

CAPA MEETING

Friday, February 20, 2009

9:00 ~ 11:30 a.m.

Walter Library, room 101

PRESENT

Representatives: Neil Anderson, William Craig, Christine DeZelar-Tiedman, Susan Doerr, Frank Douma, Pam Enrici, Michael, Fridgen, Ann Hagen, Cynthia Hagley, Kelly Hall, Dawn Hoover, Kirsten Jansen, Jessica Kuecker Grotjohn, Caitrin Mullan, Steven Pearthree, Rand Rasmussen, William Roberts, Caroline Rosen, Laura Seifert, Andrew Swain, Travis Trautman, Sarah Waldemar, Laura Weber, Sheryl Weber-Paxton

Senate Representatives: Elaine Challacombe, Wendy Friedmeyer (for Laura Seifert), Barbara Jensen

Non-Representatives: David Bernstein (chair of R&G committee), Pam Stenhjem (CAPA chair)

Alternates: Penny Bader (for Laurene Christensen), Jodie Double (for Laura Weber), Jaime Gearheart, Stephen Hearn, Mary Jetter, Kelli Johnson (for Susan Larson), Michelle Koker, Mahjoub Labyad (for Julie Westlund), Karen Lilley (for Dave Nicolai), Tom Mahoney (for Fang Du), Rebecca Moss, Kimberly Simon, Dale Swanson (for Larry Storey), Leslie Zenk

ABSENT/REGRETS

Regrets: Laurene Christensen, Fang Du, Sally Euson, Susan Larson, Dave Nicolai, Larry Storey, Laura Weber, Julie Westlund

Absent: Richard Brown, Susan Larson, Nathan Tesch

Guests: Miriam Ward, departmental director, OHR, Rosie Barry, asst. director, organization effectiveness, OHR, Carol Carrier, VP, OHR

Chair Stenhjem called to meeting to order at 9:05 a.m. and began introductions.

Approval of Agenda & Minutes: Neil Anderson requested one correction in the January meeting minutes. The change was agreed to and the minutes for January were approved as well as the February agenda.

Vacation Day Tracking ~ Miriam Ward, department director, OHR: Ms. Ward gave a brief explanation of the implementation of the new vacation tracking system. Because of ever-

increasing needs for financial accountability, auditors gave very strong recommendations to administration to alter their vacation tracking. Up until now, tracking has been basically on a unit-by-unit and honor system basis. The new system will provide consistency as well as giving P&A employees the advantage of being able to view and track their vacation time on their pay statements.

Employees will be able to view their vacation information on their pay statements beginning March 25, 2009 when the new system goes live. The number of hours that will be listed as available to use was derived by spreadsheets containing a list of employees eligible to accrue vacation time. The spreadsheets were sent to individual units and unit supervisors provided the number of hours accrued by each individual and returned the information to OHR. Employees will continue to accrue their vacation time at the same pace prior to the new system. It depends on each individual's hire month as to when accrual starts. The system will retain an account of vacation activity for the past four years for every employee. Ward asked that employees report time taken in a timely fashion, within two weeks of taking the time, in order to avoid accuracy problems.

Ward explained to members how the system works. An employee's appointment is what determines if he or she is eligible for vacation time. A term appointment of 60% time or more makes an employee eligible for vacation. A full-time employee (100% time) accrues 22 days per year or 176 hours per year of vacation time. Any employee working less than 100% time that is still eligible to accrue vacation gets prorated according to their appointment. Even though P&A employees are not hourly wage employees, their vacation time is translated into hours in PeopleSoft using a Monday through Friday, eight hours per day format. This does not affect the amount of time they receive per year for vacation.

A reporting Form will be going up on the University forms library by the middle of next week for employees to use. Your unit supervisor will inform you that they will be gathering and tracking vacation in a new way if they have not already. That is only for reporting vacation. Medical, bereavement or unpaid leave will continue to be recorded in the same way it has been. Ward said there would be a Q & A document posted to the OHR website regarding the new system for employees to view and a policy document will be getting sent out to units from her office.

COMMITTEE REPORTS

Executive Chair Report: Chair Stenhjem reported that she has been to many meetings regarding the Health Care Savings Plan (HCSP) and the vast majority of meeting participants are supporting the 2% contribution to the plan from employee retirement funds. So, she thinks that option will be the one to be passed. She said the Faculty Senate would vote on it next week at which time they will know. Stenhjem said that OHR expects CAPA to align with the faculty. She suggested polling constituents via CAPA website using the same questions that were used on the poll taken in spring 2008 to see if people still feel the way they did prior to the budget crisis that has come to light. She thinks that many of those who were pro a 1.5% deduction from their paychecks will probably have changed their minds given the new economic climate at the University. She said that should they vote to participate in the HCSP, the decision would need to

stick for at least one year but if CAPA were unhappy with it, they would be able to cancel participation after the year was finished.

Fiscal ad hoc group ~ Jaime Gearheart: A proposed set of principals and strategies to deal with the budget crisis were sent out to members via email. Gearheart explained that they listed 6 principals on the right side and then listed strategies on the left that aligned with the principals. They tried to list items according to priority. This is a draft and the committee would like quick feedback from members so that they can finalize it and send it out to units. Members can send feedback directly to Jaime at siska001@umn.edu.

Budget ~ Will Craig: There was nothing to report from last month.

Benefits & Compensation ~ Bill Roberts: The committee did not meet because they had no new business to discuss.

