

CIVIL SERVICE CONSULTATIVE COMMITTEE

MINUTES OF MEETING

August 18, 2011

MN Humanities Center

[In these minutes: team building; cscc governance, subcommittee assessments; survey results; job history resolution; committee goals]

[These minutes reflect discussion and debate at a meeting of a committee of the University of Minnesota Senate; none of the comments, conclusions or actions reported in these minutes represent the views of, nor are they binding on, the Senate or Assembly, the Administration or the Board of Regents.]

PRESENT: Don Cavalier (chair), Amy Olson (chair-elect), Blake Downes, Chris Stevens, Pat Roth, Susan Cable Morrison, Lisa Mason, Tom Sondreal, Rahfat Hussain, Sharon Van Eps

REGRETS: Frank Strahan, Rick Densmore, Karen Lovro, Susan Rafferty

ABSENT: Carolyn Davidson

GUESTS: Rosie Barry, program director, Office of Human Resources, Vickie Courtney, director, University Senate Office, Becky Hippert, executive assistant, University Senate Office

Welcome, Mission, and Goals

Don Cavalier called the meeting to order, welcomed those present, and called for introductions. He outlined his vision, mission, and goals for the Civil Service Consultative Committee (CSCC). His goals included:

- Survey CS employees and utilize the results in developing a strategic plan
- Appoint a committee to summarize results of the survey
- Fill all the CSCC and CS Senate positions
- Review the charges and duties of all CSCC subcommittees and make changes where necessary
- Identify the strengths of each CSCC member
- Review and update the Operations Manual
- Reorganize and update the CSCC Website
- Solidify the working relationship between the CSCC, the Senate Governance System, and the Office of Human Resources (OHR)
- Visit each coordinate campus at least once this year to promote the new Civil Service Senate
- Increase communication between the CSCC and civil service employees

Team Building

Rosie Barry, program director, OHR, led the CSCC in team building exercises including:

- An overview of the Strengths Finder

- Identifying each committee members' strengths
- An introduction to the “domains of leadership strength”
- Discussion of where committee members’ leadership strengths lie and how this relates to the functioning of the CSCC.
- Ms. Barry noted the CSCC members are strong in the leadership domains of strategic thinking and relationship building, but face challenges in the areas of influencing (communication) and executing.

Ms. Barry also led the CSCC in a discussion of “Ground Rules” for the CSCC’s work. The CSCC members made the following suggestions:

- Speak your mind at committee meetings
- Listen to one another and to the CSCC’s constituents (CS employees)
- Be respectful
- Recognize the significance of the CSCC and CS Senate
- Follow through on your commitments
- Communicate to the appropriate people if you are unable to follow through on your commitments
- Find an area in which to participate and participate fully

CSCC Governance

Vickie Courtney, director, University Senate Office, Becky Hippert, executive assistant, University Senate Office, and Dawn Zugay, committee specialist, University Senate Office, provided the CSCC with a Power Point presentation on the University Governance system, the roles of the CSCC and the CS Senate within the governance system.

Ms. Courtney focused on an overview of the governance structure including:

- The organizational structure of the University Senate
- The role of the CSCC as it relates to the consultative process
- Examples of how issues move through the consultative process to the CS Senate and the University Senate
- The process for University policy discussions

Ms. Hippert focused on the:

- Election process for CS Senate, CSCC, and CS representatives to the University Senate
- Selection of alternates for the CS Senate
- Timeline for the election process
- Conducting business at Senate meetings
- A brief overview of the order of business at Senate meetings
- Transmitting resolutions, policies, and docket items
- The business of the Business and Rules Committee

Ms. Zugay’s presentation focused on the CSCC governing documents. She provided the CSCC members with copies of the CS Constitution, Bylaws, and Rules, as well as

the Operations Manual, and Civil Service Employment Rules (Employment Rules). Ms. Zugay:

