

CIVIL SERVICE CONSULTATIVE COMMITTEE and  
CIVIL SERVICE SENATE ORIENTATION  
MINUTES OF MEETING

September 15, 2011

Twin Cities: Peters Hall Room 145

Crookston: 105 Kiehle Hall

Morris : 7 Humanities/Fine Arts Bldg

[In these minutes: CS Senate orientation, election of University Senators, CSCC subcommittee presentations; OHR role and resources for civil service employees; job history resolution discussion; 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), Blake Downes, Rahfat Hussain, Lisa Mason, Susan Rafferty, Pat Roth, Chris Stevens, Tom Sondreal, Sharon Van Eps,

REGRETS: Frank Strahan, Susan Cable Morrison, Karen Lovro,

ABSENT: Rick Densmore, Carolyn Davidson

GUESTS: Vickie Courtney, director, University Senate Office; Becky Hippert, executive assistant, University Senate Office; Nancy Fulton, Civil Service Representative to the Benefits Advisory Committee

Don Cavalier, chair, called the meeting to order, welcomed those present, and called for introductions of the Civil Service Consultative Committee (CSCC) and Civil Service Senators. He then introduced the University Senate Staff.

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

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

- Civil service participation in the University Senate and University Senate committees
- The establishment of the CS Senate
- The organizational structure of the University Senate
- How the CS Senate fits into the governance structure

- CS Senate options for actions such as statements, resolutions, and policy amendments
- The consultative process

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
- Meeting preparation
- Composition of the Senate Agenda including, items for information, reports, and items for action
- Senate and Robert's Rules Guidelines for conducting Senate meetings
- The order of business at Senate meetings
- Transmitting resolutions, policies, and docket items to the University administration

Ms. Zugay's presentation focused on the CS Senate governing documents, and the CSCC Operations Manual. She:

- Briefly discussed the content of the CS Constitution, Bylaws, and Rules
- Touched on the CSCC charge as set out in the Bylaws and Employment Rules
- Provided a brief overview of the Operations Manual and CSCC subcommittees
- Discussed the new CS Senate website on the University Senate website (<http://www1.umn.edu/usenate/cssenate/index.html>) and where to locate information important to CS Senators such as meeting dates and membership lists.

### **Election of Civil Service Representatives to the University Senate**

Mr. Cavalier stated nominations were sought for the following open positions on the University Senate: two Twin Cities At- Large, one Twin Cities Academic Affairs, four Twin Cities Academic Health Center, 1 Crookston, 1 Morris, 1 Duluth, and 1 Rochester. CS Senators were provided with a list of applicants prior to the meeting. No additional applicants were submitted at the meeting. The election was not contested in the Academic Health Center, Academic Affairs, or coordinate campus areas, and the following individuals were elected: Academic Health Center - Brent Engbretson, Alison Frank-Quick, Rahfat Hussain, and John Paton; Academic Affairs - Dennis Nyberg; Crookston - Gary Willhite; Duluth - Chris Stevens; Morris - Sharon Van Eps; Rochester - Lisa Mason. There was a contested election for the At-Large seats. William O'Neill and Patricia Roth were elected.

### **CSCC Subcommittee Presentations**

Amy Olson, chair-elect, provided a brief description of the CSCC subcommittees: Advocacy, Compensation Benefits, Communications, Legislative, Employment Rules, and Staff Development. She then introduced Blake Downes, chair, Rules

Subcommittee, Rahfat Hussain, chair, Legislative Subcommittee and Pat Roth, Staff Development committee member, and they each provided further information on the work of their subcommittees and encouraged CS Senate members to join their subcommittees. Ms. Zugay provided CS Senators with sign up sheets to participate in the subcommittees.

Following the Subcommittee presentations, Mr. Cavalier adjourned the CS Senate Orientation and called the CSCC meeting to order. CS Senators Benjamin Johnson, and Thea Oertwich remained as guests at the CSCC meeting.

