



**March 10, 2006**  
**MINUTES**

**Representatives Present:**

David Bernstein, John Borchert, Anita Cholewa, Stacy Doepner-Hove, Fred Dulles, Frank Douma, Pam Enrici, Wendy Friedmeyer, Mary Hoepfner, Barbara Jensen, Penny Kessler, Colleen O'Neill, Peggy Rader, Catherine Rasmussen, Bill Roberts, Caroline Rosen, Jill Trites, Angie Vail, and Roger Wareham,

**Senators Present:** Randy Croce, Annette Digre, and Dale Swanson

**Alternates Present:** Josh Casper, Allison Corkey, Scott Ruud, and Toni Smith

**Representatives Absent:** Noro Andriamanalina, Lynn Burbank, Jaki Cottingham-Zierdt, Will Craig, Tina Falkner, Lisa Garrett, James Hildebrand Mary Laeger-Hagemeister, Rebecca Lentz Andre Prahl, Rand Rasmussen, Karen Strauman-Raymond, William Barbara Van Drasek, and Kendra Weber

**Senators Absent:** Kari Anderson, Kelly Culhane, Emily Finch, Erin George, Peter Haeg, Andrew Hill, Paul Soper, and Pamela Stenhjem,

**Call to Order:** Stacy Doepner-Hove, Vice Chair, presided over the meeting and the meeting to order at 9:00 AM. She began by welcoming members attending for the first time, Josh Casper, Student Affairs, and Toni Smith, University Extension Services. She then introduced Sharon Reich Paulsen, Assistant Vice President.

**Presentation**

**Strategic Positioning Academic Recommendations – Sharon Reich Paulsen, Assistant Vice President**

VP Paulsen began by saying she was glad to have the opportunity to discuss the progress report to the Regents on strategic academic recommendations with CAPA. She said there are four core imperatives that emerged from the work of each academic strategic task force:

- Culture of Excellence
- Global, International
- Interdisciplinary
- Diversity

VP Paulsen said the task force believes these imperatives should inform all strategic initiatives and be applied across the institution in order to reach the strategic goal of becoming a top three public research university. She said the



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question of how to organize and focus the institutions resources is outlined by the following three mission statements:

- Extraordinary Education
- Breakthrough Research
- Dynamic Civic Engagement

VP Paulsen then discussed the action strategies outlined for the areas of students, faculty, and organizational restructuring reflected in the table below.

<b><i>Exceptional Students</i></b>	<b><i>Exceptional Faculty</i></b>	<b><i>Exceptional Organization</i></b>
<b><i>Distinguished Undergrad Education</i></b>	<b>World Class Faculty</b>	<b>Realigning and Redesigning Resources For Impact</b>
<i>System-side Writing Emphasis</i>	<i>Seek and Recruit the Highest Quality Faculty From Across the Globe</i>	<i>College of Food, Agricultural and Natural Resource Sciences</i>
<i>Superior Academic Advising</i>	<i>Achieve Greater Diversity of Faculty Back ground and Ideas</i>	<i>College of Education and Human Development</i>
<i>Campus-Wide Honors Program</i>	<i>Retain, Recognize and Reward Outstanding Performance</i>	<i>College of Design</i>
<i>Hands On Research Opportunities</i>	<i>Insure Excellence through Tenure, Promotion, and Post-Tenure Review</i>	<i>Library System Enhancement</i>
<i>Culture of Diversity Institutionally</i>		<i>Institute on the Environment</i>
<i>Increased Graduation Rate</i>		<i>Institute for Advanced Studies</i>
<i>Fast Tracking Undergrad</i>		
<i>Increasing Freshman Seminars</i>		
<b><i>Superlative Graduate Education</i></b>		
<i>Superior Academic Advising</i>		
<i>Enhanced Block Grants/Fellowships</i>		
<i>Interdisciplinary Emphasis</i>		



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Fast Tracking From Undergrad		
Connect UROP To Grad Program		

**Action**

**Minutes:** Stacy then made a motion to approve the draft meeting minutes of February 17, 2006. The minutes were unanimously approved.

