



May 16, 2008  
Minutes of the Meeting

**Representatives Present:**

Kari Anderson, Neil Anderson, David Bernstein, John Borchert, Richard Brown, Will Craig, Frank Douma, Pam Enrici, Amber Fox, Wendy Friedmeyer, Erin George, Mary Hoepfner, Barbara Jensen, Cathy Konat, Caitrin Mullen, David Nicolai, Rand Rasmussen, Bill Roberts, Caroline Rosen, John See, Larry Storey, Travis Trautman, Jill Trites, Sheryl Weber-Paxton, and Julie Westlund

**Senators Present:** Pam Stenhjem (chair), Kari Anderson, David Bernstein, Elaine Challembe, Will Craig, Randy Croce, Stacy Doepner-Hove, Frank Douma, Tina Falkner, Wendy Friedmeyer, Erin George, Gail Hockert, Mary Hoepfner, Kirsten Jamsen, Barbara Jensen, Mary Laeger-Hagemeister, Bill Roberts, Caroline Rosen, and Jill Trites

**Alternates Present:** Penny Bader, Gail Hockert, Kirsten Jamsen, Ted Peck, Kimberly Simon, Dale Swanson, and Leslie Zenk

**Representatives Absent:** Laureen Christensen, Susan Doerr, Fred Dulles, Ann Hagen, Elaine Hansen, David Loewi, Steve Pearthree, Sarah Waldemar, and Angie Vail

**Senators Absent:** Jaki Cottingham-Zierdt, Susan Doerr, Mary Laeger-Hagemeister (vice chair), Colleen O'Neill, and Kendra Weber

**Call to Order: Pam Stenhjem, chair**

Pam began the meeting by asking CAPA representatives, alternates, and guests to introduce themselves. The agenda and the minutes of the April CAPA meeting were then approved.

**Executive Committee Report: Pam Stenhjem, chair**

- Pam said the faculty voted to approve a Health Care Savings Plan (HCSP) at the May 1st University Senate meeting.
- The LRT Central Corridor continues to be a concern for the University, with the Washington Avenue at grade proposal being strongly favored by the Metropolitan Council. Frank Douma commented that the at-grade proposal could be an opportunity to address some of the current problems with Washington Avenue traffic congestion.
- Rich Portnoy and Stacy Doepner-Hove have volunteered to work with P&A employees who seek assistance through the Office of Conflict Resolution. Jill Trites and Mary Laeger-Hagemeister have volunteered to serve as Conflict Resolution Hearing Officers.
- **Senate Consultative Committee, Stacy Doepner-Hove**



May 16, 2008

### Minutes of the Meeting

- I. Tim Mulcahey presented the revised Academic Misconduct Policy to SCC and it was provisionally approved. The policy will be reviewed by other administrative and governing bodies over the summer and be voted on by the University Senate in the fall.
- II. There was a presentation on the Twin Cities campus master plan. The committee working to update the plan has come up with a set of guiding principles that include community building and prioritizing the ease of use by pedestrians, bicycles, mass transit, and then cars. Stacy added the University intends to promote the idea of faculty and staff moving back to live in the neighborhoods near the campus. The full report can be found at:  
[www.cppm.umn.edu/master\\_planning.html](http://www.cppm.umn.edu/master_planning.html)

#### **Budget Report: Pam Stenhjem**

Pam has sent a draft of the proposed budget for 2008-2009 to the executive committee. It is under revision and a final draft will be sent to CAPA before the June meeting. CAPA will end the 2007-2008 fiscal year in the black.

#### **Benefits and Compensation: Bill Roberts, chair**

Bill presented a power point on P&A salary data for fiscal year 2007. Portions of the data along with salient points of discussion are found below.

- Individual median increase to salary was 3.05%
- Individual average increase to salary was 5.29%
- P&A employee group average increase was 5.385%
- It is important to note the significant difference between the average and the median.
- In three out of the previous five years P&A raises have been the highest among all employee groups. Bill noted that faculty and P&A have each received higher pay increases in alternating years, over the last several years.
- A comparison of P&A salary data in FY06 and FY07 across 12 University departments was used to consider the average group rises in salary. Those numbers are below.

