

Civil Service Consultative Committee (CSCC)
April 18, 2019
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 views of, nor are they binding on the senate, the administration, or the Board of Regents.

[**In these minutes:** Social Concerns Committee Update; IAS Community Forum Review; Office for Human Resources (OHR) Policy Reviews; Constitution, Bylaws & Rules Review Workgroup Update; Legislative Outreach Discussion; Presidential Inauguration Discussion; Chairs Report; Subcommittee Reports]

PRESENT: Becky Nelson (chair), Terry Beseman, Colleen Dennie, Patti Dion, Sanoa Hagen, Kevin Kelley, Ray Muno, Jean Otto, Nan Thurston, Marc Tye

REGRETS: Elise Diesslin, Missy Juliette

ABSENT: Mary Zosel

GUESTS: Nicole Smiley, Social Concerns Committee member; Jennifer Gunn, director, Institute for Advanced Study; Vice President Kathy Brown, OHR; Lorie Humphrey, Director of Employee Relations, OHR

Becky Nelson welcomed the committee and the members introduced themselves.

1. Social Concerns Committee Update

Nicole Smiley, Social Concerns Committee member, introduced herself and shared some of the topics that the Social Concerns Committee has been focused on in the 2018-19 academic year, including:

- Endorsed the Lactation Advocacy Committee resolution, *A Resolution in Support of Establishing a Policy on Lactation Accommodations at the University*.
- Discussed incarcerated populations, specifically how it affects the community around the University, and what initiatives could be implemented to help incarcerated individuals.
- Discussed business ethics and how things are purchased for the University.
- Endorsed the Disabilities Issues Committee resolution, *Resolution on Professional Development on Best Practices for Disability Accommodations and Supporting Students with Disabilities*.

Smiley also shared the following actions that the committee has completed in her tenure, including:

- [A Resolution in Support of Organics Recycling and A Resolution in Support of Compostable Food Serviceware](#), which was passed by the committee in March 2017, and then endorsed by the University Senate in May 2018.
- [Immigration Safe Zone letter](#), sent to President Kaler and Vice President Michael Goh on March 20, 2018.

- [Statement on March 8, 2019 Board of Regents Discussion on Building Names.](#)

Smiley shared that the committee is also discussing hosting two forums to initiate conversations in the University community on carbon pricing and the opioid crisis.

2. IAS Community Forum Review

Jennifer Gunn, director, Institute for Advanced Study (IAS), then introduced herself and explained that IAS held a series of forums in March 2018 in response to multiple requests for additional listening sessions for President-Designate Gabel to hear from the University Community. The topics covered were University Values, University Governance, and University Budget, she said.

Gunn suggested that one of the most practical takeaways was a recommendation from staff that the University needs to do a better job of training managers, supervisors and leaders. She also highlighted a few additional takeaways, including:

- University values need to be clearly articulated, and used to guide ethical decision making, and to assess policies, performance and relationships. A few values that were identified in the forum were: prioritizing equity and diversity; prioritizing research and education above monetizing transactions; and, maximizing transparency.
- To foster culture change and combat complacency and cynicism, which Gunn said is mentioned in the strategic plan, the institution needs to cultivate hearts and minds and get constituents invested in accomplishing the needed changes in culture and not rely on legalistic approaches to our institutional responsibilities. She added that the University community needs to re-enforce and create structures that support collaboration among units and constituencies and question the structures that impede cooperation. The RCM budget model came up many times, Gunn noted, and forum attendees discussed whether another model might foster more collaboration and less competition.
- Consider where the line is between governance and administration and make sure that the consultation process is sincere.

Gunn told members that there were also a few specific issues raised, including:

- Restoring UMN Extension to its previous reach in the state.
- Communicate better with the legislature and the state of Minnesota.
- Put University money behind University priorities.

Jean Otto attended the sessions and remarked that they were insightful, especially to hear perspectives from all of the employment groups.

Members discussed inequality issues among departments, including that some are pegged at market value and some are not. Gunn thanked everyone for the participation and explained that the IAS office is drafting bullet point lists from the forums to present to President-Designate Gabel.

3. OHR Policy Reviews

Vice President Kathy Brown, OHR, joined the committee to provide a few OHR updates. She passed out the fiscal year 2020 compensation planning instructions for members to review, and

apologized that the CSCC was not consulted before the document was released, as is mandated in the Civil Service Employment Rules. She explained that she had received feedback from civil service and P&A employees that the compensation increase is so small that it would be better not to tie it to merit pay. Brown told members that she brought the suggestion to the President's leadership group, explaining that both employee groups are concerned about it, and the President remained committed to the merit pay plan.

Committee members discussed why the civil service constituency remains frustrated with this approach, in part because compensation is inconsistently divided up in different departments. Brown told members that OHR understands employee concerns with tying a small compensation pool to merit pay. She explained that OHR provides guides to departments, but they cannot mandate what each department does with their merit pool

Brown said that the President asked for a budget that included 2.5% compensation increases for University employees, adding that a 1% compensation increase is roughly \$13 million. Marc Tye asked if historically there has been a direct correlation between the budget given by the legislature and compensation for employees. Brown answered that the two factors are generally significantly linked. The institution has tuition and state appropriations as budget levers, Brown said, adding that the President has also focused on reallocation, which has stopped spending in some places, and increased spending in other places.

