



January 19, 2007
MINUTES

Representatives Present:

Jaki Cottingham-Zierdt (chair), David Bernstein, John Borchert, Lynn Burbank, Elaine Challacombe, Will Craig, Stacy Doepner-Hove, Susan Doerr, Frank Douma, Fred Dulles, Pam Enrici, Elaine Hansen, (polycom) Mary Hoepfner, Barbara Jensen, Penny Kessler, Mary Laeger-Hagemester, Tom Mahoney, Ingrid Nuttall, Catherine Rasmussen, Rand Rasmussen, William Roberts, Caroline Rosen, John See, Pam Stenhjem, Larry Storey, Jill Trites, Angie Vail, and Sheryl Weber-Paxton

Senators Present: Wendy Friedmeyer, Kirsten Jansen, and Paul Soper

Alternates Present: Susan Bartolutti, Erin George, Rich Portnoy, and Dale Swanson

Representatives Absent: Kari Anderson, Jacob Johnson, Karen Strauman-Raymond, Barbara Van Drasek, and Kendra Weber,

Senators Absent: Kelly Culhane, Tina Falkner, Peter Haeg, Jim Hildebrand, Andrew Hill, Gail Hockert, Colleen O'Neill,

Call to Order: Jaki Cottingham-Zierdt (chair) called the meeting to order at 9:00am. Jaki made a motion to approve the December meeting minutes. The minutes were approved as submitted. There were no revisions made to the agenda.

Constitution, Bylaws, and Policy Manual – David Bernstein (R&G chair), and Will Craig (handout)

David provided an overview of proposed changes to the CAPA governing documents. The manual is intended to provide a format for addressing unforeseen issues in a timely manner and to unclutter the bylaws. The changes will be presented in a table format in February and in March members will vote to adopt the proposed changes. Will the discussed the governing documents as outlined below:

Constitution (no changes proposed this year)

1. Defines the organization, and indicates where it is enshrined (e.g., Regents' Policy)
2. The Constitution contains:
 - Fundamental structural matters that should not be easily changed.
 - The principles that guide the organization.
 - The policy that defines the general structure of the body (e.g., the composition of representation from University budgetary units, etc.)



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- *The Constitution is currently changed with 10-days notice, by a 2/3 majority vote, or two simple majority votes of the body.*
- *Currently the lead-time needed for making changes to the Constitution is 2 to 3 months.*

Bylaws (de-cluttering):

1. Contains customary annual operations, guidelines, and procedures.
2. Provides a mandate for CAPA procedures, although perhaps not the detail of procedures themselves.
3. Contains legislation that should be transparent to all P&As.
4. Include procedure and policy, which has need of the force of law.
5. Includes an appendix of major CAPA units and sub-units.
 - *The Bylaws are currently changed by one vote of the body*
 - *Current lead time for changing the Bylaws: 1 month*

Policies and Procedures Manual (new):

1. The document would allow the Constitution and Bylaws to be less voluminous and handled less often.
2. The manual is to contain day-to-day operations of the body.
3. It would contain policies for frequently changing situations (e.g., unit restructuring).
 - *A procedure for changing the document is needed. R&G suggests that if the proposed change is on the agenda, the document may be changed in one vote of the body.*

Proposed changes in 2007 Constitution/Bylaws Review:

1. Several procedural items would be moved from the Bylaws to the Policies and Procedures Manual (3rd level of sub-article (e.g., section "II.5.1"))
 - The procedures/timeline for electing CAPA representatives.
 - The procedures for changing CAPA units, and or the number of CAPA seats for a given unit.
 - The procedures for designating CAPA representatives and alternates in units that have been restructured.
 - The procedures for filling vacated CAPA Representatives seats including those created by the election to Chair, or Vice Chair.
 - The procedures for filling vacated CAPA Senate seats.
 - Designation of responsibility to generate a constituent contact list.
 - The committee descriptions and charges.
 - The responsibilities of officers.



