



February 16, 2007
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Representatives Present:

Kari Anderson, David Bernstein, John Borchert, Lynn Burbank, Elaine Challacombe, Jaki Cottingham-Zierdt, Will Craig, Stacy Doepner-Hove, Pam Enrici (polycom), Frank Douma, Fred Dulles, Wendy Friedmeyer, Mary Hoepfner, Penny Kessler, Mary Laeger-Hagemester, Tom Mahoney (polycom), Ingrid Nuttall, William Roberts, Caroline Rosen, Pam Stenhjem, Jill Trites, Barbara Van Drasek, and Kendra Weber

Senators Present: Randy Croce, Andrew Hill, and Gail Hockert (polycom)

Alternates Present: Amy Brewster, Anita Cholewa, and Erin George

Representatives Absent: Susan Doerr, Elaine Hansen, Barbara Jensen, Jacob Johnson, John See, Karen Strauman-Raymond, Larry Storey, Catherine Rasmussen, Rand Rasmussen, Angie Vail, and Sheryl Weber-Paxton

Senators Absent: Kelly Culhane, Tina Falkner, Kirsten Jamsen, Peter Haeg, Jim Hildebrand, and Colleen O'Neill

Guests: Mahmoud 'Mac' Fadlallah (polycom), and Stephanie Travis

Call to order: Jaki Cottingham-Zierdt (chair) called the meeting to order at 9:00am. No new members were present. Jaki acknowledged the members and guest connected by conference call; Gail Hockert, Tom Mahoney, and Mac Fadlallah. She then asked for any amendments to the meeting minutes from January 19th and with amendments noted, the minutes were unanimously approved.

Executive Committee Report – Jaki Cottingham-Zierdt, chair

- Jaki reported that the Board of Regents passed the Employee Work Life and Personal Leave Policy and the Performance Management Policy. The Regents reviewed a draft of the proposed Employee Compensation and Recognition Policy and will vote on at the March Board meeting.
- Jaki thanked Erin George for her work on the Senate Committee on Faculty Affairs (SCFA). She noted that the biennial budget proposed by Governor Pawlenty does not fund raises unless they are noted to be exceptional requests. SCFA has drafted a resolution that responds to the Governors proposed budget. The SCFA resolution did not originally include P&A. Erin



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asked for a revision that would include P&A. The revision was passed by the SCFA.

- Jaki apologized to Ingrid Nettle and Pam Stenhjem for her comments during the January meeting regarding the venue for the P&A Spring Event. She said that in the future she would refrain from micromanaging the work of the committee's or expecting individuals to respond to unstated objectives.

Representation and Governance – David Bernstein, chair, Barb Van Drasek, member (handout)

- The AHC has identified people to run a CAPA unit election. There will likely be an elected representative and alternate on CAPA from the AHC by the end of the semester.
- R&G is sponsoring a forum on Tuesday February 20th, Campus Club, 12:00-1:30. The forum will focus on increasing communications between P&A who serve as senators, delegation representatives, and CAPA members.
- David reminded members that he and other members of R&G are available for CAPA 'road shows', for units currently without CAPA representation. He is continuing to work on organizing elections for those units.
- Nominations for CAPA officers and senators are now officially open. The four officer posts are elected annually and there are nine open senate positions this year. Elections for the open posts will take place at the April 20th meeting. Applications can be submitted to Sara Balick at: balic003@umn.edu for posting to the CAPA web site. The deadline for having applications posted is April 6th.
 - The chair and vice chair retain designated senate posts. If the individuals elected to those positions are currently holding senate seats, those seats must then be filled.
- Barb Van Drasek then introduced the proposed revisions to the constitution and bylaws, as well as the clauses that would be moved to the policies and procedures manual. She provided a handout with the current language and the proposed changes in a table format.
- Any additional changes must be submitted to CAPA for consideration by March 9th in order to meet the stated deadline of ten business days prior to the vote. Please send proposals to Barb or David.
 - The language in the proposed changes may be discussed and modified before being voted on at the March 23rd meeting.



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- The policy and procedures manual will be compiled and available for the March meeting. It will have the same force of law and oversight by CAPA as the bylaws and constitution.
- Barb briefly reviewed the items to be moved to the policy and procedure manual. Members discussed the appropriate document to house the laws currently found as item *4a*, article II of the constitution, item *4h*, and article IV of the bylaws. Barb said she would follow up with members on this discussion.

