

CIVIL SERVICE CONSULTATIVE COMMITTEE  
MINUTES OF MEETING  
FEBRUARY 23, 2012

TC: B1 Morrill Hall  
UMD: 173 Kirby Plaza  
UMC: 105 Kiehle  
UMM: HFA #7  
UMR: room #321

[In these minutes: chair's report; subcommittee reports; staff development proposal; senate committee appointments; finance and planning update; information technologies update; human resources update; committee procedures]

[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), Susan Cable Morrison, Carolyn Davidson, Rahfat Hussain, Karen Lovro, Lisa Mason, Susan Rafferty, Pat Roth, Chris Stevens, Sharon Van Eps

REGRETS: Rick Densmore, Teresa Schicker, Tom Sondreal

GUESTS: Kara Kersteter, civil service member, Senate Committee on Finance and Planning; Noel Phillips, civil service member, Senate Committee on Information Technologies

OTHERS: Amy Lewis, member, University Libraries Civil Service Committee

Don Cavalier called the meeting to order, welcomed those present, and called for introductions.

**Chair's Report**

Mr. Cavalier provided the committee with a written report and highlighted the following topics.

- Civil Service Consultative Committees (CSCC) achievements including the transition to a Civil Service Senate and filling the positions on the Senate and CSCC
- 2012 Pre-Retirement Planning Seminars are scheduled for civil service employees
- Staywell Health Management wellness points program that allows employees to earn points to reduce medical plan premiums in 2013

He also urged CSCC subcommittees to recruit members particularly a chair for the Rules Subcommittee, and asked the CSCC subcommittee chairs to finalize their subcommittees' strategic plans.

Mr. Cavalier also stated he would like to introduce a recognition and awards program for civil service employees similar to the professional and administrative employees program.

### **Subcommittee Reports**

Advocacy - Susan Cable-Morrison reported the following inquiries from constituents and the Advocacy Subcommittee responses:

- A civil service constituent received a lay-off notice and sought information on lay-off rights. Ms. Cable-Morrison provided resource information and advised the constituent to contact Employee Benefits
- A former civil service employee missed the opportunity to be placed on the lay-off list and was unable to take advantage of the six-month University contribution toward health care costs. Ms. Cable-Morrison consulted with the Director of Employee Benefits regarding the issue and provided resource information to the constituent.

Compensation Benefits –Karen Lovro reported

- Mary Luther met with the Compensation/Benefits Subcommittee to discuss the Communications Job Family classification. The Office of Human Resources (OHR) held an information session for communications employees and their supervisors, and supervisors are meeting with effected employees in late February and early March.
- A review of the Alumni Relations Job Family is in progress
- The Subcommittee is working on its strategic plan and will submit it to the CSCC at the March CSCC meeting.

Legislative – Rahfat Hussain reported

- He and Teresa Schicker spoke with University Relations about an opportunity for a small group for civil service employees to receive legislative advocacy training. They sent an e-mail regarding the opportunity to civil service employees at the Humphrey Institute, Carlson School of Management, and the Law School. They received five responses to the e-mail. Sharon Van Eps asked Mr. Hussain to send her the e-mail so she could invite civil service employees in Morris as well.
- Matt Sumera of University Relations will attend the Civil Service Senate meeting to discuss the training opportunity, and will be setting up times to conduct the training.

Rules – Mr. Cavalier reported that the individual he contacted about chairing the Rules Subcommittee declined the position, and he will be contacting the other subcommittee

members to determine if they are willing to chair the Subcommittee. Susan Rafferty recommended that Mr. Cavalier explore having Lori Nicol to chair the Subcommittee.

