

[In these minutes: Approval of P&A Senate Governing Documents, Resolution on the Personal Floating Holiday, University Closure, Health and Related Benefits]

## CAPA MEETING

Friday, November 19, 2010

### PRESENT

**Representatives:** Neil Anderson, Brenda Carriere, Benjamin Clasen, Christine DeZelar-Tiedman, Stephanie Dilworth, Frank Douma, Debra Dykhuis, Pamela Enrici, Amber Fox, Scott Gilbert, Shawn Haag, Ann Hagen, Scott Madill, William Patrek, Steven Pearthree, Kristine Piescher, Rand Rasmussen, Amy Renne, Cathy Schulz, Laura Seifert, Lori Smith, Danny Sussman, Andrew Swain, Travis Trautman, Anne Vande Berg, Roger Wareham, Sheryl Weber-Paxton, Patrice Webster.

**Alternates:** Stacey Grimes, Stephen Hearn, Mary Jetter, Diane Kampa, Rebecca Moss, Cynthia Murdoch, Karen Ross.

**Senators:** Tatyana Shamliyan.

**Guests:** Meredith Poppele, Timothy Sheldon.

### ABSENT/REGRETS

**Regrets:** Sarah Waldemar (chair), Dean Carlson, Sarah Corrigan, Cynthia Hagley, Kirsten Jansen, Caroline Rosen, Meg Stephenson.

**Absent:** Pamela Wilson.

## 1. COMMITTEE REPORTS

### Benefits and Compensation (B&C)

Christine DeZelar-Tiedman and Sheryl Weber-Paxton stated that the Benefits & Compensation Committee met on November 3 and had a presentation from Mary Luther on the status of the compensation and classification study. Four areas are being worked on initially: IT, human resources, communications, and grants. Jackie Singer did not have any news on faculty retirement but there will be a presentation to the Regents in December. The Benefits Advisory Committee provided an update and noted that open enrollment ends November 30.

### Communications

Travis Trautman noted that a logo is being researched for the change to a P&A Senate and a web group has been assembled to work on this topic during the semester break.

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

Ann Hagen said the PD&R committee met on November 10 and revised the Outstanding Unit Award (OUA) criteria. These revisions will be presented to the Executive Committee in December and brought to CAPA in January. They are also working on their teaching award

proposal as they have recently learned that contract faculty are eligible for these awards. DeeAnne Bonebright spoke about professional development through Human Resources. The spring Brown Bag series has also been scheduled. In January Julie Tonneson will speak about the budget, February will feature Donna Peterson and the legislative session, March will have Lynn Zentner talking about the conflict of interest policy, and April's session will focus on uses for UMConnect.

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

Neil Anderson noted that succession plan details have been added to the P&A Senate governing documents. Alignment by RRC or administrative unit is still being reviewed. Preparations are starting for elections so he is putting out a call for the chair-elect position as this is the most important position in the succession plan. He then thanked the 25 people who were involved in the crafting and reviewing of the P&A Senate governing documents.

## **2. EXECUTIVE COMMITTEE REPORT**

Chair Waldemar said that she and Steven Pearthree met with Vice President Carol Carrier to discuss the P&A Senate transition and answer questions. President Bruininks and Vice President Carrier then met with the Executive Committee on October 20 to discuss the presidential transition. CAPA has provided a three-page statement for the briefing book for the new president.

Steven Pearthree said that he was first in line to greet President-designee Kaler this morning and welcomed him on behalf of CAPA. With a new president in place, the next hire will be a chief of staff.

The retirement waiting period is still an issue for CAPA but it will not be reopened while health care changes are being discussed. Current health care benefits are close to the gold standard and a cafeteria-style plan might need to be considered. Retirement benefit contributions were brought up during elections and P&A have been asked to work on this issue with faculty. She has forwarded names of P&A for service.

She and Steven Pearthree were also invited to meet with President Bruininks, two faculty, and the Civil Service Committee Chair to hear about the changes to human resources leadership. He wanted their input before the decision was finalized.

She then said that the Graduate and Professional Student Assembly (GAPSA) has asked for a liaison to their group and Mary Jetter has agreed to serve in this position.

## **3. APPROVAL OF P&A SENATE GOVERNING DOCUMENTS**

Neil Anderson presented the revised P&A Senate governing documents noting that succession plans have been included. There are no substantial changes to how CAPA does its business. A vote was then taken and the governing documents were approved unanimously.

