

**CAPA Meeting**

Friday, April 17, 2009

9:00 a.m. ~ 12:00 p.m.

Walter Library, room 101

**PRESENT**

**Representatives:** Neil Anderson, Laurene Christensen, William Craig, Christine DeZelar-Tiedman, Susan Doerr, Frank Douma, Pam Enrici, Ann Hagen, Cynthia Hagley, Kelly Hall, Dawn Hoover, Susan Larson, Steven Pearthree, Rand Rasmussen, William Roberts, Caroline Rosen, Laura Seifert, Larry Storey, Andrew Swain, Nathan Tesch for Michael Fridgen, Travis Trautman, Sarah Waldemar, Sheryl Weber-Paxton

**Senate Representatives:** Elaine Challacombe

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

**Alternates:** Changbin Chen, Jaime Gearheart, Mary Jetter, Erling Kurtti, Mahjoub Labyad (for Julie Westlund), Kimberly Simon, Dale Swanson (for Sally Euson)

**REGRETS/ABSENT**

**Regrets:** Sally Euson, Michael Fridgen, Kirsten Jamsen, Laura Weber, Julie Westlund

**Absent:** Richard Brown, Fang Du, Jessica Kuecker Grotjohn, Caitrin Mullan, David Nicolai

**Guests:** Donna Peterson, associate vice president, Office of University Relations; Carol Carrier, vice president, Office of Human Resources; Joe Kelly, associate to the Office of Human Resources; Nan Wilhelmson, director, Office of Human Resources; Susan Cable, chair, Civil Service Committee; Earl Nolting, University Retirement Association

Chair Stenhjem called the meeting to order at 9:00 a.m.

Introductions were made. The current meeting agenda as well as the minutes of the March 27, 2009 meeting were approved unanimously.

**GUESTS**

Ms. Donna Peterson, associate vice president to the Office of University Relations, introduced herself and briefly explained to members what it is she does. On behalf of the University, Ms. Peterson works along side the state legislature as they make decisions regarding the budget for the next two years. Peterson said that the current focus is to put together a budget that will cover the University for the next two years, though there is a long-range view of the next four years.

The budget for the next two years will have dramatic impact on the University community as a whole throughout the next four years and beyond. She stated that the State economy is in dire straights with a \$5 billion dollar deficit. She said that Governor Pawlenty does not want tax increases and that the House and Senate put together budgets that do not cover the deficit. The University will receive \$258 million as one-time stimulus money that is primarily meant to alleviate financial stress to students and their families and create and retain jobs. There will be stipulations for how the stimulus money can be used. It cannot be used to hire faculty, so as faculty retire or leave, funds for replacement will have to come from elsewhere or the University will have to downsize. The State wants accountability for the expenditure of these funds from the University. They want to see an increase in undergraduate students and a decrease in administration. They would like to see the University sell only American-made apparel. Peterson said that some of the things being suggested are not realistic and that the University wants to have control over the decisions being made. The legislature will end their budget sessions by May 18, 2009 and are required to have a finished budget by June 30, 2009. The Federal stimulus money can only be used for higher education. Governor Pawlenty has a lot of power over the stimulus money and will want a budget plan from the University on how we intend to spend the stimulus funds. Ms. Waldemar asked if the Governor was planning on cutting his administrative costs in the spirit of expecting the University to cut theirs. Peterson said that there would be staff cuts in government offices. She urged members to contact their legislative representatives and ask that they support the University. She said that it is some times difficult for legislators to know how the majority of their constituents feel about issues unless they hear from them.

**Carol Carrier & Joe Kelly, Office of Human Resources:** Ms. Carrier sent out an update on human resource issues via email. In direct response to the challenging budget environment, they are announcing a new program called '*RECESS*', *Reduce Employment Costs Through Employee Salary Savings*. Joe Kelly described how the program allows full-time, non-represented staff and faculty, with the approval of their unit, to temporarily reduce their work percentage to as low as 50 percent while maintaining their health and dental care subsidy at 100 percent. This program will simultaneously help the University address the budget challenge and provide added incentive and support for those employees who are interested in assuming a reduced work schedule. The schedule alteration is done in fiscal year increments and must be re-agreed upon by both the employee and their supervisor to continue the following year. Kelly said that this is not a program to take large chunks of time off all at once but to alter one's schedule on a weekly basis. An employee may try it on a trial basis, if they wish, with supervisor approval. Because the program will be used as a budget modifier, once an employee and their supervisor have agreed to the terms of hours, it is expected that the employee will maintain that schedule for the entire fiscal year and the money saved by the employee's reduced hours will help finance other needs in the unit. Other benefits such as vacation would be prorated and pensions are built off actual pay, so it will be based on the employee's income. University administration reserves the right to revoke the appointment alteration if need be with a month's notice to the participating employee. [SD: I don't understand this sentence. Does this get at non-renewal? Needs a bit more info.] The administration plans to retain this program for three years with a review of success at the end of that time and a decision on whether or not to continue it. For more information about the program, go to <http://www1.umn.edu/ohr/worklife/flexwork/index.html>. Carrier stated that it is important for the University community to retrain themselves and identify what needs to

change. There cannot be improvement if nothing changes. She encouraged members to look for ways to alter the way they do things.

