

UNIVERSITY OF MINNESOTA

BOARD OF REGENTS

Faculty, Staff & Student Affairs Committee

February 8, 2007

A meeting of the Faculty, Staff & Student Affairs Committee of the Board of Regents was held on Thursday, February 8, 2007 at 10:30 a.m. in the East Committee Room, 600 McNamara Alumni Center.

Regents present: Dallas Bohnsack, presiding; Peter Bell, David Larson, Cynthia Leshner, and Patricia Simmons.

Staff present: Chancellor Johnson; Senior Vice President and Provost E. Thomas Sullivan; Vice Presidents Carol Carrier and Kathryn Brown; Executive Director Ann Cieslak; and Provost David Carl.

Student Representatives present: Luke Neuville and Lan Nguyen.

BOARD OF REGENTS POLICY: *EMPLOYEE WORK-LIFE AND PERSONAL LEAVES*

Vice President Carrier presented for action proposed Board of Regents Policy: *Employee Work-Life and Personal Leaves*, which the committee had reviewed at its December, 2006 meeting. The proposed policy will supersede the following policies, as detailed in the docket materials:

- Board of Regents Policy: *Family and Personal Leaves without Pay*;
- Board of Regents Policy: *Military Leave*;
- Board of Regents Policy: *Parental Leave*;
- Board of Regents Policy: *Sick and Disability Leaves*; and
- Board of Regents Policy: *Vacations*.

Carrier stated the proposed policy describes the University's commitment to support employees in their efforts to manage work and personal life responsibilities.

A motion was made and seconded, and the committee voted unanimously to recommend adoption of Board of Regents Policy: *Employee Work-Life and Personal Leaves*.

BOARD OF REGENTS POLICY: *EMPLOYEE COMPENSATION AND RECOGNITION*

Vice President Carrier distributed for review a revised draft of proposed Board of Regents Policy: *Employee Compensation and Recognition*, on file in the Board Office. She noted that the policy applies to all employee groups.

Carrier invited Patti Dion, Director of Employee Relations and Compensation, Mary Luther, Director of Staff Compensation, and Jackie Singer, Director of Retirement Programs, to present for background an overview of current Office of Human Resources compensation and recognition practices. Carrier clarified that the presentation focuses on staff compensation and does not include information on faculty compensation. Highlights of the presentation included:

- The three pillars of compensation principles: 1) competitiveness with appropriate labor markets; 2) recognition of meritorious performance, and 3) ensuring fair and equitable practices.
- The University's plan to strengthen market pay management by targeting the 50th percentile of the market and increase the precision of market matches for staff positions (currently 70 percent of civil service and 80 percent of bargaining unit positions are matched to the market).
- The Office of Human Resources' intent to improve current programs that support performance management (i.e., merit or incentive pay) and fully employ a pay equity system that will value positions and determine pay ranges.

In response to questions from the committee, Singer stated that the benefits package at the University is very competitive regarding health and retirement programs; the area in greatest need of change is compensation. A lengthy discussion ensued on internal and market equity issues and the University's response to date in these areas.

Vice President Carrier reviewed the proposed Board of Regents Policy: *Employee Compensation and Recognition*, which provides consistency to the process of evaluations and represents a philosophy shift from across the board salary adjustments to pay for performance. She noted that once implemented, managers and supervisors will evaluate employees with a defensible process and procedures, and administrators will be responsible for ensuring the implementation of a performance evaluation and development process that is consistent, accurate, and encourages open communication. Carrier added that resources will be available to effectively manage employee performance.

Several committee members urged the development of a comprehensive implementation plan.

The policy will return for action at a future meeting of the committee.

BOARD OF REGENTS POLICY: *EMPLOYEE PERFORMANCE EVALUATION AND DEVELOPMENT*

Vice President Carrier distributed for review a revised draft of proposed Board of Regents Policy: *Employee Performance Evaluation and Development* on file in the Board Office. She highlighted the following issues:

- A strong performance evaluation and development system are necessary to support a strong compensation plan;
- The management of employees' work, both behavioral and functional, will be assessed and reviewed annually, with recurring feedback and candid discussions scheduled throughout the year;
- Employees must be invested in documenting accomplishments and understand the expectations for their position; and
- Leaders, administrators, and supervisors will be held accountable for supporting and engaging in performance evaluation and the development of employees within their unit.

The policy will return for action at a future meeting of the committee.

SUPPORTING NEW UNIVERSITY OF MINNESOTA FACULTY

Vice President Carrier introduced Associate Vice Provost Arlene Carney to discuss the orientation program to support new faculty, as detailed in the docket materials. Carney explained the three-day orientation program was designed for all faculty new to the University during the last year and was developed, in part, as a strategy for recruiting, rewarding, and retaining world-class faculty.

Carney highlighted several aspects of the orientation program. Two strategic positioning task forces contributed to the development of the program, whose goals include introducing faculty to key information, laying the groundwork for faculty socialization to the University culture, and building faculty networks across and within disciplines. Meetings and programs are scheduled throughout the year to provide continued support for new faculty. Benefits of the orientation program include: 1) building a sense of community for new faculty; 2) making University programs and services accessible to new faculty; 3) jumpstarting teaching, research, and outreach activities of new faculty; and 4) advancing the University toward important strategic goals.

CONSENT REPORT

There were no Consent Report items this month.

INFORMATION ITEMS

Vice President Carrier referred the committee to the Information Items contained in the docket materials, including:

- Personnel highlights;
- University highlights;
- Faculty and staff activities and awards; and
- Student activities and awards.

Senior Vice President and Provost Thomas Sullivan reported briefly on the Academic Support and Performance for Student-Athletes Task Force Report included in the Information Items. Based upon its reception at two major research meetings, the report may become a national model for measuring and improving student-athlete academic issues.

The meeting adjourned at 12:12 p.m.

ANN D. CIESLAK
Executive Director and
Corporate Secretary