

CAPA MEETING

Friday, January 16, 2009

9:00 ~ 12:00

Walter Library 101

PRESENT

Representatives: Neil Anderson, Richard Brown, William Craig, Christine DeZelar-Tiedman, Susan Doerr, Frank Douma, Fang Du, Sally Euson, Michael, Fridgen, Ann Hagen, Cynthia Hagley, Kelly Hall, Dawn Hoover, Kirsten Jamsen (in and out), Jessica Duecker Grotjohn, Caitrin Mullan, Steven Pearthree, Rand Rasmussen, William Roberts, Caroline Rosen, Laura Seifert, Larry Storey, Sarah Waldemar, Laura Weber, Sheryl Weber-Paxton, Julie Westlund

Senate Representatives: Elaine Challacombe

Non-Representatives: David Bernstein (chair of R&G committee), Pam Stenhjem Pam Stenhjem(CAPA chair)

Alternates: Penny Bader (for Laurene Christensen), Jodie Double, Stephen Hearn, Mary Jetter, Kelli Johnson (for Sue Larson), Mahjoub Labyad (for Pam Enrici), Karen Lilley (for Dave Nicolai), Rebecca Moss (for Kirsten Jamsen), Kimberly Simon, Leslie Zenk

ABSENT/REGRETS

Regrets: Laurene Christensen, Pam Enrici, Susan Larson, Dave Nicolai, Travis Trautman

Absent: Andrew Swain, Nathan Tesch

Guest: Jackie Singer, Office of Human Resources (OHR)

Chair Stenhjem called to meeting to order at 9:00 a.m. and began introductions.

Approval of Agenda & Minutes: The January meeting agenda was approved along with the December meeting minutes.

COMMITTEE REPORTS

Executive Chair Report: Chair Stenhjem reported that the P&A Women's Council has been established. Thus far, members consist of a group of women dedicated to the Council and its goals for equity and recognition at the University. The Council is currently reviewing pay equity between men and women at the University. For more information regarding the P&A Women's Council or to become involved, please visit the following website:

<http://www1.umn.edu/women/pa.html>

Budget ~ Will Craig: Mr. Craig reported progress is being made concerning EFS reports. He stated that he is able to see the itemized transaction details now and the budget is right about where he calculated it. As before, travel expenses have been the main deduction. He said there is still money to use for committee projects and encouraged members to take time to think about and discuss ways to spend funds that would be most beneficial to P&A employees.

Benefits & Compensation ~ Bill Roberts: Mr. Roberts said the Benefits and Compensation Committee met on Wednesday, January 14, 2009, to discuss concerns and goals for P&A employees this year. Among the concerns are the 27 pay periods dilemma of 2010 and the decision of funds possibly going from employee retirement funds into the Health Care Savings Plan. Roberts told members that Vice President Carol Carrier, Office of Human Resources (OHR), attended the January 12, 2009 CAPA Executive Committee meeting to talk about keeping the lines of communication open between OHR and CAPA so that the committee can, in turn, communicate necessary information to constituents. Members expressed a sense of being in the dark about decisions being made at the administrative level that may greatly affect P&A employees. Carrier acknowledged their concern and agreed that open communication is important, however she said that President Bruininks would prefer to wait on any public announcements until there is something concrete to announce. She said that releasing information without any solid content often causes undo stress and panic where there does not need to be. Roberts reminded members that each pay period costs the University \$58 million and if the decision was made to divide P&A compensation by 27 pay periods for 2010 and they do not receive any pay increase, there will be a 3.8% cut in their pay checks. The other possibility under consideration is closing the University for a two week unpaid furlough over the holidays. Roberts said that it's possible that both scenarios take place. Carrier said she understands the necessity to inform employees of any decisions affecting their lives as soon as possible and assured members that is the administrative plan to do so. Members expressed their desire to have a say in the decisions being made for P&A employees. Carrier noted the employee vote that was taken regarding the Health Care Savings Plan but Chair Stenhjem stated that the vote was taken prior to the current fiscal circumstances that the University is going to be facing and thinks the outcome would be different now. Stenhjem asked Carrier why there was no plan set in place by administration regarding the 27 pay periods when they knew it was going to need to be dealt with and Carrier stated that it was something that continued to be put on the back burner. Stenhjem wants it noted that CAPA is going to continue to push for a real solution to this problem so that P&A employees are not facing the same situation ten years from now. Though there is little solid information regarding the coming year that can be reported to constituents, Roberts thinks it would be a good idea to impress upon them to prepare themselves as best they can for some possible hard economic times.

