

2013-14 UNIVERSITY OF MINNESOTA

MAY 2, 2014

P&A SENATE MINUTES: No. 7

The seventh meeting of the P&A Senate for 2013-14 was convened in 2-101 Hasselmo Hall on Friday, May 2, 2014, at 9:39 a.m. Coordinate campuses were linked by UMConnect. Checking or signing the roll as present were 46 P&A members and 7 alternates. Chair Cynthia Murdoch presided.

1. ANNOUNCEMENT OF OUTSTANDING UNIT AWARD (OUA) WINNER

Christine Peper and Jodi Carlson Grebinoski presented the 2014 Outstanding Unit Award to the Rothenberger Institute.

2. SENATE COMMITTEE ON COMMITTEES 2013-14 Committee on Committee Report on Reviewed Committees Information for the University Senate

FOR INFORMATION:

The Committee on Committees (ConC) charge was amended in February 2011 to include the following provisions:

- b. To meet during the fall semester with committee chairs, on a rotating basis determined by the committee, to review with each committee chair the charge to the committee and how well it has been functioning, and pursuant to these discussions, to make recommendations to the Senate Consultative Committee about any changes in committee structure, charge, or membership which it deems appropriate.
- c. To review and forward as appropriate to the University Senate any proposed changes to the charge, membership, or ex officio members for committees of the University Senate prior to approval from the University Senate.

The ConC reviewed the following committees in 2013-14:

- Civil Service Consultative Committee
- Faculty Consultative Committee
- P&A Consultative Committee
- Senate Consultative Committee
- Student Senate Consultative Committee

OVERALL COMMENTS AND RECOMMENDATIONS

ConC has five overall recommendations that came from this year's review process. These apply to all Senate Committees to greater or lesser degree but ConC wanted to be sure to address them all within this report:

1. The faculty, staff, and students serving on the consultative committees stated that there is a lack of support for serving on these bodies. Faculty members feel that service to the college or to increasing external funding is more valued by their department heads/chairs and deans. For academic professionals and civil service staff, the impression is that service is not valued by supervisors and therefore many times they are not permitted time

to attend meetings. Students do not have control over their class schedules, especially as upper classmen, and are not excused from class for committee service. Therefore they have to choose between attending meetings and missing class. All groups could benefit from increased support at all levels.

2. A concern heard from the academic professionals, civil service staff, and students was that many system or Twin Cities campus issues are routed to the Faculty Consultative Committee (FCC), either before being brought to the Senate Consultative Committee (SCC) or in place of the SCC consultation. On SCC meeting dates, the FCC meets first and many times items from SCC agendas are first discussed by the faculty. This leads to shortened discussions at SCC as the faculty have already made all their points and sometimes already come to a decision. For other issues, discussions are scheduled only with the FCC, which does not allow staff and students the opportunity to share their recommendations on the topic.
3. The chairs of the four consultative committees are the spokespeople for their classifications on a system-wide basis. For this reason, they are often contacted by the media for a response to an issue on behalf of their representative group. Due to the role that these leaders need to fill, it is recommended that they be provided with media training from University Relations each year.
4. All the consultative committee members seemed unclear about what is included in each of their charges, what duties they are fulfilling, and what duties might need to be updated or deleted. The Committee on Committees (ConC) recommends that each committee review its charge this semester and send any revisions back to ConC by April 7 so that any revisions could be sent to the appropriate Senates for action by the end of the academic year.
5. ConC noted that the FCC leadership has monthly meetings with the President and Provost to discuss items before they reach the full committee or the broader University, but that there is no parallel structure for staff. As many staff concerns center on employment issues, the recommendation is that both the P&A leadership and the Civil Service leadership schedule monthly meetings with Vice President Kathy Brown to discuss issues of importance to each group. The meeting participants should include the chair, vice chair, past chair, and staff person from the consultative committee along with Vice President Brown and any additional staff members from OHR.

