



**Minutes of the Meeting**  
**April 18, 2008**  
**325 Education Sciences**

**Representatives Present:**

Neil Anderson, David Bernstein, John Borchert, Richard Brown, Susan Doerr, Frank Douma, Fred Dulles, Pam Enrici, Amber Fox, Erin George, Ann Hagen, Mary Hoepfner, Barbara Jensen, Cathy Konat, Caitrin Mullen, David Nicolai, Steve Pearthree, Rand Rasmussen, Bill Roberts, Caroline Rosen, John See, William Sheryl Weber-Paxton, and Julie Westlund

**Senators Present:** Pam Stenhjem (chair), Mary Laeger-Hagemeister (vice chair), David Bernstein, Elaine Challembe, Randy Croce, Stacy Doepner-Hove, Susan Doerr, Frank Douma, Erin George, Gail Hockert, Mary Hoepfner, Barbara Jensen, Bill Roberts, Caroline Rosen, and Jill Trites,

**Alternates Present:** Katherine Gonier-Klopfleisch, Gail Hockert, Kirsten Jamsen, Dale Swanson, and Jill Trites

**Representatives Absent:** Kari Anderson, Jade Bakke, Will Craig, Fred Dulles, Wendy Friedmeyer, Elaine Hansen, David Loewi, Sarah Waldemar,

**Senators Absent:** Kari Anderson, Jaki Cottingham-Zierdt, Will Craig, Tina Falkner, Wendy Friedmeyer, Kirsten Jamsen, Colleen O'Neill, Kendra Weber

Pam began the meeting by calling for representatives, alternates, and guests to introduce themselves.

- The agenda was approved
- The minutes of the March meeting were approved.

**CAPA Committee Reports**

**Executive Committee Chair's Report: Pam Stenhjem**

- The Board of Regents passed a new copyright policy in the fall of 2007. A subcommittee, headed Provost Sullivan, was established to review the policy and develop an implementation plan. Pam said that because many CAPA representatives felt strongly that there was a need for the policy to be reviewed on behalf of P&A, a subcommittee has been established to work collaboratively with



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Provost Sullivan and his subcommittee. The members of the P&A subcommittee are listed below.

- Neil D. Anderson
  - Phillip Barry
  - Susan R. Gainen
  - Amy Garrett Dikkers
  - Mary Rumsey
- The Senate Consultative Committee met on April 17th. A presentation was provided on the new Enterprise Financial System, which will go live on July 1, 2008. The new system will have broad implications and anyone working in a unit that has not yet provided a plan for implementing the new system should inquire with their supervisor about the impending changes.

**Budget Report, Mary Laeger-Hagemeister, vice chair**

Jill Trites reported that each year there is \$800 allocated for travel to the Committee on Institutional Cooperation Association of Professional Staff Councils (CIC-APSC) conference. Jill purchased a plane ticket to attend the conference, which is normally held in the fall. The conference was postponed indefinitely but Jill is not able to be reimbursed for plane ticket. The cost of the ticket was \$141.80. This leaves \$658.20 from the conference allocation that can now be used to help address any shortfalls in the CAPA budget. Mary Laeger-Hagemeister said she had no other budget related news to report.

**Benefits and Compensation Committee, Bill Roberts, chair**

- A request has been submitted to the Compensation Department, OHR, for FY08 P&A salary data. Bill hopes to discuss the data at the next B&C meeting.
- Nan Wilhelmson, director, Policy Development, OHR, told the committee that Presidents' Executive council is scheduled to address the P&A vacation proposal at its May meeting. She is not optimistic about the outcome of the proposal.
- On May 7, 2008, there will be no deductions made from employee paychecks for Health or Dental insurance premiums, as the result of an additional pay period.
- There are 27 pay periods in FY10, but this is not expected to impact the division of compensation or benefit premiums.

