

CIVIL SERVICE CONSULTATIVE COMMITTEE (CSCC)

November 19, 2015

Minutes of the Meeting

[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 represents the views of, nor are they binding on, the Senate, the Administration, or the Board of Regents.]

[In these minutes: Chair Report; Civil Service Senate Update; Job Family Study Questions and Goals; Question Preparation for President Kaler; Subcommittee Updates; Civil Service Senate Applications]

PRESENT: Chair Duane Orlovski, Lynn Hegrenes, Raymond Muno, John Paton, Terri Wallace, Jean Wang, Bill O’Neill

REGRETS: Patti Dion

ABSENT: Samantha Duke, Kim Schultz

GUESTS: NONE

OTHERS ATTENDING: NONE

1. Welcome and chair report - Chair Orlovski welcomed members and said the Office of Human Resources (OHR) is no longer pursuing a change to vacation donation policies and procedures. He then reported that he met with the P&A Consultative Committee (PACC) and Faculty Consultative Committee (FCC), and the three consultative committees will be engaging in a joint effort to work on Regents Scholarship reinstatement. He said President Kaler attended both the PACC and FCC meetings. Orlovski said President Kaler addressed the issue of reinstatement and said it would be examined further. President Kaler’s office will investigate data associated with Regents Scholarships partly because CLA has expressed concern that reinstatement could be financially burdensome on the College, Orlovski said. He added that President Kaler said he had previously been against reinstatement, but with new information, would be willing to reconsider his position. Ms. Terri Wallace said faculty members are in full support of the Regents Scholarship because it fills seats in classes that would otherwise be cancelled due to low enrollment. Orlovski added that President Kaler said new sections of classes would not be opened for Regents Scholarship seats. Civil service (CS) senator Cindy Lawson volunteered to work on the efforts to reinstate the Regents Scholarship.

2. Civil Service Senate update – Orlovski explained that the first CS Senate meeting was held on November 5 and there were still open seats that needed to be filled. He said Ms. Susan Cable-Morrison applied for the CS Senate and would like to serve on the University Senate as well. Cable-Morrison said she has served on all the subcommittees in the past and is willing to serve wherever there are open seats or a need for her skill set. Wallace spoke in favor of Cable-Morrison and made the motion for approval, Mr. John Paton seconded, and she was unanimously approved. Wang made a motion, and Wallace seconded, that Cable-Morrison be named as a CS

at-large senator on the University Senate pending confirmation of her eligibility by the Senate Office. She was unanimously approved.

3. Job Family Study– The committee discussed the progress of the Job Family Study (JFS). Wallace is compiling a list of data the committee will request from OHR once the entire project is complete. Members discussed many aspects of the JFS:

- 600 or so people submitted position descriptions that were never reviewed. Members would like an update regarding the status of the classification of these positions.
- The administrative job family is the last job family to be studied and it will be completed in December.
- Members will request the number of employees moved between classifications sorted by gender.
- In an effort to understand how many employees are moving from one classification to another, Orlovski reviewed two sets of numbers for employees classified as CS exempt V-class, CS exempt non-V class, CS non-exempt, and CS exempt. The first set of numbers was the number of employees in each classification on October 26, 2012, before the JFS began. The second was the number of employees in each classification on April 29, 2015, during the JFS. Both sets of numbers were provided by OHR. P&A employees were not included in the data, but members will be requesting P&A employee placement data.
- Once the JFS is complete, the committee will request official numbers of employees in each classification from before and after the JFS to calculate the gains and losses within each classification.
- The number of labor represented employees before and after the JFS should be included in the data collection. Wallace specifically wants the number of CS employees who were moved into the labor represented classification.
- Ms. Lynn Hegrenes would like to further break down data by system campus location.

4. Upcoming President Kaler Visit - Orlovski explained President Kaler would be attending the January 21, 2016 CSCC meeting. A sample question was provided to members and Orlovski asked them to narrow down their own questions to major themes they would like President Kaler to discuss. Orlovski said a Google Doc is posted online for members to share and edit questions. Members discussed merit pay versus cost of living adjustments, compensation and benefits, and poor employee morale resulting from the JFS, as possible themes to discuss with President Kaler. Hegrenes suggested asking questions related to the upcoming legislative session and his thoughts on the University's capital investment bonding requests. She said state funding is a large source of support for the University and hearing his thoughts on potential outcomes for the session is important.

