and then execute updates for the next year. This year's process involves 50 meetings and an online survey to gather feedback.

Last year's input had three main categories: 1) Upgrade – where to point people for help during and after implementation, 2) risk management and data security standards, and 3) video services – a communication plan will be readied in the next few months.

He then asked members what services OIT should add, end, or strengthen.

Members made the following comments:

- Telecommunications and phone transfer fees are an impediment for many units
 - Q: Do staff still require an office phone?
 - A: Yes since many staff do not wish to publish their cell phone number and there is a need for confidentiality. Soft phone options in some areas do not always work. In one area, the repeater only worked for the Verizon network; everyone else needed to step outside the building to make cell phone calls.
- In the centralized OIT model, who takes responsibility for making improvements and pushing for innovation?
- People need to be made more aware of the IT liaison program
- OIT needs to learn how to talk with faculty to assess their needs
- Email access in China due to the usage of Google mail

Q: Is the centralization of help desks working? Some units report feeling further removed from the process.

A: The Wall Street Journal article pointed to 73 computer help desks. 53 have now been merged and OIT is continuing to work on the rest. Help desks are now considered a common good, so deans pay twice if they keep their IT service in-house.

2. DISCUSSION OF OHR TOPICS

Patti Dion provided an update on the job family study:

- Student Services job family
 - Second round and appeals are ending; changes will be effective June 1 along with the Health and Animal Care job family
 - 805 employees had no impact to their salary; 36 were below the minimum and 38 were above the maximum
 - Before appeals, P&A employees went from 594 to 643; Civil service employees went from 285 to 195
 - This job family had the largest number of employees (41) moving into bargaining unit jobs – two from P&A and 39 from civil service
 - One-stop counselors were all reclassified as civil service but this decision is being appealed
 - 40 employees in the AHC Graduate Medical Education are being re-reviewed
- Research and Administrative job families will not be effective until late June/early July
 - First Administrative focus groups are this week to build levels and descriptors for roughly 1000 employees
 - Research is the largest job family with over 2000 employees
 - Every unit currently has its own methodology for how it separates work and distributes classifications

Q: The new recruiting system allows the use of working titles. Will guidance will be provided on this terminology?

A: The new system still permits working titles.

Q: Were any administrative positions excluded from the job family study?

A: Yes. The President, vice presidents, and deans were not included, as well as associate and assistants titles in these areas. OHR felt that it was too much to do now, but some people would like the positions reviewed so that there is consistency. However, there is no timeframe for this process.

Q: Will the IT and communications job families be re-reviewed?

A: Yes but there is no plan for how or when. The plan though, is not to resend the positions descriptions to everyone.

Q: Will positions be systematically reviewed in the future?

A: When a job is posted, OHR will review the description of the work to make sure that it is classified correctly. For current employees, there is a reclassification process if the job duties change.

3. RESOLUTION REGARDING PAID VACATION FOR P&A EMPLOYEES ON 9 AND 10 MONTH CONTRACTS

Marilyn McClaskey said that paid vacation for P&A employees on 9 and 10 month contracts was an issue brought forward by Duluth employees. The Benefits and Compensation Subcommittee gathered information and learned that these employees do not all have the same flexibility in schedules as faculty. Also, P&A employees who work 12 months but at 67 percent time accumulate vacation at a reduced rate. Therefore the current process is unfair for 9 and 10 month contract employees and can severely impact the work-life balance.

Members asked for more information on this topic before any action be taken.

4. APPROVAL OF SENATE AGENDA

The agenda was approved as amended.

5. COMMITTEE APPOINTMENTS

Members approved the following appointments:

- Benefits Advisory Committee – Cynthia Murdoch and Bill Roberts
- Committee on Committees – Cynthia Murdoch
- OCR Hearing officer – Ety DeVeaux
- OCR Panelist Roster – Santiago Fernandes-Gonzalez

6. CHAIR'S REPORT

Katherine Dowd said that the final Senate Consultative Committee meeting is this week and she is leading the meeting. She participated in the 360 degree review of Vice President Brown from her perspective as the P&A Senate Chair, as well as the review of deans.

7. SUBCOMMITTEE UPDATES

Professional Development and Recognition

Ety DeVeaux said that 100 people are already registered for the Forum. The last brown bag was a success due to the large Duluth crowd that attended in-person at that venue.

8. OTHER BUSINESS

With no further business, Katherine Dowd thanked the members for attending and adjourned the meeting.

Becky Hippert
University Senate