

P&A Consultative Committee (PACC)
October 12, 2016
Minutes of the Meeting

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 views of, nor are they binding on, the senate, the administration or the Board of Regents.

[**In these minutes:** Welcome and Chair's Report; Share the Air Update; Subcommittee Reports; Wellness Program Updates]

PRESENT: Etty DeVeaux (chair), Austin Calhoun, Shannon Farrell, Ann Hagen, Ian Ringgenberg, Catherine St. Hill, Susanne Vandergon

REGRETS: Peter Angelos, Elizabeth Schwartz

ABSENT: None

GUESTS: Karin Chapin, manager, Total Compensation, Office of Human Resources; David Golden, director, Public Health, Boynton Health Service; Laura Manydeeds, wellness program administrator, Total Compensation, Office of Human Resources; Julie Sanem, director, Health Promotion, Boynton Health Service

OTHERS: Vickie Courtney, director, University Senate Office; Marlo Welshons, assistant to the provost, Provost's Office

1. Welcome and Chair's Report

Chair Etty DeVeaux welcomed members and guests and gave a recap of the previous week's P&A Senate meeting. She said that the campus climate focus of the meeting was very timely, given that on the previous afternoon, a student protest at the Campus Conversation on campus climate over the "Paint the Bridge" incident occurred. She added that she has received many favorable comments regarding the format of the senate meeting, which was changed to focus around a single theme, with speakers from across the system addressing different components/perspectives on the topic. One direct outcome of the meeting was that Dr. Katrice Albert, vice president, Equity and Diversity, invited DeVeaux to meet to discuss how the Office for Equity and Diversity (OED) and the P&A Senate can collaborate to advance the conversation on campus climate. DeVeaux has also been invited to address the P&A Women's Council on November 2nd. She asked members to submit suggestions for that presentation.

DeVeaux informed senators that there is a new Senior Vice President for Finance and Operations, Dr. Brian Burnett. Dr. Burnett currently serves as the vice president for Finance and chief financial officer of the University of Missouri system. He also teaches in the Department of Educational Leadership and Policy Analysis at the University of Missouri-Columbia. DeVeaux said that Dr. Burnett would be invited to a meeting sometime in the spring.

2. Share the Air Update

David Golden, director, Public Health and Julie Sanem, director, Health Promotion, Boynton Health Service gave an update on the Share the Air initiative. Golden said that work began in 2009, when President Bruininks charged a committee to conduct a thorough investigation of the feasibility and support of a tobacco-free campus policy. The report recommended a campus tobacco-free policy, and in December of 2012, the committee co-chairs requested that President Kaler formally consider a tobacco-free campus policy. President Kaler agreed, if the committee could show that there was support around this initiative on campus. Golden said that Sanem and her staff worked hard to garner support, and 24 University student, staff, and faculty groups expressed support for a tobacco-free or smoke-free campus policy. The Twin Cities campus delegates to the University Senate overwhelmingly supported a resolution to support in principle a commitment to a smoke-free campus. As of July 1, 2014, the University of Minnesota Rochester and Twin Cities become smoke- and tobacco-free campuses.

Golden and Sanem then walked the committee through the results of an assessment survey conducted in spring 2015. The assessment showed that over 94% of students, staff and faculty are aware of the policy's existence, and an overwhelming majority strongly supports the policy. Support for the policy has also increased over time. The policy is enforced through social enforcement, and Golden said that people are not very comfortable with this idea. People reported that they are very unlikely to say something if they see someone violating the policy. He said there has been a dramatic decrease in smoking on campus, but there are places around campus where people still smoke frequently. Sanem commented that the health area is a particular "hot spot." Marlo Welshons added that she is on the Policy Advisory Committee, and there had been concern about compliance among the families of patients, as they are often there for stressful reasons. This is true, replied Golden, but most hospitals around the state have a very high compliance with tobacco-free policies, and this is Fairview's only campus where it has been a challenge. Also, added Sanem, non-compliers are not only patients and families, but also staff members. Golden said that they have asked the provost to help convene a Maintenance Committee, which will help promote compliance with and maintenance of the policy. For example, there are signs saying "No smoking within 25 feet," which imply that it is okay to smoke in other areas of campus. These signs should be taken down, Golden feels. There should be additional signage in parking ramps and other entrance points for visitors to campus, he added.

Sanem described the student ambassador initiative, in which the Association for Nonsmokers, a non-profit that receives funding from the Minnesota Department of Health to help colleges and universities go smoke- and tobacco-free, helped train a small number of students to go out on campus and promote awareness of and compliance with the policy. Hagen said that Fairview has ambassadors at the doors of Moos Tower and the Phillips-Wangensteen Building who help direct traffic, and suggested providing them with information on how to promote the policy. Golden said that although the main mechanism for enforcement is social, it is University policy, and supervisors have the ability to address this issue with employees, and the Office for Student Conduct and academic Integrity can intervene with students in cases of chronic non-compliance.

Golden said that the numbers of current and daily use have continued to decline: student daily use is right around 3% and any use within the last 30 days for students is around 14%.

Ringgenberg asked whether they have done any surveys to assess how difficult it is for a smoker to get off campus to have a cigarette during the day. He commented that if it is too far, it might not be feasible for employees to go for smoke breaks. He also asked why smokeless tobacco and e-cigarettes are covered under the ban, since there is no danger of secondhand smoke with these. Smokeless tobacco and e-cigarettes still cause health issues, Hagen responded, and Golden said that while the initiative was driven by concerns over secondhand smoke exposure, tobacco-free policies are considered to be best practices. In terms of the distance to off-campus places to smoke, Golden said that generally people are fairly close to an off-campus site, but that part of the idea is that making it more difficult for employees to smoke during work hours encourages them to quit smoking. This is common at many workplaces, he added. He reminded members that if someone is addicted to tobacco, the only negative consequence is discomfort; there are no negative health consequences like people experience with withdrawal from other drugs.