The full report on these committees is available at: http://www1.umn.edu/usenate/conc/13-14conc_report.pdf

**STACY DOEPNER-HOVE, CHAIR
SENATE COMMITTEE ON COMMITTEES**

3. P&A CONSULTATIVE COMMITTEE REPORT

Cynthia Murdoch, Chair of the P&A Consultative Committee (PACC) and Senate, reported that PACC met with Brandon Sullivan in March regarding the employee engagement results. When asked if P&A-specific results would be released he said not now or in the future. They will be revisiting the issue with Vice President Brown.

P&A have recently been recognized for their efforts. Two were named recipients of the Morse Alumni award for undergraduate teaching and Randy Croce, former CAPA chair, was the first P&A recipient of the University Senate Governance recognition.

4. P&A SENATE SUBCOMMITTEE REPORTS

Benefits and Compensation (B&C) Subcommittee

Bill Hellriegel said that B&C received updates on long-term care and travel insurance. Topics for next year include Roth IRA, vacation for 9 and 10 month employees, P&A vacation donation, and vacation accrual of 44 days.

Communications Subcommittee

No report.

Outreach Subcommittee

No report.

Professional Development and Recognition (PD&R) Subcommittee

No report.

5. STRATEGIC PLANNING UPDATE

Neil Anderson and Ann Hagen, P&A representatives on the working group, said that visioning and goals are being worked on. Five issue teams have also been created – curriculum, research, engagement, compensation, and recruitment and retention – with 30 members on each. Additional input is still welcome. The deadline for this work is June 1 with more specific recommendations by July 1 and all work completed by August 1.

6. STUDENT SENATE UPDATE

No report.

7. MINUTES FOR APRIL 4, 2014

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/140404.pdf>

DISCUSSION:

With no discussion, a vote was taken and the motion was approved.

APPROVED

8 DISCUSSION WITH ASSOCIATE VICE PRESIDENT FURCO

Public Engagement

Andy Furco, Associate Vice President for Public Engagement, joined the meeting to discuss the work of his office. He has been working on campus for 15 years on outreach that is different from the traditional approach. This is done through partnerships that serve the public good. He then walked members through a PowerPoint which details the work that started in 2000. The University was one of the first to adopt public engagement practices nationally, which have now been moved internationally.

The office and its work interacts with the community in the areas of teaching, research, and service. It goes beyond the University's land-grant mission and has become part of its identity. 2000 students participate in public engagement experiences each year. This program honors expertise in the community to create greater outcomes.

They try to target faculty for this work, but while younger faculty are interested, they are dissuaded from participating by older faculty in their unit. The current budget model is also an issue as faculty doing public engagement work bring in less outside funding.

The office was created in 2006 and he started working with it in 2008. Currently 200 units are doing public engagement work and his office collects the information and tells the story. These are then posted on their website. They have also created a database directory for external stakeholders to find University partners.

Q: How does this unit work with the College of Continuing Education and the University of Minnesota Extension?

A: These are important partners to this work since they are already working with partners in the community. His office do not detract from those missions, but instead offer support for their work.

Q: What are the institutional barriers to public engagement work?

A: There needs to be a cultural change in how research is done. Corporatization in higher education is being debated but if the University does not have corporate partners, it will not move forward. They also need to prepare future faculty for public engagement work by incorporating training in graduate studies.

Q: Is there a common good in public engagement work?

A: This varies by the circle and affinity group being helped so it is good that the University is also multi-faceted.

MOTION A **P&A Senate Bylaws and Rules Amendments** **Action**

Agenda Items 9. and 10. are offered as a "Consent Agenda" to be taken up as a single item with one vote. Any item will be taken up separately at the request of a senator. As amendments to the P&A Senate Bylaws, motions require either a majority of all voting members of the P&A Senate (22) at one regular or special meeting, or a majority of all voting members of the P&A Senate present and voting at each of two meetings. This is the first meeting at which these motions are being presented.

9. P&A SENATE BYLAW AMENDMENTS
Articles VII and VIII

MOTION:

To amend Article VII and Article VIII of the P&A Senate Bylaws, as follows (language to be added is underlined; language to be deleted is ~~struck out~~).

