

CIVIL SERVICE CONSULTATIVE COMMITTEE
MINUTES OF MEETING

January 26, 2012

Twin Cities: Morrill Hall B-1

Duluth: 173 Kirby Plaza

Morris: HFA #7

[In these minutes: chair and chair-elect reports; subcommittee reports; amendment to CSCC charge; chair-elect election; social concerns committee representative appointment; civil service senate agenda discussion; protocol on university senate committee resolutions; survey summary discussion; office of human resources update; civil service seniority; strategic planning]

[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), Carolyn Davidson, Rahfat Hussain, Karen Lovro, Lisa Mason, Susan Rafferty, Teresa Schicker, Tom Sondreal , Sharon Van Eps

REGRETS: Susan Cable-Morrison, Rick Densmore, Pat Roth, Chris Stevens

OTHERS: Matt Bowers, civil service committee representative, University Libraries

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

Chair Report

Mr. Cavalier recounted the Civil Service Consultative Committee's (CSCC) accomplishments since July. He highlighted completion of the Civil Service Survey (Survey) and the work done on goal setting and the strategic planning process.

He indicated he traveled to Duluth and he and Chris Stevens met with the civil service and professional and administrative employees, and provided them with information about the Civil Service Senate. Ms. Schicker asked what concerns the Duluth civil service employees expressed. Mr. Cavalier stated they were concerned about compensation and increasing communication between themselves and the Civil Service Senate and the CSCC.

Chair-Elect Report

Amy Olson reported on the human resources prep meeting with Susan Rafferty, assistant director, Office of Human Resources (OHR). She stated they discussed the Survey, and some specific questions raised in it such as whether the University should cover the cost of an employee's professional license. They also discussed concerns about employees being laid off due to cuts in areas where there is a duplication of services.

Next, Ms. Olson provided the committee with a draft resolution from the Senate Consultative Committee (SCC), Senate Committee on Finance and Planning, and the Senate Committee on Faculty Affairs. In part, the draft resolution “recommends to the administration that a tangible proportion of recurring funds for salary increases be distributed in a progressive fashion (e.g., as a constant dollar amount for low-income employees that decreases ultimately to zero with increasing salary), with the remainder being dedicated to pay increases based solely on merit criteria. “ Ms. Olson expressed concern about how “low income” people are determined, and asked for committee comment on the draft resolution.

Ms. Schicker commented that the provisions of the resolution concerning sliding scale and merit pay increases would be difficult and time-consuming to implement, and administer. Ms. Rafferty agreed that the resolution presents a lot of administrative questions. She noted that it focuses more on the social concern the disproportionate impact of increases in employee-paid health insurance costs on the lowest paid members of the University workforce, than it does on implementation and administration.

Ms. Schicker noted that it often takes time to implement merit-based pay systems and stated that medical school is currently implementing an evaluation tool that will drive merit pay, but it will not affect salaries until 2013. Ms. Rafferty noted this is a common approach. Matt Bowers stated that merit based systems remain controversial and surmised that the resolution tries to take that into account by recommending both across-the-board salary increases and basing some pay increases on merit criteria.

Dawn Zugay, Senate staff, reminded CSCC members that they could send Ms. Olson any comments about the draft resolution that they would like to have relayed to the SCC.

Ms. Olson continued her report. She stated that she met with the Libraries’ Civil Service Committee regarding their ongoing concerns about determining and tracking civil service employees’ seniority. Additionally, Ms. Olson and Lisa Mason met with the civil service employees in Rochester. She stated they were enthusiastic about the Civil Service Senate and interested in finding ways to participate. One area of concern expressed by some employees was how best to manage relations with supervisors.

Subcommittee Reports

Professional Development

Carolyn Davidson reported that Ms. Mason had compiled a comprehensive list of awards available to civil service employees and she is preparing it to be placed on the CSCC website. The Subcommittee is considering a proposal to offer all the civil service employees the opportunity to take the Strength’s Quest and will be contacting the Office of Human Resources about this possibility.

Mr. Cavalier commented that he has received some questions about the availability of funds for individual professional development needs. He reminded committee members

that the CSCC is no longer providing these funds and these requests should be forwarded to Ms. Davidson.

