



CAPA MEETING
September 19, 2008

Present: Pam Stenhjem, chair, Neil Anderson, David Bernstein, William Craig, Christine DeZelar-Tiedman, Susan Doerr, Frank Douma, Fang Du, Pamela Enrici, Sally Euson, Amber Fox, Ann Hagen, Kirsten Jamsen, Jessica Kuecker Grotjohn, David Nicolai, Steven Pearthree, Rand Rasmussen, William Roberts, Caroline Rosen, Laura Seifert, Larry Storey, Andrew Swain, Travis Trautman, Sarah Waldemar, Sheryl Weber-Paxton, Laura Weber, Julie Westlund

Alternate Reps: Changbin Chen, Stephen Hearn, Dawn Hoover, Mary Jetter, Michelle Koker, Tom Mahoney, Rebecca Moss, Kimberly Simon, Dale Swanson, Nathan Tesch, Leslie Zenk, Jodie Double

Absent: Richard Brown, Laurene Christensen, Wendy Friedmeyer, Cynthia Hagley, Kelly Hall, Cathryn Konat, Caitrin Mullan, John See

Guests: President Robert Bruininks, Mary Luther, director in Human Resources

WELCOME AND INTRODUCTIONS

The meeting was call to order at 9:08 and introductions were made.

APPROVAL OF MINUTES

Approval of June minutes by consensus.

APPROVAL OF AGENDA

Approval of September 2008 CAPA meeting agenda by consensus. One item moved to allow for committees to meet and then leave at noon without returning to the meeting room.

COMMITTEE REPORTS

Executive Committee: Chair Stenhjem relayed that the Executive Committee would like to have more transparency with the general CAPA Committee by sharing Executive meeting topics and discussion with the rest of CAPA in hopes that it will help members understand how the Executive Committee comes to the decisions it makes. The Chair gave an invitation for CAPA members to attend an Executive meeting but asks that people express interest prior to showing up for space planning purposes. The Executive Committee meeting schedule will be sent out to members via email.

Chair Stenhjem recently met with Arlene Carney, vice provost for Academic Affairs regarding the possibility of identifying an advocate for P&As. The Executive Committee believes it would be highly beneficial to all P&As to have a “go to” person. Pam indicated that vice provost Carney was supportive and it was a positive step. Chair Stenhjem will keep the group updated and encouraged suggestions from the committee on related topics.

Other initiatives include:

- A possible P&A development training event similar to the yearly three day faculty training.
- The new P&A Women’s Council will have an introduction kick off on October 2nd to encourage women to join the council and be a part of the decision making process and working towards equity on campus for P&A women.
- The committee would like to establish an award for P&A women and provide leadership training for all P&As.

Budget Report: Vice Chair William Craig disclosed a \$30,000 budget for the 2008 – 2009 fiscal year. There is a \$10,000 deduction right off the top for the time consuming position of Chairperson as well as a \$1,100 oversight from last year’s budget that should have paid for the Unit Award. The money was available to pay for the award in last year’s budget but it was not spent in a timely matter and was lost due to the no carry forward practice. Therefore, the award will be paid from this year’s budget. The \$18,900 remaining will be used for meeting and travel expenses, CAPA administrative needs and possible committee initiatives to be determined in the future. Also, due to the current economic climate and an early fall deadline for budget increase requests, CAPA does not expect an increase in the budget through the 2010 fiscal year.

Benefits and Compensation: Chair Bill Roberts of the Benefits & Compensation Committee alerted members about of the Health Savings Plan contributions which may begin on July 1, 2009. The Health Plan increase has been coming for some time but it was requested that the increase in payroll deductions wait until the next salary increase has been implemented, thus easing financial adjustment for individuals. The next Employee Benefits Newsletter will highlight the increases to dental & health care costs. Health Partners increase of an approximate 26% overall for the coming year has given Medica a financially competitive edge.

Other Business: Bill Roberts commented on the recent decline in CAPA representatives and is interested in investigating the exodus. He feels that finding the reasons to the noticeable movement could help CAPA become a stronger committee that is more aware of the challenges members face and find solutions for possible common obstacles in order to retain solid membership. He will keep the committee apprised of his efforts.

Representation & Governance chair, David Bernstein, echoed concerns surrounding the resignations in CAPA and the Senate. The School of Public Health and Carlson both need elections for reps fairly soon as they don't have representation.

Professional Development and Recognition: Amber Fox, chair, Professional Development & Recognition Committee, informed members that P D & R will be meeting later in the day to talk about what direction the committee will focus on throughout the year that will be the most beneficial to CAPA members as a whole. She said the October Retreat offered great ideas on how to assist other committees in achieving goals. Amber invited members to attend the meeting and also welcomed members to point out people in the CAPA community to highlight regarding their positions & accomplishments.

Communication: Julie Westlund, Communications Committee co-chair, Duluth, is focusing on improving the website, emailing monthly newsletter, writing recaps of meetings to pass on to constituents, and drafting articles for the U of MN brief.

The CAPA Executive Committee is currently working with the University Senate Office to rebuild the CAPA website. Susan Doerr recently met with Vickie Courtney, Jessica Meyer and Mitchell Mays to discuss the design, layout and content of the site. The website will be monitored and managed by the Senate Office but the content will come from CAPA.