5. Subcommittee Updates

- **Rules** - Wang said she is meeting on December 7 with Orlovski, Senate Office staff, OHR, and the Office of General Counsel (OGC) to determine if the CS Rules or OHR policies take precedence over the other. She asked members who had a history on the CS Rules to send her any information they have so she can gain a complete picture of the changes CS Rules have gone through. After it is determined if the CS Rules or OHR

policies take precedence, a charter and list of goals for the subcommittee can be created, Wang said.

Wallace explained that according to OHR rules, when employees leave the University after ten or more years, with 200 hours or more of vacation, the value of their vacation time is put into a health savings account (HSA) instead of a cash payout. CS Rules were never updated to reflect this change to an HSA account from a cash payout. She said that she has notified OHR about the discrepancy but nothing has been done towards reconciliation. Mr. Terry Beseman said this occurred around 2012, and the CSCC intention was to change the CS Rules to reflect the OHR policy of paying out vacation through an HSA. Because the CSCC never brought the change to the Board of Regents to approve, the rule never went into effect and the CS language still states that employees receive a cash payout upon leaving the University.

Wang added that she is the CSCC representative for the Office of Conflict Resolution and is currently serving as the judge in a dispute.

- **Benefits and Compensation** – Wallace said Patti Dion, director, Employee Relations and Compensation, Office of Human Resources, was only at the subcommittee meeting for a short time, but members were able to briefly discuss performance reviews and JFS updates.
- **Communications** – Orlovski said CS senator Jennifer Thissen joined the subcommittee. He said he is drafting an email to all new members explaining the different responsibilities and the associated time commitments within the subcommittee. He would like all subcommittee members to pick specific duties they are responsible for as soon as possible. Once the duties are assigned, the other subcommittee chairs will be contacted monthly to provide an update for the blog. Orlovski explained the responsibility of the subcommittee is to maintain the blog and his main goal is to consistently post the work the three subcommittees perform and their meeting schedules. He said former Chair Gordon Fisher would post a blog thanking members for their work and Orlovski's post will welcome new CSCC and CS Senate members. Orlovski said he will also preschedule Twitter posts linking back to the CSCC website, blog, and other CS resources.

Wang asked about the process of communicating to CS employees when blogs are posted and Orlovski said he will send a mass email with a link to each posting. Mr. Bill O'Neill asked if a standard template was available to keep the subcommittee reports uniform and members decided the type of varying information in monthly reports is too difficult to streamline into a standard template. Orlovski said subcommittees could post bullet points reviewing each meeting with links to detailed notes.

Members discussed the best process of distributing subcommittee and full committee minutes to CSCC members before meetings. Wallace said past subcommittee chairs sent monthly minutes to Senate Office staff for inclusion in the agenda for the next month's

meeting. Members agreed this would be an efficient process to distribute the information.

- **ESUP Task Force** – Orlovski reported that ESUP Task Force Chair Leann Olson stepped down from both task force and CSCC membership due to her upcoming retirement. Orlovski said the task force formed in response to constituents requesting a mechanism to send feedback to OHR about ESUP implementation. Since such a mechanism exists to offer feedback, there is not much for CSCC to do, he said. Rather than appointing a new chair, the committee decided to wait and see if constituents request any additional action from the task force.

6. New Business – Paton asked if a second joint consultative committee meeting with OHR would occur to further discuss the JFS. Orlovski responded that new questions would be gathered from members and he would provide additional information in regard to a second meeting as it became available.

Mr. Raymond Muno said there had previously been a conversation amongst multiple committee chairs regarding a possible merger of the CS and P&A classifications into one unified professional employee classification. Muno asked if there had been any meetings, reports, or outcomes on this issue. O'Neill said in October of 2014, the FCC, PACC, and CSCC chairs met to discuss the ambiguity between the CS and P&A classifications and the related benefits. O'Neill said Kathy Brown, vice president, Office of Human Resources, and Dion attended the meeting, but no second meeting to follow up was held. Muno said the PACC minutes reflect Brown's interest in a unified professional employee class. He would like this discussed at the second JFS meeting. Orlovski agreed this is the CSCC's jurisdiction, but it is not related to the JFS discussion. Members decided a discussion about this topic should occur with Brown, but separate from the JFS.

Orlovski said Brown and Dion are on the November 23 agenda of the Senate Committee on Finance and Planning to discuss fiscal impacts of the JFS on individual departments and the University as a whole. He said he is invited to attend and can bring one CSCC member. Wallace volunteered and Orlovski said having her attend would be helpful since she is chair of the Benefits and Compensation Subcommittee.

Hearing no further business, the committee was adjourned.

Avonna Starck
University Senate Office