

# **CIVIL SERVICE CONSULTATIVE COMMITTEE**

## **MINUTES OF MEETING**

June 28, 2012

TC: B1 Morrill Hall  
UMD: 173 Kirby Plaza

[In these minutes: chairs' reports; subcommittee reports; office of human resources update; seniority communication; P&A senate update; mailing list protocol; committee business]

[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), Rick Densmore, Karen Lovro, Lisa Mason, John Patton (for Teresa Schicker), Susan Rafferty, Pat Roth, Chris Stevens, Tom Sondreal

**REGRETS:** Susan Cable Morrison, Sharon Van Eps

**ABSENT:** Carolyn Davidson

**OTHERS:** Bill O'Neil, CSCC-elect member

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

### **Chair's Report**

Mr. Cavalier discussed the Civil Service Consultative Committee's (CSCC) accomplishments such as completing the transition from the Civil Service Committee to the Civil Service Senate, completing a survey of all civil service employees, creating a strategic plan for the CSCC, offering the Strength's Finder Assessment to 200 civil service employees, and creating a strong working relationship with the Office of Human Resources (OHR). Mr. Cavalier also thanked all of the committee members and Dawn Zugay, Senate Staff, for their work this year.

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

Susan Rafferty began by congratulating the CSCC on its transition to a Senate. She then provided the CSCC with an update from the OHR. Highlights included:

- Ms. Rafferty stated the civil service seniority primer would be recorded the second week in July, and would be placed on the OHR website. She thanked the CSCC for its suggestions at the May CSCC meeting regarding a communication

plan for the primer, and stated that there should be further discussion between herself, Ms. Olson, and the Senate Office staff regarding the communication plan. She noted OHR would help craft the language for the communication.

- With regard to OHR's strategic plan, she stated that four service team leads were hired and would begin in early July. She stated the purpose of the teams is to provide strategic support for the colleges and units.
- She noted the purpose of the HRMS upgrade is to ensure the system is meeting the University's current needs.
- She reported the Regent's Scholarship program had been reinstated in full for employees seeking their first undergraduate degree.

Ms. Olson asked if other members of the service teams would be hired now that the team leads were in place. Ms. Rafferty responded that there would be four HR Service Teams consisting of three individuals but only the service team leaders had been hired at this time. She also noted that there are no other new positions being created in OHR and the service team positions were created from positions that were previously vacated and left unfilled.

Pat Roth and Bill O'Neil asked questions about how the new service teams would impact the units and what difference the service team initiative would make for civil service employees. Ms. Rafferty responded that the service teams' work would be reviewed and massaged as needed to meet the needs of the individual units. She noted further that one of OHR's imperatives is to define the responsibilities of central HR and the HR units, and stated that HR recognizes that each of the units has specific needs.

### **P&A Senate Update**

Steven Pearthree, P&A Senate chair, discussed the goals and accomplishments of the P&A Senate over the previous year. He stated its main focus was transitioning from a council to a Senate. Other accomplishments for the year included:

- Fostering relationships among the University administrators
- Reducing the number of P&A Senate and Consultative Committee meetings
- Decreasing travel time and expenditure by conducting meetings via ITV
- Having the chair and chair-elect conduct meetings from each of the coordinate campuses
- Changing the policy regarding use of the P&A floating holiday on the Rochester and Twin Cities campuses, so that it is now available for use at anytime during the year and not just in a window during the late December and early January
- P&A instructors will now be eligible for teaching awards.

Mr. Pearthree also noted issues of concern for P&A employees such as the slowness of the Job Family Classification Study, increases in employee pay, and how the 27<sup>th</sup> pay period will be handled.

He then listed some of the P&A Senate agenda items and speakers including: President Kaler, OHR Vice President Kathy Brown, Provost Karen Hanson, Faculty Consultative Committee Chair Professor Chris Kramer, Office of Conflict Resolution Director, Carol Chalmers, a representative from the Benefits Advisory Committee, the Student Senate Chair, reports on the Pulse Survey and changes to the Wellness Plan, and reports from P&A representatives to University Senate Committees.

Mr. Pearthree reported that the P&A Senate had recently surveyed P&A employees and although the results of the survey are still being interpreted, one finding is that most P&A do not know who their P&A representatives are.

Ms. Olson asked Mr. Pearthree his thoughts on the possible change from the P&A and Civil Service employee classifications to exempt and non-exempt classifications. Mr. Pearthree responded that Vice President Brown had announced this initiative when she spoke to the P&A Consultative Committee (PACC), and the PACC recommended that all groups should work together on this initiative from its inception rather than having a two-step process such as the one that took place in 2008 review of the employee classification and compensation system. He stated it was his understanding that Vice President Brown would be contacting representative individuals to participate in this process.