##### Average Increase To P&A Salary across 12 Departments

1. 2.00 %
2. 3.00 %
3. 3.00 %
4. 3.00 %
5. 3.25 %
6. 3.50 %
7. 4.50 %
8. 5.50 %
9. 7.00 %



May 16, 2008

## Minutes of the Meeting

10. 7.75 %
11. 10.00 %
12. 11.00 %

CAPA discussed the differences in raises across departments and the impact of those differences to the average, mean, and mode. Frank noted that the instructions about salary increases provide departments with the discretion to adjust individual raises by percentage, as long as the department meets the average. It was noted that percentage based increases favor those at the upper end of the pay scale. Bill said that according to the data the average P&A increase is about 5% but most people that CAPA hears believe the average is between 3-3.5%. He went on to say that CAPA's perspective might be skewed because they don't tend to hear from people who are doing as well.

### **Professional Development and Recognition: Amber Fox, chair**

Amber announced that Ann Hagen and Rob Gibson are the proud parents of a new daughter named Lucy. Ann will return from her leave in August. Amber went on to say that the competition for the Outstanding Unit Award was fierce and all of the nominations were excellent. The Outstanding Unit Award was given to the Speech Language and Hearing Sciences Department in the College of Liberal Arts. The nomination was submitted by Jennifer Windsor, department chair. Jennifer described her department as having a structure of governance that aims to provide respect and equity for P&A employees. Some of the other exceptional nominations that were submitted came from Labor Education Services, the Aurora Center, and the St. Paul Campus Career Center. Amber thanked Larry Storey for his work in providing the nomination data. Pam Stenhjem added her thanks to all the units who submitted the nominations, pointing out that these units provide an example of work place excellence.

### **Communications: John Borchert, chair**

Peggy Ferdinand has been researching the Health Care Savings Plan issue and is going to submit an article for the CAPA news. The PD&R committee will write an article on the Outstanding Unit Award. The University Senate Office has offered to assist with web updating. The website is currently in a PFP format and will need to be changed to HTML to allow access by the Senate Office. The Senate Office is working on hiring someone to make this change. John will assist with the change to the format once someone has been hired.

### **Representation and Governance: David Bernstein, chair**

David distributed the updated versions of the CAPA governing documents by email, earlier in May. He noted that the procedures for contacting CAPA constituents are now located in the Policy and Procedure Manual.



May 16, 2008  
Minutes of the Meeting

David than provided an update on recent CAPA elections:

- Academic Affairs and Provost – Travis Trautman, Representative  
- Leslie Zenk, Alternate
- System Academic Administration - Kimberly Simon, Alternate

David provided an update on the other CAPA units.

- Academic Health Center - No one identified to conduct elections
- Athletics – No elections in progress
- College of Continuing Education - Elections are underway
- College of Pharmacy – Needs an alternate
- College of Liberal Arts – A second call for nominees has been announced
- Crookston – Alternate needed
- Institute of Technology - A second representative is needed
- Medical School – Colleen O’Neil is working with David to identify nominees
- Law School – Alternate needed
- Office of President: CAPA is planning to combine with another unit, to provide representation, starting in 2008-2009
- School of Biological Sciences - No elections in progress
- School of Public Health – The nomination process is underway, one nominee has been identified
- School of Veterinary Medicine – Kari Anderson is working to find an interested nominee(s)
- Student Affairs - There is currently no one identified to conduct elections
- Human Resources – Stacy Doepner-Hove is working with David to identify nominees
- University of Minnesota Duluth - Election results should be announced by May 23rd
- University Libraries - Erin George is working to find interested nominees
- University Relations – There is currently no one identified to conduct elections

David reminded CAPA that while units may hold uncontested elections, they should be sure to provide a line for write in candidates. An alternate who is appointed rather than elected, is then not eligible to serve in the University Senate.

