Executive Committee Meeting Minutes
September 3, 2015
Selvig 308 at 8:30 a.m.

Present: Sue Erickson, Kevin Thompson, Bill Cleveland, Peter Phaiah, Jeff Sperling, Joseph Shostell, Stephanie Helgeson, Tricia Sanders, Dave Danforth, Kim Gillette, Harouna Maiga, Andrew Svec, Barbara Keinath, Dan Svedarsky, and Fred Wood.

Civil Service Performance Pay – Les Johnson

Change to a merit based system across the U of M
Historically, Civil Service has received across the board increases. Decision was made within the system to change increases to merit based. Last year was the first year of the change. There were information and training sessions and a secondary review process to be sure everyone is in balance.

On the evaluation form, there is a 1 to 5 rating system. A 3 means you are doing everything you are supposed to do. This is an evolutionary process. Open to both feedback and discussion.

Les handed out evaluation scores gleaned from the results of the first year. There are high quality civil service employees on this campus.

Over the years for whatever category the percent increase has been the same within the U of M system. Two percent was salary adjustment for 2015. There is no skimming or monetary savings as the entire pool is used for civil service increases. Dollar amount of salary may be different for individual employees but the percentage of award is the same and based on individual’s base salary.

Could supervisors and civil service employees meet for a kind of coaching session earlier in the year so the expectations are clear and inline with the evaluation. It would be a more ongoing conversation. It is moving from evaluative to coaching style.

Criteria are available to the civil servant and can be shared with them. Benchmarks are included for both employee and supervisor.

Is this on the checklist for new supervisors and employees for onboarding?

Accurate job description gone over with the employee is important and sets up the evaluation.

Onboarding – (came up during E2 Survey)
Committee put together for onboarding for faculty and staff. They have specific recommendations. They looked first at what have we done in the past. Les showed
on the homepage how to find the HR page>Common HR Forms> New Hire
Department Checklists.

This checklist includes forms for faculty and staff in specific areas, i.e. athletics, tenure track faculty and is broken down to what to do one week in and one month in. These have been available for three years. Les Johnson will be updating names and any other older information on the forms.

As far as the background check, the appointment letter says employee will get an e-mail from E-verify. This process is HR initiated rather than within the department.

There is an archive of forms. Sometimes these are downloaded to a personal computer. It would be nice if everyone would shift to the newest form. The signature lines change, and there is a line for HR to sign off on. An email will go out providing the new form for everyone.

Authorization to make-an-offer discussions have taken place in Cabinet. IN the past there have been challenges ensuring all policies are followed and there is compliance in all aspects. Les is reviewing a draft form so that will eventually be available. We want to avoid inequities and while it is another step in the process, it will help avoid challenges in the future.

**Equity, Diversity, and Inclusion**

Lorna and Peter updated group. Review of where we have been and a look at where we are going. Lorna is looking at engagement, professional development, etc. and how it affects recruitment, retention, and graduation.

Our current focus is diversity, inclusion and equity. New acronym describing the work -- INSIDE -> Implementing New Strategies for Inclusion, Diversity, and Engagement. Could it be equity instead of engagement? Discussed in Cabinet already but open to thoughts and discussion from executive committee on use of the words equity or engagement.

Lorna handed out a sheet on the campus-wide strategic focus for 2015-16 that listed top three goals.

How can we increase our competency as a campus and as individuals?

Kevin Thompson and Matthew Peterson are crafting a UMC Cultural Competency Certificate. Kevin reported on the work and their investigation of other institutions and related possibilities. It could be added to a transcript and also could have student track, faculty track, staff track, and community track.

Time line for the certificate will follow once there is some feedback from the advisory committee.
Intercultural Development Inventory assessment. Lorna went to training and Kim Gillette is also going to also take the training. Hope to use instrument tool on campus.

Since HR and diversity overlap, they are looking to collaborate on professional development day. HR is looking at how to offer support and participate in future training.

There is energy around “It's a Wrap” conversations and diversity conversations will be held monthly in residential life.

We are getting to the heart of diversity work instead of only holding events. Showcasing individual students, faculty, and staff. Explore diversity within our own faculty and staff.