Communications –Amy Olson reported

- She is seeking additional subcommittee members.
- She is planning visits to the coordinate campuses similar to her successful visit to Rochester
- She would like to hold small informational meetings about the CSCC and Civil Service Senate on the Twin Cities campus
- Provided the CSCC with a copy of the P&A Newsletter and suggested the CSCC e-InTouch should have a banner at the top.
- The CSCC discussed whether it would be helpful to send out one paper copy of the e-InTouch to create greater awareness of the newsletter. The CSCC had a mixed reaction to this suggestion. It was suggested that printing be reserved for announcing special events.
- Other suggestions for the newsletter were that it be in a succinct bullet-point style that allows the reader to click for further information, and that the e-mail subject line says “Civil Service e-InTouch.
- Lisa Mason suggested that an open forum for constituents would be helpful in bringing visibility to the CSCC, and Civil Service Senate and suggested having constituents submit questions ahead of the forum.

**Staff Development Proposal to Fund Civil Service Participation in Strengths Finder**  
Carolyn Davidson and the Staff Development Subcommittee asked the CSCC to consider and vote on the following proposal. To provide a pilot project offering the StrengthsFinder Assessment and follow-up results presentation as a professional development opportunity to approximately 200 civil service staff at the University. Pat Roth stated she had spoken with Jeff Stafford in Organizational Effectiveness about the proposal. The assessment costs \$9.00 per person and there would be no charge for follow-up results presentation provided by Mr. Stafford. Ms. Roth then outlined the implementation process and tasks for the pilot project.

Mr. Hussain asked if the opportunity to take the assessment would be available to those civil service employees who had previously taken the assessment. Ms. Roth stated it would not. Ms. Rafferty noted that the assessment has been offered by Gallop for many years and recommended the Subcommittee consider restricting the assessment to those who have not taken it in the last five years.

Ms. Cable-Morrison asked whether the CSCC would fund the proposal. Ms. Roth responded that professional development funds are available and the Subcommittee believes that using the funds to offer the assessment will provide a professional development opportunity for more employees.

Ms. Davidson noted the need to update the previous form used for requesting professional development funds and also asked for CSCC input on whether it would be necessary for employees to request their supervisor’s permission to participate.

Ms. Davidson stated they would like to complete the project prior to the start of the fiscal year in July. Ms. Roth noted that the number of and timing for the results sessions would impact the timeline for the project. Sharon Van Eps noted that May and June are very busy on the Morris campus.

The CSCC voted to support offering the StrengthsFinder and follow-up results presentation as a professional development opportunity for 200 civil service employees.

### **Appointment of Representatives to University Senate Committees**

The CSCC considered the applications for the civil service representative positions on the Senate Social Concerns Committee and the Senate Committee on Student Affairs. CSCC members knew several of the applicants and one was a direct report to a CSCC member. The Committee discussed when it is appropriate for CSCC members to abstain from voting on applicants and providing information about them. The sense of the CSCC was that knowing more information about applicants is beneficial and that committee members should be able to speak on behalf of applicants. Mr. Cavalier advised that CSCC members could choose to abstain from voting if they believed a conflict of interest existed.

Lolita Davis Carter was appointed to be the civil service representative to the Senate Social Concerns Committee and Ken Deal was appointed to be the civil service representative to the Senate Committee on Student Affairs.

### **Senate Committee on Finance and Planning (SCFP) Update**

Kara Kersteter, a civil service member of SCFP, provided the committee with an update on SCFP's work over the last year. She provided CSCC members with SCFP's charge and a list of agenda items for 2011-12. With regard to the charge, she noted that the SCFP is a consultative body to the President and senior University officers on issues of planning, budget, resource allocation, policy and University operations, and its function is advisory. She then discussed four primary areas of SCFP focus,

- The University Budget
  - The State allocation to the University is shrinking but the University has been successful in increasing grant funding.
  - Following the government shutdown and special session, the University received an additional \$25 million from the State, it was allocated into four areas:
    - Undergraduate aid to reduce tuition for in-state students this semester
    - Critical needs in the current year, primarily to offset large cuts to medical education funding, and to hire additional faculty.
    - Funds reserved in case the University's economic situation worsened in fiscal year 2013
    - 150 doctoral dissertation fellowships per year for three years
- Salary and Benefits
  - A 2.5% salary increase is planned

