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Representatives Present:

Noro Andriamanalina, David Bernstein, John Borchert, Lynn Burbank, Laure Campbell, Anita Cholewa, Jaki Cottingham-Zierdt, Will Craig, Stacy Doepner-Hove, Frank Douma, Beth Emshoff, Pam Enrici, (Poly-Com), Tina Falkner, Wendy Friedmeyer, Fred Dulles, Mary Hoepfner, Barbara Jensen, Penny Kessler, Mary Laeger-Hagemester, Andre Prahl, Colleen O'Neill, Peggy Rader, Catherine Rasmussen, Karen Strauman-Raymond, Caroline Rosen, Jill Trites, Barbara Van Drasek, Roger Wareham, and Kendra Weber (Poly-Com)

Senators Present: Kari Anderson, Randy Croce, and Annette Digre

Alternates Present: Erin George, Kirsten Jansen, Pat Jondahl, Erling Kurtti, Rich Portnoy, and Mary Ellen Shaw

Representatives Absent: Fred Dulles, Lisa Garrett, Elaine Challacombe, James Hildebrand, Rebecca Lentz, Rand Rasmussen, and Angie Vail

Senators Absent: Andy Hill, Kelly Culhane, Emily Finch, Peter Haeg, Gail Hockert, Jim Licari, Bill Roberts, Paul Soper, and Dale Swanson

Call to Order: Jaki Cottingham-Zierdt, Chair, called the meeting to order at 9:00 AM.

Action

Consent Agenda

The revised agenda was unanimously approved.

Minutes of the Meeting:

The December 16, 2005 CAPA meeting minutes unanimously approved, with changes noted.

Budget

Beth Emshoff, Vice Chair, reported that CAPA is operating within the expected budget estimates through December of 2005. She asked that members continue to carpool from coordinate campuses whenever possible.

Information

Committee Reports

Communications - Lynn Burbank, Chair

Lynn reported that Randy Croce wrote the CAPA U Brief article this month on the CSPC-CIC. Communication committee members will be meeting with University Senate Office staff Sara Balick and Becky Hippert about the web site. The group will address



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maintenance for the new site. The CAPA committee liaisons for the web site should contact Lynn about any web maintenance issues or design considerations.

Professional Development – Anita Cholewa, Chair

Anita announced the Outstanding Unit Award is being scheduled to coincide with the CAPA spring event this year. The call for nominations will go out next month. Anita reported that Elaine Challacombe needs to have an additional foot surgery and those in attendance were invited to sign the card for her.

Benefits and Compensation- Frank Douma, Chair

Frank announced that he would be out on paternity leave in February. Bill Roberts will be the acting Benefits and Compensation chair while Frank is out on leave, and committee related issues should be directed to Bill. Bill will provide the B&C report at the February CAPA meeting. In February, and going forward, the B&C meetings will be moved to the first Thursday of each month.

- Frank reports that a Retirement Plan Fiduciary Committee is currently being formed. The committee will be responsible for monitoring and the evaluation of ongoing University retirement plans for performance, risk, and related concerns. The Committee members should have a background in finance and/or investments, and shall consist of:
 - The Chair of the Faculty Retirement Subcommittee of SCFA
 - The University's Chief Investment Officer will chair the committee
 - Three at large members from
 - P&A (nominated by CAPA)
 - Civil Service (nominated by the Civil Service Committee)
 - Faculty (nominated by the Faculty Retirement Subcommittee)
 - The Director of Retirement Programs (non voting)
 - A delegate from the Office of Asset Management (non voting)
 - The Fiduciary Committee will meet once each month

- Frank reported that the Policy on Employee Development, Education, and Training had been revised, eliminating the requirement of P&A to be enrolled in a degree program in order to receive tuition benefits. Extension Services are now covered equally under this policy. The vote on this policy will take place at the next meeting of the Board of Regents. (Handout)
- Frank reported on revisions to general policies covering employee health and related benefits. He said that in section five, item one, the language was strengthened so that consultation would take place with the employee group(s) effected by the health and related benefit programs. Nan Wilhelmson met with the Benefits and Compensation committee for clarification of the policy and learned that it does not cover professionals in training nor those with post doctorate appointments. (Handout)



