



January 18, 2008
Minutes of the Meeting

Representatives Present:

Kari Anderson, Neil Anderson, Jade Bakke, David Bernstein, John Borchert, Elaine Challacombe, Will Craig, Frank Douma, Pam Enrici, Amber Fox, Erin George, Ann Hagen, Mary Hoepfner, Mary Jetter, Caitrin Mullen, Steve Pearthree, Rand Rasmussen, William Roberts, Caroline Rosen, John See, Larry Storey, Jill Trites, Sheryl Weber-Paxton, and Sarah Waldemar

Senators Present:

Pam Stenhjem (chair), Mary Laeger-Hagemeister (vice chair), Kari Anderson, David Bernstein, Will Craig, Randy Croce, Stacy Doepner-Hove, Frank Douma, Erin George, Andrew Hill, Mary Hoepfner, Kirsten Jamsen, Bill Roberts, Caroline Rosen, Jill Trites, and Kendra Weber

Alternates Present: Kirsten Jamsen, Ted Peck, and Dale Swanson

Representatives Absent:

Richard Brown, Susan Doerr, Fred Dulles, Wendy Friedmeyer, Elaine Hansen, Barbara Jensen, David Loewi, David Nicolai, Angie Vail, and Julie Westlund

Senators Absent:

Elaine Challecombe, Jaki Cottingham-Zierdt, Susan Doerr, Tina Falkner, Gail Hockert, Wendy Friedmeyer, Barbara Jensen, and Colleen O'Neill

Agenda Review: Pam Stenhjem, chair

Pam opened the meeting with introductions from everyone in attendance. The agenda was approved with the addition of discussion topics for the meeting with President Bruininks in February. The minutes of the December meeting were approved without comment.



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Committee Reports:

Budget Report: Mary Haeger-Laegemeister

Mary reviewed the budget spreadsheet, which reflects an unobligated balance of \$8,379.92. Mary noted that the CAPA retreat, which is held in August, has historically been planned without a budget in place because it falls near the start of both the academic and fiscal years. The Executive Committee is planning to include the retreat in budget preparations for next year. Mary reiterated expenses would need to be monitored closely in order to remain within budget limits for the year.

Executive Report: Pam Stenhjem, chair

Pam reported that the Executive Committee met with Vice President Carol Carrier and Rich Howard, director, Office of Institutional Research. The group discussed the P&A employee survey results. Mr. Howard said that his office is accustomed to working with data at the institutional level and not breaking it out by employee class or any other constituency. Pam recounted the committee's discussion about the value of P&A specific data and how it serves the interests of P&A employees as well as the institution. She noted that by measuring P&A contributions to University metrics, such as research dollars and publications, not only does it recognize the value P&A employees bring but also the depth and breadth of the institution as a whole.

Will Craig noted that Mr. Howard offered to harvest current data to find P&A specific information such as; the number of P&A who work as principle investigators. Will stated that such efforts would support the message that P&A are contributing to the University at a significant level. CAPA went on to discuss approaches to working with the P&A employee survey data and with University administration in an effort to continue identifying P&A contributions to the University's success.

Amber Fox noted that Vice President Carrier seems to grasp the value of identifying and recognizing P&A employee contributions to the



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University. Mary Laeger-Hagemeister said that both Vice President Carrier and Mr. Howard had emphasized the question of why CAPA wanted to continue the survey. Mary identified three primary reasons to measure P&A contributions: 1) Staff recognition, which contributes to recruitment and retention of high quality staff; 2) that data would support a resolution that all P&A employees be formally evaluated on service contributions to the University and provided with the necessary support from their supervisors for engaging in those types of activities; and 3) to support a request to validate P&A contributions to the University by increasing the funding for both the CAPA chair position and governance activities.

Pam Stenhjem pointed out that P&A are funding their staff recognition day with governance funds and that this is not sustainable. She asked Vice President Carrier about OHR sponsoring recognition of P&A. Vice President Carrier said this has not been raised as an issue before and she doesn't know where the money would come from.