Ms. Rafferty noted the previous review grew out of the 2006 OHR Culture Task Force and resulted in the 2008 report, *Retaining and Attracting Talent: The Future of the U of M*. She further noted that Peg Wolff was the only civil service employee still employed at the University who participated in the 2008 classification and compensation system review. She suggested that the CSCC contact Peg Wolf and ask her to speak at the CSCC retreat.

Mr. Pearthree commented that the P&A Senate's main concern is the completion of the job family study because it impacts so many other issues at the University such as handling the "assistant to" positions.

Mr. Cavalier asked if the P&A Senate sets aside funds for giving awards to committee members who have done excellent work, or if they provide them with other forms of recognition such as certificates. Mr. Pearthree responded that the PACC no longer gives certificates to its members, and that he uses a portion of the stipend he receives to thank those members of the PACC who do not receive a stipend. He also indicated that annual Senate Office budget meeting would be an appropriate place to raise the issue of funds for recognizing outstanding work by committee members.

Ms. Rafferty suggested the CSCC could leverage free resources such as the e-InTouch for providing recognition.

Mr. Pearthree noted other initiatives he had undertaken this year such as sending personal thank you letters to all the individual's who helped with the Senate, sending welcome e-mails to all new P&A members and new administrators, keeping a spreadsheet of all the

meetings he attended, and working toward the equity and wellbeing of all employees at the University.

Mr. Cavalier thanked Mr. Pearthree and stated the CSCC is looking forward to working with the PACC in the coming year.

### **Chair-elect Report**

Ms. Olson stated that she is still seeking CSCC members to chair the Communications, Legislative, and Compensation & Benefits Subcommittees. She noted Karen Lovro would continue as chair-emeritus of the Compensation Benefits Subcommittee but a member of the CSCC is need to chair this subcommittee.

She stated she would be meeting with Bill O'Neil, the new Rules Subcommittee chair, to discuss the Civil Service Employment Rules and the issues of time-off for parental leave and transplant donations.

Mr. Cavalier asked which CSCC member would be handling strategic planning. Ms. Olson responded that according to the Operations Manual, it is the chair-elect's responsibility to manage strategic planning.

She stated the Civil Service Senators had indicated a desire to meet more often, but as this was not feasible, she suggested they might want to conduct informal meetings with those Senators who are available.

Ms. Olson also noted she was interviewed by the *Minnesota Daily* and incorrectly identified as the AFSCME representative. She stated this would be corrected in the on-line version of the article.

Ms. Olson stated she would send out the e-InTouch newsletter in July and emphasized the need for a strong Communications Subcommittee that could work collectively to send out the e-InTouch at regular intervals.

Ms. Olson noted she received several questions from CS employees such as whether the Regent's Scholarship would be extended to children of employees and whether it is necessary for an employee to arrange for childcare while working from home. Mr. Sullivan noted a Crookston employee had a similar issue regarding working from home.

The CSCC briefly discussed the issues of telecommuting and childcare. Ms. Rafferty stated telecommuting is not a substitute for childcare. Ms. Mason stated that Rochester employees who work from home must sign a contract stating that they are not caring for children while they are working from home and that their manager can visit their workspace at anytime.

### **Subcommittee Reports**

Advocacy- Susan Cable Morrison submitted the Staff Development Sub-Committee Report prior to the meeting.

Compensation and Benefits – Ms. Lovro stated the Compensation and Benefits Subcommittee did not meet in June, but she reported on issues of current interest to the subcommittee. She stated President Kaler would like to implement merit plans where possible and OHR is moving forward on this. She noted the problem arises with small units. She also noted that units who have the funds to do so would have the flexibility to go beyond a 2.5% salary increase.

She next reported on the results of the Communications Job Family Study. She stated there had been 20 appeals and most of them had been resolved, but six or seven of them are moving forward. Most of these appeals involve a civil service employee seeking to move into a P&A position, and this raises the issue of whether a civil service representative is needed on the review committee. Ms. Lovro stated that she suggested to Ms. Luther that under these circumstances a civil service representative should be an option and not a requirement. Ms. Lovro also volunteered to be the civil service representative if one is needed because she has the required training.

With regard to the Benefits Advisory Committee, Ms. Lovro reported that the reconfirmation of dependents for medical insurance is the primary issue being discussed by the BAC, but she has not yet heard how many individuals would be removed from the University's insurance as a result of the reconfirmation.

Mr. Sondreal stated that the Law Library and Minnesota Super Computer Institute are beginning the process of implementing merit pay. The Law Library will be using a five step rating system, and is first trying the process with a small group, he stated. He further noted the Subcommittee raised concerns about fairness and conflicts of interest in implementing merit pay systems when they met with Mary Luther.

