



**CAPA Meeting**  
**October 17<sup>th</sup> 2008**  
DRAFT

**Present:** , (chair), Neil Anderson, Jade Bakke, David Bernstein, Richard Brown, Laurene Christensen, Will Craig, Christine DeZelar-Tiedman, Susan Doerr, Pamela Enrici, Amber Fox, Ann Hagen, Barbara J., Kirsten Jamsen, Jessica Kuecker Grotjohn, Susan Larson, Caitrin Mullan, Steven Pearthree, Caroline Rosen, Jesan Sorrells, Larry Storey, Andrew Swain, Travis Trautman, Sarah Waldemar, Sheryl Weber-Paxton, Julie Westlund, Laura Weber

**Alternate Reps:** Jaime Gearhart, Dawn Hoover, Rebecca Moss, Ted Peck, Dale Swanson, Leslie Zenk

**Absent:** Frank Douma, Fang Du, Sally Euson, Cynthia Hagley, Kelly Hall, Cathryn Konat, David Nicolai, Rand Rasmussen, William Roberts, John See, Laura Seifert

**Guests:** Mary Luther, director in Human Resources, Dan Chapman, Office of Human Resources, Mike Volna, Controller's Office

**WELCOME AND INTRODUCTIONS**

The meeting was called to order at 9:06 a.m. and introductions were made.

**APPROVAL OF MINUTES**

There was an approval of September minutes by consensus.

**APPROVAL OF AGENDA**

The approval of the October 2008 CAPA meeting agenda was reached by consensus.

**COMMITTEE REPORTS**

**Chair Report:** Chair Stenhjem said that she is still working towards University wide recognition for P&A women as well as a training and professional development series. She will have an update before the next meeting.

Earl Nolting from the UM Retiree's Association announced the new grants available for retiree professional development. Information regarding the grants is available on the UMRA website at [www1.umn.edu/umra](http://www1.umn.edu/umra).

**Budget Report:** Mr. Craig encouraged members to submit their ideas for the use of \$1500 that is not yet allocated in the CAPA budget. He stated that budget reports are still unavailable and so he does not have an up-to-date account on the budget. Craig reported that an analysis of travel expenses showed using a University pool car can save approximately \$100.00 per trip, which would extend the usage of the travel budget.

**Benefits & Compensation:** Members were informed that the employee absence for religious holidays policies are currently being rewritten and will need to be reviewed before implementation. Other policies will be rewritten as well and members will be informed as information becomes available. Beginning March 2, 2009, employee vacation hours will be tracked in PeopleSoft. P & A employees currently earn 22 vacation days per year, which will be divided evenly between 26 pay periods. Vacation use can only be tracked in whole and half days with this new system.

Faculty agreed to a .5% deduction from “new money” that would go towards the Health Care Savings Plan instead of deducting .5% from the current retirement benefit. The Health Care Savings Plan will go into effect July 1, 2009. Boyton Health Services is attempting to break the Guinness World Record of the most flu shots given in one day. Shots will be given on Tuesday, October 28<sup>th</sup> from 8:00 a.m. until 4:30 p.m. They will need to give more than 3,271 shots to break the record.

**PD&R:** Was to meet last week but was postponed.

**Communications:** Susan Doerr presented the new CAPA website home page, which is still under development. The web site sub-committee will be meeting to decide on content. The Communications Committee has been brainstorming for new ideas for reaching P&As and has come up with some great stuff that they will be sharing at future CAPA meetings.

**Representation and Governance:** The committee has been busy running elections for representatives to fill the three empty seats within CAPA, as well as taking nominations for the two open seats in the Senate. Laura Weber, Jodie Double and Susan Larson are the new representatives and the new alternate reps are Kelly Johnson and Jaime Gearhart. Voting will take place at this meeting for the vacant Senate positions. Mr. Bernstein is unsure about work plans for R&G for the remainder of the academic year. The committee has been concentrating on document review and filling the Senate positions for 2009-2010. Mr. Rasmussen and Ms. Waldemar are designing a succession plan to ensure that committee vacancies are filled. Unit level groups are currently working on policies at the college level in regards to their primary functions. [Susan comment: I don't understand this last sentence and what it means.]

**HEALTH PARTNERS CHANGES ~ Dan Chapman, O.H.R.:** Mr. Chapman distributed the *U & Your Benefits* monthly newsletter, which includes the medical and dental rate contributions for 2009. Health Partners' premium is increasing between

20.4% and 26.7% for employees in that program. Health Partners explained that the increase is due to rising operational costs.