**Agenda:** Stacy submitted a change in the agenda moving the discussion with Richard Bianco, Assistant Vice President, from 9:50 to 10:00 AM. This revision was made and the revised agenda was approved.

**Constitution and Bylaws Revisions - David Bernstein**

David briefly reviewed each proposed item to be changed in the bylaws as provided in the Bylaws Revisions table distributed to CAPA members on February 28<sup>th</sup>. David called for discussion on the eight proposed items. Stacy raised a point of clarification regarding the board meeting attendance policy. She said the policy, being that three consecutive absences is to be considered unacceptable, is intended to assure that CAPA Representatives and Senators stay connected to the business of the committee. The policy requirement is the equivalent of attendance at two meetings per academic year, which may be attended by poly-com. She reminded members to contact the committee support staff-person when they are unable to attend meetings and she opined that this policy does not seem to put an undo burden on members, including those at coordinate campuses. Hearing no other discussion on the bylaws and proposed language changes, David called for a vote on the proposed revisions. The revisions were unanimously approved and the bylaws will be updated to reflect the approved changes and posted to the web site.

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**Executive Committee Report - Stacy Doepner-Hove, Vice Chair**

- Stacy began by saying the strategic task force on small college design has asked CAPA members to provide feedback on the preliminary report.
- The CAPA members of the OHR P&A Employee Work Group will be Stacy, Frank Douma, and Randy Croce, with at least two CAPA representatives attending each of the meetings and will report to CAPA.
- Stacy reported that questions have been brought to the Executive committee regarding methods for determining salary averages in the 2004-2005 report on P&A salary increases. Jaki has been communicating with Peter Zetterberg, Senior Analyst, Institute of Research and Reporting, regarding this issue in an effort to learn how the salary averages are being determined. She will report her findings to the Executive committee.
- SCFA and SCEP have decided that teaching evaluations will be used in the evaluation and tenure review process. The Executive committee will work with these groups to have this issue moved onto the University Senate docket from the Faculty Senate docket, in order to increase P&A input on the matter.
- CAPA officer and senator elections are open to all representatives and elected alternates. Officers serve terms designated from July 1st to June 30<sup>th</sup>, to be limited to three consecutive terms. The senate terms will each be for three years going forward, with a two consecutive term limit. Ten senate terms will expire on June 30<sup>th</sup>, including those of the chair and vice chair.

**Budget Report - Stacy Doepner-Hove**

Stacy provided committee members with a copy of the midterm budget report. She reviewed the report noting that CAPA had been charged during the month of January for printing costs incurred in early 2005 for printing of the new CAPA brochures. Stacy said she would be discussing an adjustment to this bill with Printing Services because it was not resolved in the appropriate fiscal year. She will report back to the committee on this matter. Stacy noted that the budget for 2007-2008 would be due to the University Senate Office in the fall as the new budget deadlines fall approximately 9 months prior to implementation. CAPA should be aware of this and contact Stacy if there are any questions about the budget.

**Benefits and Compensation Report (B&C) – Frank Douma**



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- Frank said the committee is working on language for the bereavement policy. The intent is to recraft the policy based on the principle of a broader and more diverse definition of family.
- Time off for care of family members is also being discussed, however the definition of family is proposed to be remain unchanged as it applies to this policy.
- The revised policy on P&A appointments will be posted to the OHR website and is effective as of March 1<sup>st</sup>. The language for this is taken from the P&A handbook, and has been changed for clarification but not for meaning or intent.
- B&C is planning to review the language related to non-renewal policy. The concept of mandatory interviews for non-renewed employees has not been met favorably by the committee, which it believes may ultimately undermine the P&A interviewee's credibility.
- Frank reported Tom Klein, Assistant Director of Compensation, is working with B&C on principles of compensation for P&A. These will address the issue of 'top three' level compensation for P&A, and be brought to the Finance and Planning committee who is working on similar principles for the faculty.
- Bill Roberts reported on two items from the BAC meeting:
  - The Minute Clinic reports a greater volume of patients for the first for the first two months of 2006.
  - OHR is working hard with RX America to address the problems being reported including issues with co-pays, formulary drugs, and mail orders.

