

[In these minutes: Announcement of Outstanding Unit Award Winner, Update on P&A/CS Classification Study, Approval of the Statement on Changes to the Non-Renewal Policy, LRT Construction Update]

CAPA MEETING
Friday, March 25, 2011

PRESENT

Representatives: Sarah Waldemar (chair), Neil Anderson, Marilyn Becker, Dean Carlson, Brenda Carriere, Benjamin Clasen, Christine DeZelar-Tiedman, Pamela Enrici, Scott Gilbert, Shawn Haag, Ann Hagen, Cynthia Hagley, Scott Madill, William Patrek, Steven Pearthree, Amy Renne, Caroline Rosen, Cathy Schulz, Laura Seifert, Lori Smith, Meg Stephenson, Danny Sussman, Travis Trautman, Roger Wareham, Sheryl Weber-Paxton.

Alternates: Henry Fulda, Stacey Grimes, Stephen Hearn, Mary Jetter, Diane Kampa, Michelle Koker, Jean Kucera, Cynthia Murdoch, Carol Rachac, Thomas Schenk, Lisa Schulte, Kimberly Simon.

Senators: Tatyana Shamliyan.

Guests: Tim Busse, Mary Luther.

ABSENT/REGRETS

Regrets: Frank Douma, Amber Fox, Kirsten Jamsen, Kristine Piescher.

Absent: Sarah Corrigan, Stephanie Dilworth, Rand Rasmussen, Andrew Swain, Anne Vande Berg, Patrice Webster, Pamela Wilson.

1. ANNOUNCEMENT OF 2010 OUTSTANDING UNIT AWARD WINNER

Scott Gilbert said that five nominations were received this year and the winner is Academic Support Resources.

2. COMMITTEE REPORTS

Benefits and Compensation (B&C)

Christine DeZelar-Tiedman and Sheryl Weber-Paxton stated that the Benefits & Compensation Committee held their last meeting on March 2. Susan Cable-Morrison spoke about changes in the number of users of the Regents Scholarships since the program was restructured. From fall 2008 to fall 2009 there was a 32 percent drop in usage, mostly among non-degree courses. For P&A, there were 426 users in 2008, of which 270 were admitted to a graduate program. In 2009 there were 320 users of which 234 were admitted to a graduate program. The changes to the program lead to a 45 percent cost saving from spring 2009 to spring 2010. Research needs to be done on the impact now.

Jackie Singer then spoke about changes to the Faculty Retirement Plan. Changes are still being discussed but a two-tier system has been posited. Current employees would retain their current benefits while new employees would only receive a 10 percent contribution from the University.

Lastly, Dale Swanson provided a Benefits Advisory Committee (BAC) update but as that was a few weeks ago, Pam Enrici, another BAC member, was asked for the latest news. She said that BAC is still discussing increases to co-pays and a cost shift of premiums from the employer to the employee. Differentiation in cost shift amounts is being looked at between the low-cost and higher-cost options as well as between a single employee and coverage of children and additional adults. The first model did not include any increases in the dental plans, but if premiums are increased slightly, then these dollars could offset medical co-pay increases. The University is also looking to subsidize an employee who spends over eight percent of their salary on health costs. She mentioned that wellness will not be cut as the University has data to show that it actually saves the University and employees money. However, the wellness plan might change.

B&C will continue to work on the non-renewal policy issue especially as it relates to the issuance of an appointment letter at the same time.

Communications

Travis Trautman noted that Vice President Carol Carrier will be interviewed next week to create an article for the upcoming newsletter.

Professional Development and Recognition (PD&R)

Ann Hagen thanked Scott Gilbert for his work on this year's Outstanding Unit Award. PD&R will hold its next Brown Bag today at noon in 140 Nolte. The Professional Development Fair was held on March 8. This year's event was better but the lack of ability for coordinate campuses to participate is still disappointing. She urged P&A who attended to complete their evaluation. Another issue for the committee this year has been the ability of P&A to be considered for the two University teaching awards. She reported that on Wednesday, the Educational Policy Committee approved this policy change. It will be sent to the Faculty Senate on May 5 for action which should allow P&A to be involved in next year's process.

Representation and Governance (R&G)

Neil Anderson briefed members on the status of units and elections. He then welcomed the new Medical School representative. Last week an email was sent to the representatives and alternates whose terms are expiring as a reminder to hold elections. R&G's plan to have committee members adopt units with representatives has been successful in sharing information and receiving feedback on issues. Lastly he stated that some applications have been received for a few of the subcommittee chair positions and University Senate seats but more are needed. He asked members to again consider nominating themselves or nominating someone else as he would hope to have some competitive races at the April meeting.

3. EXECUTIVE COMMITTEE REPORT

Chair Waldemar asked for volunteers for the July through December New Employee Orientation dates and volunteers for upcoming University Senate meetings for P&A who cannot attend. The 27 pay period issue has not been resolved but another meeting is planned. Options being considered are aligning the payroll year with the fiscal year or moving the first payday in one year into the previous year.