**Open Enrollment:** Open enrollment runs through the month of November every year, however if November ends on a weekend day such as this year, the final day will be the following Monday. This year's open enrollment officially closes on Monday, December 1, 2008 at midnight, though there will be no one available to contact for questions after 4:30 p.m. on that date. Mr. Chapman encouraged members not to wait until the last day to enroll or make changes to their current plan so that they have time to seek help should they have any questions regarding their options.

### **What's New!**

This year, for the first time ever, employees with same-sex domestic partners can enroll online. Coming in the spring is the new Medication Therapy Management program. Qualified participants are those taking four or more prescription medications on a regular basis. Participants meet face to face with specially trained pharmacists who will provide education on their current prescriptions, explain if they are taking medications that work against one another, and provide recommendations by reviewing the participants medication cocktail. This program is currently being piloted in Duluth and there is no co-pay for those who participate in the program.

**Medical Plans:** Because of low participation, the HRA program is being eliminated this year. If you are an HRA participant, you will need to change your program during open enrollment. During open enrollment, employees are able to add, change or cancel medical and dental coverage or make changes for dependents. Dental plans are not changing this year. If you wish to participate in a flexible spending account, you will need to enroll in it each year. This benefit does not roll over. If you do not wish to make any changes to your benefits, you do not have to do anything, unless you are an HRA participant.

### **What is the UPlan?**

Mr. Chapman explained the structure of the UPlan. It is a self-insured policy. This means that the University does not pay Health Partners or Medica risk insurance; instead the University carries that risk itself as it is much less expensive than paying risk insurance for all employees. The University pays the providers only for actual claims submitted by employees that received medical attention or used one of the health and wellness program benefits.

Mr. Chapman explained why the premiums on HealthPartners are so much higher for employees than with the Medica Elect and Essential plan. Medica is the University's base plan. If an employee elects to go with another plan (like HealthPartners) s/he pays the difference between the health care benefit base rate that the University pays for all employees and the cost of that plan's premium. Employees are able to use their HSA to help cover the costs. [SD note: I didn't catch this part, that the HSA can be used for the difference on health care premiums. Please confirm] For more information on your health care options, visit the [www.healthconnections.umn.edu](http://www.healthconnections.umn.edu).

**Discussion:** Mr. Craig asked if the University anticipated defections from Health Partners would cause that company to lower their rates in order to stay competitive. Mr. Chapman said retirement does not make a difference to the administration in terms of health care expenses. The University does not hope that people to drop Health Partners and doesn't see Health Partners going out of business due to the increase in costs. Health Partners offers up-to-date health programs and has a very loyal following.

Ms. Enrici asked if the HSA debit card will be discontinued or if it is the wave of the future? Mr. Chapman said that it's an option that will remain open. He stated that the card is popular and is intended as an added convenience.

Ms. Euson asked if people flip flop between providers year to year? Mr. Chapman said yes and that cost is often a factor though the reasons are not always driven by the least expensive plan. Health Partners is most immune to fluctuation as they have a very dedicated following.

**Senate Elections:** Mr. Bernstein introduced the two nominees for opened senate seats, Sarah Waldemar and Steven Hearn. Bernstein opened the nominations to the floor with a response of none. The nominations were then closed. Approval for the nominees was requested and accepted by unanimous consent. Ms. Waldemar will fill the one-year term position and Mr. Hearn will fill the two-year commitment. Mr. Bernstein reminds Reps and Senators that much of the work of the Senate is done in committees and that we need people to participate in those committees.

Chair Stenhjem informed members that Jill Trites had a change of heart and decided to stay on as a P&A Senator. This turnabout means that all CAPA/P&A Senate seats are now filled.

**JOB CLASSIFICATIONS UPDATE ~ Mary Luther:** Ms. Luther distributed information that defines the process of the Financial Job Family Classification project, (FJFC). She explained the current work being done by the project task force. She said it is important to understand the work currently being done by civil service, (CS), and professional/administrative, (P&), employees and using that information for re-classification and pay range determination. Luther said they need more details for P&A positions to understand the work being done in order to determine each position's proper classification and compensation scale. The University is using outside consultants to gather and analyze the data for Human Resources to review. She said they have aligned the FJFC project with the EFS project because both projects use a good deal of the same information, which is more cost effective. However, the EFS project has slowed up the FJFC project.