**Discussion**

**Outside Consulting Policy – Richard Bianco, Vice President,  
Regulatory Affairs**

- Vice President Bianco began by saying that all the Regents policies were being revised to provide broad guidelines, while procedural information would be defined within the administrative policies.
- He said outside consulting continues to be limited to 48 days annually for full time faculty and P&A, or not more than an average of one day per week. For faculty and P&A with 9-month appointments the limit is 39 days annually.
- The administrative policy will now include the principle that outside commitments cannot compete with coursework or services offered by the unit of the employee.



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- VP Bianco said that outside consulting during University time would be considered a benefit of full time faculty and P&A. University time is to be defined by the employee's supervisor and is generally considered a ten hour day. Any disagreement over this question can be addressed by appeal to the dean.
- Approvals for outside consulting arrangements must now be reviewed annually.

Information

**Communications Committee Report – John Borchert**

- John began by saying the U Brief CAPA article on policy issues was written by Frank Douma. The April Brief article would highlight the spring celebration.
- John asked people to consider running for the chair of the communications and professional development committees. Nomination forms can be found on the web site.
- David said he would like any information cards from the employee orientation come to him.

**Professional Development and Recognition (PD&R) – Anita Cholewa**

Anita said the Outstanding Unit Award nominations are due to her by April 6<sup>th</sup>. She said she would send the invitation out for the May 19<sup>th</sup> spring celebration in a few weeks. The Twin Cities spring celebration will be on the Northrop Terrace following the CAPA meeting. The coordinate campuses will be scheduling their celebrations.

**Civil Service Report (CSC) – David Bernstein**

David reported on the following items from the February 23<sup>rd</sup> Civil Service Meeting:

- Clerical civil service and bargaining unit classifications have been reduced from 34 to 8 classifications.
- Gavin Watts, Chair, Benefits Advisory Committee, provided a report on new University benefits. He said that there has been a large volume of complaints about RX America's service and OHR has been working with the company on resolving these situations. Gavin said that the cafeteria-style benefits are less expensive and more comprehensive.



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- Vice President Carrier provided a report on the Administrative task forces and on Regent's Professional Development and Employee Health Benefits.
- Cathy Marquardt presented the results of the merit based pay survey.

**Student Senate Consultative Committee (SSCC) – Richard Orr**

Richard reported in February the SSCC:

- Passed a by-law change to formalize the liaison position to CAPA and the Civil Service Committee.
- Passed a position paper on the SSCC actions to support civil engagement.
- Agreed to pilot new teacher evaluation questions at midterm.

**Action**

**Institute of Technology - David Bernstein**

David said that Dale Swanson had made a formal request to the committee to add one CAPA representative to IT. The request for one additional representative is based on IT having over 400 employees in the unit and on the diversity of the unit across mission, job classifications and culture. The request was presented last fall well before the deadline of the March meeting. R&G takes responsibility for presenting it beyond the specified time line and asks that CAPA address the request at this time. David made a motion that CAPA suspend the time line for this instance and the motion was passed. CAPA found that the request to add one additional representative to IT and up to one additional alternate met the criteria as stated in the bylaws and voted unanimously in favor of the request.

**Information**

**Representation and Governance (R&G) – David Bernstein**

David reported that Laure Campbell has resigned her position as representative because she has taken a new position in the General Clinical Research Center. Kari Anderson will move from alternate to representative for the School of Veterinary Medicine. David then reviewed election information:

- Eight Senators are needed to fill open positions.
- Those who have filled a one-year term are eligible to run again.
- Nomination forms are available on the CAPA web site and John will be available to post them up to the 14<sup>th</sup> of April, or five days prior to the next board meeting.



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- All CAPA representatives are eligible to run for all officer positions.
- The chair positions for the communications and professional development and recognition have no nominees as of yet.
- R&G sponsors the CAPA Spring Forum. It will be a luncheon held on May 4<sup>th</sup> at the Campus Club, prior to the last University Senate meeting. CAPA representatives, Senators, Senators elect, and P&A on Senate committees are invited to attend and discuss the first year of CAPA involvement in the University Senate.

**Good of the Order**

Hearing no further business Stacy adjourned the meeting at 12:00 PM.

**Sara Balick**  
University Senate