Chair Waldemar noted that these documents will be presented to the University Senate on December 2 so she asked all P&A senators to be present to vote. She noted that the Civil Service Committee has decided to delay their transition so they will not be part of the vote in December. Once approved, communication to all P&A will be needed.

## **4. APPROVAL OF THE RESOLUTION ON THE PERSONAL FLOATING HOLIDAY**

Timothy Sheldon, Chair of the Social Concerns Committee, said that this resolution was originally conceived as a personal floating holiday that could be used at any time during the year for a religious observation. When it was originally presented to the Senate Consultative Committee (SCC), their suggestion was to remove the religious language and expand the reasons for its use throughout the year. A revised version will be brought back to SCC for approval. The resolution would only apply to people who already receive this benefit.

CAPA members stated that they are excited to use this benefit at any time during the year and agree that it should not be tied to a religious observation. If P&A are trusted to work until the job is done, then they should be trusted to know when it is a good time to use this day.

Timothy Sheldon said that he would bring the final version back for CAPA approval. The timeline is to have this in place for the next academic year.

## **5. DISCUSSION OF UNIVERSITY CLOSURE FOR P&A**

Steven Pearthree said that due to continuing confusion among some P&A, CAPA would like to discuss this issue again.

Members then made the following comments:

- CAPA needs to have more communication with constituents as many P&A are still not sure what they need to do
- Perception is that everyone is furloughed
- What will be the impact for civil service and bargaining unit employees if they do not think that P&A will work during the break?
- Human Resources (HR) needs to circulate a Q&A
- Some P&A still ask what is the closure and did not seem to notice emails
- Information still needs to be sent
- Are graduate students working or not?
- P&A are expected to work or take vacation
- History of this decision is that 12 month employees were going to be forced to work for two weeks without pay. There was a meeting with faculty and President to develop a more equitable option and this plan was finalized.
- There is no mention so far of another furlough next year
- Some departments have criteria to work from home and not an alternate site such as out-of-state while other departments are only requiring P&A to be available by email and voicemail
- P&A have always had the expectation to work until the job is done so why should P&A be expected to take vacation now if their work is done
- Much needs to be worked out with the supervisor
- This situation is messy for P&A
- CAPA should discuss after to gauge public perception
- CAPA needs to make sure that the 27 pay period issue is finalized by the end of the fiscal year
- What will the savings be?
- Most faculty are not teaching and will not be asked to prove that they did work
- Some P&A are required to submit workplans. Will faculty in these departments be required to do it as well?
- Suggestion to P&A should be to use their personal floating holiday day

## **6. DISCUSSION ON HEALTH AND RELATED BENEFITS**

Pam Enrici, a member of the Benefits Advisory Committee (BAC), said that BAC has released four questions on which it would like feedback prior to a discussion at the University Senate on December 2. They are trying to be proactive and seek suggestions for the following questions:

1. If the University is unable fully to cover increasing health care costs in 2012, how should we respond?
  - (a) with across-the-board increases in the employee share of the premium cost?
  - (b) with substantially higher co-pays or co-insurance?
2. If we impose higher employee premiums, should we cap the amount that an employee must pay for coverage as a percentage of salary, in order to avoid substantial federal financial penalties that would be imposed on the University beginning in 2014?
3. Should we substantially reduce the premiums or co-pays for employees who either (a) have satisfactory biometrics, or (b) are making real progress in improving their biometric results through health improvement activities?
4. Should we offer, as an option, a network that consists only of providers who provide above-average quality of care at below average costs? Such a network might not be available in all locations.

Members then provided the following feedback:

- For question 1, what does substantial mean?
- Question 1 should offer more than two choices
- Question 1 talks about paying more, but how will this be done?
- Some of these options pit two groups against each other; the sick should not be penalized
- Risk in the pool should be divided
- Coverage should be equal
- For question 4, are the participants constrained to a small pool of options? Who gets in, sick or healthy employees?
- Question 4 depends on the role that the plan administrator plays
- Option in question 4 will not be available outside the Twin Cities so how can this differential be subsidized?
- What are the incentives in option 4?
- Who will choose who is accepted to option 4?
- A reduction in choices saves money
- Many benefits are being reviewed

Pam Enrici said that any further comments or questions can be sent to her.

## **7. OTHER BUSINESS**

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

Becky Hippert  
University Senate Office