Professional Development & Representation ~ Mary Jetter: Ms. Jetter will be meeting with Rosie Barry next week to discuss Professional Development Fair planning. She will have a more substantial report for members after her meeting.

Communications ~ Julie & Susan: Ms. Doerr announced that the CAPA Web site is now live. She gave a big "thanks" to Rebecca Moss and Travis Trautman for the gathering of much content

material. Ms. Moss showcased the highlights of the site to members, detailing the information and links available.

Representation & Governance ~ David Bernstein: Mr. Bernstein introduced and welcomed Michael Fridgen from Rochester who joined the meeting via polycom. Mr. Fridgen is replacing Jade Bakke who had to resign due to a recent promotion and increased workload. Bernstein stated that spring is a big time for Representation and Governance. In February, final changes will be made to governing documents. Voting to change bylaws and procedures occurs in March. Nominations for officers and senators will be during the March CAPA meeting. There will be a forum regarding unit level groups between the March and April CAPA meetings and Bernstein would like to present a final version of the succession plan at the April CAPA meeting. Elections for unit level groups occur in May and June. Bernstein informed members that part of the succession plan is for the chairs of subcommittees to ask their members to consider running for opening seats and ask that officers make themselves available to answer questions about their positions such as duties and time commitment for those who might be interested.

SUCCESSION PLANNING: Bernstein informed members that the succession planning subcommittee has been working on amendments to the language of the governance documents. The primary changes have to do with the duties and time commitment of the chair and co-chair seats. Bernstein said it is important to state the follow through commitments of the co-chair moving into the chair position as well as the chair staying in an ex-officio role after being chair to mentor the new chair for a year. This stated expectation will help ensure committee succession. The subcommittee is also working to differentiate CAPA members and voting members. Mr. Anderson defined all representatives, alternates and ex-officios (non-voting) as members. The question was raised as to whether CAPA should allow “lame duck” members, those in their last year of their term representing their units, to run for an officer position. Bernstein said that he thinks CAPA should consider allowing alternates and those who have shown a dedication to the committee and its efforts to run for open seats. It would expand the potential officer pool for the future and he sees several people that fit that description. Bylaw amendments will require a majority vote and Bernstein would like to see that take place within the next two meetings in order to have it effective this year.

Classification & Compensation ~ Randy Croce: Mr. Croce was unable to present his report due to illness. He did email it to Chair Stenhjem and she said she would email it out to members.

Health Care Savings Plan (HCSP) ~ Jackie Singer, Office of Human Resources (OHR): Ms. Singer began with a brief history surrounding the HCSP. She reminded members of the employee vote to participate in the HCSP. It was unanimous to participate in the HCSP and the largest response came from P&A employees. A key element of disagreement to the program among different University groups is the percentage of money that will be deducted from paychecks as well as the source of the University’s contribution. In the beginning of the initiative, the consideration was .5% to 1% but in more recent times, 2% has been suggested. More recent economic circumstances will play a role in the final decision of the HCSP implementation and Ms. Singer said that the University community will be informed as soon as any concrete decisions have been made.

FISCAL MONITORING

Ad-Hoc Report: The committee discussed creating some guiding principles to give focus to the group's goal of fiscal discovery and transparency. Stenhjem displayed CAPA's guiding principals on a projector as a potential blueprint to be used. Mr. Brown asked members to think about those principals and to let the committee know if they have suggestions, additions, resources or thoughts regarding the principles. He said he would send a link to the principles to members via email after the meeting. Bernstein relayed talk on campus about CAPA being the least protected group amidst a fiscal crisis and that P&As may be a target when it comes to budget reduction. He asked members to be an ear for the committee within their own units by tuning into what is happening within their own units. He said if members could try and create liaisons between their unit heads and CAPA, the shared knowledge could be advantageous for all involved.

The committee plans to meet again to refine their focal points and devise a plan of operation. They will plan to have a final draft to share with members by February's meeting. Any input by members would be appreciated.

OTHER BUSINESS

Mr. Craig stated that the new employee orientation went well and that he was surprised at the number of participants who attended.

Congratulations to Laurene Christensen who has welcomed her new baby girl into the world!

Chair Stenhjem adjourned the meeting at 11:30 a.m.

Lisa Towry
University Senate Office