

University of Minnesota Morris Digital Well

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Faculty and P&A Affairs Committee

Campus Governance

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11-8-2016

### FAPAAC minutes 11/08/2016

Faculty and P&A Affairs Committee

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Faculty P & A Affairs Committee  
Meeting Minutes  
Tuesday, November 8, 2016  
Prairie Lounge, 8:00 – 9:00 a.m.

Present: Chlene Anderson, Julia Dabbs, Gordon McIntosh, Peh Ng, Bibhudutta Panda, David Ericksen, and Kiel Harell. Absent: Melissa Vangsness, Kerri Barnstable.

Chlene Anderson welcomed Sarah Mattson, Human Resources, to our meeting. Sarah was invited to update us on the Engagement Survey feedback/listening sessions, and to help us navigate the issues of P&A salary studies & faculty/P&A workload.

The Employee Engagement Survey has been conducted for the past three years – 2013, 2014, and 2015. There will be no survey again until the 2017 – 2018 academic year. Sarah Mattson handed out a U of M Employee Engagement Survey – 2015 Morris Campus results document. Some highlights included the following:

### **Results Shared**

- January 12, 2016: Vice Chancellor / Division Chair Groups
- January 28, 2016: Results sent to departments w/ 10 or more respondents.
- February 25, 2016: Administrative Committee Meeting
- March 15, 2016: Results made available to UMM Community, email and webpage
- March 21, 2016: Listening sessions at UMM
- April 1, 2016: Administrative Committee Meeting
- April 1, 2016: Email to the Community from Chancellor Johnson
- Fall 2016: Manager's Action Sessions
- November 7, 2016: Administrative Committee Meeting

### **Key Strengths**

---- *Key Strengths Identified in more than one of the previous surveys.* ----

**Commitment to Excellence (note this has been a strength for all 3 years of survey which is a sign of a good organization)**

- Faculty and staff agree that we are student focused and have a high quality of customer support.

**Clear Expectations and Feedback**

- Faculty and staff understand the results expected of their work.

**Authority and Empowerment**

- Faculty and staff agree that they have enough authority to carry out their jobs effectively.

**Respect and Recognition**

- Faculty is treated with respect as an individual
- Staff believes that their department demonstrates a strong commitment to diversity and inclusion.

**Support and Resources**

- Staff has the information that they need to do their job well.

**Clear & Promising Direction**

- Staff understand what they can do to support their department's strategy and goals

### **Key Opportunities**

---- *Key Opportunities Identified in more than one of the previous surveys.* ----

**Survey Follow-Up**

- Faculty and staff do not see that action was taken on issues raised in the last survey.
- Faculty and staff do not believe that information from this survey will be used constructively.

**Work, Structure, & Process**

- Faculty and staff do not see an equitable distribution of workload.

**Development Opportunities**

- Staff does not see opportunities to achieve their personal career objectives at the U of M, Morris.
- Staff is not coached by their Manager and/or Supervisors.

**Clear & Promising Direction**

- Faculty does not believe that their departments have strategy and goals that address our most important challenges and opportunities.

**Support and Resources**

- Staff do not believe that new employees receive the training they need to do their jobs well.

The first three items under key opportunities are currently being worked on as a follow up to the engagement survey. The survey results have been shared to campus groups/individuals as noted under the paragraph "Results Shared".

Faculty/P & A workload:

Annual performance appraisals for P & A staff are required every year. These appraisals should include a current job description. Once a year every employee should be having a conversation with their supervisor so workload should be addressed at least once a year.

The 2015 employee engagement survey for faculty showed that the response to the statement on workload was 10 percent below the total university response. Could this be about service hours? What are people willing to give up and what's too much?

Julia Dabbs will let Sarah Mattson know what the workload subcommittee is focusing on.

In 2012-2013, a review of salaries of the UMM Academic Administrative and Professional positions were compared to the CUPA-HR Salary Surveys. This review did not include positions for teaching specialist or lecturer which are P & A positions.

Findings:

- 74 P & A positions were matched and reviewed
- 32% of UMM P & A staff salaries were less than 90% of the comparable data
- 30% of UMM P & A staff salaries were between 90% and 99% of the comparable data
- 38% of UMM P & A staff salaries were 100% or greater than the comparable data

Old Business:

Minutes were reviewed and approved from the October 11, 2016 meeting.

Subcommittee reports:

Salary survey committee has met and working on information to share at the December meeting. Work load committee had an exploratory meeting and will meet again in two weeks.

Next regular scheduled meeting will be held on December 6, at 8:00 a.m. in the Prairie Lounge.

Submitted by Jenny Quam, staff support