



February 15, 2008

Representatives Present:

Neil Anderson, David Bernstein, John Borchert, Susan Doerr, Frank Douma, Pam Enrici, Amber Fox, Wendy Friedmeyer, Ann Hagen, Mary Hoepfner, Barbara Jensen, Cathy Konat, Caitrin Mullan, David Nicolai, Steve Pearthree, Rand Rasmussen, Bill Roberts, John See, Larry Storey, Jill Trites, Sheryl Weber-Paxton, and Julie Westlund

Senators Present:

Pam Stenhjem (chair), Mary Laeger-Hagemeister, David Bernstein, Randy Croce, Stacy Doepner-Hove, Susan Doerr, Frank Douma, Wendy Friedmeyer, Gail Hockert, Mary Hoepfner, Kirsten Jamsen, Barbara Jensen, Bill Roberts, Caroline Rosen, and Jill Trites

Alternates Present:

Chen Changben, Katherine Gonier-Klopfleisch, Linda Ellis (as an alternate for Libraries), David Hagen, Gail Hockert, Kirsten Jamsen, Ted Peck, Dale Swanson, and Nathan Tesch

Representatives Absent:

Kari Anderson, Jade Bakke, Richard Brown, Will Craig, Fred Dulles, Erin George, Elaine Hansen, David Loewi, Angie Vail, Sarah Waldemar, and Kendra Weber

Senators Absent:

Kari Anderson, Elaine Challecombe, Jaki Cottingham-Zierdt, Will Craig, Tina Falkner, Erin George, and Colleen O'Neill

General Business: Pam Stenhjem, chair

Pam began the meeting by calling for introductions. There was one new representative in attendance, Cathy Konat, School of Nursing. Linda Ellis was asked to attend for Erin George.

Agenda: Approved

January Minutes: Approved

Committee Reports

Executive Committee: Pam Stenhjem, chair

- There will be a presentation on the P&A Classification and Compensation recommendations by Mary Luther, director, OHR Department of Compensation, at the March 28th CAPA meeting. The preliminary findings of the work group are



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posted on the OHR website along with other information about the classification and compensation study. Pam asked representatives to review the information before the March meeting.

- The Senate Committee on Faculty Affairs (SCFA) has reviewed the initial draft statement proposing a pilot ombuds program at the University. They have decided to organize an ad hoc work group to craft a new draft of the proposal. Holly Littlefield has volunteered to represent P&A on the work group.
- Pam attended the Senate Committee Chair's luncheon on February 12th.
 - The Information Technology chair, Mark Sanders, said the committee is hoping to widen the use of video conferencing and offered to make that service available upon request.
 - Pam offered comments to the group on P&A workload concerns and emphasized the issue of strained resources. Other chairs agreed that they are also experiences increased workloads with decreased resources.
 - CAPA committee chairs are reviewing expenses and work plans to provide an estimate of the budget needs for next year. Pam will be meeting with Vickie Courtney, coordinator, University Senate, to discuss a budget proposal for FY09.
- Pam met with Vice President Carrier last week to discuss concerns about the lack of recognition for P&A employees. Pam noted the funding for staff recognition events is typically the responsibility of OHR. The two discussed creative ideas for addressing the issue of staff recognition. One such idea was the development of a University P&A award coupled with an event that would showcase the work of P&A employees. They also discussed was asking P&A employees who receive a unit level awards to provide a presentation about their work. Pam asked members to contact her with any ideas they may have about P&A recognition. Mary Hoepfner suggested representatives contact the constituency to learn their ideas. David Bernstein noted that recognition should not be made to appear as a substitute for compensation and that there are real issues related to increased workloads with stagnant compensation packages.

Budget Report: Mary Laeger-Hagemeister, vice chair

- Mary reviewed the budget spreadsheet, which shows a balance of \$8,379.92 as of December 31, 2007.

