



November 16, 2007
MINUTES of the Meeting

Representatives Present:

Kari Anderson, Neil Anderson, David Bernstein, John Borchert, Elaine Challacombe, Will Craig, Susan Doerr, Frank Douma, Pam Enrici, Amber Fox, Wendy Friedmeyer, Ann Hagen, Mary Hoepfner, Barbara Jensen, Mary Jetter, David Loewi, Rand Rasmussen, William Roberts, John See, Jill Trites, Angie Vail, Sheryl Weber-Paxton, and Julie Westlund

Senators Present: Pam Stenhjem (chair), Mary Laeger-Hagemester (vice chair), Kari Anderson, David Bernstein, Elaine Challecombe, Jaki Cottingham-Zierdt, Will Craig, Stacy Doepner-Hove, Susan Doerr, Frank Douma, Tina Falkner, Wendy Friedmeyer, Erin George, Mary Hoepfner, Barbara Jensen, and Jill Trites

Alternates Present: Allison Corkey, LeAnn Dean, Erin George, David Hagen, Barbara Horvath, Jeff Ogden, Mary Ellen Shaw, and Dale Swanson

Representatives Absent: Jade Bakke, Richard Brown, Fred Dulles, Elaine Hansen, Caitrin Mullan, David Nicolai, Steve Pearthree, Caroline Rosen, Larry Storey, Barbara Van Drasek, and Sarah Waldemar

Senators Absent: Randy Croce, Andrew Hill, Gail Hockert, Kirsten Jamsen, Colleen O'Neil, Caroline Rosen, and Kendra Weber

Call to Order, Pam Stenhjem, chair

Pam opened the meeting by asking for approval of the agenda. The agenda was approved. Pam asked attendees to introduce themselves. After introductions were made Pam turned the floor over to David Bernstein for the special election.

Special Election, David Bernstein, chair, Representation and Governance



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A special election is needed to fill the chair position of Professional Development and Recognition left open by Ingrid Nuttall. Amber Fox submitted her nomination. As directed by the by-laws, David called for other nominations from the floor three times and then called to close the nominations. He then made a motion to elect Amber Fox by acclaim. Amber was elected to serve as chair of the PD&R committee for the remainder of the 2007-2008 term. Pam Stenhjem expresses her thanks and appreciation to Amber for stepping up to fill the open position.

Committee Reports

Executive Committee Report, Pam Stenhjem, chair

- I. Pam attended the Senate Consultative Committee meeting held Thursday, November 15th. A representative from the Information Technology Committee provided a report on the committee's priorities and work plan.
 - To work on technologic supports that will improve emergency preparedness system wide.
 - Review student technology fees with consideration for providing students with needed systems access.
 - Begin to address the growing need for access to video conferencing technology. The committee hopes to begin by providing ITV access to University Senate meetings.
 - Improve access to University shared networks from off campus locations. There are a number of roadblocks that will need to be addressed including HIPA mandated privacy protection of all medical information.
- II. A representative contacted Pam with a request to discuss the NCAA recertification with CAPA. Pam does not view this as an issue that is closely tied to P&A governance.
 - Jaki noted the issue of playing against the North Dakota teams is important to the Native community. The question is



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whether the University will continue to play North Dakota teams while they retain the current mascot, *The Fighting Sioux*.

Budget Report, Mary Laeger Hagemeister, vice chair

Mary provided copies of the CAPA budget for review. An issue has been brought to the attention of the Executive Committee related to the spring event. The Duluth campus has not received repayment for this event for the last several years. Mary said this was due in large part to a communication problem, as there has been no formal process in place for coordinate campus to request funding for the event. Coordinate campus representatives will now submit a formal request for funds and for reimbursement of expenses. Going forward there will be a line item in the budget reflecting the Spring event request for each campus.