Rules

Mr. Cavalier stated that Rules Subcommittee Chair, Frank Strahan, had resigned from the CSCC due to an increased workload. He noted that Peggy Sherven was interested in joining the Rules Subcommittee and would be willing to help with chairing duties. Ms. Zugay recommended that Mr. Cavalier contact the current Rules Subcommittee members about Mr. Strahan's resignation and also offer them the opportunity to chair the subcommittee.

Mr. Cavalier stated that Rick Densmore had been injured and would be unable to participate on the CSCC for several months. Ms. Schicker noted that she would also need a leave of absence from her committee duties for several months in the spring. Ms. Zugay stated she would consult the Civil Service Senate Bylaws to determine the process for finding substitutes for CSCC members taking short-term leaves of absence.

Legislative

Rahfat Hussain reported that:

- The Legislative Subcommittee has established contact with Bill Otto from the Office of University Relations and has requested that its members be added to the Legislative Network email list.
- The Minnesota State Legislature will begin its session on January 24, 2012. After that, the Subcommittee will have more updates and meet officially to discuss its long-term goals.
- Several of the Subcommittee members are attending the 2012 Legislative briefing on February 1st where they will receive an update from newly appointed special assistant to the President, Jason Rohloff.

Compensation Benefits

Karen Lovro highlighted the following items from the written report she submitted to CSCC members prior to the meeting.

- A review of the current Civil Service Job Evaluation/Review Appeal Guidelines (Guidelines).
 - The Subcommittee is working on reviewing the Guidelines to simplify them and update them to reflect the new civil service governance structure.
 - Ms. Lovro indicated she would bring the updated Guidelines to the February CSCC meeting.
- Mary Luther, compensation director, OHR provided an update on the progress of the current Civil Service Job Families under review.
 - Job families under review include: Communications, Human Resources, Alumni Relations, and Information Technology.
 - Consideration is being given to adding a job series that would encompass jobs that do not fit within existing series.

- Sue Kangas, OHR, will attend the CSCC Compensation/Benefits Subcommittee Meeting in February to discuss the plan for communicating with employees and supervisors who will be affected by completion of the Communications Job Family Study.
- A review of the 2012-13 Civil Service Pay Plan language
 - Minor changes were made to simplify the language of the Pay Plan.
 - The number of links on the OHR website directing employees and supervisors to compensation related websites was increased.
 - Approximately 8% of departments currently use a merit-based pay method. The Medical School is considering switching to a merit based pay plan for 2013.

Amendment of CSCC Charge

Ms. Zugay explained that when the CS Senate governance documents were drafted last year, three errors were made in the CSCC charge. One error was clearly clerical and the CSCC could vote to correct it, and the other two were more substantive and would require a vote by the CS Senate. She explained, the fourth and fifth paragraphs of the CSCC charge describe the election of the Chair-Elect but are only intended to refer to the election of the CSCC members not the Chair or Chair-elect. This is clear because they are in conflict with Article IX section 5 a. of the Bylaws, which sets out the process for electing the Chair-elect. Ms. Davidson brought a motion to clarify the procedure for electing the Chair-elect and the CSCC voted to change the language of the CSCC charge as follows:

Membership

The Civil Service Consultative Committee shall consist as follows of 13 voting members:

- (1) A Chair;
- (2) A Chair-elect;
- (3) one member from Crookston;
- (4) one member from Duluth;
- (5) one member from Morris;
- (6) one member from Rochester;
- (7) two members from the Twin Cities – Academic Affairs;
- (8) three members from the Twin Cities – Academic Health Center;
- (9) two members from the Twin Cities – At-Large;

~~These members-~~ The members from campus positions (positions 3-9) shall be members of the Civil Service Senate at the time of election and elected by the Civil Service Senate. ~~These M~~ u members shall be nominated and elected subject to the following provisions:

- A call for nominations for the ~~chair-elect~~ campus positions shall be made via email to the Civil Service

Senate and at a Civil Service Senate meeting. The call shall include a nomination form. All current Civil Service Senate members are eligible to run for these positions.

- Nominations shall remain open for at least one month.

~~- The chair elect shall be elected at a Civil Service Senate meeting from nominations received in advance of the meeting or those from the floor of the Civil Service Senate.~~

Next, Ms. Zugay asked the CSCC to make a recommendation to the CS Senate as to whether the following language should be removed from the charge. “If there is a contested election for any office, subsequent runoff ballots shall be held among the candidates receiving at least 25% of the votes cast, until one candidate receives a majority of votes cast.” She noted it was inadvertently included and would not work well with the process used for election of CSCC members. The CSCC voted to recommend that the Civil Service Senate eliminate the language from the charge.