Benefits and Compensation: Bill Roberts, chair

- Pam and Bill met with OHR about the idea of a Health Care Savings Plan (HCSP) for P&A. A HCSP proposal was brought to the University Senate in 2003 by the faculty decided not to pursue the idea at that time. In response to inquiries from their constituency, the Civil Service Committee (CSC) developed a HCSP proposal



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this year. The CSC is currently collecting feedback from Civil Service employees on the proposal. Bill noted the University Teamsters Union has a HCSP in place. In order to determine the level of interest P&A in a HCSP, CAPA would work with OHR to hold educational discussion sessions and gather feedback from P&A employees. CAPA would take advantage of web casting and other communication forms to engage the constituency. Bill said B&C would discuss the idea of an HCSP further once work on the Civil Service HCSP is concluded. For more information on the proposed Civil Service HCSP visit the CSC web site.

- The University Benefits and Compensation (BAC) committee has recently concluded an evaluation of University dental plans. Both Delta and Health Partners generally received positive comments from subscribers. The most common concern was the need to increase the maximum coverage, which has now been raised to \$1,500 for all plans.
- A report on the 2007 open enrollment shows that 830 University employees waived health care coverage. The BAC is planning to do some research to be sure those who have waived coverage are covered by a different health care plan they.
- The 2006 Annual Health Plan report is on the OHR employee benefits web site.

Professional Development and Recognition: Amber Fox, chair

- The PDR committee continues to work on the P&A Spring Recognition Event.
- The deadline for the Outstanding P&A Unit award is April 15th. The award recognizes best practices with P&A employees; recognition of contributions made by P&A and support of their professional growth in a variety of ways.

Communications: John Borchert, chair

John thanked CAPA representatives for their contributions to the P&A Employee Spot Light feature and the CAPA presentation at new employee orientations. Those people who are interested in being the subject or writer of a Spot Light feature may contact John. The person who is being featured fills out a Spot Light questionnaire. The questionnaire provides all of the information necessary for writing the article.

Representatives and Governance: David Bernstein, chair

- David said that once there is a representative for the Academic Affairs and Provost unit R&G will look at the possibility of combining Academic Affairs and Provost and Office of the President into one unit, for purposes of representation.
- David then officially opened the call for officer nominations for the 2008-2009.
 - All the members of the Executive committee are available and would be happy to discuss officer positions with anyone who is interested in serving.
 - Pam said the chair position comes with a \$10,000 stipend. It is to be used to help the chair with their job duties and/or to augment the chairs' salary.



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- CAPA will vote to elect both the 2008-2009 officers and senators at the April meeting.
- Senate terms are typically 3 years in length. All elected representatives and alternates are eligible to serve including those who will be elected this spring.
- A nomination form will be posted on the CAPA web site. You may nominate yourself or another representative who has agreed to serve.
- David named those whose senate terms' expire at the end of the academic year, as listed below.
 1. Kari Anderson
 2. David Bernstein
 3. Stacy Doepner-Hove
 4. Tina Falkner
 5. Katherine Gonier Klopfleisch – Morris
 6. Andy Hill
 7. Gail Hockert – Morris
 8. Mary Hoepner
 9. Bill Roberts
 10. Randy Croce
- R&G discussed staggering the senate terms of the elections in April. Of the 10 open terms a portion of those would be 1-year terms and the others would be the typical three-year terms. Senate service consists of attending five Senate meetings throughout the academic year and is a very limited commitment.
- Unit level elections open after the April meeting. For those representatives and alternates whose terms are expiring, David suggested they might consider running for a second term. The list of units who will be electing new representatives is below.
 1. College of Veterinary Medicine
 2. Medical School
 3. College of Liberal Arts (3)
 4. Athletics
 5. College of Continuing Education
 6. Student Affairs
 7. University Libraries
 8. Carlson School of Management
 9. Human Resources
 10. College of Biological Sciences
 11. University of Minnesota, Duluth
 12. University of Minnesota, Morris (2)
 13. System Academic Administration



