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Representatives Present:

David Bernstein, John Borchert, Lynn Burbank, Jaki Cottingham-Zierdt, Will Craig, Susan Doerr, Frank Douma, Pam Enrici, Barbara Jensen, Jacob Johnson, Mary Laeger-Hagemeister, Tom Mahoney, Ingrid Nuttall, William Roberts, Caroline Rosen, John See, Karen Strauman-Raymond, Pam Stenhjem, Larry Storey, Jill Trites, Angie Vail, Barbara Van Drasek, Kendra Weber (polycom), and Sheryl Weber-Paxton

Senators Present: Randy Croce, Gail Hockert (polycom), and Kirsten Jansen

Alternates Present: LeAnn Dean, Erin George, Kathryn Gonier-Klopfleisch (polycom), Rich Portnoy, and Dale Swanson

Representatives Absent: Kari Anderson, Elaine Challacombe, Stacy Doepner-Hove, Fred Dulles, Wendy Friedmeyer, Elaine Hansen, Mary Hoepfner, Penny Kessler, Catherine Rasmussen, Rand Rasmussen,

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

Guests: Cathy Marquardt, Bree Richards, Jackie Singer, and Karen Zentner Bacig

Jaki called the meeting to order at 9:00 am. She made a motion for approval of the February meeting minutes. The minutes were approved with one correction noted.

Representation and Governance Report – David Bernstein, chair

- The College of Design elected Wendy Friedmeyer as its CAPA representative and Laura Weber as the alternate. Unit elections for representatives and alternates are open until May 31st. The units without representation are listed below:
 - 1) Academic Health Center
 - 2) Carlson School of Management
 - 3) School of Dentistry
 - 4) Medical School
 - 5) University of Minnesota, Morris Campus
 - 6) College of Pharmacy
 - 7) Office of the President
 - 8) University Relations
- David raised the question, on behalf of Kelly Culhane, whether a representative whose term has expired is eligible to run for a CAPA senator post. David led a



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discussion regarding Article V. Section 4a of the CAPA bylaws, on CAPA senator eligibility. The bylaws specifically allow only current representatives and alternates to run for CAPA senate posts. Jaki noted there are other opportunities to serve P&A including running for a P&A Senate post at the unit level and serving as a P&A delegate to a senate committee.

- Officer and senate posts remain open for nomination. Send nominations to Sara Balick, University Senate Office. David said while it is typical for a current member of a committee to run for an open chair position on that committee, this is not always the case. Those who have an interest in an applying for an officer post may definitely consider running.

Graduate and Professional Student Assembly (GAPSA) – Bree Richards

- Bree reported that GAPSA was awarded funding for the 2007-2008 academic year.
- A CEHD representative was elected to serve on GAPSA for the remainder of 2006-2007.
- GAPSA elections are underway for 2007-2008 representatives.
- Matt Schmidt is organizing GAPSA members to travel to Washington DC in April, to meet with legislators regarding higher education issues.
- GAPSA is involved in current discussions regarding the light rail transit central corridor. GAPSA supports the below grade LRT design for the University district because it significantly increases safety, particularly for pedestrians and bicyclists. Some legislators have identified this design element as their first target for cutting the cost of the project.
- GAPSA assembly meetings are open, the next one will be held Wednesday, March 28, 6:30-8:00, Coffman Mississippi Room.

Governance Documents – Barb Van Drasek

- Barb began by saying she sent the Constitution and Bylaw revisions to members for review last week, along with the proposed Policy and Procedure Manual.
- As discussed at the February meeting the language regarding chair eligibility and responsibilities will remain in the Constitution.
- Both Barb and David commented that the Policy and Procedure Manual should be thought of as a work in progress and the first step is to establish it as an official governing document.
- Below are the standards for making changes to the Constitution, Bylaws, and proposed policy and procedure manual.
 - Changes to the Constitution may be made by a two-thirds majority of the



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- entire body or by a simple majority of members at two consecutive CAPA meetings.
- Changes to the Bylaws may be made by two thirds of the members present at a given meeting.
 - The proposed standard for making changes to the policy and procedure manual is; proposed changes will be submitted to the Executive committee and then placed on the agenda of the next regular or a special CAPA meeting. A majority of the members present at the meeting are needed to pass the proposed change.
 - David noted the current use of the term ‘members’ in CAPA all governing documents is meant to refer to elected senators, representatives, and alternates, or an alternate appointed to serve in place of an elected member. He said this definition may be revisited at a later time but is the standard being used for this meeting.
 - A motion was made to accept the revised bylaws. The motion was passed with one abstention.
 - A motion was made to accept the policy and procedures manual as an official CAPA governing document. The motion passed with one abstention. David requested that any suggested changes to the document be sent to him in time to be placed on the agenda for the April 20th meeting.
 - Pam Enrici raised a question about use of the correct name and unit representation for the School of Medicine and the College of Pharmacy of the Duluth Campus. David will verify the information.