Finally, Ms. Zugay recommended that the section of the charge pertaining to breaking ties be changed as follows.

~~In the case of a tie, another ballot shall be taken.~~

In the case of a tie, the Senate staff person shall choose the successful candidate by lot.

She also noted that under the Civil Service Senate rules the president of the Senate holds the tiebreaking vote. Ms. Davidson moved that the CSCC recommend that the language be amended to state, ties should be broken by drawing of lots. Discussion followed concerning the importance of maintaining the chair’s neutrality. The CSCC approved the motion.

Chair-Elect Elections

CSCC member Tom Sondreal submitted an application for the position of 2012-13 CSCC Chair-elect. The CSCC briefly discussed his application and unanimously voted to elect him.

Appointment to University Senate Social Concerns Committee

The CSCC reviewed three applications for the civil service seat on the Senate Committee on Social Concerns. The applicants were Lolita Davis Carter, Everett Flynn, and H. Peter Cao. The CSCC voted to appoint Mr. Flynn.

Civil Service Senate Agenda

Ms. Zugay provided the CSCC with a draft of the Civil Service Senate agenda. She explained that the Student Health Advisory Committee’s Resolution for a Tobacco Free Campus was not longer being presented to the CS Senate for a vote because SHAC was withdrawing the resolution until there is an opportunity to further educate students, faculty, and staff on the issue and to generate increased support. She asked the CSCC to consider whether it still wanted to present the issue for discussion. The CSCC agreed that the topic should be presented for discussion.

The CSCC also discussed which subcommittees would be providing written reports for the docket and which would be presenting. It was determined that Professional

Development and Communications would provide written reports and Compensation/Benefits would provide an update on the Job Families Project.

Ms. Zugay noted that the CSCC would receive an e-mail two weeks prior to the February 28 Senate meeting requesting them to vote to approve the agenda.

University Senate Protocol on Committee Resolutions

Mr. Cavalier provided the CSCC with a copy of the SCC Protocol on Committee Resolutions and an excerpt from the Faculty Consultative Committee meeting minutes explaining the protocol. Ms. Lovro made a motion to approve the Protocol and the CSCC approved the motion without discussion.

Civil Service Survey Summary

Ms. Zugay explained the plan for communicating the Survey Summary. She stated following committee feedback and approval, the Survey Summary would be placed on the website, and provided to the Civil Service Senate for information. A link to the Survey Summary will also be placed in the next e-InTouch.

Ms. Olson walked the committee through the Survey Summary. Some area she highlighted were:

- Inadequate communication between the CSCC and civil service employees and insufficient awareness by civil service staff of civil service governance
- The primary work life issues such as benefits changes and reductions, inadequate compensation, future success of the University, and job security, and inadequate advancement
- Coordinate campus concerns that most job training opportunities are on the Twin Cities campus
- Civil Service employees desire for job related training and the time to participate in training
- Administrative identification of paths to resolve work issues with supervisors
- Creation of leadership opportunities for civil service employees

Ms. Olson indicated that she would like the CSCC to take up the issue of equity in the promotion of male and female civil service employees. Mr. Cavalier noted that the CSCC is charged to address the issues raised in the survey by civil service employees.

Ms. Lovro suggested sending the Survey Summary to the chair of the Benefits Advisory Committee.

Ms. Schicker suggested surveying civil service employees every other year, and taking time to discuss the CSCC's next steps on the basis of the survey. Ms. Olson agreed that it would be good to conduct the survey again in two years.

Ms. Schicker asked whether it was necessary to be a Civil Service Senator in order to participate on CSCC Subcommittees. Ms. Zugay responded that any civil service employee could be a member of a CSCC subcommittee. Ms. Lovro stated this

information should be included at the bottom of each e-InTouch issue, and could also be noted on the CS Senate website.