Professional Development & Recognition ~ Mary Jetter: The committee is exploring doing a spring forum and unit award. April 1st deadline.

Communications ~ Susan Doerr: The Outstanding Unit Award winner will be announced in the CAPA newsletter.

Representation & Governance ~ David Bernstein: Mr. Bernstein officially open nominations for officers for next year. He will be sending nomination forms out to everyone.

Bernstein said that R&G is committed to having a forum in early April highlighting unit level groups and what they do. He would like to know what is going on in unit level groups and asked members that if anyone in their units has practices they think are effective, to meet with him and discuss sharing them.

Proposed changes to governance documents went out to members in email and will be voted on at the next meeting. Feedback should be submitted to Neil Anderson by 4 p.m. March 5, 2009 at Ander706@umn.edu.

Bernstein distributed a succession plan to members and thanked everyone who contributed. It was recommended that the chair position be redefined into a three-year commitment; the first year, chair elect, the second year, chair, the third year past chair or chair ex-officio. Bernstein read the language defining this change to members. He said there was also discussion about splitting the \$30,000 chair allotment between the current and past chair. He would like any agreed upon modifications to the plan be approved at the March meeting, otherwise he thinks it will be too late to implement the changes for the 2009-2010 year. Mr. Swanson raised a concern that a one-year term is too brief for any one chair to accomplish necessary goals. Ms. Waldemar said that the team discussed that but they think asking for a four-year commitment would be too much. Bernstein said that retaining the chair in a mentor position during their third year is supposed to support the continuity of CAPA projects and goals but that they should also consider allowing for flexibility in the by-laws were the chair position is concerned.

Career Development Fair ~ Rosie Barry, assistant director, Organization and

Effectiveness: Ms. Barry distributed the Professional Development Fair agenda to members. The fair will be held on April 22, 2009 in the Mississippi room at Coffman Memorial Union from 8:30 a.m. until 12:30 p.m. Barry said that the planning team identified 42 departments and units throughout the campus that are offering training or career development and they were all invited to participate. The keynote speaker will be Trudy Canine who will be talking about how to develop a plan to identified individual's career goals and meet those goals. The keynote event will be limited to 200 attendees but the rest of the events are unlimited. There will be six breakout topics to attend as well as information tables from various campus units that are offering training opportunities. Mr. Mahjoub raised the question of offering the fair on an ITV connection so that coordinate campus members could participate. Mr. Craig asked if a list could be produced that broke down the various unit areas and what they had to offer to make it easier for attendees to seek what they are interested in. Stenhjem talked about a plan to combine all of the opportunities offered on campus and post them in one spot on the University website to make them easier for people to find.

Regents Scholarship ~ Carol Carrier, vice president, OHR: Ms. Carrier began with an overview of the current budget situation. All units at the University are being asked to model a 5% ~ 8% budget cut within their units. She said there may be some resources for the University from the government stimulus package but that it will be one-time money and will not sustain the University. One of the core principals administration is working towards is job preservation but that does not mean that everyone will keep their jobs. There will be layoffs and very little hiring. They are hoping that attrition will help to avoid layoffs.

It has been decided that there will be no salary increase for non-union employees for the 2009-2010 fiscal year. The possibility of a salary increase will be reviewed for the 2010-2011 fiscal year.

There have been conversations with the Benefits Advisory Council regarding the healthcare plan. The University will continue to pay the subsidy, however President Bruininks has asked for a \$4 million deduction from the plan, so there will be changes.

Beginning fall 2009, the Regents Scholarship will only cover 75% on tuition for employees. This change will more than likely remain permanent. Carrier reported that less than 25% of the Regents Scholarship participants are P&A employees.

Administration has postponed the idea of a mandatory furlough, (unpaid leave), for the 2009-2010 fiscal year but is still considering a possible two week shut down. They see the holiday season as the best time for a shut down, allowing employees to use comp time or vacation time combined with paid holidays. The timeframe being considered is the day after grades are due continuing through the New Year's holiday. Although not all buildings would be able to shut down, many could, giving the University a possible \$27,000 per day savings in utility costs. Details are still being worked on but she wanted to give a heads up so that people can plan the use of their vacation time accordingly. This is not yet a done deal. Carrier said they plan to have a decision made within six weeks, allowing time for people to plan financially as well as

managing their job obligations. People that work under grants as well as some other special needs sectors will need to have special consideration.

There will not be an early retirement incentive this year. Administration considered the possible numbers that might participate and they did not think that it would be worth the effort. It may be considered again in the 2010-2011 fiscal year.

Other budget related considerations include looking at individual building projects and which ones will continue to move forward, increases in health care co-pays as health care costs continue to rise and reviewing individual units to eliminate needless spending and duplication.

OTHER BUSINESS

Mr. Rasmussen encouraged members to run for chair of representation and governance for this coming year. Bernstein will be stepping down.

Stenhjem reported that a fall conference is being planned by the committee of institutional cooperation due to pressure to rejoin the committee. Jill Trites, acting as a liaison participated in a recent conference call regarding the fall conference. More information will be forthcoming as it is available.

Mr. Mahjoub encouraged getting information out about cost savings such as shutting computers down, shutting off power strips, etc. He encouraged members to think of things in individual units happening to save money and resources and pass them on.

Chair Stenhjem adjourned the meeting at 11:25 a.m.

Lisa Towry
University Senate Office