



**May 19, 2006**  
**MINUTES**

**Representatives Present:**

Kari Anderson, Noro Andriamanalina, David Bernstein, John Borchert, Elaine Challacombe, Anita Cholewa, Jaki Cottingham-Zierdt, Will Craig, James Hildebrand, Stacy Doepner-Hove, Frank Douma, Pam Enrici, Tina Falkner, Wendy Friedmeyer, James Hildebrand, Mary Hoepfner, Barbara Jensen, Penny Kessler, Mary Laeger-Hagemester, Rebecca Lentz, Colleen O'Neill, Andre Prahl, Catherine Rasmussen, Rand Rasmussen, William Roberts, Caroline Rosen, Pam Stanhjem, Jill Trites, Barbara Van Drasek, Roger Wareham, and Sheryl Weber-Paxton

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

**Alternates Present:** Josh Casper, Gene Danlenko, Erin George, Lori Gilbertson, Elaine Hansen, Sherri Holmen, Kirsten Jamsen, Pat Jondahl, Kathleen Roufs, and Mary Ellen Shaw

**Representatives Absent:** Fred Dulles, Karen Strauman-Raymond and Angie Vail

**Senators Absent:** Kelly Culhane, Emily Finch, Peter Haeg, Gail Hockert, Jim Licari, and Paul Soper

**Regrets:** Lynn Burbank, Penny Kessler, and Kendra Weber

**Call to Order** – Jaki Cottingham-Zierdt, Chair, called the meeting to order. She began by asking for changes or corrections to the minutes of the April meeting. The minutes were unanimously approved, with changes noted. Jaki asked that new representatives and alternates introduce themselves. Steve Fauscher said he was attending from Patents and Technology as an alternate for James Hildebrand, and Sheryl Weber-Paxton is the new representative for the College of Continuing Education taking the place of Lisa Garret. Jaki then asked for a change to the agenda to allow time for David Bernstein to report on the Civil Service Committee meeting. The agenda was approved with this change and a typographical correction.

**Professional Development and Recognition Report-Anita Cholewa,  
Chair**

Anita reminded everyone of the P&A recognition event-taking place following the meeting, beginning at 11:30am. She thanked Kirsten Jameson for coordinating the event. Anita announced that Penny Kessler was not in attendance today because of the birth of her first grandchild. Anita then presented Sara Balick, Committee



**May 19, 2006**  
**MINUTES**

Support Specialist, with a bouquet of flowers to thank her for her support of the committee during 2005-2006.

**Communications Report-John Borchert, Chair-elect**

John reported on behalf of Lynn Burbank, Chair, who was unable to attend the meeting.

- John said the CAPA web site is fully restored and functional. He noted the problem with the site last month had been addressed and that he anticipated there would be no issues with access to the site going forward. The web site duties are noted as follows; Committee Support staff will post data and communications, John and Kris Lyon will address technical issues.
- John said David would provide an article for next months' Brief with a summary of R&G related news for 2005-2006.

**Executive Report – Jaki Cottingham-Zierdt, Chair**

- Jaki said the final reports from the Strategic Task Forces have been posted on the “Transforming the U” web site. Provost Sullivan sent a message requesting feedback from P&A. Jaki asked CAPA to read and respond to the reports. She noted that both Provost Sullivan and Vice President Paulsen have been responsive to P&A input on strategic positioning.

- She said that the May 12<sup>th</sup> Board of Regents' meeting focused on discussion comparing the University of Minnesota with five of the top research universities as identified in the 2005 Top American Research Universities Report. She noted those universities are as follows:

- University of California – Berkeley
    - University of California – Los Angeles
    - University of Michigan – Ann Arbor
    - University of Wisconsin – Madison
    - University of Florida

She said The Florida Report is largely silent on the matter of staff retention but Provost Sullivan spoke to the significance of this issue when comparing the performance of top ranking research universities. Jaki said that P&A must continue to provide feedback about the essential work they do at the University and the importance of the P&A role to strategic positioning.

- Provost Sullivan noted the Florida Report comes out in the spring. The University would like an opportunity to benefit from the information in the Florida Report before releasing its performance report. Therefore



**May 19, 2006**  
**MINUTES**

the University performance report will be released in the fall, effective 2006-2007.

- David reported that the spring forum provided for an important and productive discussion. He thanked the members of the R&G committee for organizing the event. Attendees discussed strategies for an effective presence in the Senate. David noted one suggestion is to have P&A members of Senate subcommittees providing regular reports at CAPA meetings. He said he would discuss this with the Executive committee.
- David said because 2006-2007 will be another highly transitional year, unit level groups should call on R&G to provide support, or develop a unit level P&A governance group. David noted that P&A need to be prepared to participate in the development of unit level governance and to provide leadership in the new colleges. David said he is happy to speak to new units about organizing. Frank commented that when the Hubert H. Humphrey Center reorganized a P&A group was formed before the structure of the unit formalized, which allowed P&A to participate in writing the unit constitution.
- Jaki said the CAPA Retreat is set for Wednesday, August 23, and encouraged everyone to attend. It is being held at the St. Anthony Main Conference Center. She asked that representatives and alternates who are rotating off of CAPA be sure to provide the retreat information to their replacements.