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Executive Committee Report – Jaki Cottingham-Zierdt, Chair

Jaki began by saying that the committee had discussed elections and that Stacy will address that in her report. Jaki reported that planning had begun for the 2006 CAPA Retreat. Jaki said she is working with the site at Saint Anthony Main, Three Brothers Kitchen, where the 2004 CAPA Retreat was held. This venue provides a notable cost savings over the other sites that have been looked at, and is a very enjoyable space. This space is not available on the last Friday in August. Jaki asked if people would be amenable to meeting on August 24th or 23rd, and the committee agreed, that as a substitute for the 25th, these dates would be the best for the Retreat. Jaki will provide an update on retreat plans at the next CAPA meeting.

Representation and Governance - Stacy Doepner-Hove, Chair

- Stacy reported that R&G would review the CAPA constitution and bylaws this month and bring recommended changes to CAPA at the February meeting. She said suggested changes would be presented in an Excel format with the old language, the proposed language, and the rationale for the new language. Stacy commented that his format should make review of, and voting on, the revisions as clean and simple as possible.
- Stacy then reviewed the rules for nominations and elections.
 - One must be a CAPA representative to be nominated to an officer position, as CAPA chair, vice chair, or chair to a committee.
 - The officer terms are one year in length.
 - One must be elected in order to run for senator seat.
 - The senator terms are three years in length.
 - Senators are expected to attend CAPA meetings or send an alternate from their unit.
 - The call to open nominations takes place at the February CAPA meeting. A call to open nominations is sent to the general membership within 3 days following the February Board meeting.
 - The R&G committee will provide the form that is to be used for submitting nominations.
 - In order for nominations to be posted to the CAPA web site they must be submitted five days prior to the March meeting.
 - Nominations received by the agenda deadline for the April CAPA meeting (the Wednesday of the week preceding the meeting, April 12, 2006) will be disseminated to CAPA with the agenda for the April meeting.
 - Any additional nominations will be announced at the April meeting.
 - Nominations will be officially closed at the April meeting.
 - Voting will take place at the April meeting.



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Discussion

- Stacy said that Barbara Van Drasek would then lead a discussion on the Constitution and Bylaws. Barbara said she would begin with the issue of college restructuring and the effect this will have on CAPA voting, representation, and service terms. She said that in units that will either be divided and/ or merge with other units the following rules would apply:
 - The current representative would continue to serve out the term.
 - A unit may petition for additional representation if they are not adequately represented according to the rules, following college restructuring.
 - Units that have more than one representative can work together to serve the constituency during the period following restructuring, until the time CAPA elections are held.
 - Where representative seats are vacated then an elected alternate is to move into that seat.
 - The unit level election schedule will be adjusted to occur within 3 months of restructuring where there is insufficient unit representation.
- Barb said the committee believes this plan will create the most cohesion during the transition. R&G intends to be proactive in providing support to units by determining the needs for representation and education about the CAPA constitution and bylaws.
- Stacy noted that a question remains regarding split appointment P&A and their eligibility to serve in CAPA. She asked that members provide input to the R&G committee about criteria for these situations.
- Stacy said that senators who are not representatives are not currently official CAPA members. For purposes of effective representation the by laws should be changed to so as to provide all CAPA senators with official CAPA membership.
- Stacy said that R&G is aware of the need to produce a CAPA handbook that would include policy, procedure, position papers, principles, and relevant history. She hopes that once produced the handbook would be available on the web site.

