

## **2013-14 UNIVERSITY OF MINNESOTA**

**NOVEMBER 1, 2013**

### **P&A SENATE MINUTES: No. 2**

The second meeting of the P&A Senate for 2013-14 was convened in 5-125 Moos Tower on Friday, November 1, 2013, at 9:34 a.m. Coordinate campuses were linked by ITV. Checking or signing the roll as present were 33 P&A members and 13 alternates. Chair Cynthia Murdoch presided.

#### **1. P&A CONSULTATIVE COMMITTEE REPORT**

Cynthia Murdoch, Chair of the P&A Consultative Committee (PACC) and Senate, reported that following the October 4 P&A Senate meeting, she received 25 nominations for the two P&A seats on the Strategic Planning Workgroup. PACC voted on these names and Ann Hagen and Neil Anderson were selected as the representatives. They will be providing updates at each P&A Senate meeting.

She attended the Regents meeting in October where a strategic planning brainstorming session was held. Concerns for the Regents included: preparedness of student applicants, student debt, public funding, increased instability of the economy, technology, customized education for students, global competition for students, interdisciplinary teaching and research, and student engagement and leadership outside the classroom. Opportunities that they identified included: University has five campuses in different communities that it can tap into, many Fortune 500 companies in the state, and increased synergy with private colleges.

At the October 16 PACC meeting an update was provided on the Enterprise System Upgrade Project (ESUP) and a draft Portal page was shown. Staff feedback will be requested on the page design and content. Members from the Committee on Committees then met with PACC to discuss the committee's charge, its relationship to the Senate, and its continuity of leadership.

Finally Patti Dion from Human Resources provided an update on the job family work. She noted that issues from the IT job class stemmed from the extended timeframe for the review, the blurry line between civil service and P&A employees in this classification, all exempt employees being moved to P&A, and the overall size of the class. She stated that all appeals for the IT class are complete, and the remaining job families are moving along a tight timeline with HR and legal close to completion. HR has realized that there can never be too much communication and that the appeal process is available as not everyone will be reclassified correctly the first time. PACC expressed concern that HR leads are not reporting enough in their units and that employees do not understand how important their responses are on the HR survey.

President Kaler will be joining the November 20 PACC meeting to discuss the \$90 million in administration costs and strategic planning. Then Vice President Studham and Norwood Teague will be at the December P&A Senate meeting.

#### **2. P&A SENATE SUBCOMMITTEE REPORTS**

##### **Benefits and Compensation (B&C) Subcommittee**

Bill Hellriegel said that B&C prioritized its work plan items for the year. Topics include merit pay guidelines, coordination with the civil service subcommittee, wellness, retirement waiting

period, engagement survey results, job family work, cause for non-renewals, notice period, and the compensation plan. It is helpful that Petti Dion is at each subcommittee meeting.

### **Communications Subcommittee**

Scott Marsalis reported that the Communications Subcommittee will meet next Friday. Matt Sumera, the former co-chair, has stepped down so he is looking for someone else to help. The first newsletter will be sent on Monday with each future edition sent the last week of every month. If anyone has content for the November edition, including profiles, please send it to him. The subcommittee will also be reviewing the NEO presentation.

### **Outreach Subcommittee**

Stacy Doepner-Hove stated that the Outreach Subcommittee will be reviewing the Constitution and Bylaws after three years as a Senate. They will also focus on ensuring representation from all units, identifying leaders for next year's P&A Senate positions, compiling best practices at the unit level, and legislative advocacy.

### **Professional Development and Recognition (PD&R) Subcommittee**

Christine Peper noted that the Outstanding Unit Award (OUA) will be revised in January based on feedback received last year. The first brown bag was held last week with 17 people in person and 36 people online. A survey was distributed and the results were positive. The video and one page handout from the session are available on the P&A Senate website. PD&R would like to thank Susan Tade for all her work. The next session will be in December and will focus on student mental health.

## **3. STRATEGIC PLANNING UPDATE**

Neil Anderson and Ann Hagen are two members of the 30-member Strategic Planning Workgroup, as one civil service member has also been added. The first meeting focused on data gathering. Now information is being gathered that will be put into themes and priorities to align with funding. Everyone has been asked by the Provost to send feedback. However, since they are not sure how the Provost will report the data, and to have a sense from P&A, they have sent a separate request for information. There is also the possibility that units may also request feedback from their employees. The President and Provost will be holding a campus conversation on this topic on November 4 at noon.

Q: What is the timeline?

A: A concrete plan for recommendations will be developed by the end of the semester to send to the President who will make the final decisions.

## **4. CIVIL SERVICE SENATE REPORT**

No report.

## **5. MINUTES FOR OCTOBER 4, 2013 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/131004.pdf>

**DISCUSSION:**

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

**APPROVED**

**6. DISCUSSION WITH KAREN CHAPIN  
Open Enrollment and Life Insurance**

Karen Chapin, Director of Health Programs for Human Resources, joined the meeting to discuss benefits changes, including health changes due to the Affordable Care Act (ACA). She walked the Senate through a PowerPoint detailing changes to health insurance, same-sex marriage benefits, life insurance, and wellness. She noted that open enrollment start today and ends December 2.