Chancellor Wood shared some background and the creation of the “principles of community” at UC Davis that was reaffirmed every few years. The principles are aspirational not a behavior code.

With increase of cultural competency, retention would occur naturally.

More data is needed.

Bring all the pieces together to create a structured plan for the campus that will help us walk it.

Professional Development Day on October 23, 2015. Lorna would like to see author Dr. Anton Treuer from BSU come to campus to talk on cultural competency. Tim Denny presentation on campus also. Barbara Keinath is committed to this as professional development focus for the academic side and half of the day will include the entire campus.

**HLC visit** – Barbara Keinath

Update on visit. Asking for time to be blocked off during October 9, 10, and 11. Two reports due six weeks before the visit:

Federal Compliance Report. Work on this began last spring. Finishing round one review today. Good response from reviewers. Technical report. All are invited to review the report.

Quality Highlights Report. Identified in feedback some strategic challenges to address. Advancing continuous quality improvement activities. Invitation will be sent to inviting review of the document by Sue Erickson. Enter information to
Google Docs or print it and write it and share it with Barbara. Take advantage of the invitation. Quality Highlights Report is nearing ready.

The statement regarding the call for public comment went to the media. Included in E-update. All encouraged to share with additional audiences. Third party notice is prescribed and required. The comments will be shared by the HLC. Students will receive a survey next week requesting comment under the Chancellor’s name.

Sue Erickson, Barb Cournia, and Barbara Keinath will be meeting with HLC team chair around scheduling and about mid-October meetings will go on individual’s calendars.

HLC team will make suggestions. If asked for feedback, say what you think. They are here to verify, advance, and help us improve.

They need to remain impartial so they will be focused on their work. Barb Cournia will keep track of what is in the resource room that will be located in the Minnesota Room.

Will their be feedback from PIAC? Very few are active. CAAB will be invited along with any active PIACs to provide input.

Leadership needs to be up to speed. Urge you to review documents. Be honest. Be direct. Share within your units what you are learning about the HLC visit. Make everyone aware.

**Senate Capital Investment Visit on 9/30 – Chancellor Wood**

Senate Capital Investment will visit led by Senator Stumpf on September 30. We will have them here for an hour long visit not including a meal. Similar to the House visit.

Visit agenda thus far:  
Bus arrive stop near wellness center at 9:30  
Walk into sports center and talk about HEAPR needs.  
Like to have students talk about experience.  
Walk over to Epicurean Room and undergraduate research.  
Opportunity to have a faculty member and student talk.  
Think about students who fit this.  
Facilities in the lab where AURI was located. Weekly updates with Government Relations staff.

They will make nine different visits that day. Ours is second.

**Chancellor’s Update**
Analyzed transcript evaluation and that work will move from the admission’s office to the registrar’s office.

Chief Development Officer search – a number of applications. Jan Sickbert from the Foundation reports that there is a good pool with a number of strong candidates. Encouraged to attend any meetings for this position. Chance for exciting changes and opportunity.

**Member Updates**

Andrew Svec - Website Drupal upgrade. Significantly closer to going live. OIT people here September 21-25. Launch perhaps September 25 or within the following two weeks. Updates need to provided to Amber. There will be a couple weeks where no updates will be made to the old site.

Dave Danforth – we are going to have an electrical outage at 5 p.m. on Friday in Hill and Owen this weekend and will be back up 5 p.m. Monday night or earlier. If you have fac/staff that have needs, Dave needs to know them ASAP because it goes down tomorrow. Clean out personal refrigerators. One more major outage for Evergreen. One more major outage for Dowell and Sahlstrom. Otter Tail will be replacing their transformer. Alternate cold storage for samples that need to be protected. Sub-80 cooler in Dowell if needed and possible one in Bergland. The sub-80 in AURI can be moved.

Fire drills for residence halls? Tom Feiro holds them and would know.

Stephanie Helgeson – visit by Northern Sun Conference. Fall sports teams are on the road.

Sue Erickson – flat enrollment growth. This year 1879. Last year 1876. Down 30 on campus but up 30 online. Incoming students down about 40, but transfers are up 60. Retention is key.

Exercise Science and Wellness already has 8 students.