



**November 17, 2006**  
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**Representatives Present:**

Kari Anderson, David Bernstein, John Borchert, Lynn Burbank, Jaki Cottingham-Zierdt, Will Craig, LeAnn Dean, Stacy Doepner-Hove, Susan Doerr, Frank Douma, Pam Enrici, Elaine Hansen (polycom), Mary Hoepfner, Penny Kessler, Mary Laeger-Hagemeister, Ingrid Nuttall, Rand Rasmussen, William Roberts, Caroline Rosen, Karen Strauman-Raymond, Pam Stenhjem, Larry Storey, Jill Trites, Angie Vail, and Sheryl Weber-Paxton

**Senators Present:** Wendy Friedmeyer, Andrew Hill, Gail Hockert (polycom), Colleen O'Neill, and Paul Soper

**Alternates Present:** Susan Bartolutti, Gail Hockert, Rand Rasmussen, and Dale Swanson

**Regrets:** Elaine Challacombe, Barbara Jensen, Catherine Rasmussen, Barbara Van Drasek, and Kendra Weber

**Representatives Absent:** Fred Dulles, and Jacob Johnson

**Senators Absent:** Tina Falkner, Kelly Culhane, Peter Haeg, and Jim Hildebrand

**Call to Order:** Jaki called the meeting to order at 9:00am. She then asked for a motion to approve the minutes of the October meeting. The minutes were approved unanimously.

**Consent Agenda:**

Jaki asked that the agenda be amended to move the Professional Development and Recognition Committee work plan to the fourth item and the Executive Committee report to the thirteenth item, at the request of Pam Stenhjem. The agenda was approved with this change.

**Professional Development and Recognition Report – Pam Stenhjem (handout)**

Pam reported on the Professional Development work plan for 2006-2007. Her comments are outlined below.

- The guidelines for the Outstanding Unit Award will be reviewed and updated to align with unit's strategic work and goals. The committee recommends increasing the award amount. PD&R will work collaboratively with the Communications committee to promote the award. Erin George, Elaine Challacombe, and Karen Straumann-Raymond are the award coordinators.
- Guidelines will be developed for the new Outstanding Service Award. Erin George, Elaine Challacombe, and Karen Straumann-Raymond are the award coordinators.
- The Spring P&A Recognition event will be developed to coordinate with the Outstanding Unit Award. Ingrid Nuttall is the coordinator of the spring event.



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- Caroline Rosen and Sue Barilutti will work to develop a file of P&A profiles that can be used in the Profile and the Brief.
- Larry Storey is researching a CAPA WIKI, which would provide information about professional development resources for P&A.
- Pam and Caroline will continue the work of gathering quantifiable data that illustrate the critical role of P&A in reaching the University's Strategic goal.

**Budget Report – Stacy Doepner-Hove, CAPA Vice Chair**

Stacy noted that all CAPA committees had reviewed the 2006-2007 CAPA budget. She asked if there was any further discussion needed on the budget. Hearing no further discussion she moved for approval of the budget, and it was unanimously approved. Stacy noted that there would likely be an increase in travel expenses because of changes to representation and more representatives attending meetings from the coordinate campuses. She will keep the committee informed if any adjustments need to be made to the budget allocations.

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

- David reported that Mary Laeger-Hagemester and Katy Rasmussen were each elected as University Extension representatives. With this, Mary is now qualified to serve as a full Senator. The Carlson School of Management has two candidates and will hold an election before the December CAPA meeting. David is working with the other unrepresented units to identify nominees and hold elections.
- David electronically distributed instructions for generating a list of P&A in each unit. Representatives are asked to their constituent lists and continue to develop regular communication with P&A in their units.
- David encouraged members to get involved and adopt a unit that needs representation. Those who are willing should contact David for more information.
- David asked if there were any questions or discussion of the R&G annual work plan. Hearing no discussion there was a motion to approve the work plan. The 2006-2007 R&G work plan was approved unanimously.

**Regent Human Resources Guiding Principles – Nan Willhelmson, Director, HR Policy and Academic Employment (handout)**

Nan reported the Board of Regents' Human Resource policies have been under review this fall. These policies have been revised as a set of guiding principles that are to function at an oversight level and to set the tone and direction of functional administrative policy. These Guiding Principles were created at work session of the Board of Regents where the Regents expressed their active support for employees here at the University. The principles were put forth at the October Board meeting and the following draft will be reviewed at the November Board meeting:

The following principles will guide the development of human resources policies at the University of Minnesota. Given the importance of human capital to fulfilling the mission



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of our institution, these principles shall support the establishment of a culture of excellence and are meant to reflect the nature of a public research university.