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- *Add enabling legislation to Bylaws, for Policies and Procedures Manual*
- *Update unit appendix for Bylaws*

Will said the Bylaws document is no longer as transparent as it was intended to be. The CAPA membership will continue to serve as the body that vets changes to any and all of the governing documents. Jaki commented that adding the manual would support the functions of CAPA such as addressing the need for new unit representation, while continuing to support the integrity of the structural documents and the formality of the vetting process. David asked that members review the language for making changes to the Constitution and Bylaws as contained within each respective document.

Tuition Remission Resolution - Frank Douma – (handout)

Frank discussed the SCFA Tuition Reimbursement Resolution that was passed by the Faculty Senate on November 30th. SCFA proposed a similar resolution in 2005, which was vetoed by the President. As noted in the December Civil Service report, President Bruininks stated he would veto the current tuition resolution. Despite the Presidents' position, Frank suggested that CAPA look at this issue. He said that B&C was not treating tuition remission as a priority issue this year but now that it is being looked at P&A need to participate in the conversation. He noted would not be prudent to rubber stamp the SCFA resolution because it does not appear it will generate conversation on the subject between University employees and the administration. Rather, Frank said he would like CAPA to draft language, which puts emphasis on dialog and suggests a possible compromise between the positions. Members then discussed the Tuition Resolution drafted by B&C and revised the language to read as found below. The committee voted on the resolution as revised. The Tuition Resolution was passed with one opposing vote. The Tuition Resolution is found below.

Resolution:

TO: Vice-President Carol Carrier
FROM: Council of Academic Professionals and Administrators (CAPA)
DATE: January 19, 2007
RE: Working Towards Tuition Support for Dependents of University Employees

The Council of Academic Professionals and Administrators (CAPA) notes the passage by the University Senate of a Statement in favor of Tuition Benefits for Dependents of University Employees at its November meeting (attached).



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CAPA also notes that the University Administration declined a similarly worded resolution earlier this fall.

Based upon statements made by many individual employees, CAPA believes that implementation of tuition support for dependents of University employees would result in increased employee morale, and that this support would be a useful tool for employee recruitment and retention.

Therefore, CAPA supports continued discussion of how such a principle might be implemented, and proposes the following principles as a basis for finding a solution:

1. The support should apply to all employee groups.
2. The support should accrue to each employee equally.
3. The support should be limited to create an incentive for dependents of University employees to pursue other financial aid programs as well.
4. Individual Colleges/Units shall be held harmless for tuition support, from a revenue standpoint.

CAPA also suggests that the following ideas be considered as methods that are consistent with these principles:

- Make the current Regents scholarship transferable from the employee to the tuition costs incurred by their dependants. This is similar to the tuition support available to MnSCU employees, and employees of seven of the Big Ten universities.
- Cap the maximum support at a specific dollar amount or percentage short of 100% tuition coverage; and/or
- Offer as a scholarship to admitted dependents of University employees that maintain a certain GPA, and/or other performance measures, each semester.

CAPA hopes these suggestions will allow the dialogue to continue towards consensus on this issue.

Executive Committee Report – Jaki Cottingham-Zierdt, Chair

At the January 18th SCC meeting Vice Provost Arlene Carney lead discussion on new Undergraduate Student Learning Outcomes. Jaki asked that she discuss the outcomes



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with CAPA in February, before it is presented to the Board of Regents.

Budget Report – Stacy Doepner-Hove, Vice Chair

Stacy noted the budget had not been reconciled this month, however it was reviewed and expenditures are in line with the estimated budget submitted in November. She will present a hard copy of the reconciled budget in February.