Catherine St. Hill asked if there were any plans to institute a more active campaign to encourage quitting, such as a “Smoke Free for a Day” initiative. Golden said that there have been email reminders about the policies, but no plans are currently underway for a more active campaign. He is open to the idea, though, and in instances where it is concretely affecting a person, such as having people smoking right outside their window, they can do targeted interventions, which have been effective. He added that 23% of University staff and faculty have a condition that is aggravated by exposure to secondhand smoke.

DeVeaux thanked Golden and Sanem and encouraged them to let her know what the P&A Senate can do to aid in their work. Golden said that the Maintenance Committee might come back to the senate with suggestions. Sanem said that it is also a big help just to remind people of the policy if they see people violating it.

3. Subcommittee Reports

Benefits and Compensation

Ian Ringgenberg, co-chair, Benefits and Compensation Subcommittee (B&C), informed members that at B&C’s last meeting, the subcommittee voted on and approved their work plan, which focuses on parental leave, tuition remission, and follow-up on past issues, as well as seeking clarification on the sick leave and absence policies. They then looked at data on parental leave and tuition remission from 34 peer institutions and will continue this analysis as the year progresses.

They next talked with Ken Horstman, senior director, Total Compensation, Office of Human Resources (OHR), about the non-vacation leave policies. There is inconsistency among departments, Ringgenberg said, around coaching on how to stack types of leaves (parental, vacation, unpaid, etc.) in the case of parental or other extended leaves, and there have been questions about how this will work with the new hourly P&As under the new Fair labor Standards Act (FLSA) rules. Ringgenberg reported that some confusion ensued: Horstman said that P&A sick leave is limited to ten days per year, but the understanding amongst subcommittee members was that sick leave was basically unlimited. Hagen said that it is ten days per instance of illness, and cited the [appendix to the administrative policy on Paid Medical Leave for Faculty and Academic Professional and Administrative Employees](#). Ringgenberg replied that Horstman said otherwise. Formal clarification is needed, DeVeaux said. Ringgenberg added that they

would like to make information on these policies available directly to employees, rather than only to HR leads, as the service from HR leads is inconsistent between units. Horstman said that units are supposed to track sick time, but most do not do so. St. Hill asked, what about people with chronic illness or a situation that requires hospitalization and exceeds ten days? Farrell said that Horstman's response was that this would be covered under academic disability or the Family and Medical Leave Act (FMLA), which, members pointed out, is not paid. Ringgenberg also said that there was no clear answer on how tracking of sick leave will work under the new FLSA rules. DeVeaux asked whether it would be helpful to invite Horstman to PACC again, but Ringgenberg said that for now, it is most productive to discuss at B&C meetings, at which Horstman is a regular attendee.

Outreach

Ann Hagen, chair, Outreach Subcommittee, said that the committee designed and made flyers about the P&A Senate for the New Employee Orientation. She said at the New Employee Orientation that morning, P&A Senate reps talked to about six or eight individuals, but that many people did not know whether they were Civil Service or P&A. P&A shared a table with the Civil Service Senate, but the Faculty Senate was not represented. A tabletop display would be useful, she said. Outreach plans to keep staffing the table at New Employee Orientations. Hagen told the committee that they also filmed a commercial and will be working on editing it. She also said that her list of units without representation has shrunk, and the senate now has representation from the Office of Equity and Diversity and Extension, and that the College of Liberal Arts, University Services, and the Medical School are ready to hold elections. More outreach is needed for the College of Food, Agriculture, and Natural Resource Science (CFANS), Veterinary Medicine, and Athletics. St. Hill said that she has a contact in Vet Med that may be interested. Vickie Courtney, director, University Senate Office, suggested that Hagen call Jennifer Yehlen, the chief of staff in Athletics, and Amber Bathke, senate associate, University Senate Office, said that CFANS had been in touch inquiring about running and election, and that she would pass that contact on to Hagen. Hagen asked whether there are plans to visit Crookston, and DeVeaux said that she planned to visit each system campus. Courtney suggested partnering with Civil Service if they plan to do visits as well.

Communications

Austin Calhoun, chair, Communications Subcommittee, informed members that the newsletter was ready for publication. The subcommittee will work on their social media communications strategy at their next meeting. DeVeaux asked what the status of the website revamp is, and Calhoun said that it has to wait until the University Senate Office is ready to transition the overall website to Drupal. Calhoun asked what the Senate Office's timeline is for this. Courtney responded that the Senate Office is in the process of cataloging all of the content on the website, and there will be a review team set up to give feedback on the new format. The plan is to get the transition completed by the end of the academic year. She added that if there are updates that need to happen now, those could be made in the current format. Calhoun was invited to be part of the Senate Office website review team.

4. Wellness Program Updates

Laura Manydeeds, wellness program administrator, and Karin Chapin, manager, Total Compensation, Office of Human Resources (OHR) explained the 2016-17 wellness program, which is outlined [on OHR's wellness program website](#). Ringgenberg asked what percentage of employees earn enough points to get the discount for the next year. Chapin said that they do not have the number from last year, but that they could provide the number from the previous year. DeVeaux said that she would like to invite them to the December 2, 2016 P&A Senate meeting for further discussion, and that it would be great to have those statistics then. Chapin said that they could also share metrics regarding prevention, the variety of programs people are participating in, etc.

DeVeaux thanked Chapin and Manydeeds, and they departed. DeVeaux then reminded subcommittee chairs that they should share this information with their subcommittees, and ask members to share with their constituents as well.

In the interest of time, DeVeaux adjourned the meeting.

Amber Bathke
University Senate Office