**P&A Workgroup – Frank Douma**

- Frank said the workgroup has met every other week over the course of the last six weeks. The group has been setting out the agenda including the terms and parameters of what will be addressed. He said there is a web site being developed to provide open communication and answer questions. The site will include an FAQ that can be added to over time.
- Frank said the group is at the point where there are many more questions than answers but OHR representatives did state there wouldn't be any wholesale reclassification of P&A jobs. This means that while some jobs may be reclassified, this would occur on a case-by-case basis, and not for actual job categories such as "Assistant To" or "Program Coordinator". The group will seek to bring clarification to these and other indistinct job titles. Such clarification benefits both P&A and OHR. Randy Croce noted that he has seen no evidence of predetermined outcomes for the workgroup.



**May 19, 2006**  
**MINUTES**

- Jaki asked that group members develop a set of principles to provide a standard for defining the employee group. Frank agreed with this suggestion. Colleen noted there is a working definition of the classification, which provides parameters such as how many civil service duties can be required for a P&A classified job. She said this definition should be referred to and incorporated in the work of the group.
- The question of employee domain was also raised, whether the University of unit has authority over an employee. Frank said this would be discussed by the workgroup but understood that unit and institution domain should be congruent in the application of policies.
- The group is working on a formal statement that will encompass its mission.

**Benefits and Compensation-Frank Douma, Chair**

Frank said he and Bill Roberts met with Rosie Barry, Program Director, OHR about P&A non-renewals and there were no non renewals reported at that meeting. He said people should be aware of the career services being provided through OHR and he has written an article for the June newsletter to remind P&A to take advantage of those resources. Frank noted that now is the time to seek out assistance because nonrenewals are coming up. He outlined the services listed below.

- Talent Connection: The OHR coordinator proactively seeks out job opportunities at the University and works with the career counselors to identify potential matches between employees and open positions.
- Individual Career Counseling: Through the Employee Career Enrichment Program (ECEP), career counselors are available to meet with all faculty and staff on an individual basis. This is a free service and completely confidential. ECEP counselors offer assistance with networking, resume writing, and setting of career goals.

**OHR Report - Susan Rafferty, Department Director**

Susan began by noting the wave one colleges were completing the foundational phase developing the vision and goals of the colleges and moving into an initial implementation period. She said administration has reviewed systems operations and provided model recommendations based on strategic reports and consultation. The recommendations conjoin academic and administrative principles. She noted the Director for the College of Design has been selected. The College of Food, Agricultural and Natural Resource Sciences (CFANS) and the College of Education and Human Development are still searching for directors. OHR has been mapping



**May 19, 2006**  
**MINUTES**

the job positions for the new colleges and does not anticipate many layoffs, approximately twenty across wave one colleges. Susan noted that this number has been contained through attrition over the last year and even many of those who resigned remained at the University in a new position. She said central OHR will provide support to Deans to act as positive agents of change including a newly designed leadership training. Unit level HR will implement a new organizational template and work with central HR to develop specific supports for the unit.

- In response to a question, Susan said that there are opportunities for Directors who are not hired to direct their redesigned unit.
- She responded to a question regarding reapplication for advisor positions by saying, positions are being mapped from their current unit to the new unit and in most cases employees can move directly from their current to a redesigned position. She noted that in some cases certain positions have required a hiring process.
- She observed that Biological Basic Sciences and Biological Engineering are the only departments that are merging.

**Representation and Governance Report – David Bernstein, Chair**

David said the committee discussed the spring forum. The primary theme had been maximizing CAPA's position in the Senate. This means maintaining visibility and strengthening CAPA's voice on relevant issues, particularly educational policy. He noted that communication with P&A Senators is desirable. David reminded members that elections for alternates are preferable to appointments, because it allows alternates to be elected as senators. He said the bylaws state that elections are to be held by June 1<sup>st</sup>, except in the case of units in the new colleges. David then reviewed changes and vacancies of representation.

- **AHC** – Vacant
- **Dentistry** – Vacant
- **Office of the President** – Vacant
- **University Relations** - Vacant
- **Veterinary Medicine** – Kari Anderson will complete Laure Campbell's term. An alternate is needed.
- **CSOM** – Andre Prahel has resigned, Allison Corkey will complete her term as alternate. A new representative is needed.
- **CEHD** – Pam Stenhjem is the representative and Peggy Rader is the alternate.



**May 19, 2006**  
**MINUTES**

**Civil Service Committee (CSC) Report – David Bernstein, Liaison**

- David reported that the April CSC meeting emphasized year-end business with reports on CSC member appointments and on senate elections, including appointments to senate committees.
- He said that in 2006-2007 Peg Wolff will serve as chair, Cathy Marquardt as vice chair, and Gary Willhite as treasurer.
- Miriam Ward, Department Director, OHR, provided a presentation on the University's new on-line employment system.

**Student Senate Consultative Committee (SSC) – Rick Orr, Vice Chair**

- Rick announced Josh Beiningen as the chair of the SSC for next year and Bree Richards as the vice chair. Rick extended their apologies for not being available to attend today's meeting.
- Rick then said he would review the goals and initiatives for next year's SSC. The student evaluation questions have been passed and will be available for the fall.
- The SSC will peruse having student evaluations posted on line in order to serve the class selection process. David said this would put teachers in a compromised position and he has a number of concerns about posting evaluations. Rick said he would make note of David's input and ask Josh to continue the discussion in the fall.
- The SSC will seek to broaden the policy that allows students to test out of courses based on experience and material proficiency.
- There will be an initiative to expand representation to the SSC by international students next year.
- The SSC will work to established improved communications with the Minnesota Student Association.
- Rick reported there has been a valuables registry established. Students may register their valuables and correlating serial numbers with University Police to improve the chances for item recovery in case of loss.

**Good of the Order** – Hearing no further business Jaki adjourned the meeting.

Sara Balick  
University Senate