



April 21, 2006
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Representatives Present:

Kari Anderson, Noro Andriamanalina, David Bernstein, Lynn Burbank, Anita Cholewa, Jaki Cottingham-Zierdt, Will Craig, Stacy Doepner-Hove, Fred Dulles, Frank Douma, Pam Enrici, Wendy Friedmeyer, James Hildebrand, Mary Hoepner, Barbara Jensen, Penny Kessler, Mary Laeger-Hagemester, Colleen O'Neill, Andre Prahl, Catherine Rasmussen, Karen Strauman-Raymond, William Roberts, Caroline Rosen, Jill Trites, Angie Vail, Barbara Van Drasek, Roger Wareham (poly-com) and Kendra Weber

Senators Present: Kelly Culhane, Annette Digre, Emily Finch, Gail Hockert (poly-com), Pamela Stenhjem, and Dale Swanson

Alternates Present: Joan Bailey, Josh Casper, Erin George, Pat Jondahl, Kathryn Klopfleisch, Ingrid Nettle, Rich Portnoy, and Mary Ellen Shaw

Representatives Absent: John Borchert, Elaine Challacombe, Tina Falkner, Rebecca Lentz, Peggy Rader, Rand Rasmussen, and Sheryl Weber-Paxton

Senators Absent: Kari Anderson, Randy Croce, Peter Haeg, Andrew Hill, Jim Licari, and Paul Soper

Call to Order: Jaki Cottingham-Zierdt, Chair, called the meeting to order at 9:00am. She began by thanking members for their hard work and participation, and welcomed Ingrid Nettle representing Academic Affairs and Provost as an alternate. She called for any revisions to the agenda and Stacy Doepner-Hove asked to submit a P&A workgroup report in place of the budget report, with no items of concern to discuss related to the budget. The committee accepted the agenda with this change. Jaki then introduced Bonnie Marten from the Office of Human Resources.

Presentation

New Employee Orientation (NEO) – Bonnie Marten, Project Manager, OHR

- Bonnie said the Office of Service and Continuous Improvement and the Office of Human Resources have been working collaboratively on the new employee orientation project this year. Strategic task forces have identified a strong start for all employees as critical to becoming a top research institution.
- Bonnie then reviewed the handout information with CAPA. She said the method project principles are defined as the DMAIC method, which stands for define, measure, analyze, improve, and control. She said the current employee orientation uses a significant amount of time on employee benefits, but by the time people attend the session many are already signed up for their benefits. This is an inefficient use of time that could be used to address needs not currently being met.



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Bonnie said using the DMAIC principles as a guide the work group defined the project charter as found below.

- Opportunity Statement: Community building networking and timeliness are opportunities currently not being met by NEO.
- Benefits/Deliverable: The new NEO will meet the U goals of:
 - Mentoring and retaining outstanding faculty and staff.
 - Promoting a culture that is committed to excellence and change.
 - Leveraging technology to deliver information
- Objective: To assist in the retention and development of U employees by providing information necessary to their success, productivity, and sense of community during their first year of employment.
- Bonnie said the new NEO delivery model would move to a process that occurs over a one-year period rather than the current one time event. The new format would provide timely quality information and interface with the orientation information provided by colleges and units. The Twin Cities NEO will dovetail with those on the coordinate campuses.
- There is a focus group working to identify the voice of the customer based on employee group research. Bonnie provided a survey and asked that CAPA distribute it in order garner the input of P&A employees. Bonnie noted the information should be submitted to her by the middle of May. The new NEO will be up and running by January 1, 2007.

Online Employment Applications – Miriam Ward, Departmental Director, OHR

Miriam said the new on line application system was conceived about ten years ago in order to move away from the deficits of a paper intensive system. However, it did not rise up the priority list and having changes tied to the PeopleSoft system has created user related roadblocks. Because of this the decision was made to use an outside contractor that could expedite the process of moving to an on line system. The provider works exclusively with academic institutions and understands the particulars of academic hiring processes and has developed the system by working directly with OHR.

- Miriam said the requisition process would now occur on line. The hiring authority will complete the requisition form, it will continue to go to OHR for review, and then it will be posted to the Web.
- The search committee will have access to applications/resumes on line by using a guest access code. The search pool information will be retained and counted on line.
- The applicant will search for postings by key words in the job criteria rather than by employee group. There will be three application types and the one for P&A and faculty positions will be a concise format, which allows applicants to attach a CV or resume. P&A applications will be sent on to the department for screening. Applicants will establish a pin number, which allows them to check the status of the



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application. Student applications will also be posted on line and applications will be sent directly to the person authorized to hire for the position.