P&A positions in the finance job family will be looked at separately and pay ranges will be determined by the data collected in the current market for finance positions. There will be a separate career track series for those in managerial positions. The current proposed individual contributor track is as follows; Accountants I & II will be CS

classification. Finance analysts will be P&A. They wanted two levels of financial analysts but did not find enough data points to do so. In the managerial track, supervisors will be CS and the directors will be P&A. The finance manager positions are still being reviewed to determine into which category they will fall.

**Implementation Plan:** CS employees will receive communication in November 2008 regarding changes in their classifications. For those who will have a change in income, their new rate will begin on their December 17<sup>th</sup> paycheck. P&A changes will be implemented in late January 2009. Some CS will be mapped to a P&A position and vice versa. CS ranges will have hard maximums in their salaries, which will limit future increases for those at the top of their salary range.

There will be training sessions to clarify classifications to employees. One of the concerns regarding the implementation of reclassifying employees is that supervisors may not know about the changes. Therefore, the Office of Human Resources will be sending out an email to notify them of the changes. Salaries will be based on a compilation of data from current market position rates in government, private sector and education employers. Approximately 500 employees will be affected University-wide. About 80-85 are P&A employees. Next year's job families study will include Human Resources and the grants family, which are currently both pilot studies. More information can be found at [www.umn.edu/ohr/compensation/classification/finanjobfamily.html](http://www.umn.edu/ohr/compensation/classification/finanjobfamily.html).

**EFS ~ Mike Volna:** Mr. Volna distributed an overview of the stabilization plan for EFS. He thanked everyone for their patience and hard work with the system and stated that the EFS team underestimated the magnitude of the project to replace a complete financial process. When the system was first implemented on July 1, 2008, they did not know which components of the process would be most challenging and anticipated reporting to be one of them. They were correct. The reporting system is the most immediate problem. The original strategy for system implementation was to try and stay with a "vanilla" system. Since its inception, the strategy has changed, which includes working with a new team that has provided tools that are more user-friendly with reporting being the number one priority. Mr. Volna encouraged members to notify the EFS SWAT team with the specific problems people are having so that they know what needs to be fixed. This will expedite the ability to identify and resolve the problems with the system as well as looking at the inefficiency of certain aspects of the new system.

#### **Questions/Concerns:**

**Q:** Kirsten Jamsen asked if the EFS package was sold to the University with the understanding that the new system would make financing tasks easier and more efficient when, in fact, they have become more difficult?

**A:** Mr. Volna stated that no one was trying to mislead employees and could not foresee the problems of the future with the new system. The immediate post implementation response seemed favorable due to the lack of feedback.

**Q:** What is the time estimate for fixing the reporting issue?

**A:** Approximately eight weeks to start producing reports but that timeline is not concrete. There are four different reports with different requirements and they need to look at every detail closely to be able to fix each properly. [SD note: I don't understand this sentence. I don't think there were, at the time of this meeting, any reports working properly?]

**Q:** How much of the current problem is due to human error?

**A:** It is difficult to pinpoint the source of all of the errors and to calculate the percentage of human error.

**Q:** Are the major problems going to be corrected by the next fiscal year?

**A:** Mr. Volna said he thinks the majority of issues will be addressed by that time. He stated the need to get through a complete cycle, i.e., fiscal year, in order to identify and solve the problems of a new financial system.

Kirsten Jamsen [was someone other than Kirsten who brought this up] stated her concerns regarding students awaiting grant funds that have not been disbursed because of the system. Mr. Volna said that there should not have been an impact on payroll or student aid and that he was unaware of this problem. Pam Enrici relayed that there were similar problems in Duluth. Susan Doerr noted problems paying contract employees but said that the problem does not seem to be very well known around campus. Volna will meet with Ms. Jamsen to further discuss the situation and chair Stenhjem suggested anyone else knowing of similar problems to forward them to Ms. Jamsen and she could be the point of contact regarding those issues. Jamsen and Volna agreed to that suggestion.

Mr. Volna mentioned the EFS helpline and said that historically, the helpline has been very useful. He said the University was unable to provide the number of helpline staff needed to meet the current problem volume and that though helpline operators do not have answers to fix the problems most people are facing, they document them and pass them onto the team. He said there has been mixed results with that process and understands that it is not an ideal model and is very opened to suggestions. Volna offered to meet regularly with CAPA if we desired.

There is an EFS website that has been up for 3 years, [www1.finsys.umn.edu](http://www1.finsys.umn.edu) is the URL.

Chair Stenhjem adjourned the meeting at 12:00 p.m.

Lisa Towry  
University Senate Office