- Discussed the CS Constitution, Bylaws, and Rules
- Explained the CSCC charge as set out in the Bylaws and Employment Rules
- Provided an overview of the Operations Manual and CSCC subcommittees
- Discussed the new CSCC home page on the University Senate website
- Asked the CSCC for feedback on the content of the CSCC website

The CSCC made the following suggestions for inclusion on the website:

- Creating a link to the University legislative network
- Creating a link to the civil service awards websites for the Morris and Duluth campuses
- Creating a link to the CS Senate information and applications
- Creating a link to the OHR Organizational Development website

Ms. Barry led an exercise designed to familiarize the CSCC with the governing documents and provide them with information about the CSCC structure, function, and role in University governance.

Subcommittee Assessments

Mr. Cavalier charged Carolyn Davidson, Pat Roth, and Lisa Mason with performing a review of the Professional Development Subcommittee. Ms. Roth, Ms. Davidson, and Ms. Mason met over the summer, reviewed the subcommittee and drafted a report and recommendations. Ms. Roth presented the report to the CSCC. She noted the subcommittee name should be changed to Staff Development Subcommittee. She also commented on the history of the subcommittee and provided information on how the Professional and Administrative Senate handles professional development and on the current OHR staff development programs. She noted it was not possible for the current Professional Development Subcommittee programming to continue and stated it needed to be revised to target more CS staff. Some suggestions for future Staff Development Subcommittee work follow:

- Partner with CSBU to provide speakers and presentations on issues of interest to all CS employees.
- Let CS employees know about the outstanding service awards, longevity awards, and project awards available to CS staff on the Duluth and Morris campuses.
- Work with OHR office of Organizational Effectiveness to put together presentations
- Speak with Jeff Stafford, associate counselor, OHR, and DeeAnne Bonebright, OHR Organizational Effectiveness, about professional development opportunities available for CS employees.
- Review the survey to identify which units provide professional development opportunities
- Identify existing awards for CS staff and have the CSCC nominate outstanding staff for these awards

- Highlight an outstanding CS staff person in the e-InTouch each month
- Use CSCC funds to create a topic based presentation
- Provide funds for CS employees who need funding for OHR assessment tools

Ms. Olson noted that she would like the Advocacy Subcommittee to be reviewed next, and would like to work with OHR to better align the Advocacy Subcommittee's work with employment policies. She also noted that she would chair the Communications Subcommittee, and would like to create a link between the Brief and the e-InTouch.

Ms. Van Eps indicated she would work with Ms. Zugay on the Nominations Subcommittee.

Mr. Downes reported on the Rules Subcommittee.

- Membership: Susan Cable Morrison is the co-chair of the Rules Subcommittee. Lori Nicol would continue on the committee. The Civil Service Senate members should select subcommittees on which to participate.
- The Rules Subcommittee needs to begin the cycle of reviewing the Civil Service Employment Rules
- One area of the Employment Rules that is in question is the process to be used for amending the Employment Rules.
- It is important for the CSCC to discuss the process for responding to constituent questions.

Ms. Olson stated she would e-mail committee members, ask them to confirm their subcommittee participation, and determine who would be committee chairs. She also noted the subcommittee chairs would be asked to speak about their subcommittees at the CS Senate Orientation on September 15 in order to encourage subcommittee participation by CS Senate members. Ms. Olson also noted that she would chair the Communications Subcommittee, and would like to create a link between the Brief and the e-InTouch.

Survey Results

Mr. Downes provided the CSCC with an overview of the CS Survey results. He stated there had been a good response to the survey. He noted communication is the overriding theme of the results. The survey indicated that many people are unfamiliar with the CSCC and its work. But, he noted the survey also helped to familiarize people with the CS Senate and CSCC. A large number of respondents provided commentary responses. He stated it is important for the CSCC to review these and provide follow up by announcing the survey results in the e-InTouch. He was impressed with the large number of people who stated they received the e-InTouch, but was concerned about the small number of people who indicated familiarity with the CSCC website. He stated further that respondents expressed concern about the following areas:

- Compensation, benefits, and lack of raises
- Loss of benefits and layoffs

The top two areas respondents stated they believe are the most important for the CSCC to work on are:

- Representing CS interests in the areas of compensation, benefits, and classification
- Communicating information to CS employees.