SPENDING REQUEST FORM

Co-Chair Will Craig discussed the Spending Request Form and the necessity of filling the form out completely. He acknowledges that many if not most who use the form will do so for travel reimbursement but emphasizes the need for pre-approval on any items for those wishing to be reimbursed. Chair Stenhjem concurs with the need for quality control when spending the budget. Members have 15 days to turn in your expenses or you will NOT be reimbursed.

COMPENSATION AND CLASSIFICATION STUDY

Mary Luther from Human Resources spoke about an upcoming Compensation and Classification pilot study geared to discover and update the University's classification system. There are three members of CAPA that are on the committee to improve processes for classification & compensation for P&A employees. Mary notes that in the process of preparing for the study, other Universities that have made similar changes and updates to their organization were consulted on how they handle this and came up with some good ideas. The project is to begin some time in late November/early December. The study was originally set to begin sooner but it was decided best to wait until after the EFS system had been implemented and the bugs worked out as the implementation of EFS has been a catalyst for re-classifying many people's positions. The initiative will cover Civil Service positions as well as P&As. One of the main reasons for the study is that many employees feel the current classifications are too broad and general and that there are many people in positions that do not fit their classification. One of the outcome goals of the study will be P&A classifications specific to that group & target markets for

those classifications. After the pilot is finished, an assessment of what went well, and what did not will be noted for future reference along with the findings of the study. The new system model is more classifications to better describe and cover job duties. There's been interest on management side to update classifications and job families. There will be unique positions that will need force fitting into a classification as the restructuring will not fit everyone. For those wearing many hats, there will be a class for those because there is a large group across campus who do wear many hats. An advisory committee may be formed once job families become engaged. Mary stated that the duration of the study was originally about three years but due to current budget restraints, it may take more than three years to classify all positions.

VISIT BY PRESIDENT BRUININKS

President Bruininks was presented with three questions from CAPA prior to attending our meeting on the topics of 1) **the state of the EFS system**, 2) **the upcoming state economic forecast** and 3) **the light rail central corridor**.

1) The President began to answer these questions with a brief history of how the EFS system came to be at the University. Several years ago it was agreed within the University's administration that many systems were in ill-repair and it was decided the updating the financial system was one of the higher priorities on the list. The initial attempt to update the system came by working with grants management which ended up complicating things. It was then decided to invite the private sector for help and the result was the use of EFS. Bruininks stated that he has found very similar issues that University employees are currently experiencing within any large entity seeking change. He has been told that many if not most of the problems will be fixed by January or February but he is anticipating a time somewhere closer to June. In the meantime, he cautions that we cannot afford to create more problems while finding solutions and that it will be forward thinking and focus on future outcomes that help drive current goals. Bruininks suggested inviting Mike Volna, Associate Vice President at the Controller's Office, to a future meeting for a more detailed discussion regarding the current system.

2) Next, the President addressed the economic forecast by recognizing that we are in a recession but points out that one key to any cities economy is a strong university and notes that the University of Minnesota has a creative impact on the Minnesota economy. The biennial request from the State focuses on 1) compensation for faculty and staff, 2) middle income scholarships and 3) research enhancements. Bruininks relayed that a financial forecast is due in November, which will include the Governor's budget recommendation with an updated forecast in February that should be more accurate and help determine the behavior of the legislature. Although administration continues to make the case for the University's needs and though keeping financial requests simple, Bruininks feels doubtful of an increase with the current budgetary issues at hand but thinks the University's requests are reasonable and feels that action should be taken if we do not get appropriate financing. This may mean job cuts, increased tuition, deferring investment, University budget cuts. He would like to see the University keep its talent and would like better strategies than were used during the last recession to get through this time. Bruininks stated that the University has support from some of the community

though not all. He impresses that we need to reduce costs and reallocate funds to cover some of the operational costs, from where we buy our books to conserving our resources. Some reductions will come in the form of attrition. Small changes in several areas can amount to large financial gains and we need to put a better message of how financially efficient the University is out to the public. Bruininks invites any thoughts and suggestions from the committee and feels that CAPA could be instrumental in demonstrating our efficiency to the community.

3) President Bruininks shared the first details regarding the light rail implementation of what is sure to be a long, expensive and uncertain outcome. He was not in favor of the Washington Avenue route for many logistical and financial reasons. The bridge is going to need reinforcements and there is an issue with electromagnetic fields that will be very close to campus labs containing expensive and sensitive equipment. Engineers from all over the world have been hired to help come up with the best solutions to the problems facing the new light rail line. The project budget will cost more than the preliminary budget due to the increase in planners and developers as well as the structural issues and conflicts of apparatus. Should there be no solution to ensuring the safety of the University's labs and equipment, the labs will then need to be moved which will be costly and moreover, the question is to where. Bruininks invited thoughts and ideas from the committee and suggested to invite Kathy O'Brien, University Services Vice President, to come in and talk about the master plan on all campuses.

President Bruininks closed with a brief discussion regarding the challenges the University campuses faces with respect to housing safety, quality and the safety of our neighborhoods. There are groups on all campuses working on these issues of campus neighborhoods and encourages any suggestions or feedback from the committee.

SENATE NOMINATIONS AND ELECTIONS

David Bernstein informed the committee that senator elections will be held during the October meeting. There are currently three positions open and he urged members to submit their nomination forms. He reminded the committee that the Senate meetings are generally an hour, five times a year, so it is not a large commitment. Everyone should have an electronic nomination form and urged all to turn them in for those who are not currently senators.

The meeting adjourned at 11:15 a.m. and sub-committees broke into groups.

Lisa Towry,
University Senate Office