## **COMMITTEE UPDATES**

**Chair's Report ~ Pam Stenhjem:** Refreshed members' memories about starting an ad hoc committee to come up with creative solutions to boost the University's budget and help retain the Regents Scholarship in full. Rebecca Monroe was going to head up the committee but has since expressed her inability to do so. Bill Roberts has agreed to go forward with the committee. Stenhjem said she would like to have something to present to the Board of Regents at their May meeting that is helpful but not whiney. Roberts reminded members that the charge for first-degree earners is now being considered at a 10% contribution to tuition and that if a participant drops the class, they will be obligated to pay the entire course fee. Kirsten Jansen said she would draft a letter to the administration by next Monday. Susan Cable, Civil Service Committee chair and overseer of the scholarship program, explained to members that participants will be able to stretch out their financial obligations to the program throughout five billing periods but there is a one-time \$35 billing fee for that service. Cable continued, telling members that should an employee be enrolled in a non-degree seeking program through CCE, then the bill is due in full on the first billing cycle, (she said it is those students who more often drop out of classes). Cynthia Hagley would like to see the new scholarship policy include a statement that should the economy improve, the scholarship would be restored to 100%. Stenhjem said that she has expressed that request to President Bruininks but there was no agreement from him.

Stenhjem reported that the Business and Rules Committee had an agenda item they wanted to bring to the next Senate meeting. They are looking to include a statement in governance policy saying that any person whose appointment is a central administration office is not eligible to serve on any University Senate committee because of the possibility of conflict of interest. Stenhjem thinks this may have substantial impact on some P&A employees. The Business and Rules Committee agreed to take the item off of the docket to allow CAPA time to discuss it.

Stenhjem met with Sharon Paulson, Chief of Staff to Provost Sullivan. Stenhjem gave her a committee update and they talked about current and future goals.

**Budget ~ Will Craig:** Mr. Craig had nothing to report.

**Benefits & Compensation ~ Bill Roberts:** At the last meeting on March 26th, the committee talked about the average number of employees that take P&A professional development leaves of absence, which are approximately 39 per year.

**Professional Development ~ Mary Jetter:** The Professional Development Committee received seven nominations for the Outstanding Unit Award and plan to announce the winner by May 1, 2009. The Professional Development Fair is next Wednesday. The keynote speaker forum is full.

**Communications ~ Susan Doerr:** Ms. Doerr said she has a rock star committee! All is going well.

**Representation & Governance ~ David Bernstein:** Mr. Bernstein said that he was charged with counting P&A employees. He said there are 5,791 P&As, not counting adjuncts and very part time employees. He said that this is an increase from last year's count at 5,586.

Bernstein asked members to review the forum information on starting a unit group and to check out their options.

Bernstein reminded members that the succession plan was passed at the committee's last meeting but they do not have a nominee for the chair elect seat. There is a nominee for vice chair. Therefore, he made a motion to suspend the election of a chair elect until next year and operate with a vice chair for the 2009-2010 academic year. He stated that the vice chair will not receive the chair elect stipend as the duties of the vice chair are not as time consuming. The motion was seconded and passed unanimously.

Bernstein read the names of current CAPA officer nominees and asked for nominations. Susan Doerr nominated herself for Communications chair. He called twice more for nominations, motioned to close nominations, the motion was seconded and passed. Bernstein made a motion to accept all nominees, it was so moved, seconded and passed. The following were voted in as CAPA Officers; Sarah Waldemar, chair; Will Craig, vice chair; Steve Pearthree, benefits and compensation chair; Susan Doerr, communications chair; Mary Jetter, professional development and recognition chair; Bill Roberts, representation and governance chair.

Bernstein read the names of the nominees for senators. Bernstein asked for one senator nominee to volunteer to fill the one-year term seat. Christine DeZelar-Tiedeman volunteered. Bernstein called for nominations. Travis Trautman nominated himself to serve as a one-year senator. Bernstein called two more times for nominees and made a motion to close nominations. The motion was so moved, members voted, all nominees were accepted and the motion was closed. The following will serve as one-year senators, Christine DeZelar—Tiedeman and Travis Trautman. The following will serve as three-year senators, Susan Doerr, Ann Hagen, Stephen Hearn, Kirsten Jamsen, Mary Jetter, Erling Kurtti, and Kimberly Swain Simon.

Hearing no further business, Chair Stenhjem adjourned the meeting at 11:15 a.m.

Lisa Towry  
University Senate Office