



June 16, 2006

## Minutes of the Meeting

### **Representatives Present:**

Kari Anderson, Noro Andriamanalina, David Bernstein, John Borchert, Lynn Burbank (polycom), Elaine Challacombe, Anita Cholewa, Jaki Cottingham-Zierdt, Will Craig, James Hildebrand, Stacy Doepner-Hove, Frank Douma, Pam Enrici, Tina Falkner, James Hildebrand, Barbara Jensen, Penny Kessler, Mary Laeger-Hagemeister, William Roberts, Caroline Rosen, and Angie Vail

**Senators Present:** Randy Croce and Kelly Culhane

**Alternates Present:** Joan Bailey, Scott Barnard, Susan Bartolutti, Erin George, Lori Gilbertson, Kirsten Jamsen, and Rich Portnoy

**Regrets:** Gail Hockert, Pam Stenhjem, Jill Trites, Roger Wareham, and Kendra Weber

**Representatives Absent:** Fred Dulles, Wendy Friedmeyer, Mary Hoepfner, Catherine Rasmussen, Rand Rasmussen, Karen Strauman-Raymond, Barbara Van Drasek, and Sheryl Weber-Paxton

**Senators Absent:** Annette Digre, Emily Finch, Peter Haeg, Andrew Hill, Paul Soper, and Dale Swanson

### **Call to Order**

Jaki began by asking new representatives and alternates Scott Barnard from the Office of Information Technology and Susan Bartolutti from the Law School to introduce themselves. Jaki then called for approval of the meeting minutes from the May 19th meeting. The minutes were unanimously approved. She then introduced Susan Rafferty, Department Director, OHR, Jackie Singer, Campus Director, OHR and Nan Wilhelmson, Director, OHR.

### **Wave one Colleges and P&A reclassification – Susan Rafferty, Director, HR Consulting Services Jackie Singer, Director, Retirement Programs, and Nan Wilhelmson, HR Policy and Academic Employment.**

Susan began by providing information about the process of mapping new positions that has occurred as an aspect of wave one reorganization. She noted the mapping process is less disruptive than laying off employees and asking them to reapply for new positions. She said that the mapping of employees to job positions always requires exemption testing. This is a necessary process as penalties for audits of exemption classifications can result in multimillion-dollar fines. The Universities' OHR does not conduct the exemption process, rather it is performed by an out-side company. Susan reported that as a result of exemption testing that four P&A positions were reclassified as non-exempt and therefore became Civil Service positions. She said that P&A policy and rules were clearly followed during the



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wave one reorganization process. Only one P&A was not renewed. The results of job examination and mapping process for each of the wave one colleges are as follows:

- **The College of Design**
  - 63.5 FTE positions were examined.
  - 89% or 56.5 positions were not changed.
  - 6.3% or 4 positions were promotions.
  - 4.7% or 3 positions were reclassified.
- **In the new College of Education and Human Development/ CEHD**
  - 149.75 FTE positions were examined.
  - 80% or 119.75 positions were not changed.
  - 12.7% or 19 positions were promotions.
  - 7.3% or 11 positions were reclassified.
  - (Note that since the meeting took place Susan Rafferty provided an update to the CEHD statistics.)
- **In the new College of Food, Agriculture, and Natural Resource Sciences/CFANS**
  - 56 FTE positions were examined.
  - 75% or 42 positions were not changed.
  - 17.9% or 10 positions were promotions.
  - 7.1% or 4 positions were reclassified.

Nan Wilhelmson then said OHR views the P&A employee class workgroup as critically important. The work of evaluating the employee class is projected to take from twelve to eighteen months. She said there was no intent or statement made to establish a moratorium on evaluating job classifications while the workgroup is evaluating the employee class. She added that business clearly must move forward during this period. Nan remarked that the business of the workgroup reaches higher and broader than individual concerns related to job classification. She said VP Carrier is aware of other Universities across the country that are facing issues relating to the P&A employee classifications and solutions have yet to be brought forward. Nan would like to convey to CAPA that VP Carrier has no preconceived outcomes for the workgroup and she would like to look at issues and solutions in the broadest context. She said that wave one reorganization must move forward while the P&A workgroup is convening and these processes do not pose a conflict. Nan, Susan, Jackie, and CAPA then engaged in a discussion regarding communication of changes in employee classification status of the four P&A employees last week. Concerns were raised about the manner in which this was handled included; a general lack of information regarding the ramifications of a change to employee class status, the process of exemption testing in these situations, the impact to benefits and compensation, and the University resources available to affected employees. The point was raised that neither CAPA nor the employees had been made aware of the possibility of such situations previously, and that CAPA was told a week prior to the changes that no non-renewals would be occurring for P&A in wave one. CAPA leadership



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then asked that an honest and informative communication process become the standard in cases of exemption testing, which may or do result in changes to an employee's classification status.

#### **Civil Service Committee Report – Peg Wolff, Vice Chair**

Peg reported that CSC will have five new members, with 5 members ending their terms on the committee for 2006-2007. She said the committee is happy to have its newly designed web site posted and is going to use it to orientate new CS employees to applicable University resources and governance. She is glad to learn about the P&A workgroup as it does have some impact on CS.

#### **CAPA Reports:**

##### **Executive Committee Report – Jaki Cottingham-Zierdt, CAPA Chair**

- Jaki reminded members of this year's CAPA retreat being held on Wednesday August 23, 2006, at the St. Anthony Main Event Centre. She asked members to be sure to extend an invitation to newly elected representatives and alternates. The retreat will be substantive and attendance is important to effective representation of constituents.
- Jaki noted that Frank, Stacy, and Randy will continue to represent CAPA on the P&A workgroup and follow up on the concerns that were raised at today's meeting regarding the process and implementation of exemption testing.
- Jaki is writing the annual CAPA report. It will be included in the upcoming Brief and given to the Board of Regents.