- Each department may decide to allow applicants to have the option to fax or mail application materials, or they can choose to make electronic submission of all materials mandatory. Jaki asked that members urge their department to allow for the option to provide for applicants who may not otherwise be able to apply. If the hiring authority provides for faxed or mailed materials the deadline for receiving the materials should be clearly stated.
- Miriam concluded by noting that the data will be fed to the University data warehouse for storage. The system will be live starting on June 12th.

Information

Representation and Governance Report (R&G) – David Bernstein, Chair

- David said that Mary Hoepfner and Andre Prahl would be running the elections today. David then read a letter of apology to all of those whom he had encouraged to run for senate positions noting that there are more nominees than available posts. David said that he genuinely appreciates every person's willingness to serve and hopes those not elected to a post will understand that there were too few nominees at the time he spoke with people about running. He thanked everyone who stepped up to the plate and asked that they would continue to respond to calls for CAPA service.
- David reminded members about the CAPA Spring Forum taking place May 4th from 12:00-2:00 PM at the Campus Club. He said Jaki and Lori-Anne Williams from committee on committees would be presenting information for the group. Please contact David about a polycom connection for the forum.
- David said that representatives of units who need to hold an election should contact either Wendy Friedmeyer or Mary Laeger-Hagemeister. He said they would be assisting with running the unit level elections, providing copies of election materials and protocols, and instruction on how to obtain a unit list of P&A employees on line. He added that units would follow the same election protocol that was in place last year.
- David then turned the meeting over to Andre and Mary for elections of CAPA officers and senators.

Action

Officer and Senator Elections – Andre Prahl and Mary Hoepfner

- Mary asked that all eligible voters be seated at the table. Mary noted that all elected representatives or designated alternates may vote and are eligible to run for senate posts. She then distributed voting ballots and reviewed the slate of candidates for each officer post. Mary made three calls for nominations from the floor and hearing none, she then closed the nominations for officers. She then called



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for election of the slate of officer candidates by acclamation. Pam Enrici motioned to accept the slate and Kelly Cullhane made a second motion. The slate of officer candidates was then unanimously approved. The CAPA officers for 2006-2007 are listed below:

- **Executive Committee Chair** – *Jaki Cottingham-Zierdt*
 - **Executive Committee Vice Chair** - *Stacy Doepner-Hove*
 - **Communications Chair** – *John Borchert*
 - **Benefits and Compensation Chair** – *Frank Douma*
 - **Professional Development and Recognition Chair** – *Pam Stenhjem*
 - **Representation and Governance Chair** – *David Bernstein*
- Mary then reviewed the slate of senator nominees, reminding everyone that there are seven three-year terms to be filled and one term of one-year open as a result of Stacy's mid-year appointment to the Vice Chair seat, previously held by Beth Emshoff. Jim Hildebrand volunteered to fill the one-year term if elected.
- Mary made three calls for nominations to senate positions from the floor. Hearing none she called to close the nominations. Barb Van Drasek made a motion that those who are not elected to serve be appointed as alternates a matter of practice going forward. Her motion was approved. CAPA then voted for senators by ballot. The newly elected senators are listed below:
- *Lynn Burbank - 2006-2009 term*
 - *Wendy Friedmeyer – 2006-2009 term*
 - *Erin George –2006-2009 term*
 - *Jim Hildebrand – 2006-2007 term*
 - *Barbara Jensen - 2006-2009 term*
 - *Mary Laeger-Hagemeister – 2006-2009 term*
 - *Colleen O'Neill - 2006-2009 term*
 - *Jill Trites - 2006-2009 term*

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Executive Committee Report – Jaki Cottingham-Zierdt

- Jaki encouraged members to read the preliminary strategic reports available on the Transforming the U Web site. Provost Sullivan has asked that P&A employees review the reports and provide comments before May 5th. Comments will be reviewed and considered before the Board of Regents (BOR) reviews the final reports in June. She also recommended that members read the minutes from the BOR March meeting available on the BOR web site.
- Teaching evaluation questions will be discussed at the May 4th Senate meeting however, the item has been placed on the Faculty Senate portion of the agenda. There are one or two members of SCFA who will seed time to CAPA Senators so they can speak to P&A related concerns. The issue will move to committee for further action and P&A will have one representative on that committee.
- Jaki said she would invite Susan Rafferty to the May CAPA meeting to discuss college reorganization. There have been no P&A non-renewals as a result of reorganization but there are some non-renewals that have been attributed to reduced student numbers.

