

CAPA MEETING

November 21, 2008

Walter Library 101

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

Representatives Present: Neil Anderson, Jade Bakke, David Bernstein, Will Craig, Christine DeZelar-Tiedeman, Frank Douma, Pam Enrici, Kelly Hall, Ann Hagen, Cynthia Hagley, Kirsten Jansen, Jessica Kuecker Grotjohn, Caitrin Mullan, David Nicolai, Bill Roberts, Laura Seifert, Pam Stenhjem (chair), Drew Swain, Travis Trautman, Laura Weber, Sheryl Weber-Paxton, Julie Westlund

Alternates Representatives Present: Jodie Double, Wendy Friedmeyer, Stephen Hearn, Dawn Hoover, Mary Jeter, Kelli Johnson, Michelle Koker, Tom Mahoney

Regrets: Susan Doerr, Fang Du

Absent: Sally Euson, Barbara Jensen, Cathryn Konat, Susan Larson, Steven Pearthree, Rand Rasmussen, Caroline Rosen, Jesan Sorrells, Larry Storey, Sarah Waldemar

Guests: Ann Freeman, Internal Communications; Mary Luther, Office of Human Resources; Suzanne Paulson, Sponsored Financial Reporting and Pamela Webb, Sponsored Projects Administrative

The meeting was called to order at 9:04 a.m. and introductions were made.

Approval of Agenda: The agenda was approved by consensus.

Approval of Minutes: There was a correction to last month's CAPA meeting minutes in regard to who will be the contact for EFS problems. It was Jamie Gearheart that accepted the assignment to be a link between CAPA members and the Controller's Office for EFS problems. The minutes were then approved by group consensus.

COMMITTEE REPORTS

Executive Chair Report: Chair Stenhjem read a memo she received regarding this year's personal holiday informing attendees of the timeline during which Twin Cities and Rochester P&As will be allowed to take their personal holiday. Stenhjem said that she discussed the timeline with Vice President Carol Carrier and relayed that some members are unhappy about not having a say in when they are allowed to take their holiday. Stenhjem said she would follow up with Carrier to see if there can be some flexibility in the timeline of the personal holiday.

The response to having an advocate for Professional and Administrative (P&A) employees in the Provost's Office is positive. Due to the current financial climate at the University and the State,

the position will need to be very cost-efficient. Such a position might not be implemented until the next academic year but Stenhjem was encouraged to move forward and will be creating a solid proposal for the Provost's consideration.

Chair Stenhjem had a meeting with Human Resources Vice President Carol Carrier and Human Resources Program Director Rosie Barry to discuss a possible career development program for P&A employees working within the University. They talked about leadership programs and training to help P&A employees at the early, mid, and late stages of their careers look into possible career directions including moving into leadership positions at the University. Stenhjem will continue to pursue this initiative and give an update of progress at the December CAPA meeting.

The College of Education & Human Development (CEHD) was chosen by the Administration to model what budget cuts would look like at 3%, 5%, and 7% in any given college. Stenhjem is concerned about the ramifications and impact on the college and believes this is more than just a budget model. She fears the cuts at CEHD will be deep and permanent. She will keep members informed as the model unfolds.

Budget Update ~ Will Craig: Mr. Craig stated that there was not a lot of support coming from the EFS team regarding reports as he attempts to monitor CAPA's budget and keep abreast of expenditures. He said he has received reports but they do not include all of the pertinent budget information as of yet. He said it has not been too problematic thus far because CAPA has not been spending funds outside of the retreat earlier this year and travel for coordinate campus members. He hopes to receive improved reports in the near future and will keep members posted of progress.

Benefits & Compensation ~ Bill Roberts: During the last CAPA meeting, the new vacation policies were brought up. Since then there have been many questions regarding the policies wherein vacation time can only be taken in half and full day increments. There will be a new form for P&A employees to fill out when taking time off. P&A time off will be handled differently than that for hourly employees due to the variant structure and classification of their employment. Nancy Lamers from OHR employee relations told Mr. Roberts that she would try to attend the December CAPA meeting and give members an update on the new policies at that time. As of March 2nd, employees will be able to see their vacation accrual online.

Mr. Roberts said that the 27 pay periods in 2010 are creating concerns. The committee agreed to follow this item as information comes from the Administration but declined to speculate on possible solutions.

Professional Development & Recognition: Amber Fox has stepped down from her position as the PD&R chair. The new chair, Mary Jetter will have a report at the December meeting.

Communications: Travis Trautman is gathering some last pieces of information to post to the CAPA Web site before it goes live. These items include the By-laws, the policy and procedures manual, and the list of alternate representatives. A definite date was not given for the Web site but Mr. Trautman does not anticipate that it will be much longer. The CAPA meeting highlights

will be distributed via email and Ms. Westlund asked that reps distribute the highlights to everyone in their individual units. Ms. Westlund reminded members to submit *Brief* articles to her to have them published.