##### **Budget – Stacy Doepner-Hove, CAPA Vice Chair**

Stacy reported that the budget has been balanced as of the end of May with a balance of \$9,272.40 remaining. The budget will be balanced for the year ending June 31, 2006 after all transactions have been posted to University reports and will be available for CAPA review at the next CAPA meeting. There are several expenses, including those related to the spring event, which are not reflected by the current balance.

##### **Communications – John Borchert, Committee Chair-Elect**

- John reported that he is responsible for the mechanical aspects of the web and he will be working on updating pages and links over the summer. Sara Balick is responsible for updating the member database, minutes, and meeting information.
- The annual communications audit is going to be done in the fall.
- There were 9 CAPA articles submitted to the Brief in 2005-2006.

##### **Benefits and Compensation – Frank Douma, Committee Chair**

- Frank reported that the Regents have approved the new policy on outside consultation by University employees. This is the policy that Associate Vice President Richard Bianco discussed with CAPA at the March 10, 2006 meeting. The policy defines outside



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consultation parameters in broad language. All outside consultation requires an annual review by the employee's supervisor, and questions regarding specific situations are to be addressed at the unit level. He said B&C would continue to monitor this policy for any significant changes.

- Frank reviewed the annual B&C report and highlighted the following points :
  - The CAPA recommendation to promote P&A job retention during strategic positioning was successful. The University Senate approved it on December 1, 2005.
  - Successful communication has taken place with OHR on sick leave and bereavement policy issues. B&C looks forward to passing new policy in this area in 2006-2007.
  - Efforts to eliminate the waiting period for new employee participation in the retirement plan continued this year. The current proposal would eliminate the waiting period for faculty but does not include P&A participation. The proposal has not yet come before the Regents, but the current language disappoints the efforts of B&C.
  - Dialog on P&A vacation policy has continued and B&C is hopeful that an opportunity to introduce new concepts into the language will present itself sometime in 2006-2007.
  - The non-renewal period work was tabled this year. The policy adopted last year provides that P&A's who had previously held civil service appointments will have their prior service counted toward continuous service and it grandfather's people under the old policy who have twelve or more years of employment at the University.
  - Tuition benefits remain an issue for discussion as the University of Minnesota is the only higher education institution in the state not to offer this benefit to its employees, B&C believes tuition benefits may be a factor in the retention of quality faculty and staff and is therefore linked to the success of strategic positioning.
- Frank then thanked Nan Wilhelmson, Jackie Singer, and Gavin Watt, as well as Tina Falkner, and members of B&C for their faithful attendance and hard work on these issues.

### **Professional Development and Recognition –Anita Cholewa, Committee Chair**

- Anita said the PD&R annual report highlights the fall forum on OHR employee retention programs made available to P&A. She said the report also highlights the spring events for P&A recognition that were held on each campus.
- Anita then presented Certificates of Appreciation on behalf of PD&R and CAPA to the following representatives and senators, who's terms end in 2006, for their service to CAPA and representation of P&A University employees:



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- o Annette Digre (not present)
- o Paul Soper (not present)
- o Dave Swanson (not present)
- o Rand Rasmussen (not present)
- o Wendy Friedmeyer (not present)
- o Tina Falkner
- o Anita Cholewa

**Representation and Governance – David Bernstein, Committee Chair**

David provided updated information on CAPA representation and unit level elections as described in the table below:

Academic Affairs / Provost	Representative - Ingrid Nuttall	
Academic Health Center	Representative - Open	Alternate - Open
CSOM	Representative - Open	
College of Design	Representative Open	Alternate - Open
CFANS	Representative - Barbara Jensen	
College of Pharmacy	Representative - Mike Rosen, <i>Nominee</i>	Alternate - Open
College of Veterinary Medicine	Representative - Kari Anderson	Alternate - Open
Continuing Education	Representative - Sheryl Weber-Paxton	
Humphrey Institute	Representative – Frank Douma	Alternate - Susan Strate
Institute of Technology	Second Representative - Open	Second Alternate - Open
Law School	Representative – Stacy Doepner-Hove	Alternate - Sue Bartolutti
Office of the President	Representative - Open	Alternate - Open
School of Dentistry	– Representative - Open	Alternate - Open
Systems Administration	Representative - Will Craig	Alternate - Scott Barnard
UM Crookston	Representative - Open	Alternate - Open
U Relations	Representative - Open	Alternate - Open



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- David said there is now an effective system in place for generating a unit list of P&A employees on the web.
- David noted that R&G had updated the CAPA bylaws, as per its charge, in 2005-2006.
- David then opened the floor for a special election to fill a one-year senate term. Kirsten Jansen provided a written self-nomination to the post. No other nominations were offered. Stacy made a motion to elect Kirsten by acclamation. Kirsten was unanimously elected to fill the senate term for 2006-2007.

#### Good of the Order:

- Jaki asked for a volunteer to work on the community fund drive and Will Craig volunteered to serve.
- Frank noted that his email account has returned to: [douma002@umn.edu](mailto:douma002@umn.edu).
- Stacy said issues related to inclusion of CAPA in the process of University restructuring would be raised with OHR workgroup representatives Jackie Singer and Nan Wilhelmson, at an upcoming Executive meeting.
- Hearing no further business Jaki adjourned the meeting.

Sara Balick  
University Senate