**Professional Development and Recognition Committee, Amber Fox, chair**

The committee has been engaged in a thoughtful discussion about the spring event. There is concern that there is not enough time for effective marketing of the event,



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which may result in a poor turnout. Because of this and other logistical issues, the group has decided to postpone the spring event. Amber apologized for any disappointment caused by the decision. The breakout sessions that were being planned for the event may be incorporated into the fall CAPA retreat. Pam Stenhjem added that many people have registered their support of the decision and she believes this is the most responsible choice given the constraints of time and resources.

- Larry Storey has received 17 nominations for the outstanding P&A unit award. Amber noted this is an unprecedented response to the award. She said the committee would need the time and resources that have been freed up by the postponement of the spring event, in order to give proper attention to the large number of unit award nominations.

**Communication Committee, John Borchert, chair**

- John reported that the CAPA New Employee Orientation presentation schedule is set for the remainder of the academic year.
- The CAPA newsletter publication date has been moved to end of April to include coverage of the proposed P&A Health Care Savings Plan (HCSP).
- The next U Brief article will be on the P&A HCSP.
- John said the maintenance of the CAPA web site would be moved to the Senate Office once the formatting can be revised for greater accessibility. The current format is in PHP, which is not as well known as HTML or Dreamweaver. He said this transfer of duties would provide the Communications team more time to focus on the newsletter, the Brief, and other opportunities to reach out to the constituency.

**Elections, Representation and Governance Committee, David Bernstein, chair**

David extended his thanks to Sarah Waldemar and Stacy Doepner-Hove for forming a nominating committee, which was quite successful. It was noted there were 27 voting members present. David then turned the running of the elections over to John See.

John See announced the nominations for each of the below positions and called for additional nominations:

- CAPA Chair: Pam Stenhjem has been nominated to serve as CAPA chair. John called, three times, for any additional nominations. No additional nominations were introduced.
- CAPA Vice-Chair: Will Craig has been nominated to serve as CAPA vice chair. John called, three times, for any additional nominations. No additional nominations were introduced.



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- Benefits and Compensation Committee Chair: Bill Roberts has been nominated for Benefits and Compensation Committee chair. John called, three times, for any additional nominations. No additional nominations were introduced.
- Professional Development & Recognition Committee Chair: Amber Fox has been nominated for Professional Development & Recognition Committee chair. John called, three times, for any additional nominations. No additional nominations were introduced.
- Communications Committee Chair: Susan Doerr & Julie Westlund have been nominated for Communications Committee co-chairs. John called, three times, for any additional nominations. No additional nominations were introduced.
- Representation and Governance Committee Chair: David Bernstein has been nominated for Representation and Governance Committee chair. John called, three times, for any additional nominations. No additional nominations were introduced.

With no contested positions, John called for the election of all nominees by acclaim. The above nominees were elected to serve as CAPA officers for the 2008-2009 academic year. John then turned to the election of CAPA senators. The process is recorded below:

Senators:

- One-Year term: Tom Mahoney has been nominated to serve the single open one-year senate term. John called, three times, for any additional nominations. No additional nominations were introduced.
- Two-year term: Amber Fox Tom Mahoney has been nominated to serve the single open two-year senate term. John called, three times, for any additional nominations. No additional nominations were introduced.
- Three –year terms: There are eight open three-year senate terms. John announces the following people have been nominated to serve:
  1. Pam Enrici
  2. Steve Pearthree
  3. Adam Prybelski
  4. Bill Roberts
  5. Dale Swanson
  6. Caitrin Mullan

John then called for two nominations to fill the two remaining open seats for three-year senate terms. Neil Anderson and John Borchert were nominated for the two remaining posts. With no contested positions, John



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See called for the election of all senate nominees by acclaim. The above nominees were elected to serve as CAPA senators for the terms noted.

**Classification and Compensation Workgroup: Mary Luther, Director, Compensation, Jackie Singer, Director, Retirement Benefits, and Nan Wilhelmson, Director, Policy Development.**

Nan Wilhelmson said that she and her colleagues were attending the meeting to answer any questions arising from the Classification and Compensation presentation made at the March CAPA meeting. A question and answer session then followed. The salient points of that discussion are found below.