Representation and Governance ~ David Bernstein: CAPA continues to have resignations, many due to job changes and duties and in turn, several alternative representatives have stepped up to fill those gaps leaving only one senate vacancy which is a one year seat. Rochester is experiencing similar transitions as Jade Bakke accepted a promotion. She said that there are several people who are interested in filling her seat and will keep the committee posted on the transition.

NEW STADIUM ~ Lynn Holleran & Ann Freeman: The first game in the new stadium is scheduled for Saturday, September 12, 2009. Sunday, November 23, 2008 is the last game the Gophers will play in the Metrodome. Ms. Freeman told CAPA about the many committees and sub-committees currently working on all aspects of bringing football back to the University campus with the focus on providing a positive, safe, family oriented atmosphere. There will be details forthcoming about traffic, tailgating, working with the University neighborhood, alcohol at games, and parking. Some University contract parkers are concerned about access to parking during game days. Parking will be provided to contract parkers at the following lots: East River Road, 21st Avenue in Minneapolis, and Gortner Avenue in St. Paul. Those attending the game will have an opportunity to purchase a parking pass when they purchase their game ticket, which would help alleviate some parking congestion.

When games are not being played at the stadium, there are a number of facilities on campus that will have access to use it. It will primarily be used to teach classes Monday through Friday mornings. This will also be the new home of the marching band and they will use the stadium to practice and will have a locker room as well as an office for the band director. The Athletics department also intends to use the stadium, though they have no definite plans or schedule at this time. Should the Vikings move forward with building a new stadium and need a place to play in the interim, playing at the University stadium may be a possibility but it will take more consideration as a pro-football game is much different than a collegiate game. An environmental impact study is being done in order to gauge the effects games will have on the surrounding neighborhood, as well as holding other possible events such as small concerts, etc. In accordance with neighborhood regulations, the lights at the stadium will need to be out by 10:00 p.m.

Ms. Freeman noted that were it not for \$45 million in companion gifts donated for academic support, the stadium would not have been built. In return, the stadium will bring more people on campus than other events. This is good for the University and the University's relationship with the local community and state. It is anticipated that Gopher games will bring a good deal of revenue to the local shops and restaurants, which, in turn builds a stronger relationship between the University and local businesses.

The alcohol policy is still to be determined. To allow the sale of alcohol at a campus game would require a change in policy. Committees are considering the sale of alcohol at a couple

restricted venues. The current proposal to the Board of Regents is to allow the sale of alcohol to those in club and premium seating.

NOMINATION

Mr. Bernstein opened the floor for nominations to fill the chair of the Professional Development and Recognition committee. Bernstein announced a nomination for Mary Jetter and then proceeded to call for additional nominations. With no additional nominations, a motion was made and seconded to close nominations. Bernstein made a motion to approve Mary Jetter, the motion was seconded and Jetter became the new chair by unanimous vote.

COMMITTEE WORK PLANS

A brief discussion was held regarding possible changes in work plans with the arrival of a new committee chair. Mr. Bernstein said that changes in committee members could bring changes to work plans but that any changes would have to be discussed among CAPA representatives. Mr. Craig concurred and added a note on the importance of making sure the website remains updated with any changes in committee activity.

A motion was made and seconded to approve work plans. The motion approved by CAPA unanimously.

CLASSIFICATION & COMP STUDY ~ Mary Luther: Mary Luther spoke about the current Job Family Study (JFS) and how it relates to and overlaps with the new EFS program. The JFS was designed to update classification groups beginning with the financial job family, and reflect that into their titles, duties and compensation. The EFS project was established to overhaul the old financial system and in doing so, created committees to identify staffing and skill levels needed to operate the new financial system. Because job classifications and skill sets were important in both studies, it was an obvious choice to use the information garnered in the EFS project to conduct the JFS project. The final goal of the JFS project is to create a solid career path for employees with a structure that makes sense to management.

The financial job family has been mapped to external market place values in the areas of corporate, government and education. The last segment of this project is due to be finalized in December 2008. Position changes are due to take effect in February 2009. There are just a few P&A positions that are being finalized within the next few weeks. Employees whose positions are recommended to change work group status (from P&A to civil service and vice versa) will not be obligated to change their position title or work group status should they not want to, though Ms. Luther was uncertain of the duration to which this would hold true. Some employees whose titles have changed have retained their old title as a "working title." Those who do change their titles will be required to sign an agreement attesting to this and agreeing to the pay range. OHR does not anticipate anyone objecting to their title being changed.

Ms. Luther discussed the similarities and differences between civil service and P&A employees' new pay structure that is defined in the overview material that she distributed. All current and new employees in both units will be paid at least the minimum of the new range for their

classifications. P&A employees will have performance based pay increases while civil service pay increases will be determined by individuals' positions within their classification.

