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**Representatives Present:**

Kari Anderson, David Bernstein, John Borchert, Richard Brown, Lynn Burbank, Elaine Challacombe, Jaki Cottingham-Zierdt, Randy Croce (for John See), Stacy Doepner-Hove, Susan Doerr, Frank Douma, Fred Dulles, Pam Enrici, Wendy Friedmeyer, Mary Hoepfner, Barbara Jensen, Penny Kessler, Catherine Rasmussen, Rand Rasmussen, William Roberts, Karen Strauman-Raymond Pam Stenhjem, Larry Storey, Jill Trites, Angie Vail, Kendra Weber (polycom), Sheryl Weber-Paxton, and Laura Weber

**Senators Present:** David Bernstein, Elaine Challacombe, Randy Croce, Kelly Culhane, Will Craig, Frank Douma, Wendy Friedmeyer, Peter Haeg, Gail Hockert, (polycom) Kirsten Jansen, Barbara Jensen, Colleen O'Neill, Karen Strauman-Raymond, and Jill Trites

**Alternates Present:** Joan Bailey, Susan Bartolutti, Erin George, Gail Hockert (polycom), Jim Licari, David Nicolai, Jane O'Brien, Peggy Rader, Dale Swanson, and Scott Wilson-Barnard

**Representatives Absent** Jade Bakke, Will Craig, Elaine Hansen, Jacob Johnson, Penny Kessler, Mary Laeger-Hagemester, Tom Mahoney, Ingrid Nuttall, Karen Strauman-Raymond, John See, Barbara Van Drasek, Caroline Rosen,

**Senators Absent** Will Craig, Tina Falkner, Jim Hildebrand, Andrew Hill, Caroline Rosen,

Jaki called the meeting to order and asked to amend the agenda so the election could take place at 10:00am. The change was approved. The minutes were approved as amended.

**Professional Development and Recognition- Jaki Cottingham-Zierdt for Pam Stenhjem**

○ Jaki provided the report on behalf of Pam Stenhjem. The retreat is tentatively planned for August 29th and the planning group is currently working to select a venue. The P&A survey was sent out on May 16th, and over 1,000 responses have been received thus far. Jaki asked that all representatives be sure to take the survey and to send a message encouraging constituents in their units to take the survey. When the responses have been reviewed a report will be written and posted to the CAPA web site. CAPA will present the information to the Office of Institutional Research and discuss how it can be incorporated into the metrics and measures of the University.

- Some people have expressed concerned that the P&A survey was duplicating the data collected by the Pulse survey. While there are two questions that are similar to questions asked in the pulse survey, the data generated from those questions does not specifically apply to P&A. The other questions provide completely unique data from the Pulse survey.



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### **Communications – John Borchert**

- Filming for the CAPA New Employee Orientation (NEO) via Breeze is finished.
- John thanked Penny Kessler for her dedication to facilitating the monthly CAPA NEO sessions over the last few years. Penny will be moving to a faculty position next year. The monthly NEO will continue and John asked for volunteers to assist with this.

### **Executive Report – Jaki Cottingham-Zierdt**

- Jaki noted there are two open P&A posts on the University Senate Committee on Committees and asked that persons interested in serving contact her.
- Mary Laeger-Hagemeister asked members to serve on a Retreat steering committee along with she and Pam Stenhjem. Elaine Challecombe and Pam Enrici volunteered.
- The Regents discussed the Higher Education bill that was vetoed by Governor Pawlenty. It is not yet known how legislators will proceed with the Higher Education bill and University request.

### **Senator Election – David Bernstein**

David reviewed the senators elected in April and their terms.

- David Bernstein – 2007-2008
- Elaine Challacombe - 2007-2010
- Jaki Cottingham-Zierdt- 2007-2010
- William Craig - 2007-2010
- Susan Doerr - 2007-2009
- Frank Douma - 2007-2010
- Kirsten Jamsen - 2007-2010
- Caroline Rosen - 2007-2010

David stated that two more senators needed to be elected. Nominations were taken and voted on. Kendra Weber was elected to serve a three-year term and Mary Hoepfner was elected to serve a term of one year. Stacy Doepner-Hove will complete the remainder of her senate term this year. Pam Stenhjem and Mary Laeger Hagemeister will serve as senators as part of their respective positions as chair and vice chair.

### **Benefits and Compensation – Frank Douma, chair**

- Frank reported that SCFA has developed a statement of principles regarding childcare at the University. The issue is based on a study done by Claire Walter Marchetti, director, Office of University Women, which compares childcare benefits across peer institutions. The study found the University offers relatively little in the way of childcare benefits compared to peer institutions. The issue was not originally identified as something the



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committee would work on this year. However, now that the study has been brought to their attention SCFA will work to determine the 'next steps' to be taken.

- The P&A Policy and Procedures Manual in its current form has become obsolete. All of the policy and language contained in the manual has been moved over time to individual administrative policies. Those policies are listed below:
  - Appointments of Academic Professional and Administrative Employees
    - ❖ Includes job descriptions, codes, titles, and appointment types.
  - Performance Reviews for Academic Professional And Administrative Employees
  - Academic Staff Non-Renewal of Appointment
  - Early Termination of Academic Professional and Administrative Employees
    - Termination of all types became a stand-alone policy with no substantive changes having been made.
  - A manual that helps navigate the location of Professional and Administrative policy may be useful but it would not contain actual policy.
- Frank then requested a volunteer to participate in the Committee on Institutional Cooperation Association of Professional Staff Council (CICASPC). There are three conference calls each year; the next one is in June. There is a fall conference, which is held in Chicago. Rich Portnoy is planning to serve as a liaison and another person is needed.