Benefits and Compensation Report – Frank Douma, Chair

- The committee reviewed a draft of the OHR Performance Management Policy that will go before the Regents in February. Nan said employee performance reviews would be conducted annually and comprehensive reviews for deans and administrators should occur every three years. The shift in policy is intended to increase both job performance and employee satisfaction. The committee discussed the language taken from the draft policy, which is found below:
 - (a) The University cultivates a high performance workforce through employee performance evaluation and development that engages the entire organization, is appropriate to the nature of the work, recognizes and rewards exemplary performance, and addresses substandard performance.*
 - (b) The University is committed to assessing and supporting the development of the behavioral and functional competence of its employees consistent with expressed academic and administrative needs, the role of the employee, and performance expectations.*
 - (c) The University aspires to a performance evaluation process that incorporates regular feedback and candid discussion about individual and group performance.*
 - (d) The University is committed to investing in its employees through professional development, education, and training directed at maximizing productivity, enhancing employee personal and professional competencies, supporting employees as they seek new career opportunities within the University, and generating a succession of leaders who are prepared and able to lead the University into the future.*
 - (e) The University holds its leaders, responsible administrators, and supervisors accountable for actively supporting and engaging in the performance evaluation and development process in a fair and equitable manner and for ensuring the alignment of employee and organizational goals and priorities.*
- Jill Trites raised a concern that she is working in a CEHD unit that has not identified a supervisor. Nan responded that she or Susan Rafferty would contact Jill and address the situation.
- Nan then turned to the Regents draft policy on Employee Work Life and Personal Leave. She said the Board of Regents would review it in February. If it passes it will supersede the current Regents Policies on:



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- *Sick and Disability Leave*
 - *Vacation*
 - *Family and Personal Leaves Without Pay*
 - *Military Leave*
 - *Parental Leave for Academic Employees*
- The above Regents policies will be addressed by new administrative level policy. OHR will consult with policies and procedures.
 - Nan asked that members review the draft policy on Employee Compensation and Recognition. It can be found on the OHR web site, at the following link:
<http://www1.umn.edu/ohr/hrpros/drafts/index.html>

Communications Report – John Borchert, Chair

- John said the communications audit is underway. He will provide a more detailed report on this in February.
- There are several items being prepared for posting to the web site.
 - The Outstanding Unit Award criteria and application.
 - P&A professional development opportunities.
 - A new employee orientation script will be vetted through the Executive Committee and then posted to the web site in Breeze format.
 - Responding to a question John said he is developing a directory of representatives by unit that will be posted.
- The committee needs CAPA member assistance with the new employee orientation sessions; please contact Penny Kessler for further information.

Professional Development and Recognition Report – Pam Stenhjem, Chair

- Pam said final changes are being made to the Outstanding Unit Award call to nominations and it will be posted to the web in the coming week. The deadline for nominations will be March 20th. The winner of the award will be announced at the Spring P&A Event on April 20th. Ingrid Nuttall discussed ideas for the Spring Event venue with members. The date of the event will preclude an outdoor venue. The point was made that a highly visible venue would add value to the event. Ingrid said she would follow up on the ideas that were raised.
- Pam reported that a meeting was held on January 12th regarding the survey of P&A contributions and measures. Pam thanked Caroline Rosen and her colleague for all their contributions and said the meeting was very successful. There were several people in attendance with extensive survey design experience. Methodology was discussed for capturing the contributions of P&As to the University. Pam said she would develop a draft survey to be reviewed by the committee.



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Representation and Governance Report – David Bernstein, Chair

- David has organized a forum for P&A senators and senate delegation members for the purpose of developing communication with CAPA. It will be held at the Campus Club over lunch on February 20th.
- Rand Rasmussen has been elected to serve as the Crookston Representative. David thanked Rand for his continued service to CAPA.
- In February R&G will present the proposed changes to CAPA governance documents in a tabular format and each item will be discussion.
- The committee will open nominations for committee officers and senators in February.
- In March CAPA will vote on the changes to governance documents and continue the call for nominations for officers and senators.

Student Senate Consultative Committee Report – Dan Moore, Chair

- Dan said the committee is working to develop an action plan to resolve issues related to consistency of expectations for and by Teaching Assistants. He noted this concern has been raised a number of times without any action being taken to resolve the issues.
- Dan said the committee would like to determine the specifics of green, or sustainable, construction standards certification and pursue whether the standards could be adopted for all University construction. It was noted that the new business building in Duluth is certified sustainable construction.
- The issue of specific consequences for violations to the Student Code of Conduct is being pursued with Gerald Rinehart, Vice Provost, Student Affairs.

Good of the Order

Hearing no further business Jaki adjourned the meeting at 11:45am.

Sara Balick
University Senate