

CAPA MEETING

December 19, 2008

Walter Library 101

9:00 a.m. ~ 12:00 p.m.

PRESENT

Representatives: Neil Anderson, Richard Brown, William Craig, Christine DeZelar-Tiedman, Susan Doerr, Frank Douma, Fang Du, Pamela Enrici, Sally Euson, Kelly Hall, Kirsten, Jessica Kuecker Grotjohn, Susan Larson, Caitrin Mullan, David Nicolai, Steven Pearthree, William Roberts, Caroline Rosen, Laura Seifert, Larry Storey, Andrew Swain, Travis Trautman, Sarah Waldemar, Sheryl Weber-Paxton

Alternates: Penny Bader (Laurene Christensen), Jodie Double (Laura Weber), Mahjoub Labyad, Theodore Peck (Frank Douma 1st half), Kimberly Simon, Leslie Zenk

Senate Representatives: Wendy Friedmeyer

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

ABSENT/REGRETS

Absent: Ann Hagen, Cynthia Hagley, Rand Rasmussen, Nathan Tesch , Dawn Hoover

Regrets: Jade Bakke, Laurene Christensen, Laura Weber, Julie Westlund

Guests: Carolyn Chalmers, Director, Office for Conflict Resolution, Karen Chapin, Manager of Health Programs, Office of Human Resources

COMMITTEE REPORTS

Executive Chair Report: Chair Stenhjem met with the director of communications, Ann Vicich, Office of Human Resources (OHR), regarding staff appreciation day. Director Vicich said that a University wide staff appreciation day is in the planning stages and is tentatively scheduled for August 25, 2009. The celebration will be in conjunction with the opening of the new TCF football stadium. Vicich said that OHR hopes to receive sponsorship funds and donations and she is aware that CAPA is not willing to spend money from its budget, so she will not be asking for a contribution from CAPA.

Stenhjem met with Karen Zentner-Bacig from the Provost's office to further discuss having a designated office to represent P&A employee interests. She informed members that this is clearly not going to happen this year but the meeting was encouraging and planning for a future position will move forward. We need to discover what currently is and is not being done for P&As by other offices in order to see what work needs to be done, she said. Mr. Craig said that

there will be three extra days added to the next academic year's faculty orientation and thinks that P&A staff should be getting the same professional staff development that other teaching staff receive. Stenhjem agrees and thinks that such an orientation would be beneficial for P&As. In addition to the staff development, she thinks there are more opportunities already in place for other University groups that P&As might be able to join.

The first phase of the new job family financial group that affects P&As will begin February 16th. The first pay period for those who will have a change in their income due to reclassification will be March 11th. There is one P&A that will transition to a Civil Service position and two Civil Service who will move into finance manager positions. P&As are reminded that should they be transitioned to another job classification, they must sign a form agreeing to the change. Employees are allowed to keep their working titles and current benefits package. In January letters will be going out to those affected.

Benefits & Compensation ~ Bill Roberts: Mr. Roberts said that it is important for P&A employees to be more visible to the Administration and to remain diligent in gaining benefits that P&As do not currently have that other groups do. He cited an example that there are 477 P&As waiting to get on faculty retirement due to the waiting period. The cost to put them into the program now, without the waiting period would be approximately \$2.5 million, so the odds of that happening are slim.

Discussions continue surrounding the 27 pay period dilemma of fiscal year 2009-2010. Administration understands that hourly employees need to be paid per hour worked in all 27 periods, but faculty and P&A employees are on annual contracts. Dividing annual salaries by 27 was among several suggestions at the last Resource Responsibility Centers' meeting, which would reduce each paycheck for faculty and P&A staff throughout the year. It was agreed at the last Benefits and Compensation meeting that to reduce checks was a bad idea, yet it is the most likely scenario thus far. Roberts plans to attend a meeting in January and would like this issue to have resolution by March.

Budget ~ Will Craig: Mr. Craig reported that the EFS reports are still incomplete. He stated that reimbursement for travel requests is down and that there is money in the budget for committees to work on projects.

Communications ~ Susan Doerr & Julie Westlund: The CAPA website is still in the making but Doerr and Westlund hope to present it to members at the January meeting. They are both pleased with the progress and said the site looks very nice.

Representation & Governance ~ David Bernstein: The governance bylaws are being reviewed and they will present them at the January meeting.

Director Carolyn Chalmers ~ Office of Conflict Resolution (OCR): Director Chalmers gave a brief history of OCR to CAPA. OCR is a two-person office serving non-bargaining unit employees and is paid for by the University. In the early stages of OCR, formal hearings were the only options for employees. Since then, mediation initiatives have been added in order to help solve employee/administration issues before relations become irreparable. OCR is a University-wide service and mediates with coordinate campuses via phone, unless the issue becomes formal. Should a coordinate campus employee file a petition, OCR will travel to that

campus. Services offered by OCR include informal consultations with employees to discuss situations and brainstorm ideas for resolution, employee/supervisor mediation, and formal hearings. Panels for hearings are made up of peer groups and an arbitrator.