### **P&A Classification and Compensation Workgroup – Frank Douma and Randy Croce**

The group has posted its preliminary findings to the OHR website. The below statements are a summary of the needs and tasks identified by the group.

There is an overwhelming need for a basic, transparent structure (with flexibility) to improve the understanding of what the P&A group is, how it works, and to provide career opportunities within colleges and units and across the University. Based on this view, the group's guiding principles and criteria, and research results, preliminary findings suggest that the University should:

#### **Classification Structure and Career Opportunities:**

- Improve the classification structure to include defined job families where they don't exist today. Some examples may include IT, Finance, Teaching, and Student Services.
- Improve and expand career progressions to cover nearly all job families and recognize progressive levels of responsibility and specific competencies.
- Review the need for an "expert" level professional in some job families.
- Permit credentialing in lieu of degrees in certain, specific situations.

#### **Rewards**

- Develop additional programs to better recognize high-performing, long-term employees.
- Improve the salary range definitions for each classification by providing external and internal market data.
- Pursue the viability of benefit options that would provide more choices based on



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individual need.

- Develop and communicate a measure of the University's "total rewards" for employees, taking into account salary, benefits, incentives, career opportunities and other variables. Use this measure to check and maintain competitiveness.

#### **Administration**

- Improve the definition of the desired roles and responsibilities between central human resources and units.
- Enhance and improve the consistency of training for HR professionals and supervisors regarding classification and compensation.

#### **Next Steps**

The P&A working group is continuing its work this summer. The preliminary findings will be looked at in more depth with an expectation that the group will provide detailed final recommendations by the end of 2007.

#### **Thank You**

Jaki thanked Randy Croce, Stacy Doepner-Hove and Frank Douma for doing an amazing job with a Herculean project.

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

Will Craig and John See continue working on unit elections with positive results. David provided an update on representation as listed below:

- In School of Nursing Penny Kessler's seat now is open.
- Rochester: elected Joe Bakke, representative and Nathan Tesch, alternate.
- In the College of Pharmacy elected Richard Brown, representative.
- In the Medical School Colleen O'Neal is organizing an election.
- In the College of Biological Sciences Ann Hagen is interested in serving but someone is needed to organize an election.
- The AHC, Athletics, College of Design, College of Education and Human Development, College of Pharmacy, College of Veterinary Medicine, Institute of Technology, Medical School Office of the President, Research, School of Dentistry, School of Nursing, Student Affairs, Crookston, and University Relations all have open posts.

David then brought a motion to that the words "CAPA members" would replace the words "CAPA body" in all cases as found in the CAPA governing documents. The motion passed. David will update the documents to reflect this change.

#### **Office of Human Resources – Susan Rafferty, Director, HR Consulting Services**

- Susan worked with Lindsey Dickinson to redesign the Manager's Toolkit on the OHR Website. She then read the purpose statement and for the Toolkit found below:

##### **Proposed Purpose Statement:**

The Manager's Toolkit helps managers with many aspects of supervising employees, from recruiting through separation. The Toolkit does this in part by organizing the wealth of information and tools on the Web and directing managers to the policies, services, resources, tools, and forms they need regularly. The Toolkit should supplement and not



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replace the consultation and training provided by the Office of Human Resources and local human resources staff.

The Toolkit portion of the OHR website will be under construction while changes are being made. Lindsey will emphasize a user-friendly approach to organize the information. The project will utilize focus groups to vet proposed changes. Susan reviewed the initial models for changes as found below:

**Proposed Categories:**

- Recruiting and Hiring Employees
- Classifying and Re-Classifying Positions
- On-Boarding and Orienting Employees
- Promoting a Healthy Workplace
- Managing Employee Performance and Development
- Recognizing and Rewarding Performance
- Compensating Employees
- Managing Leaves from Work
- Resolving Conflict
- Separating from Employment

**Proposed Modes:**

- Tools (checklists, guidelines, how-to, and instructions)
- Forms and Template Letters
- Policies
- Resources (primary contact, classes, books, and bibliographies)

**Good of the Order:**

**University Senate – Frank Douma**

President Bruininks stated that he support the Minnesota Dream Act, the In-State Tuition for Immigrant Status Bill (HF 566/ SF 627). The legislation proposes an in state rate tuition apply to undocumented students who meet the following criteria:

- Have attended high school within the state for at least 3 years
- Have graduated from a state high school or attained the equivalent of high school graduation
- Have registered and been accepted to a public college or university
- If need be, have signed an affidavit stating they are actively seeking to obtain their US citizenship

Similar legislation has passed in California, Texas, Washington, New York, Oklahoma, Illinois, Kansas, Utah, Nebraska, Mississippi and New Mexico. Governor Pawlenty has threatened to veto the Higher Education bill if it contains the Dream Act. The University Senate Social Concerns committee plans to investigate whether the University can support the Dream Act if it does not pass at the state level.

Hearing no further business Jaki adjourned the meeting at 12:00pm

Sara Balick



**C A P A**

COUNCIL OF ACADEMIC  
PROFESSIONALS & ADMINISTRATORS

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