### **Chair Report**

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

- The CSCC conducted a survey of all CS employees. 1,980 Civil Service employees participated. A subcommittee (Amy Olson and Blake Downes) was appointed to work on a summary of the survey for posting on the CS Senate website and use in CSCC strategic planning.
- On July 1, 2011 the Board of Regents approved the Civil Service Committee's transition to a Civil Service Senate with a Consultative Committee. Representatives were elected for all of the CS Senate seats with the exception of one opening for an AHC representative.
- The CSCC Operations Manual was updated last June and is on the website. Work is still being done on the Professional Development Subcommittee charge and duties section.
- The CSCC retreat took place in August and provided the committee with an opportunity to learn about the strengths of its members, about the University Senate governance structure and the CSCC's role and to consider the work of its subcommittees, and its goals.
- Mr. Cavalier also reviewed his goals for the CSCC
  - 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 employee

Mr. Cavalier noted he would be visiting the Rochester and Duluth campuses to meet with CS employees this fall. He also noted Mr. Downes would be leaving the University and thanked him for his service on the Employment Rules Subcommittee.

### **Vice Chair's Report**

Ms. Olson stated the subcommittee chairs have been identified:

Susan Cable-Morrison	Advocacy
Carolyn Davidson	Staff Development
Rahfat Hussain	Legislative
Karen Lovro, co – chair	Compensation/Benefits
Tom Sondreal , co-chair	Compensation/Benefits
Frank Strahan	Employment Rules
Amy L. Olson	Communications

She also noted that each of the subcommittees would be reviewing its duties and charge during the year. She stated that the Staff Development Subcommittee had begun this process and asked that it bring recommendations for its future charge and duties to the October 20 CSCC meeting. Ms. Olson stated the Advocacy Subcommittee would be the next subcommittee to begin reviewing its charge and duties and asked that it bring an initial report to the October 20 meeting.

Ms. Olson also noted she is assisting in organizing the Community Charitable Fund Drive and asked committee members to participate in the drive.

### **Subcommittee Reports**

Compensation Benefits –Nancy Fulton CS representative to the Benefits Advisory Committee (BAC) reported on the September 1 BAC meeting. Report highlights follow.

- The University selected Medica as its sole medical plan administrator.
- The U Classic Plan by Health Partners will not be available as an option in 2012
- Health Partners Medical Group (HPMG) clinics will continue to be available to employees in Tier 1 of Insights by Medica. Some HPMG clinics will continue to be available in Medica Choice and Medica HSA, RiverWay/North Suburban and Coon Rapids Clinics are available in Medica Elect/Essential.
- Health Partners members who want to have medical coverage in 2012 must elect a Medica medical plan during Open Enrollment in November: there is no default plan.
- Specific figures on costs of the new employee health plans will be posted on the Human Resources website <http://www1.umn.edu/ohr/benefits/> and communicated to employees through e-mail and printed materials.
- There will be increases in prescription co-pays, office visit co-pays, ER co-pays, walk-in clinic co-pays, MRI/CT Scan co-pays, and the out-of-network deductible for individuals and families.

- There will also be an increase in employee premiums. (25% increase for Insights by Medica and 34.6% increase across the remaining plans)
- There will be a 19.0% increase across all dental plans.
- A one-year grant program is being established to assist lower income employees with the increase in medical premiums
  - eligibility will be based on household income
  - employees should apply before January in order to receive the full benefit
- CIGNA was selected as the new administrator for short- and long-term disability
- There will be Open Enrollment for short-term disability coverage without evidence of insurability.
- Prime Therapeutics continues as the UPlan pharmacy benefit manager
- Open Enrollment dates are November 1 – November 30
- OHR has a communication plan in place to communicate the medial plan changes

Staff Development – Ms. Roth stated the subcommittee is working on defining its charge and considering ways to sponsor events that reach more CS employees, and to promote CS employees. The committee will meet the third Thursday of each month at 12:00.

Advocacy – Ms. Olson stated the subcommittee had been asked to review its charge. Mr. Downes noted that the subcommittee should consider the survey results as they undertake their review process. They should also consider what the advocacy committee “can” and “should” do.

Ms. Olson emphasized the importance of committee chairs and Advocacy Subcommittee members receiving training in advocacy issues from the Office of Human Resources in order to assist civil service constituents who seek assistance from the CSCC. Discussion followed about the roles of committee members serving as advocates for employees appealing JEQ or JRQ determinations and their participation as neutral decision makers on JEQ appeal panels. Ms. Olson noted it is necessary for those serving on JEQ panels to receive training. She further stated that she would be meeting with Karen Lovro and Nancy Fulton to discuss the CSCC’s procedure for receiving, handling and communicating about the JEQ appeals.

