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10-23-2012

FAPAAC minutes 10/23/2012

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Recommended Citation

Faculty and P&A Affairs Committee, "FAPAAC minutes 10/23/2012" (2012). *Faculty and P&A Affairs Committee*. 15.

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Faculty and P&A Affairs Committee
Minutes of Tuesday, October 23, 2012

The following topics were discussed: FAPAAC Forum and visit of Sarah Mattson, UMM Human Resources Director.

Present: Cyrus Bina, Sara Haugen, Athena Kildegaard, Tom Ladner, Gordon McIntosh, Kevin Stefanek, Roger Wareham, James Wojtaszek. Absent: Ben Baglio, Vicki Graham.

Reviewed and approved committee minutes from October 9, 2012 with the following change:

- Athena Kildegaard was listed as attended meeting but she was absent.

R Wareham shared the following announcements:

- Morris Academic Staff Association hosting a brown bag lunch event on Wednesday, October 24, 2012 at 12:00 p.m.
- Celebration of Scholarly Accomplishments for faculty and staff will be held on Tuesday, November 13, 2012 from 4:30 - 7 p.m. in Oyate Hall. This probably be the last visit at UMM for Tim Mulcahy, the U of M Vice President for Research. Displays of scholarly accomplishments will be available for student and public viewing on Wednesday and Thursday, November 14 and 15, 2012.

FAPAAC Forum: 22 people, which included the committee members, attended the forum. Comments from committee include:

- Faculty and P & A staff were very appreciative of forum
- Town hall format worked well
- Hold another meeting with targeted topics and invite certain people to attend and talk about the issue
- Working over the 40 hours in a week is this becoming an issue? If so, should the topic of unionization be further addressed? Around ten years ago when the regents were voting on tenure, unionization was thought about. Duluth and Crookston are unionized and it seems they have had more success with salary structure. This committee could connect with these campuses on this topic if this is a broadly held issue to move forward.

Due to time frame, more discussion on forum will resume at next committee meeting.

R Wareham invited Sarah Mattson, Human Resources, to attend meeting for the committee to get a little more insight on campus issues. Discussion included the following questions:

- An overview of the Human Resources side of the salary recommendation process, particularly any insight on how the .05% / 25% merit increase is distributed, is there a consistency for academic units in salary distribution, is this the first year where there was an across the board salary increase, and are the funds for ½ percent and increase for salary equity from two different pools?

S Mattson commented on the salary process. HR, Finance, & Vice Chancellor's are all involved. In December, Human Resources starts sending salary information to Finance office

where Colleen Miller starts refining. In March or early April, we receive compensation plans for UMM from Central. The Vice Chancellors receive the salary plans and HR sends budget spreadsheets to Vice Chancellors where they decide how to distribute funds. The ½ percent raise and raises for salary equity come from two different pools. The salary distribution goes by departments which the Division Chair would review with the Dean and the Dean would review with the Chancellor for approval. The final approval comes when the Board of Regents meet in early June. If we would like more information about the salary process, Mattson suggests we might want to ask Chancellor Johnson to attend a committee meeting in February or March and she might have insight as to what the compensation plan will be.

Other questions from committee:

S Haugen commented that the Commission on Women has a concern on the lack of resources for newcomers to UMM and no overall sense on what is being done? The Commission of Women members are interviewing newcomers and asking them what was helpful on their arrival at UMM? They will share the ideas with Human Resources. Also R Wareham asked if there were any things that Human Resources is frustrated with and could use some support?

S Mattson explained that at the time HR receives the new hire appointment form with offer letter draft, a welcome letter with benefit packet gets sent out to the new hire. This welcome letter explains what the Human Resources Office does and talks about benefits, payroll, relocation website for community information and to contact Sarah for more information. Human Resources can suggest lots of offerings but resources are limited. A personal contact in the department or division is a great way to connect for a new employee.

Due to time, a final question from committee asking about the current P & A leave policy?

R Wareham asked about the University P & A leave policy and UMM P&A leave procedure and whether anyone has had the opportunity to take advantage of it? If not, could the lack of no requested leaves be because of a budget concern that no money would be available for backfill for leave? J Wojtasek, who's the UMM representative to the Senate Committee on Faculty Affairs, commented that it didn't seem like any P & A leave is getting used on any campus. Policies were drafted during better budget times but maybe could/should be some pool of money to use if a P & A leave is requested.

S Mattson said, to her knowledge, there has been no inquiry on the leave policy at UMM. Maybe this policy needs to be brought to the Vice Chancellors who could review the application process? If there is any other feedback or questions, please let the Human Resource office know.

Next Meeting: Tuesday, November 13, 2012.

Submitted by Jenny Quam