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Representatives Present:

Kari Anderson, David Bernstein, John Borchert, Jaki Cottingham-Zierdt, Will Craig, Stacy Doepner-Hove, Frank Douma, Pam Enrici, Mary Hoepfner, Barbara Jensen, Jacob Johnson, Penny Kessler, Mary Laeger-Hagemester, Tom Mahoney, Ingrid Nuttall, Catherine Rasmussen, Rand Rasmussen, William Roberts, Caroline Rosen, Pam Stenhjem, Larry Storey, Jill Trites, and Sheryl Weber-Paxton

Senators Present: Wendy Friedmeyer, Andrew Hill, Gail Hockert, and Paul Soper

Alternates Present: Jennifer Falzerano, Gail Hockert, Kirsten Jamsen, Pat Jondahl, Rand Rasmussen, Dale Swanson, and Scott Wilson-Barnard

Regrets: Elaine Challacombe, Erin George, Karen Strauman-Raymond, and Barbara Van Drasek

Representatives Absent: Lynn Burbank, Susan Doerr, Fred Dulles, Elaine Hansen, Angie Vail, and Kendra Weber

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

Call to Order – Jaki Cottingham-Ziert, Chair, called the meeting to order at 9:00 am. Tom Mahoney of UMM and Jacob Johnson of Research introduced themselves as new members. David Langley was in attendance as an alternate for Caroline Rosen. A motion was made to approve the minutes and they were approved unanimously.

Consent Agenda

The SSCC report was removed from the agenda and it was approved with this change.

Civil Service Committee Report- Cathy Marquardt

- Cathy reported the CSC met in Duluth for its September meeting. The CSC visits one coordinate campus each year. In addition to providing Duluth constituents a chance attend the meeting, CSC was able to speak with Chancellor Kathryn Martin and Vice Chancellor Greg Fox, and received a tour of the facility.
- The compensation committee is working on the language for On Call rules as it has come to their attention that many employees are not receiving compensation for being on call.
- The Rules subcommittee will hold hearings to approve changes and revisions to the Civil Service Rules in the spring.
- There is a work group evaluating the question of committee member appointments versus elections. The work group will provide a report on this issue at the end of the academic year.
- HR has a goal of moving all Civil Service to merit pay by 2010-2011. CSC is concerned about implementation and has developed a merit pay/performance compensation guidebook to for units are moving to the merit based system.
- The \$2,000 allocated for CSC Professional Development funds will be depleted by



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the end of November. The committee is requesting an increase to this fund for FY08.

- Goals have been set to improve communication between CSC, CS Senators, and CS Assembly members. Minutes of all subcommittee meetings will be distributed to the CS governance list serves and representatives will meet prior to Senate meetings to discuss CS related issues. Jaki said that CAPA held a forum last spring to discuss issues with Senators and P&A Senate Assembly members

Budget Report – Jaki Cottingham-Zierdt

Stacy has developed a proposed CAPA budget for FY08 but she was unable to attend this meeting. The proposed budget will be voted on at the November meeting. Mary noted that there should be a line item for CAPA promotional supplies used for New Employee Orientation and developing unit level groups.

Code of Conduct – Tom Schumacher, Director, Office of Institutional Compliance – (handout)

Tom said that the revised of the University Code of Conduct captures the increased emphasis on ethics by society and government. The first Code was written in 1996. It came about as a product of issues with the NIH. The NIH reviewed and supported the 1996 Code as an overarching policy. In the 2006 revision the language has been made more succinct, values driven, and applicable to real work place issues such as promoting safety and fiscal responsibility. The language is consistent with the mission and values of the University and does not create any new rules. There are about 450 University policies and procedures that were used to glean behavioral norms and expectations. A random sample shows that only 35% of employees are familiar promoting the values reflected in the document more broadly throughout the Institution, not only as an aspect of the Code. A new web based training-plat form has been created to accompany the revised Code. The training will be cross-referenced so that related policy can be pulled up for each section of the Code. The President's Executive Committee will review the document and it will then go before the Board of Regents at the November 9th meeting. Tom asked CAPA to review the thirty-three-page document and provide any suggestions regarding implementation and communication of the Code. Members discussed ways of promoting the values expressed in the document in a variety of ways across the Institution.

Executive Report – Jaki Cottingham-Zierdt - (handout)

- Vice President Carrier reported that a set of Regental HR Guiding Principles would be reviewed at the next Regents meeting. Jaki said the language in the principles includes and values P&A. Jaki is encouraged by this development and believes it reflects the relationship building that has been taking place over the last twelve months between CAPA and the Regents. Once the principles are approved HR will



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present them to CAPA.

- Jaki provided a copy of the proposed biennial budget from the Regents meeting. The Regents have been comparing the financial support provided to the University's aspirational institutions and believe the capital request will need to be bold in order to make real progress toward strategic goals. The committee discussed the need to garner greater support for the land grant mission at the legislative level.

Benefits and Compensation (B&C) – Frank Douma (handout)

Frank noted that the Recruitment and Retention policy, which was supported by the University Senate, is reflected in the Regents HR Guiding Principles. He said the principles would act as umbrella policies and provide consistency for the policies B&C is working on with HR. He said Jackie and Gavin would present the newly approved Disability Policy that was reviewed by CAPA last spring. Frank said he and Gavin attended the Committee on Institutional Cooperation Association of Professional Staff Council (CIC/ASPC) conference in Chicago on October 13, 14, and 15th. Frank will provide a report on the conference at the November CAPA meeting. The next B&C meeting will be on Tuesday October 24th in the Lucka Room at McNamara.