- There is no central plan for lay-offs
- A change in the health benefits structure was necessary due to the decrease in state funding and the increase in health care costs
- The move to Medica saves the University 2.7 million in 2012
- A grant program was put in place to offset the premiums of lower income employees
- SCFP remains concerned about employees losing access to health care
- Enterprise Financial Systems (EFS) and Enterprise Systems Upgrades
  - EFS has been a concern since 2008 due to lack of support for the system and reliance on shadow systems and workarounds
  - Support for the current system ends in 2012
  - Upgrades to EFS are needed but it is difficult to adapt a product to fit the University's business needs
- Report on Vice Presidential Units
  - In spring 2011, SCFP began a review of the size and scope of eight vice presidential units
  - SCFP did not have the resources to make comparisons with peer institutions
  - SCFP report was presented to the University Senate in October 2011
  - The report observed there was duplication of functions with vice presidential units
  - The report stated some centers and institutes have outlived their initiation and initial justification and a review of these is recommended

### **Senate Committee on Information Technologies (SCIT) Update**

Noel Phillips, the civil service member of SCIT, provided the CSCC with a brief update on SCIT's work. Some areas she highlighted were:

- EFS/PeopleSoft and its relation to Business Intelligence
- Integration of the student aspects of People Soft including uploading graduate student information
- Changes to the Identity Management System – to help communication with other large institutions and assist with communication between PeopleSoft and EFS
- Strategic Sourcing
- E-text book pilot program offering free e-text books for ten courses over the summer
- Information technology implications of new National Science Foundation mandates on archiving data

Committee discussion followed regarding the changes to the Identity Management system and their impact on the login procedures.

### **Office of Human Resources Update**

Ms. Rafferty updated the CSCC on the OHR strategic planning process. She noted There are about 24 positions within HR that have not previously been filled and some of these positions will now be filled through the creation of HR service teams with four leads.

Ms. Rafferty also updated the committee on changes being made to the Drug Free University administrative policy. She noted there are two federal laws that require a drug free campus at the University, one applies to students and the other to employees, and that these laws have been in place for several years. She further noted that OHR is now the administrative policy owner, and that the changes being made occurred as part of a comprehensive policy review. She emphasized the importance of supporting employees who need assistance with alcohol or drug related problems, and pointed out the education and treatment programs available at the University.

Ms. Roth ask Ms. Rafferty to discuss the process for changes in the seniority groups, and changes at the unit levels for civil service and union employees. Ms. Rafferty responded that changes in seniority units are a campus college vice-presidential-unit level decision. Ms. Roth responded that these types of changes have a direct impact on the Civil Service Employment Rules and asked Ms. Rafferty to provide more information on the issue at the March CSCC meeting. Ms. Rafferty agreed to provide this information.

#### **Committee Procedures and Governance Documents**

Ms. Zugay, staff, University Senate Office, provided the CSCC with a document titled *CSCC Procedures for Committee Consideration*. She explained that the document outlined some questions about committee procedures and the CSCC governance documents that had arisen during the year, and that she had discussed these issues with Mr. Cavalier and Ms. Olson and they asked her to outline them. The issues the CSCC needed to discuss and resolve included:

- Procedures for selecting subcommittee chairs
- Procedures for long-term absences and vacancies on the CSCC and the CS Senate
- Timing for the submission of items to the CS Senate docket

The CSCC took the document under advisement and agreed to discuss it further at the March meeting.

#### **Old Business**

Ms. Cable-Morrison noted that her term of service as an Office for Conflict Resolution hearing officer is ending, and reminded the CSCC to review the terms of service for the other civil service hearing officers and panelists.

Hearing no further business, Mr. Cavalier adjourned the meeting.

Dawn Zugay  
University Senate