1. Recruit, engage, and retain talented, diverse faculty and staff who contribute to and support the mission of a top ranked public research university.
2. Partner with employees to support their professional development, growth and vitality in an engaged work environment.
3. Utilize compensation, benefits and human resource practices to employ and reward a high achieving faculty and staff.
4. Develop and support leadership at all levels of the organization, recognizing its importance in creating a culture of excellence.
5. Communicate regularly with employees and evaluate each individual's performance using appropriate criteria and standards. Utilize formal and informal recognition systems to identify and reward excellence.
6. Expect and support ethical conduct and responsible behavior from all employees.
7. Ensure that each employee experiences and contributes to a workplace that is respectful, inclusive, and responsive to both professional and personal needs. Provide an environment where open communication is encouraged.
8. Structure HR policies, system, and practices to increase the overall effectiveness and productivity of faculty and staff.

CAPA discussed ways in which staff can promote these principles at the unit level. Frank said the principles offer a break through emphasis on the value of staff to the University. He added that the Executive committee is encouraged by this development and asks representatives to communicate with their constituents about this development.

### **Benefits and Compensation – Frank Douma, Chair (handout)**

- Frank announced the next B&C meeting will take place on Tuesday, November 21, 2:00-3:30 pm, Laukka Room, McNamara Center.
- The committee will work with Nan to review and provide feedback on the draft of the Work-Life and Personal Leaves policy. The policy governs work life and personal leave opportunities of faculty, academic professional and administrative, civil service, union-represented staff, and graduate assistant employee groups of the University. The policy will guide the revision and development of further administrative policy and procedure in the following categories:
  - Bereavement
  - Civic duties such as jury, voting, and military service
  - Disability
  - Medical
  - Parental
  - Personal



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- Vacation
- Frank then called for discussion of the B&C work plan, noting that it would function as a living document and be subject to any necessary changes. Hearing no discussion a motion was made to approve the document. The work plan was unanimously approved.

**Communications Report – John Borchert, Chair**

- John reported the Breeze script for the employee orientation is complete and will be reviewed by the Executive Committee. The script will be taped by the end of December.
- The Communications Audit will be sent to all P&A by December 1st. The questions remain the same as the ones used in the last audit done in 2003. The audit will be announced in the CAPA Newsletter.
- The Web constituency poll has been posted to the site. Issues related questions will be updated each 4-6 weeks. The poll is part of an effort to engage more P&A governance and solicit feedback on specific issues.

**Legislative Update, Donna Peterson, Associate Vice President, University Relations (handouts)**

- VP Peterson began by discussing the following data from the 2006 election results.
  - There are forty-four DFL United States Senators and twenty-three GOP Senators.
  - There are twenty-seven women and eighteen freshmen United States Senators.
  - There are eighty-nine DFL United States House Representatives and forty-five GOP Representatives.
  - She said that historically Minnesota has tended to vote DFL in the urban areas and some specific rural areas. In this election some of the suburbs voted DFL, including Woodbury and Minnetonka.
  - Rochester will have a by-partisan delegation.
  - In Brainerd the incumbent GOP Senator was re-elected and the two incumbent GOP House Representatives were not re-elected.
  - There will be a new Majority Leader named to the Minnesota House of Representatives.
  - Larry Pogemiller was re-elected to represent the University District in the Minnesota House.
  - Senator Sandy Papas will continue as Chair of the Education Committee.
  - She said by-partisan party leadership would appoint the committee chairs and then the committee membership would be selected.
- VP Peterson then turned to Biennial Budget Request for 2008-2009. She said that in the past the University has approached the biennial request as one piece of legislation pertaining to only higher education. However, this year the request would be



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approached not only as a request for higher education funding but to the many other interests represented by the request including; medical research, nanotechnology science and engineering and related business interests, and environment and agricultural interests to name a few. She then discussed the principles of the budget request and they as outlined below:

- The University's biennial budget investment proposal will align with and support the goals of strategic positioning.
- The University will ensure the highest quality educational experience to all students without regards to income level.
- Core investments will sustain the University's competitive position and its unique value to Minnesota's long-term economic prosperity and quality of life.
- The biennial budget proposal is based upon a long-term financial strategy that includes predictable state support with a University commitment to increase other resources.