The financial job family is the first job family to be changed and will continue to be monitored for success while the project continues. There are currently twenty identified job families. The next families to be updated are the individual contributor track, the supervisor track and the managerial track. The project will continue through all twenty of the job families finishing with the Administration. Unclassified positions or those that do not currently fit into a job family will be reviewed and then either assigned to a job family or will be included into a new family that will be created for the many unique positions at the University. The new mapping of positions for both P&A and civil service employees will not change the way open positions are posted.

SUCCESSION PLANNING

Chair Stenhjem reminded members that CAPA will need a new chair next year. She is concerned about the lack of a succession plan within CAPA and would like to put a structure in place that will support CAPA continued existence. She recounted her election as chair and how she anticipated Ms. Cottingham-Zierdt's mentorship as previous chair but Cottingham-Zierdt became ill and Stenhjem was left with no mentoring benefits. Mr. Douma stated that it was and still is the roll of the Representation and Governance committee (R&G) to replace committee chairs yet when he was chair of R&G, there was no succession plan in place, making the task difficult at best. The current system used by other groups is that an ex officio chair supports and mentors the new chair, and the vice chair moves into the chair position when it becomes vacant, which creates a three-year succession plan.

Ms. Jamsen said that it might be good to think about expanding the executive committee, which, in turn would produce more chair prospects. Mr. Roberts stated that the problem electing through the executive committee is the time commitment of individuals having to be a representative before becoming an executive member, moving into the chair position, and then into the mentoring position. The extensive time commitment could be a deterrent for otherwise interested parties. He suggested that interested alternates be allowed to move up in the committee ranks more quickly, helping to keep open seats filled and entice others to join the committee making it stronger in numbers. Roberts also mentioned that many become overwhelmed with committee duties and that not all of the expected responsibilities are well-defined prior to an individual participating in a committee and that reps should think about defining the responsibilities and perhaps downsizing some of the responsibilities to make it feasible for more people to participate. Chair Stenhjem suggested refining work and goals to strengthen parameters of CAPA. She also mentioned the possibility of having all of the information surrounding CAPA positions be maintained and monitored by the incoming position at the Provosts' office. Ms. Enrici said that there may be coordinate campus members interested in chair and vice chair positions but does not know how exactly that could be implemented.

Mr. Bernstein said that all previous successions were informal. He would like to see a system that does not hold the vice chair obligated to fill the chair seat, the keep the vice chair position more attractive. He said that otherwise, the time commitment would be a concern for many. He would also like to see a system that promotes new membership on a continuous basis to keep

fresh ideas and input into CAPA. One suggestion was to stagger chair terms and place term limits on the number of terms a chair can serve, keeping the position open to change and variety.

Mr. Bernstein discussed the long and short-term goals that the committee needs to meet in regards to a succession plan. It is important to find a new chair for next year (short-term goal) as well as implement a continuous succession plan (long-term goal). He does not want the short-term goal to be treated as an emergency, leaving the long-term goal to suffer. With that in mind, he anticipates having a long-term succession plan in place by March 2009. Stenhjem encouraged reps to consider running for the chair position even if they are not currently the chair of a committee. Bernstein would like members to start thinking about it now instead of waiting until March. Stenhjem said she would be willing to meet with anyone to discuss the responsibilities and work of the chair.

SPA, SRF & EFS OVERVIEW ~ Sue Paulson & Pam Webb: Ms. Paulson & Ms. Webb from Sponsored Financial Reporting (SFP) and Sponsored Projects Administrative (SPA), respectively, distributed an EFS Sponsored Projects chart of reports that delineates the status of award reports (i.e. which are currently available and which are forthcoming). Ms. Webb informed members that in SPA 75% of all work is being done in the new EFS system with the exception of grant proposals. She stated that the review of proposals and getting the grants to the appropriate agency is not much different from the past until it comes to entering data into the new system. Once the data is entered into EFS, the award is set up and maintained throughout the life of the award. It takes five modules to set up grants from beginning to close. The spending occurs in OHR. Ms. Paulson said that every day there is a new “surprise” to overcome and that they are still working out the bugs. Oversight queries are being created to help calculate data integrity and insure accuracy. She said there is more data to input coupled with the learning curve, which is making it significantly longer to accomplish their goals using EFS but that setbacks are inherent when implementing a new system. There are five temporary positions that have been funded in order to get awards out to people due to processing delays.

Ms. Paulson responded to a question regarding minimizing the length of time it takes to process work. She stated that because just one person is doing the work in EFS instead of two, it does save time, though she does not know if the end result will be that they save more time with EFS than the old system. She said that the new system allows for visibility that they didn't have before and they can see benefits that are coming.

EFS has partnered with UM Reports. Several salary queries as well as expense reports will be available though they are not available yet. The reports will be offered in PeopleSoft and have job aides, drop down boxes, and a website to assist in obtaining desired information. There will be further information going out to all departments when the reports become available.

OTHER BUSINESS: Earl Nolting is looking for a non-retired P&A employee to serve on a small grants funding project. Interested parties can contact Earl at enolting@umn.edu.

Chair Stenhjem adjourned the meeting at noon.

Lisa Towry

University Senate Office