Executive Committee Report – Jaki Cottingham-Zierdt, chair

- The Board of Regents passed policies on employee performance evaluation and development, and employee compensation and recognition at the March meeting. These policies have been endorsed by CAPA.
- Four regents seats were are open when the terms of Peter Bell, Frank Berman, Richard McNamara, and Lakeesha Ransom were completed in March. Governor Pawlenty selected Linda Cohen, Maureen Cisnero, Venora Hung, and Dean Johnson to serve on the board; their terms will expire in 2013.
- Jaki anticipates the P&A metrics survey will be ready for review by CAPA by the April 20th meeting.
- Jaki described her service as CAPA chair as a tremendous opportunity to serve on behalf of P&A. She said the role is one of building bridges with the senate, administration, regents, and other members of the University Community in order to problem solve and reach optimal outcomes for P&A.



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Communications – John Borchert, chair

There were approximately 800 respondents to the CAPA communications audit. John's report compares the 2006-2007 audit results with the results of the last communications audit, conducted in 2003-2004. The information results of the two audits do not demonstrate an accurate data comparison due to a number of differences in the both the audit questions and participants. However, John opined that there are insights and conclusions that can be drawn from the comparison and then used to make appropriate adjustments to the communication strategy. The communications committee will work on that goal and bring a proposal to CAPA next fall. A sample of questions and statistics from the 2006-2007 audit are found below.

- Do you know who your CAPA representative is?
48% of respondents said yes.
- Have you ever been contacted by your CAPA representative?
40% of respondents said yes.
- How do you get P&A related information?
79% of respondents said they received P&A related information via email.
- How many of you have ever contacted your CAPA representative?
10% of respondents said they had contacted their representative.

TIAA-Cref – Jackie Singer, director, retirement programs

Jackie reported the issues with TIAA-CREF first appeared in the Retirement subcommittee's minutes in December of 2004. Issues that contributed to the decision include information provided by the Faculty Affairs Retirement subcommittee as noted below.

- Monthly statements provided by TIAA-CREF have contained a number of accounting errors prompting the company to send out over 5,000 letters of apology or explanation to University customers.
- Posting to accounts is taking, on the average, twice as long as any of the other vendors.
- Errors continued after several meetings and discussions with TIAA-CREF.

Jackie pointed out that to the best of her knowledge, no participants have suffered financial losses due to the recordkeeping issues. The problem was referred from the retirement subcommittee to the fiduciary subcommittee and finally to the University's plan fiduciary, Vice President and CFO Richard Pfutzenreuter. Jackie stated the legal responsibility of the fiduciary is to oversee investor interests and such decisions may not be delegated to the investors themselves. As a result the decision has come as a



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surprise to many. However, the process of making the decision followed the appropriate channels of governance and administrative oversight and review. The University will complete an RFP and hopes to determine an alternative General Account option by August 1, 2007.

Civil Service Committee Report (CSC) - Cathy Marquardt, vice chair

- Cathy asked CAPA members to consider volunteering to work at the Staff Day event on June 6, 2007. Volunteers will receive a free meal and a gift, as well as the gratitude of the Staff Day planning committee.
- The 2007 Civil Service pay plan will provide a 3.25% pay raise and take effect on June 31, 2007.
- The Search Committee is working to fill five open positions on CSC.
- Civil Service Senate elections are underway through the middle of May.

Benefits and Compensation – Frank Douma, chair

- Open enrollment for long-term care will continue until April 20th. There are information sessions available regarding the transition from CNA to John Hancock, visit the OHR web site for session dates and times.
- BAC discussed the following changes to health benefits at its last meeting:
 - The co pay on pharmacy items will be reduced from \$10.00 to \$8.00. This reduction is due to a ten percent increase in the use of generic medications.
 - The BAC will recommend AHC Dental raise its annual maximum coverage from the current amount of \$1,250 to \$1,500. The cost to individuals is projected to be \$6.00 annually.
 - A recommendation to change to the coverage waiting period to the first of the month after hire. The projected annual cost is \$1.3 million for the University and \$20 dollars to employees annually.

Professional Development and Recognition – Pam Stenhjem, chair

- The web link intended for application to the outstanding unit award has not been working. Because of this units have not had an opportunity to apply and the deadline is being extended. A note to this effect will be in the First Look newsletter.

Proposed Student Learning Outcomes – Karen Zentner Bacig, assistant to the senior vice provost for faculty and academic affairs

Many departments have developed their own outcomes for student learning but the University identified a need for a holistic, cohesive, and transparent set of expectations



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and goals for students several years ago. The vetting process for the outcomes began in the University Senate in 2002. The need to include P&A as well as students in this process has recently come to the attention of the faculty and senate consultative committees. Opportunities to provide feedback on the outcomes will include discussion and focus groups. Karen noted current proposed student learning outcomes would apply to the Twin Cities campus undergraduate programs.

David Bernstein said that when student evaluations were first implemented they were used as a tool for instructor self-evaluation. Now they are used as a performance evaluation tool and he opined there exists a need to identify educational philosophy, through which such tools will be implemented. He pointed out that P&A are greatly affected by the proposed student learning outcomes and all teaching related policy.

The proposed student outcomes are listed below:

- Can identify, define, and solve problems,
- Can locate and critically evaluate information
- Have mastered a body of knowledge and a mode of inquiry
- Understand diverse philosophies and cultures within an across societies
- Can communicate effectively
- Understand the role of creativity, innovation, discovery, and expression across disciplines
- Have acquired skills for effective citizenship and life-long learning

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

Sara Balick
University Senate