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Representatives Present:

Kari Anderson, David Bernstein, John Borchert, Elaine Challacombe, Jaki Cottingham-Zierdt, Will Craig, Stacy Doepner-Hove, Susan Doerr, Frank Douma, Fred Dulles, Pam Enrici (polycom), Steven Fausch, Mary Hoepfner, Barbara Jensen, Penny Kessler, Mary Laeger-Hagemeister, Ingrid Nuttall, Catherine Rasmussen, Rand Rasmussen, William Roberts, Caroline Rosen, Karen Strauman-Raymond, Pam Stenhjem, Jill Trites, Barbara Van Drasek, Roger Wareham, and Sheryl Weber-Paxton

Senators Present: Wendy Friedmeyer, Erin George, Gail Hockert (polycom), Kirsten Jamsen, and Paul Soper

Alternates Present: Susan Bartolutti, Peter Haeg, Barbara Horvath, Rand Rasmussen, Susan Strate, and Dale Swanson

Regrets:

Representatives Absent Lynn Burbank, Colleen O'Neill, Angie Vail, Larry Storey, and Kendra Weber

Senators Absent Kelly Culhane, Tina Falkner, Elaine Hansen, Jim Hildebrand, and Andrew Hill

Call to Order –

Stacy Doepner-Hove, Vice Chair, called the meeting to order. People in attendance were asked to introduce themselves.

Consent Agenda:

The SCC report was removed from the consent agenda and it was then approved.

Minutes: The minutes of the June CAPA meeting were amended and then approved.

Jaki began by saying this year is very important for CAPA and will be focused on increasing the value and visibility P&A, particularly in relationship to the strategic measures of the University. She said the talent and expertise of each CAPA Representative impress her and she is excited to work with the membership on behalf of P&A.

Community Fund Drive – Will Craig

Will spoke on behalf of the Community Fund Drive. The drive is an important opportunity for the University to give to the greater Minnesota community. University employees gave at a rate of 28% in 2005. The Fund Drive committee has a goal of raising participation to 33.3% this year. He encouraged CAPA to seize this chance for P&A to increase visibility and show leadership within the University Community. P&A gave at a level of 36% last year. Will asks members to participate in increasing that number by giving, volunteering, and contacting the



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P&A in your particular unit about donating. He added that the United Way made a difference in his life, and the organizations that are part of the fund drive make a real difference in the lives of Minnesotans. Sign up soon for the best chance at winning some of the prizes that are offered, which include:

- Parking on campus or commuting by bus for free for one semester, courtesy of University of Minnesota Parking and Transportation Services.
- A pair of tickets to any performance at Rarig Center.

Budget - Stacy Doepner-Hove, Vice Chair

Stacy reminded members that the fiscal year 2008 budget request is due on October 1st. Members should contact her as soon as possible with any input they have on this.

Benefits and Compensation – Frank Douma, Chair (handout)

For those not at the August Retreat Frank introduced the committee members. The committee works in an advisory role on issues related to Benefit and Compensation packages for P&A with OHR. Nan Willhelmson, Director of HR Policy and Academic Employment, regularly attends meetings. The committee meets the third Tuesday of each month, 2:00-3:30, Lucka Room, McNamara Center. Contact Frank to arrange a conference call connection.

- On Tuesday September 19th B&C will work on approving the goals and strategies of its 2006-2007 work plan. The following three primary goals have been identified thus far:
 - The perennial issue of vacation will be on the discussion table. CAPA is seeking two additional days of vacation with accrual carry-over that would bring P&A from 22 to 24 maximum days of accruable vacation.
 - Regents “Framework Policies” will be reviewed.
 - The P&A Classification and Compensation Working Group provides input to the work of B&C and will be discussed later in the meeting.
 - The Regent’s non-renewal policy and variance between units.
- The P&A Classification and Compensation Working Group provides input to the work of B&C and will be discussed later in the meeting.
- The handout provides further details related to the annual goals. Benefit and Compensation position papers can be found on the CAPA web site and in the CAPA books distributed at the Retreat.



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Executive Committee – Jaki Cottingham-Zierdt, Chair and Stacy Doepner-Hove, Vice Chair

Jaki reminded new Representatives that they are required to serve on at least one committee with Senate representation counting toward committee service. Representatives need to select the committee they will be serving on by the October Board meeting. The Executive Committee will then assign committee service to those who haven't made a selection.

- Jaki said she normally attends the Regents meetings held the second Thursday and Friday of the month. Business is discussed on Thursdays and carried out on Fridays and so the Thursday meeting is the most effective time to learn of P&A related issues.
- Stacy attended the September 7th Regents meeting. OHR Guiding Principles were addressed. Provost Sullivan, Vice President Carrier, and Vice President Brown presenting and Regents provided comments and suggestions. Stacy noted that more than one Regent pointed to a need for improved staff policies and representation. Stacy made a request that CAPA be given the opportunity to review the second draft of principles, not for approval, but for input. She said the over all sentiment was very pro staff. Jaki opined that this reflects the work CAPA has done on building positive working relationships with the Regents.