Representation and Governance (B&C) – David Bernstein (handout)

David welcomed Jacob Johnson as the new Representative for Research, replacing Steve Fausch. The bylaws will require Research to hold an election in the spring, and Jacob is eligible to run for a full 3-year term at that time.

- He said Tom Mahoney and LeAnn Dean will be the new Representatives for Morris, replacing Roger Wareham. Kathryn Gonier-Klopfleisch remains the elected alternate. Kathryn submitted a nomination to serve as the second Morris Senator, along with Gail Hockert. David called three times for other nominations for Senator to fill Roger Wareham's seat. Hearing no other nominations the committee voted and approved Kathryn by acclaim.
- David said the R&G work plan will be voted on at the November meeting. He highlighted the committee's three goals as found below:
 1. Insure that every CAPA unit is represented.
 2. Review and simplify the CAPA Constitution and Bylaws by creating a Policy and Procedures Manual.
 3. Increase communications and coordination with other P&As in University governance, locally and institutionally.

David said the Bylaws have become overly cumbersome and a handbook will be presented for approval, which can be used as a quick reference tool. The regular review of the Constitution and Bylaws will also occur. Two forums with Senators and Senate Assembly members will be scheduled this year. There are nine units that remain open. Rand will hold elections in Crookston next week. CSOM is organizing an election. For the other seven units David would like to establish an



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“adopt a unit” project in which each R&G member adopts an unrepresented unit and tries to establish firm contacts with one or more P&A in that unit to help organize elections. Those open units are as follows:

1. Academic Health Center
2. College of Design
3. Office of the President
4. Medical School
5. School of Dentistry
6. School of Pharmacy
7. University Relations

Communications Report – John Borchert (handout)

John asked everyone to review the work plan for November and pointed to the following items:

- The Highlights will become a one page communication.
- The CAPA News will be reorganized to better meet time lines.
- A rough draft of the Communications Audit has been completed. The final version will be vetted by Communications and CAPA before it is conducted, hopefully in December.
- Penny Kessler is writing script for a Breeze version of the CAPA New Employee Orientation that will go to Exec for approval.

Medical, Long and Short Term Disability Coverage– Jackie Singer, Director, Retirement Programs (handout)

Jackie said Medical Leave, Long and Short Term Disability Coverage have been under revision since January 2006. CAPA B&C was consulted on the revisions in April. The new Academic Disability Program will roll out January 1, 2007, with improved coverage and reduced costs.

- The new vendor will be Standard Insurance Company, replacing TIAA-Cref and Minnesota Life.
- The new long-term coverage will replace 67% of an employee’s income with a \$6,000 a month cap.
- The covered compensation limit is \$225,000 for 2007.
- There will be telephonic claim submission with enhance privacy.
- There is a longer benefit term for those who would retire under Social Security after age 65.
- Integrated return to work program, UReturn.
- Voluntary Short Term Disability remains available, with the same rate across groups.
- Payment of summer compensation for 9-month employees will be determined by summer earning history, summer earnings commitments, and the date of



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- illness onset.
- Standard sets the process for claimants. Employees contact Standard after two weeks to begin claim.
 - Advantages include higher compensation and monthly benefit maximum, less involvement in claims processing, and absence reporting to a neutral, confidential third party organization.

Disability and Long Term Care - Gavin Watt, BAC Chair

Gavin said the vendor for Disability and Long Term Care insurance will be changing from CNA to John Hancock. Open enrollment will occur in the spring. The RFP process found that John Hancock would provide broader coverage at reduced premiums. People currently covered under CNA will be able to stay with them after the transition if they so choose. There will be a representative from John Hancock on hand at the benefits fair.

Communication Report (continued) – John Borchert (handout)

The web site is a living tool. With the help of each committee it can be made increasingly vital. Scott Barnard and Fred Dulles will be working on web improvements this year. John said he and Erling Kurti would be in charge of carrying out the communications audit. Susan Doer will be responsible for the Brief articles and work with Exec to develop a schedule. Penny Kessler is facilitating the NEO and developing the Breeze orientation. Lynn and Mary are producing the Highlights. Sara will update the web list of representatives and alternates.

Professional Development and Recognition (PD&R) - Pam Stenhjem (handout)

Pam asked members to review the PD&R work plan.

- She noted that the guidelines for the Outstanding Unit Award are outdated. The committee will propose raising the award amount to \$1,000.
- They would like to establish an Outstanding Service Award and if approved uniform criteria will need to be established.
- Ingrid Nuttall is the lead on the Spring Recognition Event. She will work with the Communication Committee on promotion.
- CAPA News is working to build a reserve of P&A profiles, and to determine the viability of a CAPA Wiki. They are also looking at offering professional development resource links on the web.
- P&A Critical Role: based on the metrics and measures of strategic positioning which were gleaned largely from the Florida report the place of P&A in a strategically transformed University is not measurable. Pam has color-coded the metrics and measures based on student, faculty, general, expenses and revenues. The primary measures make no mention of P&A. The secondary measures



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include two references to staff. Pam will work to develop a list of measures that apply to P&A, which can measure the contributions to mission and revenues made by staff.

Good of the Order- Hearing no further business Jaki adjourned the meeting at 12:00 pm.

Sara Balick
University Senate