The packet of Bylaw amendments is available online at:
http://www1.umn.edu/usenate/pasenate/materials/140502pa_bylaws.pdf

COMMENT:

The proposed Bylaws and Rules amendments are meant to clean up current language and reflect the actual processes that take place within the Senate and its committees. Examples of this are deleting responsibilities for the Clerk of the Senate or transferring of those responsibilities to the Senate Office and correcting the titles of committees and University policies. Similar language changes will be made by the University, Faculty, and Student Senates on May 1. Therefore these changes are meant to keep the governing documents for the bodies aligned.

WILL DURFEE CHAIR
SENATE CONSULTATIVE COMMITTEE

10. P&A SENATE RULES AMENDMENTS
Articles VII and VIII

MOTION:

To amend Article VII and Article VIII of the P&A Senate Rules, as follows (language to be added is underlined; language to be deleted is ~~struck out~~).

The packet of Rules amendments is available online at:
http://www1.umn.edu/usenate/pasenate/materials/140502pa_rules.pdf

COMMENT:

The proposed Bylaws and Rules amendments are meant to clean up current language and to reflect the actual processes that take place within the Senate and its committees. Examples of this are transferring responsibilities from the Clerk of the Senate to the Senate Office and updating the language on committee support. Similar language changes will be made by the University, Faculty, and Student Senates on May 1. Therefore these changes are meant to keep the governing documents for the bodies aligned.

WILL DURFEE CHAIR
SENATE CONSULTATIVE COMMITTEE

DISCUSSION:

With no discussion, a vote was taken and the motion was approved with 29 votes in favor and none opposed.

APPROVED

END OF MOTION A

**11. ELECTION OF 2014-15 PROFESSIONAL DEVELOPMENT AND RECOGNITION
CO-CHAIR
Action**

MOTION:

To approve Sherri Boone as the 2014-15 Professional Development and Recognition Subcommittee Co-chair replacing Christine Peper.

**CYNTHIA MURDOCH, CHAIR
P&A CONSULTATIVE COMMITTEE**

DISCUSSION:

With no discussion, a vote was taken and the motion was approved.

APPROVED

**12 DISCUSSION WITH PATTI DION
Update on Job Family Study**

Patti Dion from OHR joined the meeting to provide an update on the job family study which affects 10,500 civil service and P&A across five campuses. The process started in fall 2013 with 18 job families identified. As of today, 10 families have been completed with the rest scheduled for completion by early 2015. Purchasing, Grants, and Audits are being done now. Student Services, Research, and Administrative are three of the big job families remaining.

The outcome for the job family study is clear career paths and market-based competitive pay ranges. Most employees are not seeing any pay or duty changes. A few employees are under the salary minimum and will have their salary increased. Any employee that is over the salary maximum will have their salary frozen for three years. If the range has not yet caught up with the job family, then that employee's salary will be decreased to the maximum.

There is an appeal process. 13 percent of employees have appealed their decision but only 19 percent have been granted.

Q: Will employees above the salary maximum be able to receive their salary increase as a lump sum payment?

A: Yes.

Q: Will some positions have no salary maximum?

A: Yes, such as coaches and doctors who have greater market influences.

Q: What happens to an employee whose appeal is not granted?

A: Then the employee and supervisor need to discuss the work to see if changes can be made to make that employee eligible for the higher-level position.

Q: Why are most employees appealing?

A: Some are appealing because their position has been changed from civil service to P&A or vice versa. If a P&A is reclassified to an exempt civil service position, that employee can choose to remain in their classification. However, if the position is changed from exempt to non-exempt, then that employee must be reclassified to comply with fair labor standards.

13. P&A SENATE OLD BUSINESS

NONE

14. P&A SENATE NEW BUSINESS

NONE

15. P&A SENATE ADJOURNMENT

The meeting was adjourned at 11:08 am.

Rebecca Hippert
Abstractor