B&C Report, Bill Roberts, chair

Bill reported that he and Pam met with OHR and gathered some useful statistic statistics on P&A employment. A partial list of those statistics is found below:

- A appointments are 89% of P&A
- B appointments of less than 12 months, are 11% of P&A
- Over the last four to five years the P&A class has grown approximately 15%, with the A appointments growing slightly more quickly.
- There are currently over 4,600 P&A
- It is not known what percent of the growth rate is attributed to new P&A positions being created and what percent are positions that were reclassified.
- There are 130 P&A job classes with 27 of those having only 1 employee in the class. Of the remaining 103, 12 have 55% of the total.
- OHR reported that over the last two years P&A salary increases have averaged 5.6%. CAPA questions this data.



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Bill discussed the need for more P&A salary related data and the influences that obscure an accurate determination of increase averages. Several members noted the influences of high-end salary positions, hiring incentives, performance rewards, and other exceptions that make accurate salary averages difficult to establish. Bill said B&C would work on determining a priority list of P&A salary related data to request from OHR. He added there has been some discussion of P&A receiving an additional floating holiday to be billed during before the first of the year. OHR will send a communication to P&A to confirm the approval of any additional holiday hours.

PD&R, Amber Fox, chair

Amber proposed a line item be added to the budget for each of the coordinate campuses based on the number of P&A on each. She added that Duluth would receive additional monies because they have not been reimbursed for this expense for the last several years. The amounts suggested are noted below:

- Crookston - \$150
- Morris - \$175
- Rochester - \$75
- Duluth - \$500

II. Pam said that PD&R should request assistance as needed with their projects and that her support staff can be made available to assist them.

Communications Report, John Borchert, chair

John provide an update on the following items:

- The November CAPA news highlighted the P&A employee survey.
- John asked people to suggest content ideas for future CAPA news articles. Will Craig volunteered to write an article on P&A and the Community Fund Drive
- The November CAPA article for the UM News Brief highlighted Richard Braun, Assistant Director of the UMD Center for Economic Development
- Scott Bernard has resigned from CAPA, sighting workload issues as the reason he is unable to continue. Scott had been providing CAPA new



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employee coordination. John asked for a volunteer to fill this role. The time commitment is approximately 1 hour per month. A new NEO format is rolling out in January 2008. The Communications committee will discuss a plan to adapt the CAPA NEO for the OHR NEO format.

- John submitted the following request for the CAPA budget and has added these figures to the Communications work-plan.
 - a. Web site related costs, \$300.00
 - b. NEO for P&A on coordinate campuses. There is an initial plan to produce posters for this at a cost estimate of \$300.00

R&G, David Bernstein

- I. David has membership lists for B&C, PD&R, and R&G. John said he will post the committee membership to the CAPA website. Committee service is a requirement for all CAPA representatives. David asked that people to review the lists to confirm their name is on the correct one. Those who are not yet serving on a committee should contact David with their selection.
- II. Will has organized a forum on University Senate committee service and P&A, for December 4.th
- III. David has requested \$800 for forums and is hoping this will be enough to cover two forums for this year. David requested \$300 for development of P&A unit level groups. Duluth will be reimbursed for a fee incurred to produce a constituency list. These changes have been made to the R&G work plan.

- IV. Rand Rasmussen made a motion to approve the committee work plans. The plans were approved, unanimously.

University of Minnesota Retirement Association Report (UMRA) - Erin George, Senate Committee on Faculty Affairs (SCFA), member

At the September 11, 2007, SCFA meeting Geoffrey Sirc, SCFA Chair, presented a revised proposal related to UMRA administration. Erin reported



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that Professor Sirc and Professor Weidmann redrafted the proposal, which was originally brought by UMRA members Frank Miller and Gayle Graham Yates. The proposal calls for a number of additions or changes to the current administration of UMRA. Some of the items outlined in the proposal include:

- Improvements to communication; more timely distribution of information about retiree benefits and opportunities.
- Introducing a retiree center.
- Inviting all retiring employees to contribute their skills to the University after formal retirement

A small group from CAPA crafted an amendment to the proposal; those people are Pam Enrici, Erin George, Earl Kurtti, and Pam Stenhjem. The SCFA proposal will come to the Senate floor at the November 29th meeting. The original language focused on faculty, but when this point was raised with the SCC they said would like P&A to be part of the UMRA proposal. Will moved to endorse the proposal. The vote for the proposal was affirmative. The CAPA proposal will be added to SCFA's UMRA proposal going to the Senate.

