



**Minutes of the Meeting
December 21, 2007**

Representatives Present:

Jade Bakke, David Bernstein, John Borchert, Will Craig, Susan Doerr, Frank Douma, Fred Dulles, Pam Enrici, Amber Fox, Wendy Friedmeyer, Ann Hagen, Mary Hoepfner, Barbara Jensen, Mary Jetter, Caitrin Mullan, David Nicolai, Steve Pearthree, Rand Rasmussen, William Roberts, Caroline Rosen, John See, Jill Trites, Sarah Waldemar Sheryl Weber-Paxton and Julie Westlund

Senators Present: Pam Stenhjem (chair), Mary Laeger-Hagemeister (vice chair), Kari Anderson, David Bernstein, Jaki Cottingham-Zierdt, Will Craig, Randy Croce, Susan Doerr, Frank Douma, Wendy Friedmeyer, Mary Hoepfner, Kirsten Jamsen, Barbara Jensen, Colleen O'Neill, Bill Roberts, Caroline Rosen, and Jill Trites

Alternates Present: Barbara Horvath, Kirsten Jamsen, Dale Swanson and Laura Weber

Representatives Absent: Kari Anderson, Neil Anderson, Richard Brown, Fred Dulles, Elaine Hansen, and David Loewi

Senators Absent: Stacy Doepner-Hove, Tina Falkner, Elaine Challacombe, Erin George, Gail Hockert, and Kendra Weber

Call to Order, Pam Stenhjem, chair

- Pam opened the meeting with a call to approve the agenda. The agenda was accepted by consensus.

- Pam then called for approval of the draft minutes for the November 16th meeting. The minutes were approved by consensus.
- Pam asked for introductions from all members and guests. After introductions were made she turned the meeting over to David Bernstein.

Libraries Representative: David Bernstein, chair, R&G Committee

Elaine Challecombe has resigned as the representative for the Libraries unit. Erin George, who was elected to serve as the CAPA alternate for Libraries in 2005, will assume Elaine's post as chair. David pointed out that this allowable according to the bylaws, without a vote being required. The Library may hold a midterm election for an alternate. David noted that should a representative need an alternate to attend a CAPA meeting and there is no elected alternate available to attend the meeting in his stead, the representative may then solicit any P&A from their unit to attend in his place.

CAPA Committee Reports

Executive Committee Report: Pam Stenhjem, chair

President Bruininks and Vice President Carrier attended the December 10th CAPA Executive meeting. The committee had given some consideration to what the focus of discussion would be and decided that they would like to invite President Bruininks to meet with them on a more regular basis and to develop an ongoing dialog. The President said he would be happy to resume meeting with the Executive committee on a more regular basis and that up until recently he had met with the committee two to three times a year. Vice President Carrier said she would be available to meet with the committee on a more regular basis as well.

The committee discussed the P&A Employee survey. President Bruininks was excited and impressed by the 40% response rate to the survey. He asked Vice President Carrier to work with Richard Howard, director, Institutional Research, to have his department conduct the survey on a bi-annual basis. Vice President Carrier commented that she did not believe any of the other CIC institutions were involved in conducting surveys focused on professional staff. She thought the data generated by the survey could be very helpful

Pam submitted an application for a \$5,000 seed grant and expects to hear about the results in early January.

Budget Report: Mary Laeger-Hagemeister, vice chair

Mary recognized Will Craig for managing the Senate forum funds effectively and thereby allowing the R&G Committee to contribute \$200 toward the spring event fund. Mary added line items to the spreadsheet for spring events held by each of the coordinate campuses.

Benefits and Compensation, Bill Roberts, chair

- Bill said he did not have the additional salary information on P&A salaries that he was hoping to discuss. He plans to discuss the data at the January meeting.
- Nan Wilhelmson, director, HR Policy and Academic Employment, told Bill she started a handbook for P&A employees about two years ago and it is currently in an outline format. B&C will review the outline and continue development of the handbook. They will begin by evaluating the OHR P&A policies for consistency with Regents' policies.
- Approximately 40,000 University employees recently took advantage of an opportunity to increase their life insurance coverage without an additional application process.
- An additional personal day has been offered to P&A, but it must be taken during the semester break.

Representation and Governance: David Bernstein, chair

- David raised the point that faculty handbooks are created at the unit level and this is something for CAPA to consider. Some of the handbooks are available to view on line; the School of Music Faculty Handbook is one example.
- While Elaine Challemombe has resigned as representative to Libraries she will continue her Senate service to CAPA.
- The R&G committee is beginning to prepare for annual elections. Stacy is reviewing the governing documents. A draft of the updated documents will be reviewed by CAPA at the March meeting.
- Thanks to Will's diligence in keeping the cost of the fall forum low, there should be enough funds available to hold a spring

- forum. The committee is considering holding the forum on unit level governance.
- There are 23 CAPA representatives and alternates whose terms will expire in June of 2008. David asked that those people to either begin thinking about running for a second term or to identify someone who is interested in running for the open post. David said he would put some thought into the problem of needing to resume staggered Senate terms.

