

Civil Service Consultative Committee (CSCC)
March 22, 2018
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 represent the view of, nor are they binding on the senate, the administration, or the Board of Regents.

[**In these minutes:** Employee Engagement Survey Results; Administrative Policy Review—Equity and Access: Gender Identity, Gender Expression, Names and Pronouns; Parental Leave Policy: Next Steps; JFS Pain Points: Workgroup Update; Chairs Report; Subcommittee Reports; Vote to Approve CS Senate Seats]

PRESENT: Raymond Muno (chair), Terry Beseman, Colleen Dennie, Patti Dion, Missy Juliette, Kevin Kelley, Becky Nelson, Jean Otto, Terri Wallace

REGRETS: AJ Van den Berghe, Gary Willhite

ABSENT: Duane Orlovski

GUESTS: Brandon Sullivan, senior director, Leadership and Talent Development, Office of Human Resources; Qais Munhazim, director, Gender and Sexuality Center for Queer and Trans Life; Melinda Lee, assistant director, Gender and Sexuality Center for Queer and Trans Life; Gabrielle Mead, equal opportunity associate, Office for Equity and Diversity

OTHERS: Vickie Courtney

Ray Muno welcomed the committee and the members introduced themselves.

1. Employee Engagement Survey Results

Muno introduced Brandon Sullivan, senior director, Leadership and Talent Development, Office of Human Resources (OHR), who explained to committee members that the Employee Engagement Survey was initially kicked off in 2013, and the most recent version was completed in 2017. Sullivan said that previous iterations of this work was known as the “job satisfaction survey,” so the employee engagement focus was a new approach in 2013. The new format, Sullivan said, was intended to be briefer for survey-takers, and results were also shared with all supervisor levels rather than just high level administrators. He said the goal with sharing the survey more broadly was to inform action locally, which seems to have resonated with leadership.

Sullivan explained that the survey measures two key metrics: commitment and dedication, and effective environment. He told members that 2017 results show that the University has a highly committed and dedicated workforce, even in comparison to the private sector. The effective environment results are slightly lower, and Sullivan explained that the OHR does a lot of consultation with leaders to address results and boost that engagement.

Muno asked if it is possible to break the employment groups up so that the committee could focus specifically on civil service employees. Sullivan explained that the analytics are not available in that format, but added that he didn't think the themes would be different if they were broken out. He added that OHR asks departments and units to be responsible for looking at those granular issues themselves.

Sullivan said that leaders received the results at the end of January and should be in the process of discussing them with their groups, and building actions plans, if necessary. In addition, the results were shared with senior leaders and the Board of Regents.

The survey, Sullivan explained, will be administered bi-annually to allow time for departments and units to take action in response to the results. Muno commented that a previous survey prompted a lot of action in his department.

Jean Otto asked if there are any metrics from private sector companies or other Big 10 institutions to help contextualize the University's data. Sullivan told her that OHR does have data on private sector norms, but that the University is unique in that it is the only one that surveys employees system-wide. The private sector data is not typically shared, however, there has been an increase in requests for that comparison, he said.

2. Administrative Policy Review—Equity and Access: Gender Identity, Gender Expression, Names and Pronouns

Qais Munhazim, director, Gender and Sexuality Center for Queer and Trans Life, thanked members for the opportunity to speak and explained that the [Equity and Access: Gender Identity, Gender Expression, Names and Pronouns](#) policy has been moving through the consultation process. The policy, Munhazim said, is owned by the Equal Opportunity and Affirmative Action Office (EOAA), and the Gender and Sexuality Center for Queer and Trans Life Office has been working with EOAA to development the policy language.

Melinda Lee, assistant director, Gender and Sexuality Center for Queer and Trans Life, explained that the language was originally drafted as an employment policy but has since been broadened to be a University policy. Lee said the policy work has taken two years, and the intent is to implement an umbrella policy on these issues, which the University has never done.

Lee provided members with some examples of current and historical issues that trans and gender non-conforming groups have faced on campus, and how those experiences have framed the policy work.

Munhazim also presented research being done on campuses about these populations, pointing out that research shows that students, faculty and staff in these groups feel that the burden of identification has been put on them. The policy, Munhazim explained, is intended to help support University stakeholders dealing with these issues.

Gabrielle Mead, equal opportunity associate, Office for Equity and Diversity, explained that there is currently a Board of Regents policy in place to protect certain classes, and gender identity was added to the language a few years ago. She said that EOAA receives some discrimination reports regarding this population, but not many. That number, she feels, is not low because issues are not present; Mead said she expects that it is because trans and gender non-conforming groups do not feel support from the University community to report issues when they come up.

In addition to providing support for reporting, Mead explained that the policy also offers guidelines for people that want to create a welcoming environment in their department or unit for trans and gender non-conforming people.

Kevin Kelley pointed out that the pronoun language can appear contradictory to the English language and asked how best to handle communications with outside vendors, who may not understand or be aware of preferred pronouns. Munhazim explained that the change will not happen overnight, but that those conversations need to be started in order to ensure support for the broader University community.

Jean Otto asked if preferred pronouns are being adopted into the public school systems, specifically whether kids are being taught the changes to the English language. Munhazim explained that languages are always changing, and some pronouns have already been implemented into public school policies. Munhazim told members that the University of Minnesota Department of Pediatrics conducted a study that found that 3% of teens in middle school or early high school identify as trans or gender non-conforming.

