



December 16, 2005
MINUTES

Representatives Present:

Noro Andriamanalina, David Bernstein, John Borchert, Lynn Burbank, Anita Cholewa, Jaki Cottingham-Zierdt, Will Craig, Stacy Doepner-Hove, Fred Dulles, Frank Douma, Pam Enrici, Tina Falkner, Wendy Friedmeyer, James Hildebrand, Barbara Jensen, Mary Laeger-Hagemeister, Andre Prah, Colleen O'Neill, William Roberts, Caroline Rosen, Jill Trites, Barbara Van Drasek, Roger Wareham, and Kendra Weber

Senators Present: Randy Croce, Annette Digre, Gail Hockert, and Dale Swanson

Alternates Present: Ray Bowman, Amy Brewster, Lori Gilbertson, Kirsten Jamsen, Pat Jondahl, Rich Portnoy, Paige Rohman, Mary Ellen Shaw, and Pamela Stenhjem

Representatives Absent: Laure Campbell, Elaine Challacombe, Lisa Garrett, Mary Hoepfner, Penny Kessler, Rebecca Lentz, Peggy Rader, Catherine Rasmussen, Rand Rasmussen, Karen Strauman-Raymond, Bill Sozansky, Angie Vail

Senators Absent: Kari Anderson, Kelly Culhane, Beth Emshoff, Emily Finch, Peter Haeg, Andrew Hill, Paul Soper,

Call to Order: Jaki Cottingham-Zierdt, Chair, called the meeting to order.

Action

Minutes: The minutes from the November 18th CAPA Board meeting were unanimously approved.

Consent Agenda

The revised agenda was approved unanimously.

Budget: The current budget was distributed to members for review. There were no questions posed. There were food costs from 2004-2005 that were paid from the 2005-2006 budget. This is not expected to pose problems in maintaining the budget.

Information

Faculty Consultative Committee (FCC) – Jean Bauer, Chair

Professor Bauer said she is the Chair of the Faculty Consultative Committee and has been involved in university governance for a number of years. She is a professor in the department of Family and Social Science. Professor Bauer asked CAPA members to introduce themselves, and members then provided introductions. Professor Bauer said she would review the current business before the FCC and then take questions from the CAPA.

- The Strategic Positioning Initiative discussion is now focused on metrics and measures. This means understanding the Florida Center Report and how to utilize it as a standard



December 16, 2005
MINUTES

from which to construct metrics that are suitable to the University of Minnesota. Professor Bauer said she is glad to see that CAPA would discuss this issue with Provost Sullivan today.

- P&A are well represented on the task forces, with members on thirty of the thirty-three task forces. The first eleven preliminary reports are coming out of the strategic task forces this day, December 16th. FCC has one member of its committee assigned to work with each task force and review the reports. Professor Bauer said the FCC regards increased productivity as a strategic objective under its purview and will be focused on the ways in which the reports address this and other faculty related concerns.
- Professor Bauer said the new budget model unfolding along with the strategic positioning initiative and is intended to reinforce strategic goals and priorities. The budget model calls for greater fiscal transparency and increased accountability on the part of individual units, supporting a single enterprise model. It is important to have a factual response to the new model. Professor Bauer suggested that CAPA might consider inviting someone from the Senate Committee on Finance and Planning for discussion on the new budget model.
- The FCC has been working on the Education and Teaching Evaluation that came before the Senate on December 1st. The evaluation questions have been in place for about 25 years. Professor Bauer said the discussion at the Senate meeting pointed out the need to reevaluate this tool, as well as some fundamental disagreements among Senate committees about the application and influence teaching evaluations should have. She said the use of this tool in merit based compensation, promotion and tenure is not yet certain. The FCC will continue to working on evaluations with the Educational Policy, Faculty Affairs, and Student Senate Consultative Committees.
- Professor Bauer then engaged in a brief question and answer period with CAPA members.

Committee Reports

Communications – Lynn Burbank, Chair

Lynn reports that the Executive Committee decided to move the CAPA Communication Audit to spring in order to be able to obtain information about the strategic initiative and P&A employees. The December Brief article provided a report on the CAPA Fall Forum. For the January U Brief Randy Croce will write an article on the CIC-APSC. Lynn thanks John Borchert and Kris Layon for their hard work on the CAPA web site The Executive committee would like to extend their thanks on behalf of CAPA to John and Kris for the wonderful job they have done. There are informational updates continuing to take place, but the new format and layout of these pages can be viewed at the web addresses: <http://capa.software.umn.edu/>



December 16, 2005
MINUTES

Professional Development and Recognition – Anita Cholewa, Chair

Anita reports that the Fall Forum was a success; she received positive feedback from participants and from the presenters. Carol Carrier and Rosie Barry said they would look into using the Breeze format to develop more of presentations for employee groups. Anita invites everyone to please read the article on the Forum in the U Brief. The Forum can be viewed on line until December 30th, with links found in the U Brief article and on the CAPA web site. Anita said the committee would be sending a card to Pam Enrici on behalf of CAPA. Pam has an upcoming foot surgery.

