

CAPA MEETING

Friday, May 15, 2009

9:00 ~ 10:30 a.m.

Walter Library, room 101

PRESENT

Representatives: Neil Anderson, Richard Brown, Laurene Christensen, William Craig, Christine DeZelar-Tiedman, Susan Doerr, Frank Douma, Fang Du, Pam Enrici, Michael Fridgen, Ann Hagen, Kelly Hall, Kirsten Jansen, Jessica Kuecker Grotjohn, Caitrin Mullan, David Nicolai, Steven Pearthree, Rand Rasmussen, William Roberts, Caroline Rosen, Laura Seifert, Larry Storey, Andrew Swain, Travis Trautman, Laura Weber, Sheryl Weber-Paxton

Senate Representatives: Elaine Challacombe

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

Alternates: Jodie Double, Stephen Hearn, Mary Jetter, Kelli Johnson (for Susan Larson), Michelle Koker, Mahjoub Labyad (for Julie Westland), Rebecca Moss, Kimberly Simon, Dale Swanson

ABSENT/REGRETS

Regrets: Sally Euson, Cynthia Hagley, Susan Larson, Julie Westlund

Absent: Dawn Hoover, Nathan Tesch, Sarah Waldemar

The agenda and the minutes were approved unanimously.

COMMITTEE UPDATES

Chair's Report ~ Pam Stenhjem: Chair Stenhjem reported that the Board of Regents held their monthly meeting and voted to support the proposed changes to the Regents Scholarship 10-2. As aforementioned at previous meetings, those working towards their first degree will be responsible for 10% of their tuition. Those in non-degree programs or graduate programs will be responsible to pay 25% of their tuition. Stenhjem thinks it took a lot of courage for the two Regents that did not support the change and plans to send them a thank you note for their supporting vote.

Stenhjem stated that the Executive Committee has been working on their individual committee chair position descriptions. She said that the old descriptions were very basic and gave no timelines or duty details of the positions. She wants them to be more transparent for potential and incoming chairs in regards to time frames of what to do, when to do it, how to do it, etc.

Budget ~ Will Craig: Mr. Craig said the most recent purchases have been for a recent webinar and the Outstanding Unit Award. He said that there is still a good amount of money left over that will probably go to help the Senate Office cover its deficit.

Benefits & Compensation ~ Bill Roberts: Roberts reported that a survey will go out to CAPA constituents to collect a sense of where they stand on the currently proposed Health Care Savings Plan. He reiterated the proposal of 2% out of retirement funds and into the Health Care Savings Plan.

Roberts recapped the new R.E.C.E.S.S. program beginning next year allowing P&A and Civil Service employees to alter their hours to work less than 100% yet maintain their full health and dental benefits. Retirement and vacation benefits will be prorated according to hours worked per week. He said employees who get laid off will be eligible for COBRA benefits.

Professional Development & Recognition ~ Mary Jetter: Ms. Jetter announced that the winner of the Outstanding Unit Award is Labor Education Service. She encouraged members from other units that applied this year to apply next year. She said all nominees were impressive but they were only able to choose one winner. Jetter informed members that there will be a CAPA table set up at the Staff Day/Stadium Opening in August and they will be networking and handing out brochures and pencils. She asked for volunteers and that members could let her know their availability if they were interested.

Representation & Governance ~ David Bernstein: Mr. Bernstein said that unit level elections should be taking place now. The Academic Health Center, Athletics, Carlson School of Management, Student Affairs, and the Office of the President are all without representatives. He read the names of the representatives whose terms are ending and asked members to work on organizing elections to fill those empty seats. He said that members of R & G could assist those who need it and also encouraged them to work with Chair Elect Sarah Waldemar. He said that elections are supposed to be finished by the end of May but they typically do not get done until mid-June.

NEXT YEAR'S AGENDA

Stenhjem announced that the CAPA retreat will be held Tuesday, August 18, 2009 from 10:00 a.m. ~ 3:00 p.m. at the Minnesota Landscape Arboretum, Snyder Auditorium. She asked members to gather in groups of three to four for about 15 minutes to make a list of items and issues they would like to see addressed at the retreat and ultimately for planning the focus for CAPA next year. Items listed were as follows:

- sustaining leadership
- succession planning
- growing and maintaining leaders
- building a stronger, more proactive relationship with administration
- eliminating the retirement waiting period for P&As
- getting more P&A support from various administration departments

- review benefits of being a multi-year contract employee versus a continuous appointment employee
- research which appointments receive continuous contracts and what qualifies the appointment to retain such a contract
- receiving regular updates from Human Resources and having HR representatives attend meetings on a quasi-regular basis to do so
- review the merit pay issue
- discuss priorities for P&As
- continue to work for a P&A representative in the Provost's office
- organize to become more visible in the Senate
- review P&A relation to general faculty and Civil Service employees
- preserving health care costs, the retirement plan and vacation time
- look at what P&As are doing at other universities
- discuss the possibility of P&As leaving the University if there is a continual loss of benefits and what that might mean for the P&A category of employees at the University and the University itself
- have open houses with different colleges to share information and ideas
- work towards P&A specific awards
- increase collaboration with the Civil Service Committee
- have CAPA take a lead role in helping to reduce the carbon footprint
- protection of rights for P&As to participate in University governance

Mr. Rasmussen asked that they delete any motivational speaker from attending the retreat. He said he would get more out of spending all of the time with colleagues. Members discussed a special session for new representatives outside of the scheduled retreat time so that seasoned members did not have to sit through information that they already know and can better utilize their time. Stenhjem suggested doing an introduction to CAPA piece for new representatives one hour prior to the start of the retreat.

OTHER BUSINESS

Roberts mentioned a P&A data report that Craig acquired at a recent meeting he attended with Human Resources administration. The report gives statistical data regarding P&A employees at the University. Stenhjem said that she would email the report to members after the meeting.

KUDOS AND COMPLAINTS

Kudos was given to senators and alternates whose service terms are ending. Bernstein read all of the names of departing members. The chair thanked those members and everyone who has been attending CAPA meetings throughout the year.

Chair Stenhjem adjourned the meeting at 10:34 a.m.

Lisa Towry
University Senate Office