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14. School of Public Health

- Stacy Doepner Hove said her service as a CAPA officer was some of the best work she has participated in at the University. She encourages representatives to seriously think about running for an officer position.
- Stacy then reviewed the table of suggested changes to the CAPA governing documents. She noted that the definition of a CAPA member is; one who can vote on CAPA business, thus it excludes senators and includes officers. The language will be changed so as to reflect this definition throughout each of the documents.
- A change is proposed to the bylaws that would add newly elected representatives to the pool of those eligible to serve as CAPA senators.
- A change is proposed to the bylaws that would expand the pool of eligible senate alternates to include all CAPA representatives and alternates who are not currently serving as senators.
- A change is proposed to the bylaws and the policy manual that will include June as a month in which CAPA is to meet.
- The term quorum will reflect a majority of the CAPA members.
- A change is proposed to the bylaws that would allow CAPA officers to run for the senate in the spring of their final year of service.
- A change is proposed to the bylaws that would allow the R&G committee to ensure senate terms are staggered such that no more than one half of the senate terms would expire in any given year.
- An addition to the policy manual is proposed that would provide the R&G committee with the ability to recommend temporary solutions to any representation or election circumstances, which may arise, and are not currently addressed by the governing documents. The R&G recommendation would be subject to discussion and the approval of CAPA.
- A proposed change to the policy manual, which would limit those who may sit at the table during CAPA meetings to CAPA members only.
- The addition of the following forms and documents to the policy manual is proposed:
 - CAPA nomination form
 - Policy on Email list usage
 - Instructions for contacting constituents
 - Current count of P&A employees by unit
 - A guide to conducting unit level elections

Stacy asked that she receive any suggestions or additions to the governing document proposals by March 7.th



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CAPA Wiki, Pam Stenhjem

Pam has posted the CAPA WIKI. She thanked Ann Hagen, School of Dentistry representative, for providing the know how to get this done. Pam asked members to visit the WIKI at: <https://wiki.umn.edu/view/CAPA>

The information on the WIKI can be locked for security and it may updated by those who have password access. Pam invited CAPA to bring her suggestions regarding the WIKI content. John Borchert said he would like to discuss any duplication between the web site and the WIKI, and how this would be addressed.

Salary Data: Bill Roberts

Bill briefly discussed the P&A salary data handouts, the information was provided by OHR Compensation. A number of questions were raised regarding the collection of the data and its implications. Bill said the Executive committee would talk about whether the data provides an accurate picture of typical P&A salaries, as well as how to apply the data to the issue of compensation and increased workloads?

President Bruininks

Pam welcomed President Bruininks and said that CAPA is looking forward to developing an on-going dialog with him. The P&A class continues to grow steadily, numbering 4,600 employees in the spring of 2007 and 5,200 employees as of February 2008. She noted CAPA had sent a report to the President that summarizes the history and establishment of the P&A class and its growth trends over the last 27 years. CAPA has been discussing strategies for sustaining the P&A class at a systemic level and hopes to develop a dialog with the President around these issues.

President Bruininks began by saying that it is important in developing a dialog to think about why the class was developed and how it has evolved. Faculty has shown a flat hiring trend, and in some cases a decline, over this same period. The growth of P&A is a positive trend reflecting a need for the attributes of the class. The P&A class is flexible by nature and this has been an important asset to the University. He said the biggest challenge at the University is good management of resources. The administration's goal has been and continues to be, producing a high quality work environment. The administration cannot reach this goal on its own and requires the help of staff, as well as faculty.

The University has aligned P&A compensation and benefits along the lines of what is provided to the faculty. President Bruininks has advocated for increased flexibility and other improvements to benefits, as a means of supporting staff and faculty. The idea of a Health Care Savings Plan for all employee groups is now under



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consideration. This idea was raised in the Senate about three years ago but didn't get anywhere.