- Pam Enrici inquired how a potential merger of the two employee groups might work in practical terms, and provided an example from her unit.  
Mary Luther responded, saying the workgroup has proposed that people doing very nearly the same work would need to be in the same classification.  
Jackie Singer said that from a benefits standpoint, a Civil Service employee who moves into the Professional Administrative class would of course qualify for the P&A benefit package and they would be allowed to continue with Minnesota State Retirement Systems (MSRS).
- Pam Stenhjem said one of her colleague's asked how the education specialist job family might be affected by changes to the employee classification system? She is concerned that a job family, which is functioning well, would have to change to fit into a redesigned employee system.  
Stacy Doepner-Hove said that changes to the existing system would be designed to support the work that people do rather than to ask that peoples jobs be designed to fit into a specific job title or family.  
Pam asked whether jobs that currently exist in the P&A and Civil Service classes might be put into the same job family?  
Stacy responded that this would definitely be the case. Job families exist as an umbrella organizing structure and job series then belong to a job family.  
Randy Croce noted that there currently are people who, because they don't want to give up the benefits of their current job classification, are unable to progress into the next job position. In this regard, the current system is creating barriers to career advancement within the University. He added that restructuring the system with job families as the organizing structure, rather than employee classifications, would facilitate career advancement within the institution.



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- Jill Trites asked whether this is an attempt to combine Civil Service and Professional and Academic Administrators into one non-distinct job class?
- Mary Luther responded that within the committee's original charge they did not look at combining the job classes. However, as the committee considered the inability of people to progress in their careers the idea of combining the two classifications was put on the table, as a possible means to solving that problem. Jackie Singer added that in the next three years the other recommendations made by the workgroup would be implemented. Then, at that point, there would be an evaluation of the restructured system and whether there remained a need to consider a merger of the two classifications.
- Jill then opined that were the University to merge the two groups, it would need to be willing to take the best from both classifications, in order to reasonably expect to recruit and retain the best and the brightest academic staff.
- Jackie responded by saying the University could not afford to offer the best of everything to both groups nor would it offer the worst of each. Specifically, she added, the P&A retirement plan is not something that could be offered to an additional three to four thousand employees because it is simply too expensive.
- David Bernstein raised the point that P&A wear a lot of hats and is concerned this is not going to fit into the changes being proposed by OHR.
- Mary Luther said she agrees and the workgroup realizes the nature of P&A positions. They analyzed 186 jobs and were able to match each of them to a job family.
- Jackie Singer said there is no intent to write job descriptions that include all the duties and skills of a particular job.
- Mary added that the employment structures are intended to fit the work and purpose of the University rather than the inverse.
- In response to a question about next steps, Mary Luther said that after meeting with the Civil Service Committee next week the team would again meet with Vice President Carrier to determine next steps.
- Susan Doer asked the team how much time they think managers would need to spend to helping create the job classes.
- Mary Luther responded by saying that other institutions such as Berkley, Michigan, Indiana, and Penn State have already taken a similar path to the one Minnesota is looking at. The proposal would be used to meet with stakeholders and assess the fit of job families within their units. People would then be asked to



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write a description of their jobs. The biggest piece, as it relates to managers, would be in getting the job descriptions written.

