

**Senate Committee on Finance & Planning  
Minutes of the Meeting  
September 2, 2014**

[These notes reflect discussion and debate at a retreat of a committee of the University of Minnesota Senate; none of the comments, conclusions or actions reported in these notes represent the views of, nor are they binding on, the Senate, the Administration or the Board of Regents.]

In these minutes: [Job Classification System Redesign; review of committee charge; review of the 2014-2015 committee agenda]

**PRESENT:** Gary Cohen (chair), Dan Feeney, Fred Morrison, Tracy Peters, Erik Van Kuijik, Catherine Fitch, Lincoln Kallsen, Jennifer Gunn, Quinn Jurgens, Arturo Schultz, Renee Cheng, Paul Olin, Kara Kersten, Michael Korth, Samantha Jensen.

**REGRETS:** Pam Wheelock, Karen Ho, Russell Luepker, Jill Merriam

**ABSENT:** Karen Seashore, David Fisher, Michael Volna, Laura Kalambokidis, Richard Pfitzenreuter

**GUESTS:** Kathy Brown (vice president, Office of Human Resources), Sheila Reger (HR Consultant 3), Office of Human Resources

Professor Cohen convened the meeting, welcomed the committee and asked members to introduce themselves.

**1. Job Classification System Redesign**

Vice President Brown discussed the Job Classification System Redesign. The project is approximately two-thirds complete and the goal is to finish by Spring 2015. Brown highlighted that the project will review all P& A and Civil Service positions and is expected to reduce approximately 600 job classifications to approximately 250. The redesign is intended to create clear and predictable job classifications that reflect actual duties and bring into alignment appropriate salary ranges. Brown said that this would aid employees in making more informed decisions about appropriate positions and their career paths. She also noted that compensation ranges for all classifications will be created and it will provide a means to address uneven pay among colleges for the same job (ex. Coordinator job class). Brown emphasized that the project is intended to be cost neutral.

Cohen asked how the Office of Human Resources was managing the project. Brown said some OHR staff had been reassigned to the project, and that the University had contracted with an independent consulting company.

Sheila Reger, Human Resources Consulting Manager, gave a presentation that reviewed many particulars of the project. She discussed job families and timelines, stating that the general process for each job family was to review position descriptions and work with subject matter

experts in each job family to develop clearly defined classification and compensation structures. An example was provided of a completed job family and shows that before the redesign there were many job classifications, unclear job titles and incomplete salary ranges. The study results have addressed these issues.

At the conclusion of each job family study, employees have the opportunity to appeal their classification placement, and Reger noted that thus far, an average of 7% of reclassifications have been appealed. A vast majority of employees have had no change in pay. She emphasized that the project allows for adjustments to current pay ranges to align them with the current market.

Olin noted the changes in the minimum and maximum salaries, both of which have apparently been raised. He said that it was possible that the reduction in job classes also raised salaries, and wondered if these increases had been planned for. Professor Morrison asked how many people had left the University with the new reclassification system. Reger said that they have not received any information to suggest that an employee has left employment with the University because they were unhappy with the outcome of the reclassification.

Brown added that skill sets were evaluated as well as educational backgrounds. Each job classification was reviewed from different angles to put people in a range without creating more classifications.

Reger discussed the administrative job family and also suggested Committee members visit the job family website for more information about the project. Professor Gunner noted that people in the medical school often have two components to their salary and thus would fall under two job classifications, for example, faculty and P&A. Reger acknowledged that unique circumstances were being reviewed, and Brown also acknowledged the variety of complex factors.

Professor Schulz asked about the reduction of classifications from 600 to 200, and Reger said that the resulting number could continue to change as the project progresses, in order to accommodate needs of a particular job family. Brown said that they were trying to create job structures that could be replicated in other groups, and noted that the consultant working with the University had worked in higher education. A major goal was to apply consistency across job classifications.

Reger discussed metrics resulting from the study and that there would be useful data available to aid in better management of the University's workforce. Brown noted that there had been no way to pull information out of the system to identify, for example, a supervisory position. Cohen thanked Brown and Reger for the presentation, and said that the committee was looking forward to an update on the project in spring.

## **2. Committee Charge**

The committee discussed its charge. There were no comments on the charge as reviewed.

### **3. 2014-2015 Agenda**

Cohen reviewed the proposed 2014-2015 agenda topics with the committee. Cohen said that someone from the Office of Human Resources would be at the Nov. 4 along with the leadership of the Enterprise System Upgrade Program (ESUP) meeting to discuss progress of that program. Cohen noted that CFOs from various colleges would be invited to present on the impact on operations of the new fringe benefit rates at that meeting as well. On February 17, 2015, Bobbi Daniels, Vice Dean of Clinical Affairs for the Medical School, and other administrators from the Academic Health Center will devote the entire meeting to AHC issues. An invitation will be extended to Norwood Teague, Director of Intercollegiate Athletics, the deputy director, and the chief financial officer of Intercollegiate Athletics come to an upcoming meeting. On November 18, Vice President Pam Wheelock will discuss public safety issues. The committee then discussed topics to present to Wheelock, including football parking and traffic issues.

Cohen asked Quinn Jurgens about the student activity fees and what information he might glean from student government bodies regarding the stadium fee. Cohen asked that Jurgens present any findings at a later meeting.

The committee discussed other possible agenda items for the upcoming year, and will continue to identify and confirm agenda items.

Hearing no further business, Professor Cohen adjourned the meeting.

Mary Jo Pehl  
University Senate Office