Discussion

Academic Disability Proposals – Frank Douma (handout)

Frank reported on the proposed changes to academic disability insurance coverage.

- Benefits are based on salary with a suggested increase to the ceiling of up to \$220,000 or the IRS limit for calculating retirement benefits, currently set at \$220,000 with an annual index. The cost of each option will be determined during bidding.
- Short-term disability coverage will be offered for pools with academics and faculty being one pool, and civil service and bargaining units being the other pool. Coverage prices will be compared within and across the two pools to ensure that no one group's usage is unfairly impacting coverage costs for the other groups.
- For most individuals, disability payments will continue until normal social security retirement age (slowly rising to age 67). For those disabled after age 62 a new schedule will provide benefits for a limited number of months.
- Frank said the proposed changes are still under review with an RFT projected for the middle of May. The selection of carriers should occur by the end of September.

Benefits and Compensation Report (B&C) – Frank Douma, Chair

Frank reported that SCFA voted to support the proposed CAPA vacation policy and it would be raised as an item of information at the Senate meeting on May 4th.

Rosie Barry, Program Director, OHR, met with B&C at their last meeting. She reported there have been no non-renewals or layoffs attributed to strategic college reorganization. She described the programs and policy for P&A should they receive a notice of non-



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renewal. Frank said there was some new information in this area, including differences between non-renewal and temporary retention of a current position. He will put together a report for the newsletter detailing this information.

Communications Report – Lynn Burbank, Chair

- Lynn reported the CAPA web site went down last Monday, the 17th. John Borchert, who set up the site on the server will be needed to resolve the issue and he is out of the country until April 29th.
- Lynn asked for assistance to identify the unit representative of new P&A employees who are interested in CAPA and the representatives were identified.

Professional Development and Recognition – Anita Cholewa, Chair

Anita reminded members that the Spring Event is May 19th directly following the CAPA Board meeting. Invitations have been sent out and people should RSVP to the number provided. Vice President Carrier will provide a welcome at the Twin Cities event and Jaki will offer a short presentation summarizing CAPA business for 2005-2006. Coordinate campuses have organized their own events and Duluth's was held on March 28th, Morris will hold one on May 4th, and Crookston on May 8th.

Student Senate Committee (SSC) – Rick Orr, Vice Chair

- Rick reported that the SCC has filled the posts for next year and will select a Chair and Vice Chair this month. They will also discuss a stipend for the chair position.
- There is a proposal to have the Minnesota Student Association (MSA) elect student senators, who are currently appointed by college boards.
- The student evaluation questions pilot has been launched and this will be on the agenda for the fall.
- MSA has raised a question about broadening the scope of the student code of conduct to apply when students are off campus. This will be a point of discussion at future meetings.
- SCC has raised the question of lecture courses being offered pass or fail in response to issues of participation and attendance.

Civil Service Committee Report (CSC) – David Bernstein, Liaison

- David reported that Jan Morlock, Director, University Relations, provided a presentation on the proposed Central Line of the Light Rail Transit (LTR). The line would connect both downtowns and has received funding for the initial stages of planning.
- President Bruininks attended the meeting and announced the development of an Institute on the Environment as a goal of strategic planning. He stated he does not agree with tuition remission for dependants of employees because it is not fair to



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taxpayers, and prefers to see efforts like the Founders Scholarship to address issues of economic accessibility to higher education. Bruininks said he would like to see recognition of outstanding performance by units and that merit - based compensation alone does not sufficiently recognizes employees efforts.

- CSC approved an increase to the chair stipend, which brings it in line with other committees.

P&A Workgroup Report - Stacy Doepner-Hove

Stacy reported that the P&A workgroup has two posts for CAPA members that are being filled by Frank Douma, Randy Croce, and herself on a rotating basis. The group has met twice and is involved in bringing everyone up to speed as to the big picture of the employee group. They have discussed the domain of authority over employees by the University versus the College or unit, in addition to job titles and classifications. The group will meet weekly through August. Stacy said she would raise the issue of communication with all stakeholders, including coordinate campuses.

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

Sara Balick
University Senate