- Mary said there would be an open comment period after the April 10th HRPROS meeting. Earlier in the process an informational forum format was used and it was very effective. She said they would consider using the same format to gather feedback on the recommendations.
- Richard Brown said he was reading about the reasons the Academic Professionals and Administrators employee class was created and found that a primary reason was to get away from some of the rigidity within the structure of the Civil Service job classification. He opined that the idea of compensation being tied to employee classification does not seem to make a lot of sense.
- Mary Luther said that the way that the Civil Service rules are written does need not apply to the restructuring of P&A job series. The tailoring of jobs to P&A employees has been effective and the University would want to continue with the practice. However, she said there are inequities in compensation that need to be rectified and the current system for increasing a pay rate is very cumbersome.
- Stacy commented that structure could be added to the system without it becoming excessively rigid.
- Mary reiterated that to capture the detail and expertise in a job description, the plan is for managers and employees to provide the information for the descriptions.
- David Bernstein stated that the question of equity is largely affected by the wealth of a particular discipline or department.
- Jackie Singer noted that this issue is identified in the report. There is awareness that the classification and compensation project is not going to function as a remedy for departmental financial inequities, and that issue would need to be addressed in a different context.
- Bill Roberts said inequities occur at the point of policy implementation and in order to address this area, there needs to be improved communication between central unit level human resource departments.
- Mary Luther responded by saying many of the decisions about the P&A positions are currently made at the unit level. An effort is being made to be more consistent, while still providing room for units to conduct business effectively. The proposal asks that any exceptions to the accepted policies and structure would need to be justified by a legitimate need.



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- Frank Douma added that this is part of the reason for recommending training and credentialing, so that everyone knows the standards and the way the system is designed to work.
- Mary agreed that this would require more effective collaboration between Central Human Resources and unit level Human Resources.
- Pam Stenhjem asked that CAPA representatives send the link for the report to their constituents and keep them in the loop about the process.
- Pam Enrici asked whether the team would you consider presenting the discussion and report on the coordinate campuses?
- Stacy Doepneer-Hove said she thinks this could be coordinated.
- Jaki Cottingham-Zierdt asked that CAPA remember to consider P&A Senate representation if this does reach the level of combining the two employee classes. Representation is currently tied to employee class and it is important to be sure that P&A have fair representation.
- In closing Jackie Singer urged people to focus as much on the implementation of the recommendations as on a potential merger. She emphasized that it would not be a merger in any traditional sense but rather the creation of something new.

**Health Care Savings Plan, Pam Stenhjem, chair, Jackie Singer, Director, Retirement Benefits**

Pam Stenhjem said that the Civil Service Committee has agreed to a health care savings plan. The faculty are planning to discuss a HCSP at the May 1 Senate meeting. A survey for faculty and P&A is currently on the Human Resources web site. Jackie Singer reported that approximately 80 people have taken the survey and of those about 75% of them are P&A employees. The federal government allows each employee group to make its own determination as to the adoption of an HCSP. Jackie said that OHR is asking each employee group to vote on the adoption of an HCSP, on behalf of their constituency. When asked, Jackie noted that OHR does have the authority to make the decision on behalf of all of the employee groups but they would prefer the governing groups to make the decision and OHR will abide by this. David Bernstein said that it behooves CAPA to solicit as much response from the constituency as possible, so that the recommendation is as representative as possible. He recommended that the committee discuss a communication strategy.



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Mary Hoepner observed that while an HCSP is quite beneficial from a tax perspective, there might be people who are counting on the money; say from a vacation payout, to cover other expenses at retirement.

Jackie said this is the number one concern of people in the Civil Service group who did not support adopting a HCSP. There are different means of funding an HCSP and the group is not locked into the initial plan. She explained that if, for instance, P&A employees chose a .05% contribution to come from new money and down the road there was strong support to change the source so the money would come from retirement contributions, this is allowable by the Federal tax laws.

Frank asked whether OHR would accept some groups adopting the HCSP while others decline. Jackie said they would. She clarified that if there is a difference in the source money, for instance if faculty is using FRP money and P&A want to use new money, they would have to verify whether the laws allow for the plans to be structured differently. Monthly statements would be provided by MSRS and they would look much like a mutual fund statement.

Pam said she would craft a statement with the help of the Executive Committee. She would ask representatives to distribute it to their constituents. The statement will encourage everyone to take the survey, which does ask about preferences regarding the funding source for an HCSP. The survey result data will be the primary determining factor in how CAPA votes on this issue, along with other input they may receive from constituents. There will be an update and further discussion on the HCSP at the May CAPA meeting.

Hearing no further business, Pam Stenhjem adjourned the meeting.

Sara Balick  
University Senate