Presentation

- Awards – Anita Cholewa, Chair, Professional Development and Recognition**
- Anita presented an award for Outstanding Service to Randy Croce for his work with the Committee on Institutional Cooperation Association of Professional Staff Councils (CIC-APSC). Randy's leadership role has advanced issues of concern to professional staff across the CIC. Anita conveyed that this award CAPA acknowledges and thanks Randy for his outstanding work.
 - Anita then presented an award to Beth Emshoff for Service Above and Beyond Duty to CAPA. Anita said that with Beth leaving for Oregon she should know that she will be missed and is appreciated for all of her hard work on behalf of CAPA and the CIC-



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APSC. Beth said that it has been her pleasure to serve in CAPA and that she knows the work makes a difference in the lives of P&A employees. Beth thanked the PD&R committee and CAPA for this recognition.

Policy Updates – Frank Douma

- Frank reported there would be a meeting about vacation policy on February 14th. CAPA will move forward on the issues of adding two additional days and carrying over vacation balance from one year to the next. Sue Bartolutti, at large B&C member from the law school, Bill Roberts, and Lori-Ann Williams, P&A representative on SCFA, will join together to address the P&A position on vacation policy.
- Frank said that work is beginning on changes to bereavement policy and that members could raise points at this time or contact Nan Wilhelmson Director, OHR, regarding the policy. Nan will bring these concepts forward as the policy work develops.
- The point was made that thought ought to be given to varying cultural expectations and practices in relation to bereavement and that diverse cultural practices ought to be reflected in the university's policy.

Action

Elections – Barbara Van Drasek

- Barbara opened the floor to nominations for the position of Vice Chair being vacated by Beth Emshoff. Mary Hoepfner nominated Stacy Doepner-Hove for the position. Barbara called for other nominations and there were none offered. A second was offered for Stacy's nomination. CAPA unanimously elected Stacy to the post of Vice Chair to fulfill the remainder of the 2005-2006 term.
- Barbara then opened the floor for nominations to the position of Representation and Governance (R&G) Committee Chair. Wendy Friedmeyer nominated David Burnstein to the post. No other nominations were put forth. David was unanimously elected to serve out the remainder of the 2005-2006 term.

Information

Civil Service Report – David Bernstein, Liaison

As liaison to the Civil Service Committee (CSC), David reported that there had been no CSC meeting, and so there was no new business to report on. David reiterated that the committee has two task forces, one dedicated to the issue of merit pay, and the other to performance management. These task forces are working on producing policy and procedure related to these practices. The point was made that at one time Tina Falkner had been the CAPA liaison to the merit pay task force. Tina said that she would make contact with Cathy Marquardt or Dorit Hafner about resuming a role as a CAPA liaison.



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Discussion

Summary and Discussion of Strategic Task Force's Preliminary Reports

PreK-12 Strategy - Will Craig

Will summarized the report from the strategic task force on PreK-12, and began by saying that the task force expressed its charge by saying the University needed to “create meaningful and effective partnerships with preK-12 education; and provide a framework for the ongoing development of the Consortium for Post-secondary Academic Success and for other system-wide efforts around preK-12 education.” Will stated that this kind of work is specifically orientated to P&A positions. He said the report was broad and general and that it did not lay out a clear action plan or account for current efforts in this area. Will said it was difficult to draw conclusions about the assessment or what the next steps might be. However, he said P&A should remain informed about work in this area, as it will effect this employee group.

CHE/CEHD – Tina Falkner

Tina stated the task force report puts an emphasis on the five following themes:

- Teaching and Learning,
- Development across the Life Span
- Economic and Social Well-Being Educational
- Social Policy and Leadership
- Social Justice and Diversity

She said that while these concepts represent the conceptual trends in education, human, and family development there was no economic plan or indication of how these advances would be paid for. She said the report did reference a need for five to seven renewable contracts. Tina remarked that the report lacked reference to current University work in this area and that reference to P&A was minimal.

CALA/CHE – Wendy Friedmeyer

Wendy reported that the key ideas put forth by the CALA/CHE strategic task force regarding a mission statement were as follows:

- Innovation in sustainable, socially responsible design, through a commitment to equity, diversity, and to ecologies both human and natural.
- Engagement with the ongoing and emerging issues, opportunities, and problems that face our world today.
- Creative synergies, through interdisciplinary exploration.
- Speculative, theoretical, and historical inquiry, to expand the critical understanding



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- of design's past, current, and potential significance within diverse contexts.
- Collaboration and partnerships.