Executive Committee Report – Jaki Cottingham-Zierdt, Chair

Jaki said there would be presentations from Provost Al Sullivan, Chair, Metrics and Measures Task Force, and from Victor Bloomfield, Vice President, Office of Public Engagement. Jaki asked that CAPA accommodate the agenda schedule to hear from these guests. She then introduced Provost Sullivan.

Presentation

Metrics and Measures Strategic Task Force –Vice President Al Sullivan, Chair

(Handout)

- Vice President (VP) Sullivan began by reviewing the mission of the Metrics and Measures Task Force.

“To identify the right metrics, and establish processes to best support and analyze the University’s progress toward its goal to become one of the top three public research universities in the world within the next decade.”

VP Sullivan said the charge of this task force is foundational to the strategic initiative. Becoming one of the top three is not the only relevant measure of strategic progress, but it is an important one, and one which cannot be avoided. VP Sullivan said he is neither embarrassed nor intimidated by the goal of becoming top three. He said he is a statistician and expects to take a few arrows about this. In order to achieve this objective the university will have to get better at data driven and data informed decisions. The University will need to improve in every area and track performance, which leads to improved outcomes using the annual compacts. VP Sullivan added that the University would need to invest in more effective data analysis to be accountable to strategic objectives.

- The Minnesota State Legislature is developing a statewide system to measure the accountability of public and private higher education institutions. VP Sullivan is the Universities designated representative for the legislative project. The University produces an accountability report each year. The legislative investment to the higher education project may help the University to align its annual report with strategic goals and measures.



December 16, 2005
MINUTES

- The Florida Study is the most credible evaluation of University measures. There is a strong consensus from the Board of Regents that the Florida measures will be incorporated, as they are both credible and normative. But the Florida measures do not include strength or values, which are specific to the University of Minnesota, and so the term Florida plus has been coined, referring to the metrics being developed by the task force.
- There is currently a list of 24 possible metrics being considered. Researchers consider twenty to be an ideal number of metrics to work with, in terms of implementation, measurement, and breadth of standards. So in looking at the list VP Sullivan asks that any suggestions for additional measurements need to provide for removal of an item from the list.
- The committee then engaged in an open discussion of the straw list of University Metrics.

Benefits and Compensation – Frank Douma

- Frank discussed the P&A vacation policy points raised for discussion by CAPA at the December 1st University Senate meeting:
 - CAPA is seeking two additional vacation days, for a total of 24 vacation days, for P&A appointees.
 - CAPA seeks to carry over any unused vacation balance from one year to the next
 - The problem of how vacation balance would be tracked was discussed. The issue of tracking was raised by OHR when the subject of carrying a vacation balance was approached. People Soft is currently not able to perform a carry over balance of vacation hours. P&A vacation hours are being tracked by each unit and not by OHR central. Nan Wilhelmson suggested the problem of tracking should not drive the issue of vacation benefits, and Senate members concurred with her opinion.
- Frank reports that the Finance and Planning Committee discussed the issue of faculty compensation becoming commensurate with faculty compensation in top three research universities. The B&C committee will work to add P&A to the university discussion of compensation that supports strategic goals. A formal mechanism for discussing P&A compensation will be discussed. However, it was noted that because P&A compensation is tied to funding, compensation issues are not handled in the same way as those of Civil Service and Bargaining Units.
- Employee Retention Resolution, as approved at the November CAPA Board meeting, was voted on by the University Senate and was overwhelmingly affirmed.
- OHR has passed four principles to guide revision of P&A sick leave policy; bereavement leave will be addressed separately.
 1. Principle: Individual
 - A reasonable amount of informal sick leave should be available to academic staff to use in the event of personal health needs.
 2. Principle: Inclusiveness of Family Members



December 16, 2005
MINUTES

A reasonable amount of informal sick leave should be available to academic staff to care for the health needs of a member of their family. Family in this instance shall include spouse, registered same sex domestic partner, cohabiter, siblings, parents, and children. Children include adoptive, biological, stepchildren, wards, or foster children of the staff member or of the staff member's registered same sex domestic partner.

3. Principle: Wellness

A reasonable amount of informal sick leave should be available to academic staff to participate in personal health maintenance programs (e.g. weight control, stress management, smoking cessation). An acceptable program is one that is sponsored by, offered by, or accepted by health, medical and fitness/wellness professionals as a health maintenance program.

4. Principle: Consistency

Per Regent's policy, academic sick leave policy should be administered in the same manner for all academic staff, including faculty and academic professionals and administrators.

Vice Chair Report – Jaki Cottingham-Zierdt

Jaki reports that Beth Emshoff is absent today because she is traveling for work. Beth has submitted her resignation to CAPA because she has accepted a 50% appointment at Oregon State University. Beth will be working at both the University of Minnesota and at Oregon State over the next several weeks and having to split her time between these appointments. Beth's last attendance at a CAPA meeting will be in January. A special election will be held at that meeting to fill the position of Vice Chair. Jaki said while she is sorry that CAPA will be losing a committed and hard working member, she congratulates Beth on her appointment.

