



[In these minutes: Committee reports, CAPA Senate project plan, Approval of changes to CAPA governance documents, Compensation update, EFS update]

**CAPA MEETING**  
Friday, March 26, 2010

**PRESENT**

**Representatives:** Sarah Waldemar (chair), Neil Anderson, Will Craig, Christine DeZelar-Tiedman, Susan Doerr, Frank Douma, Pamela Enrici, Michael Fridgen, Scott Gilbert, Shawn Haag, Ann Hagen, Jessica Kuecker Grotjohn, Scott Madill, David Nicolai, William Patrek, Steven Pearthree, Rand Rasmussen, Bill Roberts, Caroline Rosen, Andrew Swain, Travis Trautman, Sheryl Weber-Paxton, Patrice Webster.

**Alternates:** Agnes Chagani, Changbin Chen, Henry Fulda, Stephen Hearn, Michelle Koker, Mahjoub Labyad, Rebecca Moss, Tatyana Shamliyan, Kimberly Simon, Dale Swanson, Leslie Zenk.

**ABSENT/REGRETS**

**Regrets:** Richard Brown, Brenda Carriere, Stephanie Dilworth, Kirsten Jamsen, Caitrin Mullan, Laura Seifert, Meg Stephenson, Roger Wareham.

**Absent:** Cynthia Hagley, Julie Westlund, Pamela Wilson.

**1. COMMITTEE REPORTS**

**Benefits and Compensation (B&C)**

Steven Pearthree stated that the Benefits & Compensation Committee met on March 3 and received a BAC update on the Pharmacy provider and drug pricing trends from Pam Enrici, an update on the job family project from Mary Luther, and Joe Kelly brought the new administrative policy on financial stringency for P&A. He and Chair Waldemar met with faculty and President on March 12 to discuss options for next year's compensation plan, which resulted in the plan for a 1.15 percent salary reduction for FY11.

**Communications**

There was no report.

**Professional Development and Recognition (PD&R)**

Sarah Waldemar thanked volunteers from the professional development fair, stated that the Outstanding Unit Award deadline is April 2, and said that the next brown bag is April 8 and the speaker is Rosie Berry.

**Representation and Governance (R&G)**

Stephen Hearn stated that Representation and Governance met on March 12 to discuss the governance document changes for approval today and a representation issue at Duluth. It

appears that there are some P&A who are employed through Twin Cities units but who live and work at a coordinate campus. R&G will be discussing how to make allowances for these situations and if a rules change is necessary.

### **Chair's Report**

Chair Waldemar said that she and Steven Pearthree attended the meeting held by the President to discuss the salary proposal. She wants P&A to know that they did have a voice at the table and were consulted on this option. On this topic, the President, Vice President Carrier, and Vice President Pfutzenreuter will be joining the meeting at 10 am to discuss the faculty-approved proposal and answer questions from CAPA members.

She then reminded members that committee chair and senator applications are due on April 2 in advance of elections on April 16. The resolution on faculty support for P&A in governance will be presented to the Faculty Senate in May.

### **3. P&A SENATE PROPOSAL UPDATE**

Chair Waldemar said that the subcommittee has been meeting every other week to discuss this topic. The focus of the last two meetings has been to understand the history of what was done in 2003 and why CAPA did not become a Senate at this point. Stacy Doepner-Hove and Frank Douma have spoken with the subcommittee on this topic and Randy Croce will be at the next meeting.

She said that concerns include retaining the representative nature of CAPA which cannot be achieved in only 25 Senate seats, and the unit-level elections. A proposed structure has not been determined yet. If a change is approved, changes will be needed in the governance documents, but this will be done later in the process.

She said that the subcommittee would welcome input and questions from all members.

### **4. APPROVAL OF CHANGES TO CAPA GOVERNANCE DOCUMENTS**

Neil Anderson presented the package of changes, with one amendment to the Policy and Procedures Manual, Committee Duties 6, delete 'as being ex officio members of CAPA...'

The documents were approved as amended

### **5. COMPENSATION UPDATE**

Vice President Carrier stated that the Faculty Senate approved the 1.15 percent reduction in compensation at their meeting yesterday as is required in the guidelines for financial stringency within the Tenure Code. This is a one-year temporary reduction in pay.

President Bruininks said that the budget situation looks worse for FY12-13. The University will need to keep faith with its principles for long-term investments, fairness to all employees, and protecting the fringe benefit base. The University also does not want to push health care costs back onto employees so it will be assessing the requirements in the new federal legislation.