**Increasing Diversity Within CAPA: Kimberly Simon, EOAA**

Pam Stenhjem said CAPA held a discussion on promoting member diversity several months ago. Pam said she then began a conversation about increasing diversity on CAPA with Kimberly Hewitt Boyd, director, Equal Opportunity and Affirmative Action (EOAA). It was decided that Kimberly Simon, consultant, EOAA, would facilitate a discussion about



May 16, 2008

### Minutes of the Meeting

diversity within CAPA. Kimberly Simon was recently elected to serve on CAPA as the alternate for the System Academic Administration unit.

Kimberly said she is happy to discuss the issue of diversity with CAPA and while the discussion may raise more questions than answers, it is useful in getting the conversation started. Within CAPA, experiential diversity is represented but the demographic diversity is not represented. The Office of Equal Opportunity and Affirmative Action put together the following data on diversity within the P&A employee group: P&A is currently a group of roughly 5,000 individuals and 634, about 12%, are identified as minorities. The categories for self-identification include Black, Asian, Native, and Hispanic.

Kimberly said the question is then how to reach those 634 people? The group discussed factors that inhibit minority participation in CAPA. Kim noted that people who can provide a minority perspective are often called on with great frequency to participate in task force and committee work. In such cases people may be unwilling to add an additional commitment to their schedule. It was noted that not all P&A work in positions or departments that provide them with the latitude to participate in University governance. CAPA continues to work to for all P&A to have service work incorporated into their job descriptions and evaluations.

Kimberly then suggested thinking of the CAPA acronym as a way to frame diversity related action steps, as described below.

- C = Communication. She said the New Employee Orientation (NEO) is an opportunity to make personal contacts with P&A and to follow up with those who are interested in serving in governance. Kim added that there might be an intersection between P&A employees, their professional organizations, and the individuals who are members of minority groups. This may be another avenue for identifying diverse P&A employees for possible CAPA service.
- A= Advocate. Kim observed that increasing the diversity of P&A employees happens not only in recruitment, but also by retention. CAPA needs to advocate for employee related concerns by referring them to the appropriate resources. In the case of issues of discrimination or work place bias, concerns should be brought to the Office of EOAA.
- P= Promotion. Kim noted in order to reach individuals CAPA needs to promote participation by making personal contacts. She suggested calling individuals and asking them to participate, letting them know about the purpose, time commitments, and rewards of serving on CAPA. She recommends asking whether the employee's unit supports participation in governance and if not, to ask if CAPA can assist in garnering unit level support
- A= Award. Kim suggesting that diversity initiatives could be tied to the Outstanding





May 16, 2008

### Minutes of the Meeting

Unit Award or another recognition award could be developed specifically for recognition of effective diversity building practices.

She suggested that once CAPA has developed a work plan for increasing diversity to be sure to evaluate the plan. CAPA ought to determine measures for success and the need for any plan revisions. Pam Stenhjem and Kimberly originally met at an SCC meeting. Pam then asked Will Craig to follow up with Kimberly and ask if she would be interesting in serving on CAPA. She said this kind of personal contact made a difference. Even though she had been aware of CAPA for some time prior receiving the call from Will, it was his contact that prompted her to get involved. The support of her unit was key to her agreeing to run for election. Kimberly suggested CAPA might run a targeted survey to ask what it would take for other people get involved. CAPA then followed Kimberly's remarks with discussion, the salient points of which are found below.

- David Bernstein noted that the current follow-up on the NEO sessions is based on an interest cards that are filled out by new employees. He commented that this system does not seem to be an effective way to make contact with new employees who are interested in CAPA. He then asked whether the University includes international employees when gathering racial and ethnic data. He noted that the University might often employ expatriate employees on a temporary basis. Kari Anderson agreed, saying that in the case of the College of Veterinary Medicine the vast majority of minority employees fall into this category.
- Wendy Friedmeyer commented that thanking supervisors for their support is an important piece of improving minority and non-minority participation in University governance.
- Pam Stenhjem commented that she is a better University employee because of her service on CAPA, with a better of understanding of the institutions' priorities, functions, and processes.
- Pam Enrici commented that the issue of workload is a very important one. She said it is not only a question of being allowed to participate in governance, but one of being able to create and justify the time in one's schedule. In the case of coordinate campuses, this issue is magnified by the significant amount of time needed for travel to and from meetings.
- Randy Croce said that he feels embarrassed about the lack of diversity on CAPA. The idea of directly asking people to participate has always seemed a bit inappropriate to him. He and is glad to hear Kimberly's story and her recommendation to approach people directly.
- The comment was made that unit level Human Resources staff could be asked to notify the CAPA unit representative when new P&A employees are hired.
- CAPA then discussed plans for NEO. Stacy Doepner-Hove noted that during the