Check It Project - Mahmoud ‘Mac’ Fadlallah (polycom), and Stephanie Travis

Stephanie Travis and Mahmoud Fadlallah are both students at the University Law School. Stephanie said she and Mac became aware of problems associated with the University’s admissions applications and racial identification. She described the following issues with the categories on University applications:

- The categories continue to be racially based although critical race theory, which finds racial categories to be socially constructed and not biologically founded, has been broadly accepted in academia since the mid 1990’s.
- The current application classifications are out dated based on demographic changes to the United States population in recent years.
- Categories are not consistent across University schools and programs.
 - One example of these inconsistencies would be the undergraduate application provides one category labeled Chicano/Latino, while the law school has three categories labeled Chicano, Latino, and Puerto Rican.
- Stephanie went on to say that the issues related to racial categories contribute to a sense of exclusion on the part of those who do not identify with a specific category, identify with more than one category, or find the classification of their identity changing across applications. This sense of exclusion does not serve either the diversification of the University community or the individuals who experience confusion around which category to select. Therefore she noted the aims of the project are:
 - To make applications more inclusive.
 - To allow applicants to self identify, by providing an ‘other’ category.
 - To provide a more cohesive application across the University system.
- Stephanie stated the proposed solution is to introduce a set of minimum standards that apply across all schools and programs. This solution allows for the flexibility necessary for individual schools and programs to meet



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federally mandated application information standards. She then reviewed the proposed minimum standards found below:

Ethnic Background (check all that apply)

- American Indian/Alaskan Native
- Asian/Pacific Islander
- Black/African American
- Hispanic/Latin American
- Middle Eastern
- South Asian
- White (non-Hispanic)
- Other, please specify: _____

***If you wish to self-identify further,
please do so here: _____***

Stephanie and Mac went on to discuss the minimum standards with members.

- A motion was made to remove the *Other* category. The motion was denied by a vote of 3 to 8.
- A motion was made to amend the fifth category to read *White/European*. The motion was approved.
- CAPA voted to support the amended minimum standards by a vote of 10 to 1.

Civil Service Committee Report – Peg Wolff, chair

- Each year the CSC Compensation subcommittee works closely with OHR on the Civil Service pay plan to determine the % of pay increase and rate of range maximums and minimums. Merit pay policy is also now outlined in the plan as CS is transitioning to this system of compensation.
 - The committee has worked on implementation dates that follow the fiscal year and have been able to secure this with an exception given to units that are in their first twelve months on the merit system. Those units will have until September 30th to complete performance management documentation.
 - CSC is working with OHR on implementation of a randomly conducted audit for units currently using the merit system.



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- CSC is seeking to have the University support the work of public engagement by approving that a limited number (4 or 5) of work hours may be used toward these activities each month.

Benefits and Compensation – Frank Douma, chair

The Board of Regents passed the Employee Work Life policy, which supercedes the following Regents' policies:

- *Sick and Disability Leave*
- *Vacation*
- *Family and Personal Leaves Without Pay*
- *Military Leave*
- *Parental Leave for Academic Employees*
- B&C will work together with OHR to develop the administrative level Employee Work Life policy.
- Frank noted the draft Regents' Performance and Compensation policy does not agree with Governor Pawlenty's proposed budget. He thanked Erin George for her representation of P&A interests in the current SCFA discussion on compensation.
 - Nan Wilhelmson said the draft language for the policy would be revised on line based on feedback from the Regents, B&C, and SCFA.

Communications – John Borchert, chair

- John will post applications for officer and senate posts to the web as he receives them from Sara Balick.
- Pam Stenhjem wrote an article this month for the Brief on the P&A survey.
- First Look is posted on the web site for January.
- The P&A unit award application has been posted on the web sight.
- There were over nine hundred eighty responses received to the communication audit. John will provide more information on this in March.
- John gave his apologies for the Highlights not being sent out, there were some problems with the approval and distribution processes.

Professional Development and Recognition –Anita Cholewa, past chair

- Pam encouraged members to read the Brief article.



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- The survey is moving forward and a draft is near completion. There is a focus on capturing work done outside of job descriptions.
- Ingrid Nuttall has reserved the Ted Mann Hall for the P&A spring event on April 20, 11:30-1:30. She will send transportation information out with the other promotional materials for the event.

Budget – Stacy Doepner – Hove, vice chair

- Stacy asked members to review the distributed budget and said spending continues to be in line with budget estimates.
- The preferred colors for new CAPA pencils are burgundy and gold.

Good of the Order

- Kendra Weber announced that Rochester is now considered an official a coordinate campus, although it is not yet accredited.
- Mary Hoepfner said she had been selected to participate in the upcoming P&A focus groups with Provost Sullivan, and would look forward to reporting on those.
- Will reminded CAPA that the University is working to get everyone to change their computer password a few times each year.
- Bill Roberts said the BAC is discussing a possible reduction to the benefits waiting period, which is currently the 1st of the month following the month of hire.
- The next CAPA meeting will be on the twenty-third, please note this is the fourth Friday in March.
- Hearing no further business Jaki adjourned the meeting at 12:00pm.

Sara Balick
University Senate