Senate, David Bernstein

David said the pool of Senate alternates and the process of finding an alternate should be clarified. Currently there are 23 at large Senators elected to represent CAPA. In addition, the chair and the vice chair serve as Senators as part of their job duties. David noted that the role of Senate alternate is identified as part of the CAPA Representative and Alternate job duties. Senators are asked to follow the protocol listed below:

1. Check the calendar of date for each of the 6 Senate meetings held during the academic year. The dates are posted on the University Senate web site.
2. As soon as a Senator becomes aware of a schedule conflict with a Senate meeting, he or she should begin to look for an alternate.
3. The first choice for a Senate alternate is the CAPA representative or alternate serving your unit or college.



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4. If no one from your unit or college is able to serve as an alternate, then turn to the list of representatives and alternates on the CAPA web site.
5. Notify Becky Hippert, executive assistant, University Senate Office, once the alternate serving in your stead has been identified. Senators should also notify Ms. Hippert if they are unable to find an alternate.

Engaging U Report, Mary Ellen Shaw, team member

Mary Ellen was a member of the President's Emerging Leaders (PEL) team who developed the Engaging U study and report. The team researched programs and methods of engagement and staff development at other top institutes, including Berkley and Michigan Universities, both of which have strong engagement programs. The team held internal focus groups and spoke with community members across the University. A list of those the most important areas affecting employee engagement was developed from this research and is found below:

- Effective Leadership and Effective Communication
- Community Building
- Empowerment and Ownership
- Training
- Career Mobility
- Work Life Balance
- Employee Rewards and Recognition
-

Mary Ellen then discussed the importance of employees feeling connected to the vision, mission, and goals of the organization. This would involve the institutes' senior leadership providing in person communications. The team endorses the idea of a creating a Staff Engagement web site to build communications in this area.

Mary Ellen discussed establishing a precedent for outreach and community engagement as part of staff job duties, as a means of empowering employees to



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be more engaged. Piloting a Staff Engagement Committee would be another way to create a sense of ownership over the work of engagement.

The team found the area of training strongly effects staff engagement. She said that making employee development an institutional priority is an important way to increase staff engagement. Other ideas for training include mentoring programs and a web site for training resources.

Another key aspect of employee engagement is career mobility. This includes best practices such a posting open positions internally before they are posted outside, and the development of career progression paths. Mary Ellen also noted that regular performance reviews and consultation with employees about their career goals, contributes to a culture of employee engagement.

Mary Ellen said that employees reported being stretched thin in the area of workload with more duties being added to already full loads. She noted this does not lend itself to healthy work life balance, as people are unable to utilize vacation time. Several people suggested increasing the number of services available on campus services such as barbershops, post offices, and card shops.

Mary Ellen noted Vice President Carol Carrier and Vice President Victor Bloomfield sponsored the Engaging U study. CAPA discussed ways of making the study meaningful at a practical level. David Bernstein opined that addressing issues of staff engagement does not provide answers to the issue of increasing workloads for equal or decreasing levels of compensation. Mary Ellen said her hope is that a staff engagement work group will be established that is comprised of all employee classes and is autonomous from the interests of the administration.

CAPA Mission Statement, Pam Stenhjem, chair

Pam reviewed the mission statement crafted at the last meeting. CAPA voted to accept the statement. Pam noted that the language could be revisited as needed. The adopted CAPA mission statement is found below:



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To insure the highest quality work life for P&A employees at the University of Minnesota through advocacy and proactive engagement with University governing bodies and initiatives in support of the University's mission.

Good the Order, Pam Stenhjem, chair

- Pam noted that all comments collected by the P&A Survey report can be found on line but aren't included in the written report.
- Rand thanked Stacy for traveling to Crookston to discuss unit level P&A groups. He said the meeting was quite motivating and helpful.
- Pam wishes to recognize the hard work of Ingrid Nuttall and said her contributions will be missed.

Hearing no further business, Pam adjourned the meeting.

Sara Balick
University Senate