He said that a tiered approach to cuts was considered, but it would have fallen on only 30 percent of the workforce. He felt that a fair and balanced approach was to ask everyone to partake. This was done to solve the immediate problem and preserve jobs.

The University is still growing in these tough economic times as evidenced by the increase in student applications, satisfaction rates, and sponsored grants and contracts. To continue to improve, the University will need to redesign all its systems to be more cost effective and make better use of campus space. Everyone at the University will need to be involved in making these changes. The administration will have to continue communicating what is being done and what needs to take place.

He thanked P&A for their consultation during this process and noted that it is just the beginning of the communication needed for the next biennium.

Q: Civil service and bargaining units will be provided with a three-day unpaid furlough instead of an across-the-board pay cut. Does this create a potential inequity?

A: A furlough for everyone is the best strategy when there is a uniform workforce. However, the varied workforce at the University meant that different strategies were needed to ensure that 9-month faculty were not subsidizing more than 12-month employees. The 1.15 percent reduction allows faculty and P&A to contribute at the same financial level as other employee groups, while maintaining their normal duties during these three days. Faculty and P&A will also be able to take up to 10 voluntary furlough days.

President Bruininks said that the University will be talking with supervisors so they are aware of what work their P&A employees can do outside the University during the three furlough days without P&A feeling that their work is being policed. These are not meant to be paid vacation days, but are instead a chance for P&A employees to get caught up on other aspects of their jobs, such as readings, that are hard to do during other occasions. P&A may also choose to take vacation during these days.

Q: Will the University be open on these days?

A: It will be open in the same manner as on other holidays.

Chair Waldemar noted that some units struggle with allowing their employees to work from home now, so supervisor education from Human Resources will be key.

Q: How will this work on the coordinate campuses?

A: These campuses will be closed during this time as well, although the exact days might be a little different depending on campus schedules. As on the Twin Cities, some areas might need to operate and staff might be required.

Q: What will be the process for next year's salary decision?

A: This is uncertain since the state still has to resolve a \$5-6 billion deficit and there will be a new governor. Any cuts the University makes now will also help during the next biennium. The University needs to identify all areas for contraction and growth, determine compensation issues due to the health care bill, and downsize its profile for energy, space, and time. Instructional revenue will also need to grow, but the University is only modeling a six percent tuition increase in FY12-13.

Q: If an employee volunteers to take furlough days, where do these saved funds remain?

A: This will differ by college, as deans have budgetary discretion, but the feeling is that they should remain within the employee's unit. These funds will not be available to central administration.

Q: Did the Faculty Senate vote address the 27<sup>th</sup> pay period or the two percent compensation increase?

A: No. The only issue that required a vote by the Faculty Senate was the 1.15 percent compensation reduction. The two percent compensation increase will be handled within units. Administration felt that it was necessary this year as pay increases might be frozen again in FY12 and FY13. As for the 27<sup>th</sup> pay period, the University felt that if employees worked during these weeks, then they should be paid. A solution for this situation in another 11 years will also be determined by the end of next year.

Q: Morris 9-month and 12-month faculty had different feelings about the furlough proposal. How was this addressed in the new proposal?

A: The 1.15 percent reduction means that everyone's pay is reduced the same amount for the time that they work.

Q: How will grant funding be handled?

A: This is addressed in the FAQ section on the Human Resources website.

In closing President Bruininks said that he would like to have a conversation with CAPA about the current cap on vacation accrual for long-term P&A employees. He would also like to make sure that CAPA has representatives on the Advancing Excellence Steering Committee work groups being formed on compensation and health plans.

## **6. EFS UPDATE**

Mike Volna distributed an EFS status update, noting that when feedback from users was requested on items that were annoying or not working, 90 items were submitted. These items were then grouped into categories and provided to focus groups to determine if systems, policies, or procedure changes were required. His group has been working on these items since October with plans to finish in July. At this point changes and new releases will stop to allow users to learn the system and adapt to the changes. He is also aware that training does not keep up with changes to the system, so it will not be required for current users but will be provided if needed.

He said that changes will be slower in the next fiscal year as an assessment will be conducted with users. OIT uses a quarterly work plan, which will be the approach for EFS next year as well.

He said that he knows that some promised fixes have been delayed, but his office does not want to release anything at this point until it is working properly.

Members thanked he and his office for updates to the reports and P-card processing.

## **7. OTHER BUSINESS**

With no further business, Chair Waldemar thanked the members for attending and adjourned the meeting.

Becky Hippert  
University Senate Office