Office of Human Resources Report

Ms. Rafferty updated the CSCC on following topics:

- The Office of Human Resources is undergoing a strategic planning initiative. As part of this process strategic imperatives are being identified such as defining roles and responsibilities, and simplifying processes, policies, and rules.
- The open enrolment process was an enormous initiative for Human Resources due to the changes in medical benefits
- She reminded CSCC members of the Medical Premium Relief Program. The one-year grant program to provide assistance to lower paid employees due to the high increases in the employee contributions for the UPlan Medical Program. The deadline to apply and receive the full premium credit amount is December 15, 2011. However, if employees apply after December 15, the payout will start as soon as administratively possible, but will not be retroactive to the first pay period in 2012. Ms. Rafferty noted that 831 University employees are participating in the program, and the Departments are funding it.
- The new Wellness Points Program is being launched. Karen Chapin and Jill Thielen will be speaking about this at the February 28 Civil Service Senate meeting.
- SHPS is expected to be the new vendor for administering the University's flexible spending accounts. One advantage to employees is the implementation of a debit card system.
- Cigna has replaced The Standard as the provider and administrator of short-term disability coverage for University employees. Cigna waived preexisting conditions for employee participation in the program, and this could serve as a wage-replacement for employees particularly on maternity leave
- The final Retirement Incentive Option (RIO) ended in December 2011. One hundred and thirty-three civil service employees participated in the program, out of the 309 total University employees taking RIO.

Ms. Rafferty invited questions from the CSCC.

Ms. Lovro asked if there was any discussion of another RIO. Ms. Rafferty responded that she has not heard that there is a need for another RIO, and it is not intended to be a recurring program.

Ms. Olson asked if it is intended that every position eventually be examined through the Job Family Study. Ms. Lovro responded that OHR is studying each job group and the Project is intended to touch each civil service employee. Ms. Rafferty explained further that one of the first steps in the process is slotting positions into the appropriate job family based on the nature of the work mostly performed in a particular position. This involves a discussion between managers and HR employees. She also recognized the problems that arise with catchall job classifications like "coordinator."

Ms. Lovro asked if Professional and Administrative employees are part of the Job Family Project. Ms. Rafferty confirmed that they are.

Mr. Cavalier noted that he had recently received some questions about the pay out of sick leave and the transfer of sick leave. Ms. Rafferty noted that the Civil Service Employment Rules are well written in these areas. Ms. Lovro suggested addressing questions like this by creating a frequently asked questions section on the CS Senate website with links to the Rules and the OHR website. She stated that the Compensation Benefits Subcommittee could work on a FAQ list with assistance from Ms. Rafferty.

Determination of Civil Service Employee Seniority

Ms. Rafferty reported she and Karen Lovro are continuing their work on educating civil service employees about the seniority rules and bringing more transparency to the civil service seniority system. She stated she is working on a UM Connect video designed to educate employees about the seniority rules, but that the transcript for the video is not yet complete. She indicated she would bring it to the CSCC for feedback when it is complete.

She indicated further that she understands that civil service employees would like a more definite understanding of seniority, but she stated the complexity of the different kinds of seniority prohibit having a University-wide civil service job roster. Ms. Lovro commented that seniority and the process of bumping are a transparent process, but they are complicated and are handled on a case-by-case basis.

Mr. Hussain stated that many of his colleagues were disappointed when they clicked on the recently created link to the list of civil service seniority units. The expectation was a union-style roster that would list employees by name. Ms. Rafferty noted that she was careful when naming the link and asked committee members how the language could be clarified so that employees would know what to expect when they accessed the link. A discussion followed about how to provide more detailed seniority information. Ms. Olson noted that the Academic Health Center maintains statistics on the number of civil service employees in each unit. Ms. Rafferty stated she would look into the possibility of creating this type of list.

Strategic Planning

The CSCC walked through the CSCC Goals document. The bulk of the time was spent on the goals of the Compensation Benefits Subcommittee, but the CSCC also reviewed the Communications, and Staff Development Subcommittees' goals. Ms. Lovro noted that although the goals document sets target dates for completion, it is important to recognize that the goals are fluid and may change with time. She also suggested that a reminder about the Medical Relief Program should be included in the e-InTouch

The CSCC determined that the subcommittee chairs should bring the goals to their subcommittees for further review, and the goals should be crafted into a strategic planning document. The subcommittee chairs will bring their strategic planning

documents to the April 26 CSCC meeting for CSCC review and the strategic plan will be finalized and approved at the May 24 CSCC meeting.

Hearing no further business the meeting was adjourned.

Dawn Zugay
University Senate Office