Brown then introduced two policies: [FMLA Leave](#) and [Regent's Scholarship Program](#), and said that OHR plans to bring the policies to the President's Policy Committee in June 2019. She explained that there were no substantive changes to the Regent's Scholarship Program policy. She acknowledged that the CSCC continues to request 100% tuition coverage for all employees, and explained that she will bring the issue up to the President's budget committee. Kelley suggested that full tuition in the scholarship program could be an alternative benefit to offset low compensation pools.

Tye suggested adding language to the Frequently Asked Questions (FAQ) to explain that people using the scholarships do not have to pay certain student fees.

Brown then introduced the FMLA policy for discussion. She cautioned that the law has not changed, but that the changes to the University parental leave policy in 2018 impacted how FMLA was administered. She explained that the new changes in the policy make it consistent with the federal statute and the law, and reiterated that the coverage is in the law, and the policy points to the law.

Terry Beseman told Brown that it would be helpful to have OHR conduct training for the OHR leads on the updated policy because a lot of employees are confused about FMLA. Nelson added that there are department administrators that look at OHR policies from the most narrow lens to avoid misinterpretation, and often it is a disservice to the employee. Brown clarified that training will be done with OHR Leads, and other administrators that process leaves in the colleges.

Nelson told Brown that the CSCC had created a document to gather comments about the two policies to share with OHR.

Brown reminded committee members that she intends to transition out of the Vice President role by the end of the calendar year 2019. She explained that recruiting will be done over the summer for the position, with first interviews to be scheduled before the start of the academic year and final interviews likely at the end of September.

4. Constitution, Rules and Bylaws

Jean Otto, chair-elect, then provided committee members with a few updates from the Constitution, Rules and Bylaws review workgroup. She explained that the group will be discussing the size and scope of the Civil Service Senate and the Civil Service Consultative Committee; whether the Twin Cities senator allocations are still appropriate; and other additions that would help clarify language in the documents.

Patti Dion asked if the workgroup will discuss the makeup of the AHC, given that there is some confusion about what groups belong in the AHC with the new changes under Dean Jakub Tolar. Otto explained that this will be a discussion among AHC senators.

6. Legislative outreach: Letters and Day at the Capital

Nelson told members that she noticed that other senate committees were writing letters to the legislature about the University's budget, and asked if this is something that civil service governance wanted to do. Committee members discussed whether they would like to add legislative outreach to the committee's responsibilities, and whether there was capacity to take on the extra work. Beseman suggested bringing the idea to the Civil Service Senate for further discussion.

7. Presidential Inauguration: "meaningful engagement around the impact of the University"

Nelson then told members that she had been contacted by the President's Office for input on activities for Inauguration Week, which will be held on the Twin Cities campus in September 2019. She explained that the committee is asked to bring forward ideas that provide "meaningful engagement around the impact of the University." Committee members discussed the following suggestions:

- Ensure participation from staff on all campuses.
- Staff appreciation meet-and-greet with President-Designate Gabel to communicate that staff is integral to campus operations. Tye suggested that staff be invited to gather to sing the rouser and take a picture to demonstrate how important staff is, and how many staff people there are; this could be adapted across other campuses. Otto suggested that everyone could wear maroon and gold.

8. Chairs Report

Nelson provided the following chairs report:

- Spoke with President-Designate Gabel regarding the Provost search and interest in Civil Service representation on the search committee.

- Met with Bri Keeney, deputy chief of staff, President's office, regarding an ongoing relationship and communication between CSCC and the President's Office. Agreed to meet bi-annually.
- Received a request for input into inauguration planning for President-Designate Gabel; brought this to the CSCC.
- Scheduled a meeting with Brian Steeves, executive director, Board of Regents, in advance of his visit to the Senate in order to talk through what we'd like from a relationship with the Board of Regents.
- Worked on agenda planning for the rest of my term.
- Conducted mini-orientation for new senators
- Spoke with constituents about a variety of concerns.

9. Subcommittee Reports

Terry Beseman provided the following updates on behalf of the Compensation and Benefits Subcommittee:

The subcommittee has received two requests from constituents: (1) a possible rule change for use of sick time when caring for children during school closures, and (2) clarification on vacation donation criteria. Karen Chapin from OHR has also requested to speak to the subcommittee about pharmacy changes and prior authorization requests and requirements.

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

The subcommittee held a brown bag on MSRS on April 16, 2019. There were approximately 70 attendees in person and over 100 people attending online. A recording will be forthcoming and posted to the Civil Service Senate Blog. The subcommittee will continue to work on an email template to share Civil Service Senate meeting notes with constituents and a Google Website for Senators to utilize for outreach purposes. The March newsletter had a 53.2% readership rate.

With no further business, Nelson adjourned the meeting.

Bobbie Erichsen
University Senate Office