Representation and Governance - Stacy Doepner-Hove

Stacy said the special election for the position of Vice Chair would have the nominations come from the floor, because of time constraints. Should a current Committee Chair or Senator position be vacated by filling the Vice Chair seat, an election will also be run at the January meeting to fill that vacancy.

- Stacy said that January would begin the call to members for changes to bylaws and the constitution. For those with thoughts on changes to bylaws please contact Stacy or any member of the committee.
- CAPA will need to elect several representatives and senators in the spring.
- If units would like a CAPA road show please contact David Bernstein.
- There are 3 Senate meetings left this academic year on March 2nd, April 6th, and May 4th. The CAPA Senators would like to hold a meeting one half hour before the Senate convenes.



December 16, 2005
MINUTES

Student Senate Consultative Committee – Rick Orr

Rick said the policy on the use of personal Electronic Devices in the Classroom passed unanimously, at the December 1st University Senate meeting. The SSCC did not generate response for their concerns on this policy. While the SSCC did agree with the spirit of keeping an educationally sound environment they wanted to see a clarification of which devices could be restricted and who had the final authority on the decision.

The Policy on Student Evaluation of Instruction was discussed and will require further discussion. The next step of that discussion has yet to be determined. The SSCC will meet in February to clarify the committee's goals for the remainder of the academic year.

Civil Service Committee – Peg Wolff

Peg reports that the Pay Plan work continues to be the primary focus of CSC business. The Committee determined to accept the 0.5% pay increase offered by the University in late November. The increase is retroactive to July 1st, 2005 but CS employees at or over the salary max of their range will not get the 0.5% salary increase in February. However, the November increase is a separate, but related matter, to upcoming Pay Plan negotiations. Peg said that salary range ceilings are among the concerns the committee hopes to be able to address in this area. Peg also discussed merit and performance based compensation and said the University has expressed a desire to use this with all Civil Service employees. Currently there are approximately five units using Merit Pay with Civil Service employees. Peg stated the University has used merit pay in the past with some real problems related to fair performance standards, evaluations, and promotions. So the CSC has put together two task forces, Performance Management and Merit Pay are both working on related guidelines and principles. The Merit Pay group will complete its work by the end of January and the Performance Management group will be finished by the middle of February. CSC will then seek a method of implementing the conclusions reached by the two task forces. Peg said that CSC is looking to strategize with their Senators and establish effective communications and approaches.

Public Engagement – Vice President Victor Bloomfield

Vice President Bloomfield began by reminding CAPA that public engagement is a part of the Land Grant Mission. The Office of Public Engagement was established by President Bruininks to expand public out reach and develop a conscious commitment to public engagement within the University community. VP Bloomfield said the Office of Public Engagement is quite small, only he and one staff person, Michelle Wittcoff Kuhl. Reaching the public means forming partnerships with citizens and organizations. The work of engaging with the public needs to be taken up by the departments and units that make up the University Community and the emphasis of his office is to promote those efforts.

- The Council on Public Engagement (COPE) works in tandem with the Office of Public Engagement. Cope membership is made up of over 50% P&A employees. COPE has a steering committee and five working groups for, assessment, communications,



December 16, 2005
MINUTES

- innovations, partnerships, and recognition.
- VP Bloomfield said that embedding the work of public engagement into the University Community will need to be part of the goals of the strategic positioning initiative, and he has met with about fifteen of the task forces regarding public engagement. On October 31, 2005 administrators and faculty members were invited to share insight on how public engagement could help the U attain its goal of becoming one of the top three public research universities in the world within 10 years. The two-and-a-half-hour public forum was entitled "Collaboration on a Vision: How Public Engagement can Build a Better University," and it drew more than 100 people.
 - The Office of Public Engagement has a grant initiative to which University departments can apply to establish University and community partnership projects. There have been about seventy-five applications for this year's grant awards and of those approximately twenty of them will be funded.
 - Senior Vice President Robert Jones has begun a collaborative community initiative in North Minneapolis that includes early education, family services, health care, and business and economic efforts. Participants from the community and the University are currently working on strategies for effective partnerships.
 - VP Bloomfield stated that resources are the greatest barrier to public outreach efforts. He asked that CAPA would share their ideas and thoughts about raising the value of public engagement across the university. P&A employees are often in positions related to public outreach and can bring valuable ideas to this work.
 - There will be a survey of COPE and the work being done to promote public engagement and VP Bloomfield said he hopes this will be meaningful. Engagement initiatives require unit level leadership, and feedback will be needed about how to be effective at this level.

Other Business – Jaki Cottingham-Zierdt

Jaki asks members who would be willing to read preliminary task force reports and provide a summary of P&A relevant information at the next board meeting. Members responded and made a list of those who are responsible for each task force report.

Good of the Order – Hearing no further business, Jaki adjourned the meeting.

Sara Balick
University Senate