Rick Densmore commented that implementation of a merit pay system in Facilities Management had not worked well.

Ms. Rafferty suggested the CSCC might want to invite Mary Luther to discuss the implementation of merit pay at a CS Senate or CSCC meeting.

Mr. Cavalier noted the importance of the supervisor's role in the implementation of a merit pay system. He stated they need to spend time with their employees, manage them well, and attend supervisor trainings. Ms. Olson commented that the CSCC should discuss this at a future meeting.

#### Staff Development Subcommittee

Carolyn Davidson submitted a written report and Lisa Mason highlighted the following aspects of it at the meeting.

- The Sub-committee efforts have been focused on setting sessions for StrengthsFinders Assessment, communicating to staff their codes and logistics for attending an in-person and ITV session. Session one on May 22, 2012 had 76 attendees. Session two on June 5<sup>th</sup>, 2012 had 59 attendees. Session three, using ITV had 19 in attendance. She noted there were some technical and

communication problems with the ITV session and the Subcommittee would be discussing future use of ITV.

- There are two new members of the Sub-committee, Angela Brandt and Sandy Dewing. She, Pat Roth, Carolyn Davidson, would continue on the Subcommittee.
- The Subcommittee is also planning to meet with Vice President Brown and Susan Rafferty in July to discuss opportunities for staff development.

### **Confirmation of Subcommittee Chairs**

The CSCC voted to confirm the following individuals as Subcommittee chairs for 2012-13.

Carolyn Davidson	Staff Development
Bill O'Neil	Employment Rules
Susan Cable Morrison	Advocacy

### **Confirmation of Civil Service Senators**

Acting on behalf of the Civil Service Senate, the CSCC confirmed Kim Sin, NTS/AD Administrator, as the Civil Service Senator from Rochester, and Kristie Jerde, Assistant Director of Residential Life, as the Civil Service Senator from Crookston.

Ms. Zugay reported that the Civil Service Senate election was now complete and that the seats from each of the Twin Cities and coordinate campus areas were filled. She also informed the CSCC that Rahfat Hussain had stepped down from the CSCC and that an election to fill his seat on the CSCC was underway.

### **Mailing List Protocol**

The CSCC next reviewed the *Senate Governance System Use of University Faculty Email Lists* protocol and considered whether it would like to adopt a similar protocol for the CS Senate. The CSCC discussed the rationale for having a mailing list protocol and voted to adopt the faculty protocol for the CS Senate, substituting CSCC and civil service where appropriate.

### **CSCC Retreat Agenda**

Amy Olson provided the CSCC with a draft agenda for its upcoming retreat and asked CSCC members for feedback on what topics they would find valuable. Ms. Olson stated it would be particularly important to have a strategic plan and goals in place by September. She also stated she would like the Senate Staff's discussion of governance to focus on the role of the Civil Service Senate and the CSCC.

Mr. Cavalier suggested focusing on the Operations Manual so that CSCC members are clear on their duties and those of the Subcommittees.

Ms. Mason suggested that the governance section should be simplified to focus on the duties and responsibilities of the CSCC and CS Senate. And the basics such as the

number of meetings, the number of representatives from each area and the representatives' terms should be made clear.

Several CSCC members expressed the need to develop a contact flow chart for handling questions from civil service employees that are brought to CSCC members.

Mr. Cavalier noted that many CS employees still have questions about the impact on accrued vacation when they retire, quit, or move to a different classification. Pat Roth and Ms. Lovro agreed that this information is not well communicated. It was suggested that Jackie Singer should be invited to a CS Senate meeting to discuss this topic.

Ms. Lovro noted the importance of CSCC members "being at the table" for discussions of compensation benefits issues that may arise if the employee groups transition to exempt and non-exempt classifications. She stated vacation accrual, retirement, and short-term disability would all likely to be impacted. Ms. Roth agreed that benefits would be the primary issue as changes in employee classifications occur. Ms. Lovro noted the Compensation and Benefits Subcommittee could begin the discussion of these issues, refine them, and then bring them to the CSCC or CS Senate.

#### **Committee Member Recognition**

Mr. Cavalier recognized and thanked outgoing committee members, Rick Densmore, Ms. Lovro, and Pat Roth. Ms. Olson thanked Mr. Cavalier for his service and leadership as chair of the CSCC.

#### **New Business**

Mr. Cavalier thanked the CSCC for the opportunity to serve, and urged committee members to begin thinking about a chair-elect for the following year.

Ms. Olson stated that she and Terri Wallace would be staffing the Staff Appreciation Day Table from 11:00 to 1:00 and invited CSCC members to join them.

Mr. Densmore noted that the number of conflict resolution grievances was increasing.

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

Dawn Zugay  
University Senate Office