Wendy said the report went on to emphasize interdisciplinary work and the need to locate these disciplines in one place in order to promote that work. Development in the area of product design was also called for. Collaboration with the West Bank Arts Quarter was recommended. Wendy reported a complete omission of reference to P&A as well as an absence of reference to student services.

GC/CEHD – Jill Trites, Mary Ellen Shaw

Jill presented a summary of the report from the GS/CEHD strategic task force, her summation is provided below.

- Throughout the document, **clarification of the term “faculty”** is necessary to note whether P&A staff are included or whether only tenured and tenure-track faculty ranks are included in the terminology. For example, the report recommends that the college and department “Support and reward faculty who engage in co-teaching, cross-departmental/college delivery of academic programs” (page 7, recommendation 8e) and says, “Innovative, collaborative teaching with grades 7-12 colleagues should be an emphasis of the new department, and the faculty workload policy and merit system should recognize the importance of such work” (page 12, recommendation 22). In both these instances, it is important that P&A employees also be supported and rewarded for work done in the areas noted.
- **P&A staff should be rewarded in similar ways across categories.** For example, the report states “P&A instructors will play key roles in providing intensive support and needed participation in the new department and should be offered the opportunity of long-term contracts and professional development” (page 7, recommendation 11). We recommend that advisors be given similar opportunities for long-term contracts and professional development. We also recommend that opportunity for promotion be available to P&A employees in such categories with promotional ranks, as is now the case.
- **Advising staff load needs clarification.** Page 10, recommendation 19, recommends an advisor-to-student ratio of 200:1. We note that the NACADA recommendation—and our recommendation—of 200:1 is for a 100% advisor with no teaching responsibilities, which should be added to the report.
- There should be **clearer articulation of coordination of, planning for, and communication between colleges and departments regarding advising and career counseling**, which is touted for its excellence and recommended to be a college-wide model (page 7, recommendation 9).
- **Greater emphasis should be given to professional development opportunities** for P&A staff to engage in research, program development, and/or administration.
- **Diversity of staff** should be encouraged by robust recruitment and professional development opportunities.
- P&A staff should be included in college governance

Diversity – David Bernstein, Mary Laeger-Hagemeister



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David presented a summary of the report from the Diversity strategic task force and began by stating the four primary areas of focus for this task force as noted below.

- If current population trends continue and the state does not improve the education of all racial/ethnic/social economic groups, the skills of the Minnesota workforce and the incomes of its residents are projected to decline over the next 20 years.
- Students learn best in a diverse educational environment.
- As a public institution the University has an obligation to show leadership in rectifying the historical inequities that have resulted in exclusionary practices and the under-representation of marginalized racial, ethnic, and socially disadvantaged groups from higher education.
- The goal of achieving a rank of excellence among the top three public research institutions in the world will require the University to embrace the challenge of transforming itself by making diversity a top priority.

David expressed his opinion that these goals appeared to be on target and are ethically appropriate. However, David stated that the work that would need to be done by the dominant University culture in order to attain these goals was not addressed in the report. The recruitment of diverse staff, faculty, and other employee groups is not identified as a goal by the report. David stated the socio/economic barriers to achieving a diverse institutional culture are not addressed in the report. David opined that the bold commitments laid out by the task force would absolutely require economic commitment, of scholarship and other funding, to create greater accessibility for those currently unable to gain access. David further remarked on the importance of an environment that is supportive to marginalized groups, and the individuals who represent them. The actual numbers show slight increases to faculty of color, women faculty, and students of color. David commented on the importance of perception and that he believes the University is not perceived as having a diverse culture, and to that end David remarked that CAPA ought take note of the limited diversity of its membership and consider how to address the aim of increasing its own diversity.

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

Sara Balick
University Senate