Communications, John Borchert, chair

- John said the CAPA November News and Brief articles did not go out due to a lack of content. The committee is asking for assistance with identifying news content; please contact Susan Doerr with your ideas.
- John updated the roster on the CAPA web site, posted the fall forum information, and the PD&R survey.
- December was the last of the old style new employee orientations (NEO); the format will change in January. CAPA will attend a practice session of the new NEO, being organized by Stacy Doepner-Hove.

Professional Development and Recognition: Amber Fox, chair

- Caitrin Mullan has developed a survey for P&A professional development that will look at current funding availability and identify P&A required training at the unit level. She asked representatives to send an email to their constituents encouraging them to participate in the survey. There have been 141 responses thus far.
- The date of the spring event has been set for Tuesday May 20, 2008. It is to be held at the Mondale Law School, which means there will be no cost for renting the space. The committee has begun planning of the event format and content. They are working to answer such questions as, should there be a keynote address, and if so on what topic? Amber asked CAPA to provide feedback and ideas about the event. She stressed this input would enhance the quality of the event.

CEHD-CPAC Survey Results, Jill Trites

Using a power point presentation, Jill discussed information from a survey conducted by the College of Education and Human Development's (CEHD), College Professional and Administrative Council (CPAC) in the spring of 2007.

Jill said the announcement of the wave-one college merger had caused concern on the part of the P&As in the affected colleges. The primary concern was what the impact the transition would have on P&As. Unit level governance had traditionally been strong across many of the wave-one colleges. The merger prompted those unit level groups to form a consolidated or council (CPAC) in order to more effectively support P&As through the merger.

As of July 2006, the new CEHD became home to the following schools and programs:

- Curriculum and Instruction
- Education Policy and Administration
- Education Psychology
- Institute of Child Development
- School of Kinesiology
- Work and Human Resource Education
- Family Social Sciences and School of Social Work
- Post-secondary Teaching and Learning

The P&A Council wanted to understand the landscape in the new college and gather base line data on P&A. To accomplish this, they developed a survey that would collect the following information:

- Type of Work Being Done
- Types of Contracts
- Types of Units
- Workload and Work "Sense"
- Experiences with the CE+HD transition
- Supports Needed from CE+HD
- Supports Needed from CPAC

Jill then reviewed data on the survey respondents:

Survey response rate 57% (N=182)

Annual Renewable Contracts 89%

Former College Affiliation

- 62% CEHD
- 15% CHE
- 14% GC

Appointment Type

- 54% Academic
- 34% Administrative
- 12% Other

Primary Affiliation

- 46% Academic Department
- 25% Research Center
- 10% Administrative Support Function
- 8% Student Support Services

Jill then discussed survey results about P&A feelings toward their work. The data provided in the data of the chart below is taken from the power point:

Measures	DISAGREE		NEUTRAL		AGREE	
	%	N	%	N	%	N
My Work Is Manageable	25	45	13	23	63	113
My Work Expectation Are Clearly Defined	23	57	15	27	61	111
I Am Able To Negotiate Deadlines When Needed	6	*	16	28	79	142
I Am Compensated Fairly For the Responsibilities I Have	39	70	18	33	42	77
The Future of My Employment In the College Is Secure	45	83	27	48	28	45
I Am Satisfied With the Terms of My Contract	28	52	28	51	42	77
I Feel Respected By My College Colleagues	13	17	23	42	63	113
I Feel Respected By My Unit/Department Colleagues	10	10	11	20	79	144

Jill went on to say that former General College and College of Human Ecology staff as compared to the College of Education and Human Development staff, were slightly more likely to state the following:

- They are adequately compensated
- Their workloads are manageable
- Contract terms are not satisfactory
- Their work expectations lack clarity
- They feel less respect from college colleagues than unit colleagues

Jill then discussed data about staff experience with the transition. The data reflected that 75% of staff feels positive about new opportunities, while 59% is feeling as successful or more successful now than in their previous post.

Jill said CPAC wanted to find out what kinds of additional support were needed by P&A staff. The survey captured the following data:

Support Requested from CEHD

- | | |
|-----------------------|-----|
| ▪ Research | 53% |
| ▪ Publication/Writing | 40% |
| ▪ Instruction | 39% |

Support Requested from CAPA

- | | |
|-----------------|-----|
| ▪ Networking | 73% |
| ▪ Mentoring | 41% |
| ▪ Social Events | 37% |

In conclusion, Jill said that it appears P&A staff generally enjoy their jobs and feel a sense of satisfaction from the work that they do. Important differences were identified between P&A staff perceptions of the transition, depending upon former college affiliation. The survey consistently revealed that P&A staff do not feel well compensated nor do they have a sense of job security. Jill noted that issues of culture were said to be important to a majority of people, many of whom reported working in an environment of classism. Staff further expressed that these kinds of work environments diminish respect and the value of the staff contributions. Jill said the Council would run the survey again in April 2008.