Kirsten Jamsen pointed out the survey information educates and interests the CAPA constituency. She said she had spoken with a number of people that expressed their interest in the survey report. Sheryl Paxton-Weber referred to the discussion with Mr. Howard and said he expressed an interest in going deeper on the responses to some of the open-ended questions. Sheryl supports this idea because it would provide important information particularly from people who do not feel well represented by the multiple-choice questions in the survey. Will suggested a content analysis could be done of the responses to these types of questions.

Pam closed the discussion by saying she did not yet know what the future of the employee survey would be but the Executive committee would continue to discuss the survey and the best strategies for achieving the goals Mary has identified. She added that she is going to speak with



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Vickie Courtney, coordinator, University Senate Office, regarding an increase for CAPA funding and the stipend for the chair position.

Questions for the President, Pam Stenhjem, chair

Pam led a discussion about the questions that CAPA would like to ask President Bruininks at the February 15th meeting. The salient points from that discussion are captured below.

- Stacy Doepner-Hove said the recommendations of the P&A Classification and Compensation workgroup would be presented to CAPA for feedback and questions about this process are best directed to Vice President Carrier's office.
- Frank Douma said he would like to have an update about the Transforming the U initiative.
- Pam Enrici said she would like to hear about the President's vision for the future of P&A at the University.
- Bill Roberts said he would like to convey that recognition is an important issue for P&A.
- David Bernstein said constituents consistently express they are contending with mounting and disproportionate workloads. He added that he isn't sure how to approach this problem.
- Erin George would like to discuss the resources for P&A governance.
- Mary Hoepner is interested in learning about the plan to realize the significance being placed on issues of public engagement, including the coordinate campuses.

**New Employee Orientation, Stacy Doepner-Hove, director,
University Onboarding**

Stacy began by saying this presentation is part of her role as the director of University Onboarding, as opposed to that of CAPA Senator. She will provide information on the value and structure of the new program. Stacy said that the role-out of the twin cities NEO is in a sense, acting as a pilot for the programs on the coordinate campuses. She will work with



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the coordinate campuses to develop individual Onboarding programs tailored to the needs of each campus and she has begun conversations regarding the development of those programs

The goal of developing an Onboarding program for new University employees began with the People task force report, a part of the Transforming the U initiative. President Bruininks has said that investing in employee success is key to achieving the institution's long-term strategic goals. The Onboarding concept is relatively new with programs emerging across the country over the last ten years. The first session of the new University NEO was held on January 16th.

The program begins with a brief welcome speech from a member of the senior leadership, she said. Then there are presentations on the history, leadership structure and culture of the University. People have their pictures taken with Goldie and there is a trivia contest with prizes. Stacy said there is an emphasis engaging people and having fun.

There are breakout sessions on the code of conduct and representatives of employee group governance. After which, there is an information fair that includes many of the benefits and promotions offered to University employees. The program ends with a lunch.

Each monthly NEO group becomes a cohort that will meet again at the seven-month mark for a session on Cultural Diversity, and again at the twelve-month mark to focus on University engagement, public outreach, and celebrating one year of employment with the University.

In addition to meeting as a cohort, new employees will receive specific monthly trainings, some of which are provided on-line. These trainings cover a variety of topics including, but not limited to the following topics:

- Benefits on-line



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- Your Guide to the U
- Professional Development at the U
- Libraries
- Data Privacy/HIPAA
- Retirement on-line
- Fun at the U

The NEO team is working with unit level OHR representatives to determine best practices in orientation. Templates of the best practices will then be developed that will support integration of unit specific NEO processes. The unit level human resource professionals and the NEO team will work together to eliminate any redundancies. These programs will be piloted in the fall of 2008. After a review and any needed revisions, the new unit level NEO will begin rollout in the winter of 2009. During this process the NEO team will work with coordinate campuses in a similar fashion, to create programs define the University as one institution while meeting the specific needs of each campus.

The program is aimed at ensuring the success of employees by providing them with the needed information, tools, and resources. Stacy added she hopes the Onboarding program can inspire people to feel a part of the University and in so doing to create a stronger sense of community. Stacy stated the impact and success of the program will be measured on a continual basis and efforts made to identify any problems.

There are also going to be efforts to reach current employees who came in under the old orientation system because many people have expressed that this would be helpful. Stacy said she intends to make the Onboarding program available to current employees at the unit level. Stacy remarked that research is showing Onboarding programs are making a difference in employee retention and job satisfaction.



