

CAPA MEETING

Friday, June 19, 2009

9:00 ~ 11:30 a.m.

Walter 101

PRESENT

Representatives: Richard Brown, Brenda Carrier, Will Craig, Christine DeZelar-Tiedman, Ann Hagen, Dawn Hoover, Kirsten Jamsen, Susan Larson, David Nicolai, Steve Pearthree, Rand Rasmussen, Bill Roberts, Caroline Rosen, Larry Storey, Travis Trautman, Sarah Waldemar, Laura Weber, Julie Westlund

Senate Representatives: Elaine Challacombe

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

Alternates: Jodie Double, Stacey Grimes (for Frank Douma), Stephen Hearn, Michelle Koker, Scott Madill, Rebecca Moss, Kimberly Simon, Andrea Wilson (for Michael Fridgen)

ABSENT/REGRETS

Regrets: Neil Anderson, Laurene Christensen, Frank Douma, Michael Fridgen, Drew Swain

Absent: Susan Doerr, Fang Du, Pamela Enrici, Jaime Gearheart, Cynthia Hagley, Kelly Hall, Jessica Kuecker Grotjohn, Caitrin Mullan, Laura Seifert, Nathan Tesch, Sheryl Weber-Paxton

Chair Stenhjem called the meeting to order at 9:03 a.m. and introductions were made. The May 15, 2009 minutes were approved unanimously.

Chair's Report

Stenhjem referenced a letter that went out to the University community from President Robert Bruininks stating that the University workforce was to be reduced by up to 1,200 positions over the course of the year. She is concerned about what it may mean for P&A employees.

Stenhjem reported that there have only been approximately 400 responses to the Health Care Savings Plan survey, about half of the responses from last year's poll. She was hoping members could vote on whether or not to support the deductions from paychecks and retirement plans but would like more input from P&As. She said there has been some frustration with the survey for participants because the comment area only allows 50 characters and people are not able to express all of their thoughts on the matter. Therefore, she has created an email account allowing people to send their comments through email. She thinks getting full feedback will be more

helpful than the survey alone. Members agreed that the survey should remain available through the summer and a vote can be taken in the fall.

Budget ~ Will Craig: Mr. Craig announced that there was an approximate surplus of \$9,000, which would be returned to the Senate Office. He said a bulk of the spending went to this year's and last year's Outstanding Unit Awards. Last year's award had to be paid out of this year's budget due to a timing/budgeting oversight. He said encouraging coordinate campus members to be conservative when traveling for meetings via using University vehicles, ride sharing, etc saved money.

Benefits & Compensation ~ Bill Roberts: The B&C Committee met Wednesday, June 17th and discussed staff reductions. Mr. Roberts recited statistics by classification and said the numbers included those taking advantage of the Retirement Incentive Option. The committee discussed the Universities financial forecast and does not think the decrease in state funding will be as critical in the 2011-2012 biennium as it will in the 2012-2013 biennium. This is because many of the University's financial obligations will be delayed while looking for other solutions to the financial crisis and thus these costs will need to be paid for eventually. Roberts also noted that they anticipate health care costs to increase, including an increase in co-pays for doctors' visits and prescriptions as well as increased co-pays for more expensive medical testing such as MRIs. He thanked all the B&C Committee members for their hard work.

Communications ~ Travis Trautman: Mr. Trautman reported a quiet month for the Communications Committee. He told members to send him any materials they would like posted in the CAPA News.

Representation & Governance ~ David Bernstein: Mr. Bernstein reported that the R&G Committee had their last meeting of the year. While composing the annual report, he included items, particularly in the succession planning, that will need to be worked on in the future. He urged members to form unit level groups if they do not already have one. He said having people organized at the unit level strengthens P&As as a group. He is concerned that some P&A employees do not receive important information pertaining to them because their unit has no representative to keep them informed. He thanked all of the R&G Committee members for their hard work.

Bernstein said there were five units without representatives and he thinks they have "bottomed out" on the ability to fill those seats at this time. He encouraged members to continue to try to fill the positions.

The CAPA Annual Report ~ Chair Stenhjem: Stenhjem told members she distributed the CAPA annual report via email and that it is still in draft form. She said there would not be any significant changes to the current document but encouraged input on the report from members. Once finished, the document will go to central administration, the Board of Regents, and then onto the Faculty and Senate Consultative Committees. She said the document should be done by the end of June and will be distributed to members in its final form.

Executive Committee Job Descriptions:

Stenhjem told members the decision to create job descriptions for the Executive Committee was made in order to offer a clear picture of responsibilities and expectations for newcomers to the committee. She said the task became much more detailed than she initially expected and hopes the final product does not discourage people from wanting to join. She explained the contents of the descriptions include a detailed outline of how members spend their time in their committee positions. Stenhjem asked members for a vote to accept the document (in its draft form) as an official document of CAPA By-laws. Chair Elect Waldemar made a motion to accept the document the motion was seconded, voted on and passed. Stenhjem said the final draft of the document should be completed by the end of summer.

Changes to By-laws

Bernstein said eligibility requirements to run as a CAPA senator is being reviewed for By-laws changes. He gave a brief history of how current eligibility requirements were determined and said it is under consideration to relax the rules for those interested in senator positions. He said should the changes to the By-laws pass along with the succession plan, timing in the implementation of both will be an important element. He said he was still working on the language for the position of past chair and how that will work within the succession plan.

University Wide support of P&A Affairs ~ Ann Hagen, Kimberly Simon & Will Craig:

Craig updated members on the group's findings after looking at other big 10 universities' P&A groups and representatives. They found that the University of Wisconsin has a full-time P&A representative. He said that they would like to see that for this governance body and support of P&As at the University in the future. In the meantime, he said the University of Minnesota's P&A group is doing well in the area of support compared with other colleges. They looked at orientation, professional development, retention issues and award programs and Craig said that the University looks to receive more support in these areas than other universities. The group talked about things they could do for the betterment of P&As in the short term, such as increasing professional development, increased promotion of the P&A group on campus through event opportunities such as the Celebrate U day, and increasing eligibility for awards. Items they would like to see for the future include:

Creating a dedicated position in the Office of Faculty and Academic Affairs to work on behalf of P&A employees.

- An increase in multi-year contracts/continuous appointments for P&As
- Expansion of classification enrichment specific to all P&As
- An increase in P&A specific awards
- A 'cause for non-renewal' clause for P&A employees
- Increased retention of CAPA members

Craig said there was no final document to vote on thus far but the group would like feedback. Waldemar asked if the project to eliminate the waiting period for P&A retirement could go on this document because it seems to fit in with the other goals and Craig said yes.

Recognition

Stenhjem recognized the chairs of CAPA subcommittees with a certificate of service and an engraved desk clock. She made brief mention of changes to come for next year including their new support person, Becky Hippert, Senate Office. Subcommittee chairs offered certificates to their members for a job well done. The committee recognized the work of Chair Stenhjem by presenting her with an engraved glass plaque.

Having no further business, Chair Stenhjem adjourned the meeting at 10:41 a.m.

Lisa Towry
University Senate Office