Lee said that the Minnesota Department of Education provides a language kit to schools to help inform students and educators of the language changes.

Muno asked if there is a reference guide that can be referred to to help people understand how best to be supportive of the changes. Terri Wallace distributed a Non-binary Gender Pronouns Quicktips sheet to members. Lee added that a Frequently Asked Questions (FAQ) appendix will be written into the policy for reference as well.

Muno also asked about re-naming gender neutral bathrooms to clarify who can occupy the facilities. Lee said that along with this policy, there is a lot of work being done about increasing access for facilities. Lee told members that there was also a resolution adopted by the University Senate in 2016 titled [Resolution to Implement System-Wide Restroom and Locker Room Access](#), which addressed facility issues as well.

Munhazim told committee members that the policy will likely be presented to the University Senate in the fall, depending on consultations.

3. Parental Leave Policy—Next Steps

Muno explained that OHR posted the [Parental Leave for Employees](#) policy for 30-day review and the policy is intended to benefit all University employees. Given that civil service employees

are governed by the Civil Service Employment Rules rather than by administrative policy, Muno explained that the committee needed to decide how civil service governance will adopt the parental leave benefits into the employment rules.

Muno explained that he had been involved in consultations with the Office of the General Counsel, the Office of the Senior Vice President for Finance, the Board of Regents, and OHR, and all have agreed that OHR will extend the parental leave benefit to civil service employees while the rules changes are in process. He told members that OHR plans to have the final policy on the consent agenda for the May Board of Regents Finance and Operations meeting, and they requested that the Civil Service Senate work on adopting the changes along the same timeline.

Muno presented members with a draft of proposed amendments to the employment rules and explained that Kathy Brown, vice president, OHR, requested that the OHR policy language be kept in tact when reflected in the employment rules. He explained that the verbiage does not fit the structure, so some of the language had to be rearranged, but that otherwise the policy is listed verbatim.

Kelley asked if members are comfortable with OHR allowing a benefit to civil service employees without an amendment to the rules. Committee members agreed to permit the coverage from OHR while the rules are amended. Committee members then discussed specific changes to the rules.

Patti Dion requested that the committee give her until the end of the day to look through the rules and confirm that OHR is agreeable to the proposed employment rules language before posting for public hearings.

Vickie Courtney told members that CSCC may act on behalf of the Civil Service Senate to consent to a final approval on the rules after the public hearings.

Muno asked Dion how OHR will be informed that civil service employees are included in the policy coverage in the interim. Dion explained that OHR holds monthly meetings; the next meeting being the third week in April. She said the change could be added to that agenda for information, or communicated by email if needed before the meeting.

Beseman made a motion, pending OHR approval, to approve the amendments to the rules. Missy Juliette seconded the motion. All approved, with no opposition or abstentions.

4. Job Family Study Pain Points—workgroup update

Muno suggested that committee members communicate revisions to the existing Job Family Study (JFS) pain points document through email. He explained that Ken Horstman, director, Total Compensation, Office of Human Resources, and Vice President Brown, are scheduled to be at the April CSCC meeting to discuss retirement plan updates, and suggested that the group may be able to ask them to speak on the JFS issues document if it is complete.

5. Chairs Report

Muno provided the following updates:

- The 2018 pension bill was passed out of committee and the senate bill is scheduled to go to the Minnesota Senate Finance Committee. The bill has also been introduced in the Minnesota House of Representatives. Muno told members that it is not a budget year, so accommodations have to be made to pay for the bill, which is the only foreseen issue.

6. Subcommittee Reports

Terri Wallace provided the following updates from the March 8, 2018 Compensation and Benefits Subcommittee meeting:

- Ken Horstman provided the subcommittee with an update on FMLA changes, which were mainly small changes to fit into the new parental leave policy. Terry Beseman explained that he would like the full CSCC to weigh in on the changes.
- Subcommittee members discussed vacation donation. PACC agreed to donating hours to civil service employees, but also asked if they could donate to a pool to benefit any civil service employee that needed the donation if they didn't know of an individual in need.
- Subcommittee members worked on a bereavement leave policy for civil service employees. Otto provided a draft and the subcommittee approved. Wallace explained that the subcommittee would like CSCC to endorse before submitting to OHR for review.

Missy Juliette provided the following updates from the Communications and Outreach Subcommittee:

- The February newsletter had a 60% readership rate
- The welcome packet is complete and was sent to Otto for review and edits. The documents will be presented at a future CSCC meeting for approval.
- The subcommittee is planning a brown bag in May regarding little known employee benefits or leaves of absence. The subcommittee received great feedback from the MSRS brown bag. There were 100 online participants and 50 people present for the presentation. The recording of that brown bag will be sent out in the March newsletter.

Jean Otto told committee members that the Employment Rules Subcommittee is working on amendments to the employment rules regarding the parental leave policy, and is also assisting in drafting the bereavement leave policy.

8. Vote to approve CS Senate Seats

Bobbie Erichsen, senate associate, provided committee members with an overview of Civil Service Senate vacancy breakdown for the 2018-19 academic year. Terry Beseman made a motion to approve the breakdown. All members voted in favor with no opposition or abstentions.

Muno mentioned that President Kaler will be at the next meeting.

With no further business, Muno adjourned the meeting.

Bobbie Erichsen
University Senate Office