

**ACTION ITEMS:**

1. CAPA members needed to present at New Employee Orientations on November 11 and December 9, 10:30-11:00 am, McNamara Alumni Center. Please contact Becky Hippert ([hippe003@umn.edu](mailto:hippe003@umn.edu)) if you are available for one or more dates.
2. CAPA Representative needed for the University's Grassroots Committee. Please contact Becky Hippert ([hippe003@umn.edu](mailto:hippe003@umn.edu)) if you are interested in this position.

[In these minutes: Budget approval, Committee reports, P&A Advocacy Plan approval, Retirees Small Grant Proposals]

**CAPA MEETING**

Friday, September 18, 2009

**PRESENT**

**Representatives:** Sarah Waldemar (chair), Neil Anderson, Brenda Carrier, Laurene Christensen, Will Craig, Christine DeZelar-Tiedman, Frank Douma, Pamela Enrici, Jaime Gearhart, Shawn Haag, Ann Hagen, Cynthia Hagley, Dawn Hoover, Kirsten Jamsen, Jessica Kuecker Grotjohn, Caitrin Mullan, David Nicolai, Steve Pearthree, Rand Rasmussen, Bill Roberts, Caroline Rosen, Laura Seifert, Meg Stephenson, Andrew Swain, Travis Trautman, Laura Weber, Sheryl Weber-Paxton, Julie Westlund.

**Alternates:** Agnes Chagani, Stacey Grimes, Stephen Hearn, Mary Jetter, Michelle Koker, Erling Kurtti, Rebecca Moss, Tatyana Shamliyan, Kimberly Simon.

**ABSENT/REGRETS**

**Regrets:** Susan Doerr.

**Absent:** Richard Brown, Michael Fridgen, Scott Gilbert, William Patrek, Patrice Webster, Pamela Wilson.

**1. BUDGET REPORT**

Will Craig reminded members that the budget has been reduced by \$3,000 for the year. He said that the executive committee has agreed to a \$2500 stipend for this year's vice chair, and that the University Senate Office generously provided the funding for this stipend. He pointed out that \$15,000 has already been spent this year and consideration should be given to future spending for the year. The proposed budget was then approved.

**2. COMMITTEE REPORTS**

Chair Waldemar ask members and alternates who did not sign up for a committee for the current year to contact Becky Hippert with their preference.

**Benefits and Compensation (B&C)**

Steven Pearthree stated that the Benefits & Compensation Committee will be meeting on the first Wednesday of every month starting in October. The first meeting will include a presentation

given by Mary Luther from the Office of Human Resources regarding the basics of employee compensation.

### **Communications**

Susan Doerr provided the following written report: The P&A newsletter will be distributed to the University community the week of September 29<sup>th</sup>. The committee is working towards making the newsletter more robust and asks that any items for the newsletter be sent to her. The executive committee has also talked about building communication between schools, with minimal expense, by holding brown-bag lunch sessions which will highlight different P&A job areas.

### **Professional Development and Recognition (PD&R)**

Mary Jetter said the PD&R committee has not yet met this year, but that one of the main focuses will be working with the Communications Committee on the brown-bag sessions.

### **Representation and Governance (R&G)**

William Roberts briefed members on the seven departments that have no P&A representation and the many without alternates. Roberts introduced the idea of becoming a P&A Senate as there is currently a Faculty Senate and a Student. He asked for three to five volunteers to work on this topic. Rand Rasmussen then mentioned that an on-line survey will be conducted to try and discover reasons people may be reluctant to serve and asked members to look for it and encourage others to fill it out.

### **Chair's Report**

Chair Waldemar said that she would like to invite University leaders from across the campuses to speak for 20-30 minutes at the next four CAPA meetings on the topic of leadership. She will put together a list of questions to ask the guests and encouraged members to forward her any questions of their own. She thinks that keeping an open dialogue with University leaders will be helpful in moving forward through trying economic times. A representative requested that leaders from coordinate campuses be invited to participate; Sarah Waldemar noted that they are already on the list.

She then informed members that she intends to travel to all the coordinate campuses this year to get constituents' perspectives on current P&A issues on their campuses. She will be going to Rochester in October.

Lastly, she said that she wants 100% P&A representation throughout the University with a representative and alternate from every CAPA unit.

## **3. ADVOCACY PLAN**

Ann Hagen and Kimberly Simon updated members on their progress the P&A Advocacy Plan for determining short and long-term goals for CAPA.

Kimberly Simon reviewed the short-term goals in the plan. She said that faculty-like P&A participation in the New Faculty Orientation would be very beneficial as most of the event offers information relevant to these employees. A second goal is having a guide highlighting professional development opportunities for P&As. CAPA would also like to work towards developing more external P&A career awards and P&As receiving consideration for some faculty teaching awards. Lastly, more P&As should be offered continuous appointments.

Ann Hagen continued with the plan's recommendations for future goals. As previously mentioned, having a full-time P&A staff person placed in either the Office of Faculty and Academic Affairs or the Office of Human Resources is still much desired. The person in this position would help P&A employees from across the campuses. Another goal is the creation of an orientation for new administrative P&As as the general University orientation offered to everyone is not enough for administrators. Another goal is the creation of new P&A-specific awards and a lecture series to highlight P&A contributions. Lastly, they want an end to the retirement waiting period for P&As.

A representative said he would like to see a retirement structure for P&As that was not derived from a crisis-oriented situation.

Ann Hagen asked if members wanted a revised document brought back next month for approval or revise them as proposed and move forward. A motion was made and seconded to vote on the current document knowing that a few additional changes will be made. This motion was approved. The revised document will be sent to members for information.

#### **4. SMALL GRANTS CALL FOR PROPOSAL**

John Howe, member of the Retirees Association (RA), briefed members on the RA Small Grants Call for Proposals. The program is being provided soft funding on a three-year trial basis by University administration. The program works to retain or reconnect retired University employees with the University on a small scale by providing grants for continued scholarly work. The current issue for RA is how to reach current retirees to tell them about the program. He asked members to help him get the word out within their units and would like any suggestions representatives may have on how to reach the target group.

Representatives made the following comments:

- Adding a link on CAPA's website to the RA website
- Receiving names of employees who accepted to RIO
- Emailing retirees to direct them to the website
- CAPA informing P&A employees of the RA prior to their leaving the University

#### **5. OTHER BUSINESS**

Chair Waldemar asked for volunteers for new employee orientation participation. She gave a description of the event and what to expect at the orientation. CAPA materials for the orientation will be centralized through Becky Hippert at the Senate Office so members can have access it prior to the event.

She then said a volunteer is needed for the University Grassroots Committee as that committee wants a P&A representative to work on legislative issues for the University.

A representative asked about the annual committee support memo from the President encouraging supervisors to provide time-off for governance work. Becky Hippert said that the letter was already sent, but it could be added to the CAPA website.

With no further business, Chair Waldemar thanked the members for attending and adjourned the meeting.

Lisa Towry  
University Senate Office