

## **2014-15 UNIVERSITY OF MINNESOTA**

**OCTOBER 3, 2014**

### **P&A SENATE MINUTES: No. 1**

The first meeting of the P&A Senate for 2014-15 was convened in 1-451 Moos Tower on Friday, October 3, 2014, at 9:32 a.m. System campuses were linked by ITV. Checking or signing the roll as present were 33 P&A members and 7 alternates. Chair Katherine Cramer presided.

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

Katherine Cramer, chair of the P&A Consultative Committee (PACC) and Senate, reminded senators and alternates that their responsibilities are to attend Senate and subcommittee meetings, send in questions for guest speakers, and be in touch with P&A in their units.

She said that PACC met this summer to plan the August 22 retreat. Since the start of the academic year, she has attended the Regents meetings on September 11 and 12, had PACC meet with Vice President Albert to discuss the Greater than 7 initiative, and attended the Senate Consultative Committee at which grand challenges curriculum and research were discussed. The University Senate met yesterday and Randy Croce, a former chair of CAPA, was recognized for his years of service.

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

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

Marilyn McClaskey stated that recent topics for B&C have included a Job Family Study update, changes to open enrollment, vacation accrual rates, travel insurance, Regents Scholarship Program, and a Roth IRA investment option.

##### **Outreach Subcommittee**

Kevin Haroian said that the Outreach Subcommittee is working on best practices for elections, better communication, a new senator welcome kit, mentors for new P&A, and thank you letters for people who have served.

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

Etty DeVeaux said that PD&R is working on upcoming workshops on negotiation strategies and GIS mapping. The GIS mapping workshop will be held at Duluth.

#### **3. STUDENT SENATE UPDATE**

Alex Stangel, Vice Chair of the Student Senate, said that the Student Senate met yesterday and set its goals for the year. The topics to be addressed are quality of education, tuition, scholarship awareness, student benefits from the Strategic Planning process, and diversity.

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

Bill O'Neill, Chair of the Civil Service Senate, said that this is a rebuilding year for the organization. Basics, including procedures and the operating manual, were reviewed at the August and September meetings. Topics for this year include the Job Family Study, system campus site visits, wellness, working lunches, demographic studies, and employee engagement.

## **5. STRATEGIC PLANNING UPDATE**

Ann Hagen, one of two P&A on the Strategic Planning Work Group, said that the plan was presented to the Regents in September and the response was favorable. Comments are being accepted now and the final plan will be approved next week. A continuity team will be put into place to help with implementation and make sure that actions are in line with the final plan.

## **6. 2014 COMMUNITY FUND DRIVE Information**

Kevin Haroian reviewed the Community Fund Drive (CFD) timeline and process for this year. He reminded senators that P&A employees are the employee group that contributes the most and has the highest participation rate each year.

## **7. 2014 EMPLOYEE ENGAGEMENT SURVEY Discussion with Brandon Sullivan**

Brandon Sullivan, Director of Leadership and Talent Development in the Office of Human Resources, (OHR), joined the meeting to discuss the employee engagement survey. He said that Organizational Effectiveness was restructured and realigned in July to become his new office. The focus is now on engagement and organizational culture, leadership development, and talent and performance management.

This year's survey will start on October 13 and runs through the 31<sup>st</sup>. The results are then shared with deans, chancellors, and vice presidents in January before unit results are distributed in March. The results may reinforce ongoing efforts or nudge a unit to make additional changes.

From last year's survey results, there are themes that can be seen. One is that staff and faculty have a high commitment and dedication to the University. Efficient work environment supports production and well-being, but ranks lower than employee dedication. The results can identify specific work environment issues, such as staff reporting no consistent development feedback from supervisors.

His department has a community of practice event scheduled for October 9 and everyone is welcome to attend.

Q: How will employees see results if their unit has less than 10 employees?

A: If a unit has less than 10 employees, its results will be rolled into the next higher unit. Employees should work with their HR Leads to receive information.

Q: What are the challenges for implementation within units?

A: Implementation varies by unit and there is not one central approach that will work for all units. The biggest thing is that employees should ask for results if they are not receiving them.

Q: Will survey results be separated by employee group?

A: No as changes can be made at the department/unit level, not the employee group level.

## **8. EMPLOYEE ENGAGEMENT IN THE HUMPHREY SCHOOL OF PUBLIC AFFAIRS**

### **Discussion with Dean Schwartz**

Eric Schwartz, Dean of the School of Public Affairs, joined the meeting to discuss how employee engagement survey results have been used in his college. He noted that it is still a work in progress, but his unit's team approach has led to both internal and external focus.

From the results, he has been able to focus on staff priorities to improve processes and relations. The results have also been the focus of several school-wide meetings and listening sessions. The challenge has been to ensure that everyone feels valued for the work that they do.

Current strategies include dean's office participation at monthly staff meetings and an annual retreat, connecting faculty and staff by including staff leaders of key departments at faculty area meetings, and having faculty reinforce the value that staff play in the work of the school.

He said that they are also working on increasing the sense of community and inclusion in the school. Ways to do this include a new faculty and staff orientation, a monthly professional development series, and an awards committee to nominate faculty and staff for University-level recognition.

For staff, time has been spent on career trajectory. He knows that this is a challenge at a small school, so he has embraced the view that some staff will need to move to another college when they reach a certain level. However, this allows for new staff to be brought in. Supervisors have also been asked to check on employee goals during annual reviews.

Dean Schwartz stated that senior leaders succeed when everyone has a sense of the mission and accomplishments. This also leads to the best possible experience for students. The University needs to be more efficient and effective, but everyone needs to continue to be treated with respect and dignity while maintaining a sense of agency in the University.

Q: Do similar discussions take place among the deans?

A: Not usually as deans meetings are devoted to other pressures.

A senator suggested that all staff should engage with their respective deans regarding this topic if they want to make improvements.

Another senator said that it was refreshing to hear an administrator talk about improving how people treat one another on a daily basis. This view needs to permeate through the entire University.

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

**NONE**

**10. P&A SENATE NEW BUSINESS**

**NONE**

**11. P&A SENATE ADJOURNMENT**

The meeting was adjourned at 11:19 am.

**Rebecca Hippert  
Abstractor**