On average, P&A employees make up the minority that utilize OCR. There were approximately 30 P&A visits with informal matters last year out of about 110. In 2005 there were five P&A petitions for formal process out of a total of 60, none of which resulted in a hearing. Thus far, all petitions submitted by P&As concern non-renewal issues. The fact that P&A employees face non-renewal for any or no reason is thought to be the main reason P&As do not use OCR frequently.

OCR sent out a campus wide email at the beginning of the academic year to inform employees of their presence and services. OCR has networked with many University groups including the Office of Equal Opportunity and Affirmative Action, the Student Conflict Resolution Center and the Senate Judicial Committee. Director Chalmers is creating more visibility for OCR by adding educational initiatives. She is currently working with the Office of Human Resources and the graduate school to develop skills training programs in pedagogy. Already scheduled training sessions for faculty include February 2nd and 9th. She is also collaborating on the Academic Incivility Project to raise visibility towards the destructive nature of bullying behaviors in an academic environment.

Director Chalmers encouraged members to utilize OCR services at the first sign of trouble. She said there is a better chance of salvaging relations if conflicts are addressed early rather than waiting until relations are irreparable. She would like to hear from members how OCR can be more helpful to P&A employees and encouraged any thoughts or input they could offer.

Chair Stenhjem relayed her experience as a hearing panelist to members and highly recommended volunteering to serve on a panel. She said that she had learned a lot and it was a good educational experience. She noted that she thought employees going to hearings should be counseled on what to expect during the hearing. It was her observation that the employee really has no chance to win against University lawyers because of their lack of knowledge. Stenhjem suggested putting the OCR link on the CAPA website to raise awareness of their services for P&A employees.

Smoke Free Campus ~ Karen Chapin, Manager of Health Programs, OHR: A smoke-free campus initiative was started by the Student Health Advisory Committee and presented a proposal to President Bruininks in early 2008. Ms. Chapin became part of the work group created to gather opinions from faculty, staff and students to determine how much support such a policy would have. A survey was conducted in October, sampling faculty, staff, and students. The work group has also been gathering information from 30 various groups at the University as well as from other smoke-free universities in the country.

Members exchanged thoughts on the proposal and had many questions pertaining to administering the ban such as the boundaries of the smoke-free campus, possible designated smoking places and enforcement. Ms. Chapin said that administrative details have not yet been decided upon because they are still in the process of gathering information. They are taking into consideration the processes used by other smoke-free campuses like the University of Minnesota,

Duluth that went smoke-free in 2008. A report is due to the initiative committee by the end of January, at which time, they will decide their next step. The decision to impose a smoking ban could be announced by this spring and begin in the fall. The survey can be viewed in its entirety at the Provost website, www.academic.umn.edu/provost/reports/smo_survey08.html.

CURRENT/PAST CHAIR ROLE

In a continuing effort to create a long-term succession plan for the CAPA, the executive committee is considering a change of the wording in the bylaws. The current bylaws say that the past chair *may* serve as ex-officio of the committee. Mr. Bernstein said that it should be changed to the past chair *shall* serve as ex-officio in order to have a continued mentor in place for each new chair. He thinks that the slight change in the language, which can be done by the committee without further approval, would be more expedient than changing the entire bylaw, which would require further approval. Therefore, the change would be ready to implement in time for the new chair, which will take the seat at the beginning of the next academic year.

SENATE ELECTIONS

Mr. Bernstein informed members that he received a nomination form from Kimberly Swain Simon, Systems Administration, for the one open Senate seat. He opened the floor for other nominations, of which there were none. There was a move to close nominations and approve the nomination for Ms. Simon, both of which were seconded. There were no abstentions. The motion was approved by unanimous vote.

Medical & Vacation Leave Update ~ Nan Wilhelmson: Nan Wilhelmson added clarification to vacation and sick leave reporting. Vacation for P&As will be tracked in PeopleSoft beginning March 2009. The tracking will be in half or whole days, not hourly. A conversion of vacation days to hours will need to occur in PeopleSoft since it only tracks in hourly increments. Departments will have to manually track medical leave. There needs to be a time management agreement between the P&A employee and their supervisor when requesting time off. New reporting forms are being developed for academics and should be available online by the end of February. Wilhelmson stated that employees will be able to acquire a negative balance of approximately two days, if necessary but that should an employee leave the University with a deficit in their vacation fund, they will need to reimburse the University.

BUDGET CUTS

There was a brief discussion about possible budget cut scenarios for the University. Stenhjem suggested the establishment of an ad hoc committee to create possible strategies to endure and thrive during difficult economic times and to remain a strong resource for employees struggling with imposed changes.

Chair Stenhjem adjourned the meeting at noon.

Lisa Towry
University Senate Office