4. UPDATE ON P&A/CS CLASSIFICATION STUDY

Mary Luther, from Human Resources, joined the meeting to discuss the P&A Classification Study that was done (<http://www1.umn.edu/ohr/toolkit/compensation/jobfamily/panda/index.html>) and to discuss the survey process that is currently underway with the goal being to create career paths in each job classification. She walked members through a sample survey noting that it is made to be intuitive to answer. A pilot was run for the human resources classifications and the survey will be administered in April. In June the survey will be sent to IT employees. The goal is to work on four job families per year.

Q: Is this reclassification similar to the student job broad-banding that was previously done?

A: 11 years ago all jobs were broad-banded. Since that time issues have arisen with some areas, such as IT, since the current classifications are too broad. This classification is meant to provide more definition based on actual job duties. It will also address a major issue heard during focus group sessions – there is no clear career progression in the current system. She is still working on metrics to determine the success rate.

Q: What is the survey process?

A: When a job family is being reviewed, all employees in that current family will be asked to complete the survey. The supervisor is then also asked to complete the same survey, but with information pre-populated with the employee's responses. The supervisor is allowed to make changes to these responses. The employee then gets to see the supervisor's responses and can disagree with them. The hope is that if the responses are not the same this will encourage communication between employee and supervisor. Lastly the college-level HR gets to provide comments based on what the employee and supervisor have written.

Q: Many employees currently do work in different job families. Will employees be able to cross boundaries during this reclassification?

A: Yes. One outcome of the reclassification study was to show job progression within and between job families. There are also many current jobs that incorporate aspects from different classifications. For this reason two administrative series will be created that combine skills such as HR, financial, IT, and facilities. She understands that there will be some employees who do fit ideally in one family but they will need to be placed somewhere.

Q: What happens if an employee disagrees with the HR job classification?

A: There will be an appeal process. The first level will be a re-review by a central HR administrator and the second level will involve a panel review by professionals who work in the job family.

Q: How will P&A and civil service classifications be handled?

A: If, after the review, a P&A job is reclassified as civil service or the opposite, the current employee will be able to remain in their current P&A or civil service classification but any hire of that position in the future will be in the reclassified position.

Q: How will the current evolution of jobs affect career paths?

A: After all the job families are completed, the career progression will clearly show what skills and expectations are needed to advance to the next level.

5. APPROVAL OF STATEMENT ON CHANGES TO THE NON-RENEWAL POLICY

Chair Waldemar said that she drafted a statement, circulated it to Executive Committee members, and incorporated their edits in this version. She then asked for feedback.

Members made the following comments:

- Like the current language as it is concise and clear
- Key item is prior to the bullets and therefore should be highlighted
- Non-renewal cannot be discussed without mentioning the severance package issue
- P&A are lulled into a lack of response to receiving the non-renewal notice and appointment letter at the same time year after year so that a person would be very surprised to actually be terminated one year after this process
- Banking of up to two years of vacation is not included but was mentioned at the last meeting
- The severance package, waiting period, and vacation banking could be included as examples of the complete compensation package
- There is no mention of receiving the two letters annually
- Comments made by Nan Wilhelmson already support just sending one letter
- P&A understand grant funding issues but Human Resources should be able to craft language for an appointment letter which states that a continuation of appointment is contingent on grant funding renewal
- Sending two letters each year has become habit for some departments even when grant funding is available for multiple years
- CAPA should not allow Human Resources to have an ‘easy out’
- Statement should address the financial concessions that P&A have already made
- Strong statement needed that parts of the compensation package and these governing policies should not be taken up individually
- P&A are not a financial burden but can be part of the solution
- Proposed policy change does not address the root problem or target specific areas but instead hits all P&A
- These policy amendments should be delayed

Chair Waldemar said that she would revise the statement based on comments heard today and then send it to the Executive Committee for their review and approval before it is sent to Human Resources. A copy will be forwarded to all CAPA representatives and alternates.

6. LRT CONSTRUCTION UPDATE

Tim Busse, Communications Chair for the University Light Rail Transit (LRT) team, joined the meeting to provide an LRT construction update. He stated that University Services is the point department for how this construction affects campus. He is trying to get to as many groups as possible before construction starts. This project will take three years and will affect everyone who comes to campus during this period.

The LRT work started last fall in St. Paul and will start on campus when Washington Avenue is closed on May 15 after finals. This route will remain closed to all traffic until trains start running in 2014. After this date, only trains, buses, bikes, and emergency vehicles will be allowed on Washington Avenue between the bridge and Harvard Avenue. He then walked members through a presentation that is available on the web at:

http://www.lightrail.umn.edu/assets/pdf_new/2811ConstructionUpdate.pdf

In closing he suggested that University members register for the update emails being produced by the Metropolitan Council.

7. OTHER BUSINESS

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

Becky Hippert
University Senate Office