Mr. Downdes noted that increasing opportunities for professional development was ranked in the middle of the priority list, and there are a large number of individuals who did not know if their units provided professional development opportunities.

With regard to demographics, Mr. Downes noted that a higher percentage of women responded to the survey than men and there was a higher response rate for women. He stated the demographic data is available if the CSCC wants to mine it further. For instance, it could be used to determine which group of constituents is most concerned about particular areas of their employment. Mr. Downes urged formation of a subcommittee to summarize the survey results.

Job History Resolution

Susan Rafferty and Karen Lovro were unable to attend the CSCC Retreat. Ms. Olson read a statement prepared by Ms. Rafferty on their work regarding the job history issue. The statement follows:

(1) The committee has heard concerns from members that they don't know their seniority and don't know where they stand in the event of layoffs in their units; (2) committee leadership has had discussion with OHR about these concerns and the possibility of compiling a central seniority listing for civil service employees; (3) seniority and layoff/bumping rights for civil service employees are much more complex issues under the Civil Service Employment Rules than for represented employees under their respective labor contracts; (4) a draft resolution was introduced at the June CSC meeting to have campus/college/unit HR directors compile seniority lists or job histories of civil service employees in their units, but, because of limited time at the meeting and the complexity of the issues, the topic was given to Karen Lovro and Susan Rafferty for further discussion; (5) Karen and Susan met to discuss the draft resolution and they came up with a new idea to collaboratively approach the issue and address individual civil service employee concerns, and this approach will be the topic of some in-depth discussion at the next CSCC meeting so everyone can help shape handling.

The CSCC members determined the issue should be discussed further at its September 15 meeting.

Committee Goals for 2011-12

Ms. Barry assisted the CSCC in considering goals for 2011-12. The results follow:

- Communication
 - Develop and implement a system for regular communication with civil service employees, and encourage them to become involved
 - Better communication with the coordinate campuses
 - Increase readership of e-InTouch
 - Develop a great website for civil service employees
 - Increase the visibility of the CSCC across all campuses
 - Help CS employees understand the structure and purpose of the CSCC
- Effective Process
 - Create a three to five year strategic plan for the CSCC
 - Hold two successful CS Senate meetings
 - Bring an issue to the University Senate for discussion
 - Increase understanding of the Job Classification process so the information can be clearly conveyed to constituents
 - Encourage OHR to update department groupings for bumping purposes
 - Be respectful of the governance process
- Effective Relationships
 - Ensure President Kaler and the Board of Regents know the value of CS employees
 - Form an effective relationship with CS Senate and University Senate
 - Form an effective relationship with the Vice President of OHR
 - Connect with the coordinate campus HR departments
 - Ensure a clear understanding of the new CSCC and CS Senate structure
 - Be a voice for CS Employees on the benefits issues
- Subcommittees
 - Review each subcommittee, determine its effectiveness, and make recommendations for its future work
 - Define the subcommittee structure and identify committee chairs and co-chairs
 - Encourage active involvement from the CS Senate members on the CSCC subcommittee
 - Redesign the Professional Development program
 - Consider ways to maintain the volunteer role for civil service employees because not all CS employees will run for election.

Old and New Business

- Mr. Cavalier made a presentation to the Crookston CS employees and will be traveling to Rochester and Duluth to make presentations this fall.
- Ms. Olson requested volunteers to assist with Celebrate U Day August 24.

- The CSCC would like to invite Ms. Barry to return mid-year to further discuss the results of the Strength's Finder and to discuss methods for improving CSCC communication.

Hearing no further business the meeting was adjourned

Dawn Zugay
University Senate Office