She said the President frames the request using these principles with a strategy of investing in forward motion. Some of the goals related to the principles include:

- A 3.25% salary increase to sustain quality and competitiveness.
  - Advancing the quality of undergraduate and graduate education.
  - Investing in technology and related infrastructure.
  - Continued stewardship of the facilities and operational systems.
  - Investing in and creating the future Minnesota.
  - Addressing current shortages and building the health workforce and clinical sciences.
  - Raising the average level of compensation for University faculty to compete with other universities nationally. The current goal is to move from the lower third of institutional compensation averages to the middle third.
  - Complimenting the Minnesota business community in the areas of research and nanotechnology.
- The University is working to stabilize tuition rate increases to predictable and manageable levels of approximately 4.5% annually. She said tuition increases stand in direct correlation to state funding. The significant tuition increases of 14.7% in the fiscal years 2004 and 2005 occurred at a time of significant decreases in state funding. Last year the legislature asked to see more than a 1% reallocation of University funds in order to decrease the capital-bonding request. She said President Bruininks told the legislature that 1% reallocation is all that can reasonably be requested of the University.
- VP Peterson encouraged CAPA members to become involved in the University's Legislative Network Grassroots committee by sending a representative to the meetings. The committee works to raise grassroots legislative support for the University.



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- She said that people should remember the budget surplus projection does not account for inflation. When inflation is factored in the surplus projection is eliminated. The question for the University then is what amount of money there will be available to draw from. The competition for funds is great and the transportation bill that was passed during the election will take money out of the general fund. However, she says there is an increased concern coming from legislative members and their constituents about higher education and its role as a driving force in the social and economic health of the state.

**Communications Report – John Borchert, Chair**

John resumed his report by asking for questions about the Communications work plan. With no questions raised a motion was made to approve the work plan and it was approved unanimously.

**P&A Classification and Compensation Work Group - Stacy Doepner-Hove and Frank Douma, Co-Representatives**

- Stacy reported that the committee is in a phase of focusing on communications and collecting feedback. There will be seventeen focus groups including at least one on each of the coordinate campuses. Notes will be taken at each session and the feedback will be compared to the initial plan developed by the work group.
- Frank said that he and Stacy are available to facilitate work group information sessions with P&A at a unit level. Several sessions have already taken place and there are currently two scheduled for later this month. People may contact him about scheduling a session. It was noted that the work group is not addressing issues related to outcome implementation, their charge is to address the broad issues related to P&A classification and compensation.

**Civil Service Report – Cathy Marquardt, Vice Chair**

Cathy reported on the October CSC meeting, providing the following highlights:

- Vice President Carrier held a Q&A session and discussed the issues below:
  - The financing of Staff Day.
  - Access to Regents Scholarship and consistency of policy application in this area.
  - An improved commitment from supervisors regarding meeting the criteria of performance based management and merit compensation.
  - The Regents' HR Guiding Principles.
- The committee discussed the FM reorganization and related Civil Service advocacy issues.
  1. Complaints were relayed from constituents and members whose minor children have been contacted by Harris Health Services regarding disease management without parental consent.



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- Professional development funds are nearly expired for this year. The committee has requested additional funds for fiscal year 2008.

**Executive Committee – Jaki Cottingham–Zierdt, Chair**

- Jaki reported the Linda Thrane, Vice President, University Relations, has resigned her position and will be going to the University of Texas. There will be a search to fill this position.
- The Regents meeting included discussion of the need to be competitive in the recruitment and retention of professional staff. Gerald Fischer suggested the next capital bond request may include funds for this purpose. The Regents reviewed the 2008-2009 Biennial Request and the Regents' HR Guiding Principles.
- SCFA will propose a tuition benefit for all University employee dependents at the November Senate meeting.
- The President's Emerging Leadership Program is involved in a public engagement project which may be of particular interest to those who work in University Extension.
- Tom Sullivan will discuss the role of Professional Staff in a transformed University beginning at 9:00am at the December CAPA meeting.

**Good of the Order:**

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

Sara Balick  
University Senate