P&A Classification and Compensation Workgroup - Stacy Doepner-Hove, Co-Chair

Stacy said the group has been meeting since February and they are now ready to gather input from outside the group.

- Discussion groups will be formed to gather information from across the institution.
 - Discussion group experts will design questions and facilitate meetings comprised of a random sample of approximately 200 P&A from across the University.
 - The sample will be a cross section of P&A designed to create an inclusive pool.
 - The input from the discussion groups will be realized when the work group drafts an implementation plan.
- P&A may submit comments to the workgroup web site at: <http://www1.umn.edu/ohr/compensation/classification/panda/>
- CAPA representatives to the workgroup; Randy Croce, Stacy Doepner-Hove, Frank Douma would like to visit individual units for discussion. Units should contact any of these individuals to make arrangements.
- Frank said that the current compensation and classification plan was designed as needs arose and it has a number of problems including but not limited to the following:
 - It does not provide clear pathways to promotion.



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- It does not provide discernable career ladders.
- The size and ambiguity of job ranges and titles make market surveys very difficult.
- Salary ranges do not provide compensation for expanded job duties and expectations.
- Because of these problems the workgroup represents and opportunity to make improvements on behalf of P&A. Frank and Stacy stated they do not have the impression there are predetermined outcomes for the workgroup.
 - CAPA discussed concerns related to the composition of the workgroup. Mary Laeger-Hagemeister pointed out that P&A who work in field groups need representation.
 - The committee discussed concerns related to implementation of the plan derived from the workgroup. David urged that there be principles of implementation put into place.
 - The group discussed communicating to the constituency using the CAPA newsletter and web site.

Communications – John Borchert, Chair

John reviewed this years' goals for the committee as found below:

- To work closely with the other committees of CAPA to develop web based communication of their work, to review web pages for accuracy, and to keep the site vital.
- Conduct a communications audit in the spring that will provide data from the constituency for an improved communications planning.
- Continue the development of media based communication to increase CAPA visibility including:
 - The CAPA U Brief articles
 - CAPA meeting Highlights will be written and distributed
 - NEO Power Point and Breeze presentation
- The Communications Committee needs help with the Web, Brief articles, and CAPA News. There are currently just six members. Please consider lending your assistance to this committee.

Professional Development – Pam Stenhjem, Chair

Pam thanked committee members for bringing and setting up the refreshments. The following are the committee goals for this year:

- Organizing and executing the Spring P&A Recognition event.
- Reviewing the Outstanding Unit Award criteria and increasing promotion of the award.
- Creating a pool of P&A profiles from each CAPA unit across the University for publication in the CAPA News.



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- Consideration of a Wiki resource and reference for P&A.
- Develop tangible examples of P&A contributions that reflect the metrics and measures of strategic positioning.

Representation and Governance – David Bernstein, Chair

David outlined the identified goals of the committee for this year as follows:

- Elect a representative to each open CAPA unit.
 - AHC
 - CSOM
 - College of Design
 - Medical School
 - Office of the President
 - School of Dentistry
 - U Relations
- Develop a P&A governance group within each CAPA unit.
- Improve communication between P&A Senate Assembly members and CAPA.
- Coordinate with Senators and Assembly members regarding Senate business.
- Review and update the CAPA handbook.

Senate Vacancies – David Bernstein

David congratulates Roger Wareham, an active CAPA Representative and Senator from Morris, on his new position at the University of Wisconsin-Eau Claire. Roger's resignation creates the need for a CAPA Senate election for a one-year interim period. Please contact David regarding the Senate vacancy. Tom Mahoney has been elected to replace Roger as a Morris Representative for the remainder of this year. Jennifer Falzerano has also left the University.

Civil Service Committee – David Bernstein, Liaison

David reports that Susan Rafferty, Director of Consulting Services, OHR, provided information about the Wave One Colleges. Two of the new College HR Directors are Civil Service. Facilities Management policies are being modified in coordination with OHR. The committee formed a working group to address the question of an election based committee structure versus the current appointment based structure. Vickie Courtney, Program Director, University Senate lead discussion of the first year as part of the University Senate structure. The committee discussed Senate related goals, including the development of a communication plan between CSC, CS Senators, and CS Senate Assembly Members.

Good of the Order

- Bill Roberts provided a report from the Senate Benefits Advisory Committee. The committee is working on an RFP for Dental coverage. There is discussion of a two-



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tier system to address coverage for a significant number of people who are exceeding maximums. This would naturally raise premium levels as well as concern from the provider that people can move to reduced coverage the year after completing of high premium dental work.

- Jaki pointed to the open feedback period of the University Senate docket and asked for consideration of meaningful utilization of this opportunity for CAPA. She noted that it is important to utilize the feed back period to encourage future open comment periods on the Senate agenda.

Hearing no further business Jaki adjourned the meeting.

Sara Balick

University Senate