Susan Rafferty, assistant director, OHR stated she would look at the JEQ panel roster to determine who is qualified to be a panel member and if new training is needed.

Communications – Ms. Olson stated that new CS Senate member, Brent Engebretson volunteered to review the CS Senate website. The E-inTouch will be a monthly publication and she will monitor the readership. The Communications Subcommittee will also begin featuring one Civil Service employee each month.

Legislative – Mr. Hussain reported that he contacted Legislative Advocacy Coordinator, Bill Otto, regarding the Advocacy Work Group. He encouraged all CSCC members to join the University Grassroots Network. He stated that state legislators

listen to those individuals in their districts and noted it is particularly important for coordinate campus members to become involved.

Employment Rules – Mr. Downes stated that his last day of employment at the University would be September 19 and that Frank Strahan would be the new chair of the Employment Rules Subcommittee. He also reported that Lori Nicol would continue to serve on the subcommittee.

### **Human Resources Role and Resources for Civil Service Employees**

Ms. Rafferty began by noting she is an ex officio member of the committee and represents the view of OHR. She provided the CSCC with a handout about addressing individual CS employees' situations. She provided the following general tips.

- Listen to employees respectfully and objectively.
- Be mindful of privacy concerns of all involved when discussing situations in committee meetings or with others.
- Maintain separation of roles as *advocates* and potentially as *neutral decision-makers* (such as on peer hearing panels or JEQ appeal panels).
- Refer employees to the appropriate University resources to address their issues

She also provided a list of University Resources and their web addresses.

### **Job History Resolution and Alternate Approach**

Ms. Rafferty provided the CSCC with background information on how the seniority issue arose. She stated the current economic climate caused concern about seniority and layoffs, and the CSCC had requested that OHR put together a central seniority list. OHR recognized employees desire to know their job histories, but responded that a central list was not viable. The issue came to the forefront last spring when CS employees from the Libraries approached the CSCC with concerns about the approach being used to determine their seniority. In response, Mr. Strahan drafted a resolution supporting the creation and maintenance of CS employee seniority lists at the unit level. The CSCC then asked Ms. Rafferty and Ms. Lovro to review the resolution and further explore solutions to the issue.

Next, Ms. Rafferty gave the committee a handout that provided background information on Civil Service Employee seniority rules and instances when questions about seniority arise such as bumping order and the order of hire from the lay off lists. She then explained the current procedure: 1) OHR maintains a list of civil service seniority units across the University, 2) An employee's University work history is reflected in HRMS, and other documents 3) Campus/college/unit human resources practitioners work with OHR in the event of layoffs to determine individual civil service employee rights. Ms. Rafferty acknowledged possible concerns with the variation in the size of seniority units and the fact that seniority units have not been publicized.

She then explained the “alternate” approach to the resolution drafted by Mr. Strahan. CS employees and others would be educated about CS seniority, OHR would communicate what the CS seniority units are and create a template for employees to list their University job histories. Employees would then work with their campus/college/unit human resources practitioners to determine their seniority.

Mr. Cavalier expressed concern that it would be difficult for employees to receive the necessary information from their local HR representatives. The CSCC discussed the process for communicating to CS employees the plan for obtaining job history information. Ms. Olson stated concern that presenting the information would create fear of layoffs. Ms. Rafferty recommended putting the information on the CS Senate website. Mr. Downes noted resources would be needed to help gather seniority information and he suggested Human Resources “self-serve” site could be used. Ms. Rafferty stated the process would likely be a case-by-case inquiry upon request, and the self-service site is not configured with all the information. Ms. Roth expressed concern that the “alternate” approach does not address the difficulty of gathering job history information due to the change in systems and classifications. She also wanted to know how it would affect “broad banding.”

The CSCC voted to table Mr. Strahan’s resolution and at the same time move forward with the alternate approach. They further determined that the issue was not ready for presentation to the CS Senate.

### **Appointment**

The committee voted unanimously to appoint Lynn Hegrenes as the Duluth representative to the Civil Service Senate.

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

Dawn Zugay  
University Senate Office