The Enterprise Financial System is coming on line July 1, 2008. He said that the cost of the system and its implementation would run between \$30-40 million. The University is spending enormous amounts of money on this, but President Bruininks asked, if the institution is getting as much as it should out of it? The ideas of staff are essential to the quality and function of the University. He pointed to the burning of oats as biomass, an idea that came from staff and is now saving the University millions of dollars in annual heating costs. A University employee also came up with the idea for scheduled lamp replacement that is now saving about \$1million each year. President Bruininks said these stories and others like them illustrate the importance of staff ideas to the University.

Pam Stenhjem said she recently attended a luncheon for Senate committee chairs. During the luncheon there was discussion of the increasing workloads of both staff and faculty at the University. She noted that the chairs agreed this issue is having an impact on both employee morale and work quality. She said she would like to discuss ways of addressing the related problems. She asked CAPA members to step forward and talk about their own work situations.

Kirsten Jamsen: Kirsten began by saying the issue of resource management includes employee satisfaction and retention, as well as financial compensation. She came to the University from another research I institution (Where she was on a track towards a multi-year contract and continuous appointment) because she believed she would be able to build a professional career here. She has found that while the P&A class may have been set up as a parallel employee group (to work together with the faculty to support and achieve the Universities' goals) the P&A class has instead evolved into a contingent culture. She finds the role of P&A to be perceived as incidental. She said she finds her work is not taken as seriously because she is P&A and that she is not able to be secure in her position. Last year she came close to accepting a position at another research I institution, but for her preference to be located in Minnesota. The institution was offering her 2 consecutive 3-year appointments, followed by a continuous appointment. Kirsten noted the issue of job security is one that is hard to ignore. She asked the President if such contracts are being considered by the University, as a way of building security for long-term employees and publicly acknowledging their importance to the University's Mission?

President Bruininks said that the University faces many challenges related to these kinds of issues. He commented that stagnant state support has been an issue for 25



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years and that one would think the University would get used to it. He emphasized he has hammered away about tax policy at this year's legislature hearings, but the newspaper always puts his comments about tax policy next to the obituaries. The University must continue in the same vein, being entrepreneurial and leveraging resources. Growing the University and its resource base is being done, however he said they couldn't hire 50% more P&A to address the issues CAPA raises. He noted that layers of bureaucracy make things harder. Some of the issue is the way the University looks at and defines appointments but he added, more has to do with how work gets done. He stated the University has to work smarter in order to manage the demands being placed on the institution.

Pam Stenhjem: She then asked the President if he would endorse the idea of an ad hoc committee comprised of members from all of the employee groups whose charge it would be to research the impact of increasing employee work loads and possible solutions to some of the related problems?

President Bruininks said that he would support the idea of such a committee, but stipulated that the issues should be approached from the point of view of the University with consideration of what it means to work here, rather than from the stand point of how to improve one's own situation. He remarked that the AFSCME strike was sad and that there are no winners when employees strike. He said the power of collective negotiations is illustrated by the ability of the University to control health care costs. He went on to say, if each employee group negotiated their own benefits package the bargaining power would be significantly reduced. The institution and the employees are a lot stronger if issues are approached together, he commented. Look down the road 5 or 10 years and he believes the importance of the University will be even greater than it has been over the last 100 years. He noted that there are many opportunities on the horizon for the University, but the budget situation remains frustrating. The President thinks about how Minnesota as a state, might increase its interest in what is good for the state as a whole, as opposed to pitting the best interests of the state one against the other. There are so many common needs, each vying for the same dollars in held in the general fund.

President Bruininks encouraged CAPA to think outside the box when approaching large and systemic issues and keep to in mind what matters most to the public interest. The President closed by saying that as much as he worries about workload issues, he believes if we were somehow transported to 3M we would find the same kinds of issues exist there. However, he said, at the University we have more control our situation because we are less hierarchical.



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Hearing no further business Pam Stenhjem adjourned the meeting.

Sara Balick
University Senate