Honors and Awards Committee

A P&A staff representative was needed for the CDes Honors and Awards committee. Thomas Schenk was nominated and approved to serve as the P&A representative.

Goals for P&A Committee

Amanda Smoot discussed the goals for the P&A consultative committee and the P&A staff in the college.

- Committee: meet at least once per semester, assembly meet once per semester.
- Provide a professional development opportunity at the assembly meetings (one is scheduled today)
- Offer suggestions and participate in implementing online learning courses.
- Committee to develop a promotional series process for select P&A classifications.
  - Some classifications (HR, IT, Grants coordinator, communications) are being developed by central HR.
  - The committee will bring their work to the assembly for discussion at the spring assembly. The committee's goal is to make the process more transparent and create standard criteria for promotion.
  - Two ways to be promoted
    - Get a new position (either lateral or promotional)
    - Promote to a new position following a designated track in job series

Suggestions for future assembly meetings were discussed briefly. Ideas can be sent to Amanda at asmoot@umn.edu

P&A Senate Update

Stephanie Dilworth provided an update on activities with the Senate. There is discussion on---

- Phased P&A phased retirement
- University pension and retirement plans, including University contribution
- Floating holiday usage—Senate will vote in February 2011
- Four job classifications under review
- P&A website: http://www.capa.umn.edu/ for more information

P&A Website
Billy Weber is working on developing the College website for P&A. Email him (wmweber@umn.edu) your ideas on what should be on this website. We want it to be more than a static page. Some suggestions were a blog, brown bag online, etc.

Consultative Committee Update

Julie VanSteenbergen gave an update on the work goals for the consultative committee.

- The committee is working on developing a process for the P&A promotional series.
  - Committee is reviewing the promotional series processes used by other colleges.
  - The committee will: develop criteria for promotion and develop an administrative process. Suggestions on the process may be submitted to any committee member. A draft of the process will be reviewed with Jan Batt before being forwarded to the Deans and department heads for review.
- Defining how this committee can help support the college and the unit’s strategic goals.
- Professional development money from the Salovich gift is available if P&A want to submit a request. The forms are available on the CDes HR website.

Professional Development Activity

Corey Bonnema from the Office of Human Resources led the assembly in an activity called SkillScan Sort. Each person sorted skill set cards into different categories. At the end, the activity identified skills you have basic competence and want to develop, skills you enjoy and would like to have play a major role in your work.

The meeting ended with a pizza lunch.