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Benefits and Compensation: Bill Roberts, chair

Bill reported that he has not received the P&A salary information requested from OHR.

Professional Development and Recognition: Amber Fox, chair

Amber said the committee is focused on planning the spring event and the work is well underway.

Communications: John Borchert, chair

John reports that the P&A employee survey report is being posted to the web and the January newsletter will be distributed later today. Pam asked CAPA representatives to each look for people in their units who could volunteer to assist John with new employee orientation.

Representation and Governance: David Bernstein, chair

David began by saying this is R&G's big semester. Today CAPA will review the proposed changes to the governing documents: the constitution, bylaws, and policy manual. The group will discuss any recommended changes and look at representation with consideration to structure.

- David continued by saying that in February CAPA will vote on any and all recommended changes to unit representation. The R&G committee will present suggested changes to the governing documents in a table format. The floor will be opened for officer and senator nominations.
- In March CAPA will vote on the proposed changes to the governing documents. The call for nominations will remain open.
- In April CAPA will vote for to fill officer and senator posts. The call for representatives and alternates nominations will be opened. David said the goal is to fill the open representative and alternate posts by May 31st, but this is often not the case.



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- Ingrid has identified a nominee to the Office of Academic Affairs and Provost.
- Stacy spoke to the changes to the bylaws and constitution. The Constitution is the foundation document and so changes to that document should be made least often. The by laws stand to be changed more often the constitution and the new policy manual is subject to the greatest amount of change. The policy manual was crafted just last year to address issues of function such as: the email list policy and a guide for conducting elections. Stacy said that last year CAPA recognized a lack of consistency in the use of the term 'CAPA member.' This language will be updated to be uniform throughout the documents. The eligibility requirements for being on officer will be restated to provide clarification. Stacy asked that people with input on these or related issues contact her.
- David continued the discussion by saying that because P&A in the Office of the President have expressed a tendency to feel a conflict of interest in serving on CAPA that R&G would like to propose this unit combine with another unit. This would allow the Office of the President to be represented.
- He then proposed that CAPA adopt a practice in cases of specific singular issues, that these be addressed by vetting the issue through the R&G committee, which would then making a recommendation to the CAPA body, which would be subject to a vote.
- David provided a reminder that Rand Rasmussen and Sarah Waldemer are reviewing issues related to service eligibility and the idea of electing two officers serve to as co-chairs of a committee. Suggestions about these issues may not be voted on until next



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year. David asked everyone to consider running for an officer or senator post and suggested talking with people currently serving in those posts to learn more about what is entailed.

Diversity Discussion: Pam Stenhjem, chair

Pam would like CAPA to consider the issue of diversity. First, she would like to acknowledge the lack of cultural diversity represented on CAPA. Second, she would like to discuss ways of promoting change in order to broaden the CAPA culture. Pam would like growing diversity to be part of the conversation about succession planning. She has been in contact with the departments of Multicultural Affairs and Equal Opportunity and Affirmative Action. She is talking to representatives from both offices about how CAPA might look at issues of diversity.

Amber Fox said the Professional Development and Recognition (PDR) committee has been thinking about and discussing diversity within CAPA. They would like to define diversity in the broadest possible sense, to include different perspectives from across the University along with racial, religious, sexual orientation, and other aspects of diversity. She said that PDR has decided the theme for the spring event will be “charting your own course.” The committee is looking for a keynote speaker, or possibly two speakers, who have taken a unique path in their career, have overcome obstacles, and or been pioneers in their field. She said that potential speakers should contribute to a conversation about diversity and have an interesting story to tell. She asked people to contact her about potential speakers who would be appropriate.

Good of the Order:

- Earl Nolting announced he has been appointed to serve on a committee charged with developing a University retirement center. Contact Earl with the names of people who may be interested in serving on this committee.



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- Randy Croce announced that he has finished work on the documentary *If Stone Could Speak*, or *Se La Pietra Sapesse Parlare*, in Italian. He has been working on this for the last seven years and is excited to share it. The film is about the craft of stonecutting and also the identities of the individuals and families who emigrated from Italy to the United States, in order to continue making a living through their craft.

Hearing no further business Pam adjourned the meeting.

Sara Balick
University Senate