Q: What services will be included in the deductible?

A: Costs for in and out patient service and lab work, however lab work associated with preventive care will not be assessed these costs.

Q: What is the rationale for the large cost jump between the single and couple tiers versus the couple and family tiers?

A: The couple and family tiers are being merged so there will no longer be a cost difference between these tiers. Kids cost less to ensure and spouses have the most cost to plan, which is why the biggest cost jump is from single to couple.

Q: Benefits are used as a recruiting tool for new employees. With the changes being made, will salaries be increased to cover the decrease in benefits?

A: The administration is proposing cost offsets this year of a one paycheck break from Benefit costs. The University is still offering a high-level plan and it should continue to be used as a recruiting tool.

A senator noted that constituents feel that there has been a slow erosion over the past few years in benefits that have been coupled with no salary increases.

Karen Chapin noted that this sentiment has also been expressed by the Benefits Advisory Committee. The total cost to employees is \$1.8 million this year, which will be returned to employees through one paycheck in March. However this option will not be offered again.

Q: What is the rationale for the benefits changes being made this year?

A: These changes are only being made to avoid the Cadillac tax under the ACA?

Q: AFSCME has proposed a sliding scale for benefit increases. What is the University's response to this proposal?

A: A sliding scale has been proposed many times on multiple issues. This conversation is ongoing because this approach is a different philosophy for the University as it involves determining which items will have a differential cost based on income. This approach is also administratively complex to administer and could affect faculty recruitment.

Q: What is the savings to the University this year due to the increased costs?

A: \$1.8 million this year which will be returned to employees.

Q: Is there a projection that these savings will increase?

A: There is a trend for this figure to increase in the next few years, but the University's trend is reasonable at two to three percent per year.

Q: Will life insurance automatically increase to 115 percent next year?

A: Yes, employees do not need to elect this option.

## **7. PRESENTATION OF SUBCOMMITTEE WORK PLANS Action**

### **MOTION:**

To approve the subcommittee work plans, which are available on the Web at the following URLs.

[http://www.umn.edu/usenate/pasenate/materials/13-14bc\\_workplan.pdf](http://www.umn.edu/usenate/pasenate/materials/13-14bc_workplan.pdf)  
[http://www.umn.edu/usenate/pasenate/materials/13-14comm\\_workplan.pdf](http://www.umn.edu/usenate/pasenate/materials/13-14comm_workplan.pdf)  
[http://www.umn.edu/usenate/pasenate/materials/13-14outreach\\_workplan.pdf](http://www.umn.edu/usenate/pasenate/materials/13-14outreach_workplan.pdf)  
[http://www.umn.edu/usenate/pasenate/materials/13-14pdr\\_workplan.pdf](http://www.umn.edu/usenate/pasenate/materials/13-14pdr_workplan.pdf)

### **DISCUSSION:**

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

**APPROVED**

## **8. ELECTIONS**

### **Two P&A Senate members to serve in the University Senate**

A call was made for nominations to fill two seats on the University Senate. Ann Hagen and Klaus van der Sanden were nominated. A vote was then taken and they were elected to fill these seats.

## **9. CONFLICT RESOLUTION ANNUAL REPORT Carolyn Chalmers**

Carolyn Chalmers, Director of the Office for Conflict Resolution (OCR), joined the meeting to discuss her office. The OCR helps employees with employment-related issues and concerns, and is a neutral party that does not advocate for either side. Her office is system-wide under the

Office of Equity and Diversity (OED). Most work involves informal, private consultations to develop strategies for a productive work environment, which was the service used by 35 P&A last year. There is also a formal process, however only four P&A filed formal petitions. The lack of job security makes P&A less likely to use the formal process. She also had 10 P&A in team meetings last year to improve dynamics and reduce team conflicts.

She noted that this is the 20<sup>th</sup> anniversary of her office, so it is hosting a program on November 15 on the topic of addressing departmental culture change issues. The hope is that more changes will be made if the process starts at the local level. While the event is targeted at faculty and department chairs/heads to provide education and skills, everyone is invited to participate.

Carolyn Chalmers then noted that P&A advisors are still needed to help employees through the system and serve as a support person during formal complaints.

She then mentioned the Working Together Better website ([wbt.umn.edu](http://wbt.umn.edu)) which is meant to address systematic barriers for workplace conflict. The website contains development tools and one-page guides to address specific topics.

A senator was glad that this office exists and appreciated the work to encourage civility.

#### **10. P&A SENATE OLD BUSINESS**

**NONE**

#### **11. P&A SENATE NEW BUSINESS**

**NONE**

#### **12. P&A SENATE ADJOURNMENT**

The meeting was adjourned at 11:12 am.

**Rebecca Hippert  
Abstractor**