May 16, 2008

### Minutes of the Meeting

past year there has not been a CAPA representative at 4 of the monthly sessions. Pam Stenhjem called for volunteers to attend NEO. Julie Westlund said she and Susan Doer would organize the NEO. Stacy said there are usually between 20 and 50 P&A who attend the monthly NEO sessions. The CAPA portion of the session is 20 minutes.

#### Health Care Savings Plan: Pam Stenhjem

- Neil Anderson asked if CAPA would bring a non-binding vote to OHR?
- Pam Stenhjem said CAPA would vote either to recommend or not recommend a Health Care Saving Plan (HCSP) for P&A employees. Aside from an up or down vote, there is the question of how the HCSP would be funded.
- Bill Roberts said that thus far there are about 135 responses to the OHR survey on a HCSP from P&A employees. The majority of P&A have recommended using new money to fund the account. At the May 1st Senate meeting the faculty voted to take .5% from the current retirement account contribution. If P&A want to fund the HCSP with new funds or anything other than what the faculty have decided, then OHR has said they would have to take a closer look at the viability of using two different funding sources for P&A and faculty.
- Mary Hoepner said she thinks it is important to learn what the investment options are for the HCSP monies. It was noted that this information is available on the MSRS web site at: <http://www.msrs.state.mn.us/sif/sprice.html>
- CAPA then discussed where the money would come from to fund the plan. People expressed a variety of viewpoints about the funding options. The OHR survey asks P&A employees to select a preferred funding source for a HCSP, from the options noted below:
  1. Reduce the 2.5% contributed by employees to the faculty retirement plan
  2. Reduce the 13.5% the University contributes on behalf of employees, to the faculty retirement plan
  3. A new deduction from employee paychecks, (deductions would then increase and the faculty retirement plan would remain as it is now)
  4. None
- Pam Stenhjem closed the discussion by asking representatives to send a reminder to P&A to take the HCSP survey. She will send the survey poll results to CAPA before the June meeting. If anyone would like to have further discussion on the HCSP they may email the CAPA list serve.

#### Good of the Order

- Pam Stenhjem asked everyone to set aside August 22nd for the CAPA retreat, which will be held at the Earl Brown Heritage Center. More information will be sent about the retreat in August.



May 16, 2008

Minutes of the Meeting

- Randy Croce announced a conference is being held, May 30 and 31<sup>st</sup> at the St. Paul campus Student Union to address issues related to the lack of investment across the public sector across.
- Jill Trites said the College of Education and Human Development has announced it is running at a significant budget deficit. There is no exact figure but the news has created concern among employees about possible lay-offs. Wendy Friedmeyer noted the College of Design is in a similar situation, with an approximately \$800,000 budget shortfall.
- Bill reminded CAPA of the Retirement Incentive Option (RIO) for P&A employees. Those qualifying for retirement, who can agree upon a retirement date with their supervisor prior to August 1, 2008, are eligible for up to 36 months of their current health and/or dental insurance coverage. Nan Wilhelmson, director, Employee Policies, said the Executive Administrative Committee would review the CAPA proposal on vacation days later in May. She said the primary problem with increasing vacation days is the end of employment payout, which is quite expensive. Pam sent Vice President Carrier a letter asking about these issues and is looking forward to her response. Frank added that CAPA would like to see the 6th month waiting period for P&A benefits be discontinued. Pam said she would raise the question of tuition reimbursement with President Bruininks at the July meeting.

Hearing no further business Pam adjourned the meeting.

Sara Balick  
University Senate