

**Civil Service Consultative Committee (CSCC)**  
**February 27, 2020**  
**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:** Campus Building Security; Vacation Donation Working Group - Proposed Language; PACC Update; Chairs Report; Subcommittee Reports; Vote on Senate Allocation; Process for Questions for President Gabel at the March Meeting]

**PRESENT:** Jean Otto (chair), Ray Muno, Wendy Elvendahl, Brenda Reeves, Joey Best, Terry Beseman, Mary Zosel, Marc Tye, Becky Nelson

**REGRETS:** Missy Juliette, Kevin Kelley, Nan Thurston

**OTHER:** Stacy Maher, Cosmin Tarau, Erin Heath

**GUESTS:** Mike Berthelsen, vice president, University Services; Paige Rohman, chief of staff, University Services

Jean Otto welcomed the committee and the members introduced themselves.

**1. Campus Building Security**

Mike Berthelsen, vice president, University Services, introduced himself and told members that he would like to hear feedback on the recent changes to security on campus, which included limited access to a number of Health Sciences buildings. He gave members context for the changes, explaining that there has been an increase in criminal activity in downtown Minneapolis and downtown St. Paul, as well as along the light rail line, and especially during colder months. Along with the increased activity city-wide, he said, the Twin Cities campuses have also experienced more criminal activity, largely because the campus is on the light rail line, it is a very dispersed campus, and the buildings were built with multiple entrances, including tunnel entrances, to make the institution accessible.

To address these rising issues, he explained, a task force was created that included the deans from the Health Sciences. This task force met over the last year or so and in the fall of 2019 agreed to limit access to some of the buildings on the Twin Cities East Bank campus as of December 1, 2019. These additional measures include a new requirement that individuals entering the buildings have identification or a UCard to check in, and access to a set number of entrances in each building. Berthelsen explained that an additional process was created for visitors and contractors to enter the buildings.

Berthelsen noted that the security check-ins are currently staffed with contract workers, with the expectation that those contractors will eventually be replaced by University workers. He

explained that the Capital Project Management team is also working on plans to make the security check ins look more formal and welcoming. He said the goal is to have those permanent spaces in place by the end of summer 2020.

Early feedback from colleges and the University of Minnesota Police Department (UMPD) has been positive, and reports have reflected a decrease in issues and calls to UMPD. Berthelsen said that University Services has also tried to track whether the previous issues have moved to other buildings on campus. He emphasized that there is currently no plan in place to expand security to other buildings, but also remarked that the new changes are allowing an opportunity to learn about security on campus and adjust to the changing landscape in the twin cities.

CSCC members were supportive of the new measures, and requested that more communications be developed to help employees understand what the institution is doing when there is a break in or other criminal activity in their workplace. Berthelsen also shared that University Services will be distributing another University-wide email to update the community on the status of the changes.

## **2. Vacation Donation Working Group - Proposed Language**

Ray Muno presented a [draft vacation donation policy revision](#), and explained that the goal is to request that the Office of Human Resources (OHR) integrate the language into the Administrative Policy: *[Vacation Donation Program for Civil Service and Union-Represented Staff](#)* during the next comprehensive review of the policy.

Muno explained that there are two main changes articulated in the language. The first change is additional language that defines the term “major surgery.” He told members that the definition is important because it is common for hospitals to discharge patients after significant surgeries so they can recover at home, but that it is difficult for employees to claim a major surgery when they do not have an extended stay in a hospital. The second change, he explained, is the addition of an appeals process that allows employees to request a secondary review of their request for vacation donation, if it is denied by OHR.

Otto told members that she is very encouraged by the draft. Members voted to endorse the revisions, and the language was unanimously approved.

Muno explained that the next step will be to request a meeting with OHR to present the draft revisions.

## **3. P&A Consultative Committee (PACC) Update**

Erin Heath, chair-elect, PACC, provided the following updates:

- PACC members have approved a revised mission and vision for PACC, and will now review the PACC subcommittee structure for possible changes.
- PACC consulted with Berthelsen on the campus building security changes, and Liz Eull, chief of staff, Office of the Senior Vice President for Finance and Operations, on the new Administrative Policy: *Major Events*.

- PACC members received an update on the ongoing work of the President's Initiative to Prevent Sexual Misconduct (PIPSM) from Ann Hagen, PACC liaison to PIPSM.
- President Gabel will be meeting with PACC on April 9, 2020.

#### 4. Chairs Report

Otto provided the following updates:

- Kathy Brown's retirement celebration was held on February 4, 2020.
- Two names were forwarded to the Office of Conflict Resolution (OCR) for the civil service hearing officer vacancy. Michael Goh, vice president, Office for Equity and Diversity, appointed Linda Blake to serve.
- The Civil Service Employment Rules Subcommittee, and CSCC leadership have received several comments from civil service constituents regarding the recent updates to the Civil Service Employment Rules, and the subcommittee has been working on addressing them.
- The Senate Consultative Committee reviewed the Administrative Policy: *Safety of Minors*, and Administrative Policy: *Major Events* at the February 6, 2020 meeting.
- Otto, Terry Beseman, chair-elect, CSCC, and Bobbie Erichsen, senate associate, University Senate Office, met with Katie Stuckert, senior assistant, Office of the President, to discuss on-going CSCC projects.
- Regent Powell will no longer be available to attend the April 16 CSCC meeting.
- Otto met with Maggie Towle, interim vice provost and dean of students, Office for Student Affairs, to discuss a new committee called Employee Civility Development Committee (ECDC) which will aim to prevent sexual misconduct and promote civility in the workplace. Towle requested nominations for a civil service representative on the committee. Otto told members that the committee will be a twin cities only committee, as other system campuses will be developing their own committees.

#### 5. Subcommittee Reports

##### Civil Service Compensation and Benefits Subcommittee

- Julie Faulkner, Director of Membership Outreach, Recreation and Wellness, joined the February subcommittee meeting to talk about how the RecWellness center collaborates with the [OHR Wellbeing Program](#).
- The subcommittee has completed the pharmacy benefit FAQ and forwarded to OHR for consideration. The subcommittee is requesting that the information be posted on the OHR website as a resource for constituents.

##### Civil Service Communications and Outreach Subcommittee

- The January newsletter had a 59.6% readership rate.
- The joint Civil Service Brown Bag and P&A Senate Seminar Series Presentation - *You and the U: How U of M Legislative Advocacy Can Work for You!* held on February 13 was successful and the subcommittee is working on brown bag topics for the 2020-21 academic year.

##### Civil Service Employment Rules Subcommittee

- The bereavement leave amendment to the Civil Service Employment Rules was approved by the Board of Regents at the February board meeting, and took effect immediately.

- The subcommittee is working with OHR to clarify some constituent questions and concerns related to the unscheduled childcare language that was added to the rules in the fall 2019 rules changes. The subcommittee is waiting to hear from OHR whether a rule change will be needed to clarify the intent of the original proposal, or if the concerns will be resolved internally in OHR.

#### Joint Compensation Commission (JCC)

- The JCC has completed a draft survey and is now working with the University Senate Office and the Office of Measurement Services to discuss distribution and potential funding for the survey.

#### **6. Vote on Senate Allocation**

The CSCC voted to approve the 2020-21 Civil Service Senator allocations, presented by Erichsen.

#### **7. Process for questions for President Gabel at the March meeting**

Otto told members that Erichsen will create a google document and share it with CSCC members to collect comments and questions for the President ahead of her visit to the committee in March. Otto explained that the questions will be shared with the President's Office one week in advance of her visit.

With no further business, Otto adjourned the meeting.

Bobbie Erichsen  
University Senate Office