
The University Senate

FACULTY · STUDENT · P&A · CIVIL SERVICE

UNIVERSITY OF MINNESOTA

Meeting of the P&A Consultative Committee (PACC)

December 9, 2021

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:** Call to Order and Welcome; Civil Service Consultative Committee Report; PACC Chair and Chair-elect Reports; P&A Subcommittee Reports; P&A Advancement and Promotion Opportunities Working Group; Discussion: MPACT 2025 and Requested Data; New Business - Possible Event Topics]

PRESENT: Scott Creer, (chair), Adolfo Carrillo Cabello (chair-elect) Leigh Allen, Chelsie Bohlman, Marti Fasteland, Tracey Hammell, Erin Heath, Monica Kocon, Maureen Long, Anna Milone, Nancy Sims

GUESTS: Tony Fussy, chair-elect, Civil Service Senate/Civil Service Consultative Committee

OTHERS: Will Craig, representative, University of Minnesota Retirees Association (UMRA)

1. Call to Order and Welcome

Chair Scott Creer called the meeting to order and welcomed everyone.

2. Civil Service Consultative Committee Report

A written report, provided by Tony Fussy, chair-elect, Civil Service Senate/Civil Service Consultative Committee (CSCC), is included in [this document](#). Fussy said there is some confusion around the COVID-19 vaccination attestation requirements and that the CSCC will be gathering questions from civil service staff and submitting those to the Office of Human Resources (OHR) for up to date guidance. Creer added that he has heard comments from student employees and those who supervise them as to the difficulty of correctly filling out the necessary forms.

3. PACC Chair and Chair-elect Reports

A written report, provided by Creer and Adolfo Carrillo Cabello, chair-elect, P&A Senate/P&A Consultative Committee, is included in [this document](#). Creer shared that between now and the January 2022 PACC meeting, P&A leadership will draft an email to Regent Ken Powell, referencing the compensation ratio information that Creer expects will be reported at the

February Board of Regents meeting by Ken Horstman, vice president, OHR. The email to Powell will serve as a reminder of the discussion PACC had with Powell at its October 2021 meeting, Creer explained, regarding the disparity between how faculty salaries and staff salaries compare to market.

4. P&A Subcommittee Reports

Monthly written subcommittee reports are included in [this document](#). Creer invited subcommittee co-chairs to raise only items that needed action by the committee. Any such items will be brought up in New Business.

5. P&A Advancement and Promotion Opportunities Working Group

Creer said while OHR has not yet identified its staff that will serve on the P&A Advancement and Promotion Opportunities working group, Creer invited PACC members to discuss ideas for its process to identify P&A staff to serve on the group. He suggested two methods:

- Provide a form that any P&A staff could fill out to indicate their interest in serving on the group, and PACC would choose those who would serve.
- Ask for one volunteer each from the Benefits and Compensation, Communications, and Professional Development and Recognition Subcommittees, which would most likely facilitate reporting to PACC the process of the working group.

Committee members had a lengthy discussion about various ways to select working group members. Questions and comments included the following:

- If a form were used to assess interest, would that go to P&A Senate members only or all P&A staff?
- Specific time commitment and expectations need to be provided before asking for involvement. People need to be very clear about what they're volunteering for (monthly working group meetings, reporting monthly to PACC, etc).

Chelsie Bohlman, who served on the FMLA working group which had a similar make-up (a small group from the B&C Subcommittee and a few staff from OHR), shared what she learned from serving on the FMLA working group:

- Setting up meetings at which everyone could be present took a lot of effort. Allowing for flexibility for attending many but not all meetings is important.
- The B&C subcommittee members "pushed" a lot of the work and took the initiative to make requests of OHR members.

Bohlman supported the idea of members from the three subcommittees mentioned by Creer as a good idea, and added that Creer will need to set very clear expectations with OHR so that this working group doesn't get sidelined when OHR is very busy. She recommended having a meeting with all members of the working group, Creer, and OHR leadership to set expectations on both sides. Marti Fasteleand added that she is aware of a number of people on B&C who are passionate about this topic and that it might be an excellent topic around which B&C can coalesce and focus. Carrillo Cabello said he feels that the complexity of the issue calls for someone who cannot only lead but create synergies as well.

Creer thanked everyone for the discussion and summed up:

- In defining who we are looking for, we need to find at least one individual who can be a project manager (this person should come from B&C).
- Commitment is roughly one meeting per month with OHR, reporting to PACC monthly, and an initial kickoff meeting with P&A leadership, and possibly reporting at a future senate meeting when there is something to present (similar to the FMLA checklist).
- The next step is for the subcommittee co-chairs, at their next subcommittee meeting, to determine interested members to serve on the working group.

6. Discussion: MPACT 2025 and Requested Data

Creer led PACC members through a discussion regarding data that P&A leadership requested for use in articulating the impact of P&A staff on the MPACT 2025 goals and commitments.

Creer had asked for data from Institutional Analysis to determine the number of courses being taught by P&A staff at the University. He had specifically requested the data be broken out to reflect the following:

- Each course delivered in fall 2021
- The number of students enrolled
- Delivery method (in person, remote, hybrid)
- Course level
- Job code or employee group of instructor
- Campus
- Department, unit, and college

Institutional Analysis provided P&A leadership with a report titled 112421 Enrollment Report. It was decided that parsing the data by credit hours taught rather than individual classes would provide the most useful information. Creer said the report indicates that P&A staff deliver 32.3% of undergraduate credits delivered across all campuses.

Nancy Sims said it may be valuable to point out that while a certain percentage of credit hours are taught by faculty, a significant portion of those considered “faculty” are contract faculty and are more precariously employed than faculty who are tenured/tenure-track

Committee members had a robust discussion about how the terms “P&A” and “contract faculty” are used depending on who is working with the data. Creer said his ultimate goal is to use the data to create better context (particularly among Board of Regents members) for viewing the work of P&A staff at the University. Carrillo Cabello advised being cognizant of the research and service expectations that faculty must meet as it can be a sensitive point to raise, especially with departmental chairs. Anna Milone suggested looking at the depth rather than the breadth of P&A influence; for example, pulling information about the number of terminal degrees that P&A staff have.

Creer then moved on to the second set of data that was requested; a report of all sponsored projects awarded in 2021. Creer said the data was requested to determine how many projects and what dollar amount came from projects on which P&A staff were the Principal Investigator (PI) or Project Principal Investigator (PPI). The report indicates that P&A staff are leading 17.3% of the projects, which translates to roughly \$385 million brought into the University for research.

Creer said he will work with the report further before putting together tangible data that can be included in the proposed P&A leadership letter to Regent Powell.

Creer then asked committee members if they had any other ideas for data resources. Sims said she would ask for publication data through the Libraries.

7. Old Business / New Business

PD&R Co-chairs Monica Kocon and Leigh Allen asked committee members if they were aware of any administrative policy updates or changes (that particularly affect P&A staff) that might provide interesting Policy Pop-up topics. Carrillo Cabello suggested addressing the variations in new staff training and orientation at the University, especially since much of the training has moved online. Creer recommended the recently reviewed Administrative Policy: [*Selling Goods and Services to External Customers*](#). Creer invited members to email Kocon and Allen with any further ideas.

In the interest of time, Creer adjourned the meeting.

Geanette Poole
University Senate Office