P&A Board Meeting Minutes  
Tuesday, December 17, 10:30 am -11:30 am  
260 Social Sciences Building  

Present:  
Kevin Haroian, Margaret Rodgers, Jeremy Rose, Edward Eiffler, Mark de Ruiter, Deborah Jane, Ginny Steinhagen  

Kevin Haroian provided an update on P&A Senate activities.  
Presentation on IT governance and consolidation – committed to supporting specific needs of departments.  Kevin encourages CLA departments to present justification for specialized support if that is what we need.  
We discussed needs / situations in various departments:  
One issue is that if we don’t have administrator-level access to the U of M computers that we use, we can’t update software on these computers.  As support is centralized, it is more difficult to get necessary updating done on a regular basis.  
Some individuals have administrator-level access, so they can do necessary updates themselves, and in other departments this isn’t the case.  
In some departments (such as Spanish and Portuguese), P&As get new computers every 3 or 4 years, but in other departments (such as Communication Studies), P&As don’t even get their own computers for teaching.  Decided to put this inconsistency on the Dean’s discussion list.  

Promotions and academic leave committee – Margaret Rodgers reported that four professional development leaves have been approved.  
We discussed the timeline for these leaves – currently P&As apply in November, and may not be notified until late December – this could make spring staffing difficult – we will see about moving this schedule to an earlier point in the semester.  Decided to put this concern on the Dean’s discussion list.  

Job Classification System Redesign.  The Office of Human Resources is examining Civil Service and P&A jobs, updating job classification codes, and reclassifying job descriptions.  
It seems like the U is getting rid of V class – civil service and many employees are being moved from civil service to P&A.  (Currently half of our administrators are V class, and half are P&A positions)  
Goals include establishing more clearly defined career paths and more transparent pay structures across the University system, and ensuring that job classifications match the work being done.  
Community relations, Business development and PreK12 Education are being reviewed this month.  
Education, Instructional Services & Teaching slated for April, 2014.  
[More information is available: http://www1.umn.edu/ohr/toolkit/compensation/jobfamily/]  

Kevin is going to work on newsletter.  Website is done.  

Follow up on Employee Engagement Survey, which is supposed to measure our job satisfaction.  When results are published, we will ask for info specific to P&As.
According to Lisa Bachman – the college is monitoring language in letters regarding hire/fire language.
There has been some discussion about length of P&A contracts – for example U of Wisconsin has 3 year contracts – could we follow this model?
Will CLA administration finish reclassification before working on questions of P&A workload so that they deal with workload with new classifications.

Regent’s scholarship – Klaas and Jean are bringing this to senate.

We discussed the pros and cons of asking for Constitutional recognition
Jeremy asks – what are pluses – Kevin – If we are outside the system, we can say what we want to – do we want to dilute our input? Not being recognized means we don’t get a vote on anything, no money, not part of meetings such as CEED – better access to information. [if we write to central human resources, we get no response – if we were recognized, they would have to respond.]

**Items for discussion with Dean Duvall:**

1. Necessary support for P&As to do their jobs – i.e. each P&A (especially instructors) needs a computer, some need administrator access

2. Moving up schedule for applying for P&A professional leaves so that notifications take place earlier in the semester. October 15? How much time does central administration need for processing.

3. Revision of external teaching policies –

4. Length of P&A contracts.

5. Constitutional recognition

**Action items:**
Kevin will work on newsletter, and will send out survey for meeting times for next semester. Ed will forward information about policies on P&As and external teaching positions. Mark suggests forwarding policies about external teaching position to Dean about 5 days in advance of our meeting