- David Bernstein said he wonders whether the statement “my workload is manageable,” effectively gets at the issue of workload?
- Pam commented she would encourage CEHD to present this to President Bruininks and Vice President Carol Carrier. She said the governance council of the Institute On Community Integration has discussed disparity of compensation within that unit, noting in some cases it is as great as 15% for the same job title. The Institute On Community Integration is going to collect data on this issue.

Mission Statement, Pam Stenhjem

CAPA briefly discussed the draft mission statement and then voted to adopt the statement as follows:

To ensure the highest quality of work life for P&A employees at the University of Minnesota through advocacy and proactive engagement with University initiatives and governance in order to further the University's mission of teaching, research, and service.

Succession Discussion, Pam Stenhjem

Pam said she wanted CAPA to discuss succession planning. Particularly because of the resignations of several representatives this year, she has been concerned about maintaining a high level of CAPA representation during the coming year. She said this along with the challenges of electing CAPA officers is the reason she wants to engage in discussion about succession.

Pam went on to say that heavy workloads have been the primary reason for the resignations that have happened this year. People have also told her about health issues they are dealing with, as a result of being “stretched too thin.”

David Bernstein said that he goes back and forth on the question of succession planning. Traditionally there has not been any planning; rather the method is to just let people step up during elections. He said this method is the most democratic. David said that more recently there have been reasons to be concerned that without some sort of planning the officer positions may not be filled. He said normally this doesn't come up until the spring, when its time to vote. However, because of the

concerns generated by resignations and reports of heavy workloads, the executive committee has already begun discussion of the spring elections.

David went on to say that the chair gives up representative status upon being elected to serve as chair. Mary was elected as vice chair 3 months before her term as representative expired. Mary said that as a newly elected vice chair, it is very challenging to get the current year's budget pulled together while planning for the next fiscal year. She has raised the idea that the Executive committee would put together a preliminary budget for the officers elect and then work with them to get it in place.

Pam said it has come to her attention that the chair of the Faculty Consultative Committee (FCC) receives a significantly higher stipend to carry out his work as well as time release from his regular job duties. She finds that the workload of the CAPA chair position great enough that it cannot be done without some significant release from her regular job duties. She added that the \$10,000 stipend does not adequately assist with this need. She is concerned about the job being so great for future chairs that they will be unable to remain in the post, or CAPA will begin having trouble finding people who are willing to do the job. She reminded CAPA that she had stepped up to run for the post due to a lack of other candidates.

David commented the issue of chair compensation directly relates to the overall issue of P&A workload. During the executive committee's meeting with Vice President Carrier she had asked whether P&A are doing more work than they were 5 years ago? David said she seemed surprised to hear committee members say that this is absolutely the case. He added that in P&A job evaluations, service work on CAPA or other governing bodies, tends to reflect poorly on employee performance rather than being an asset. Pam Enrici interjected that on the Duluth campus service work is a positive part of P&A evaluations.

Caitlin said this is her first year serving on the Professional Development and Recognition (PDR) committee. When Ingrid resigned as the committee chair, members considered the idea of having two co-chairs. She said working with two co-chairs would provide more opportunity for sharing the workload and for experienced members to mentor newer members.

Randy Croce expressed his concern that P&A are increasingly unable to take time from their jobs for service. He suggested that the time is right to put something forward in the University Senate that would make the gain of P&A representation truly meaningful.

Rand Rasmussen commented that in Crookston P&A are supported by the Chancellor and they meet with him once a month to mutually share information.

Will Craig suggested documenting the actual time officers spend on CAPA service. This would help representatives be better prepared to evaluate their ability to serve. He then expressed concern that he has often seen the past chair leave CAPA at the end of her term.

Pam stated that the Engaging the U study recommends a volunteer committee of P&A be formed to evaluate P&A engagement at the University. She sees this as a disconnect on the part of administration. She said it seems clear there is a lack of understanding both about the amount of service P&A are currently engaged in, and the barriers facing P&A to maintain or increase the current level of engagement. She agrees that the idea to document service time is a good one and points out that all people serving on CAPA work hard. She said she agrees with Randy's comments and believes it is time to craft a resolution on the issue of service.

David offered to meet with anyone interested in the R&G chair post to discuss his methods for managing the work. He added that strategies for managing the work of this, and other officer positions, would need to be tailored to fit with each person's job.

Sarah Waldemar suggested forming an ad hoc committee to address the issue of strategic planning. She and Rand Rasmussen volunteered to work on this. They will discuss expanding the description of officer roles and responsibilities to include a time assessment of each post.

Frank Douma offered that in another organization he belongs to the term of service for the chair is 3 years. That obligation includes serving as chair elect, chair, and past chair. This is obviously a much bigger obligation than the current one for CAPA chair, but it allows time for

the individual to put together Executive committee before her duties as chair begin. Frank added that he supports the idea of a resolution to address these issues.

Pam said the executive committee would work on crafting a resolution. They will also look at necessary by law changes, in order to allow for the possibility of co-chairs.

Good of the Order-

John Borchert asked each representative to identify one person from his or her unit who would be interested volunteering to be profiled for a CAPA news article. Representatives are asked to send this information to Susan Doerr.

Sara Balick
University Senate