

Civil Service Consultative Committee (CSCC)
March 18, 2021
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:** Workplace Bullying; Non-renewal Policy Change; PACC Update; OHR Update; Subcommittee Reports; CSCC/Civil Service Senate Discussion: Vote on Demilitarization Resolution]

PRESENT: Terry Beseman (chair), Joey Best, Lorri Chapman, Elise Diesslin, Tony Fussy, Raymond Muno, Missy Juliette, Kevin Kelley, Jean Otto, Brenda Reeves, Mary Rohman Kuhl, Meredith Schneider, Nan Thurston, Marc Tye, Mary Zosel

OTHER: Mark Belanger, Erik Biever, Rosemary Burns Velez, Carolyn Burton, Gina Caprella, Janice Casey, Thomas Donaghy, Dena Gergen, Chelsey Favretto, Marie Hagen, Bethany Hansen, Katherine Harmelink, Katie Huynh, Kimberly Jenkins, Kayleigh Karppinen, Daryl Lawrence, Kim Little, Stacy Maher, Meghan Murray, Paul Rubenis, Katie Rauchwarter, Mark Sevenich, Carmen Sims, Jodi Speer, Jerry Taintor, Cosmin Tarau, Matthew Verkuilen, Terri Wallace

GUESTS: Cherrene Horazuk, PIPSM Advisory Committee member; Peter Helgeson, Senior Employee Relations Consultant; Scott Creer, chair-elect, PACC

Terry Beseman, chair, welcomed the committee and the members introduced themselves.

1. Workplace Bullying

Cherrene Horazuk, President's Initiative on Preventing Sexual Misconduct (PIPSM) Advisory Committee member, introduced herself and presented slides titled [Ending Workplace Bullying and Strengthening a Respectful UMN](#) on behalf of AFSCME Locals 3260 (Health Care), 3800 (Clerical), 3801 (UMD Clerical and Technical), and 3937 (Technical). She explained that there is a significant amount of rankism in higher education, which can contribute to workplace bullying.

There are a number of projects happening on campus right now that include discussions about workplace bullying, Horazuk said, including:

- Analysis from PIPSM about how and when workplace bullying correlates with sexual misconduct, and how mitigating bullying can help prevent sexual misconduct.
- Conversations about how to define and whether to incorporate bullying into the [Board of Regents Policy: Code of Conduct](#), which is due for a comprehensive review.
- Explorations into how restorative justice models can be integrated at the University to help resolve workplace bullying.

Horazuk explained that one major hurdle with this work is that there is no current, consistent definition for bullying. Efforts have previously been made to get a definition into the ASFME contracts, but for now the only definition resides in Office of Human Resources (OHR) training

materials, she said. Adding a definition to the conduct policy would be a significant advance, and the University would be a leader in higher education if the language was incorporated.

Committee members discussed the challenge of drafting language with enough nuance to address the spectrum of bad behavior often correlated with bullying, and why that challenge has likely impeded policy owners from incorporating specific language in the past.

Beseman suggested that resources should be available to staff members if and when they experience bullying in the workplace.

2. Non-renewal Policy Change

Peter Helgeson, senior employee relations consultant, Office of Human Resources, shared the current language changes drafted by OHR to the [Administrative Policy: Non-Renewal for Academic Professional and Administrative Employees \(draft\)](#) and confirmed that the Non-Renewal Program policy, which provides a severance option for non-renewed P&A employees, and the Layoff Severance policy, which provides a severance option for laid off civil service employees, already include both civil service and P&A time in the calculation of the severance benefit. Helgeson acknowledged that civil service governance has been asking for these changes for a long time, and the changes will be presented to the Policy Advisory Committee (PAC) in April. Members expressed appreciation for OHR's help on the changes.

Nan Thurston asked when the policy will be implemented and whether it will apply to staff members that have already transitioned. Helgeson said that it should be through the full policy review process by July, and will take effect at that time. It will not be retroactive.

3. PACC Updates

Scott Creer, chair-elect, PACC, provided the following updates:

- PACC members are currently discussing President Gabel's most recent messages about spring and fall plans. Some members are concerned about P&A employees being potentially forced to work in-person commencement ceremonies. Other concerns include protections for employees who are also parents to children that will not be able to get vaccinated until the fall.
- PACC continues to advocate for vacation deferral and program curtailment issues on behalf of P&A employees.
- PACC is working with OHR to collect data related to the Annual Report on Employee Compensation.
- PACC continues work with OHR on further development of the [parental leave planning tool](#).

4. OHR Updates

Mary Rohman Kuhl, director, Total Compensation, provided the following OHR updates:

- Human Resources (HR) leads are encouraging supervisors to have conversations with employees about their engagement in advance of the engagement survey, which will be distributed in the fall 2021.

- The Administrative Policy: *Vacation Donation Program for Civil Service and Union-Represented Staff* will be presented to the PAC in April.

5. CSCC Discussion: Demilitarization Resolution

CSCC members had a preliminary discussion about the [current draft of the demilitarization resolution](#), and Beseman explained that at the request of Professor Phil Buhlmann, chair, Faculty Consultative Committee/Senate Consultative Committee, the CSCC will draft a statement outlining CSCC's position on the resolution, to be read aloud at the next University Senate meeting. Committee members provided the following input:

- The document doesn't appear to have incorporated any of the feedback given by CSCC in previous consultations.
- The resolution lists consultations with CSCC, but the resolution that the committee consulted on was significantly different from the current version.
- The resolution does not detail how the response time may change in an active shooter situation on campus.
- Some members expressed concern about University of Minnesota Police Department (UMPD) funding being redirected to students.
- The resolution relates to an issue that the MSafe Implementation Team will be discussing in the fall.
- Significant committee concern about the lack of input from the UMPD about the impact of the resolution.
- Committee members wondered if it is within their scope as a consultative committee to dictate what equipment another department uses for their job functions.
- Changes to the UMPD should focus on training and programming before a discussion about equipment.
- The resolution does not take into account the long term effects to UMPD and the impact that demilitarization would have on the staff that will be on campus for years.
- Some members expressed support for the views of the students.

CSCC members voted on whether to support the resolution. There were 13 members that voted against the resolution, and one member that voted for it.

6. Subcommittee Reports

Civil Service Communications and Outreach Subcommittee

The Civil Service and P&A Senates hosted a successful webinar entitled, "Mindfulness, Morsels, and Movement: Feeding the Body and Mind" on February 17, 2021. [A recording of the webinar is posted on YouTube](#). The Civil Service and P&A Senates will host another webinar in April.

Civil Service Compensation and Benefits Subcommittee

The Civil Service Compensation and Benefits Subcommittee met on February 10, 2021. Donna Saathoff and Erik Mundahl, Office of Human Resources (OHR), attended to discuss the new Performance Appraisal Tool (PAT), which is rolling out, but has not yet been implemented in all departments. The new appraisal tool is more goal oriented, which subcommittee members were pleased with, expecting that the new format will lead to a more continuous conversation between employees and supervisors throughout the year as opposed to a one-time discussion.

Civil Service Employment Rules Subcommittee

The Employment Rules Subcommittee recently discussed involving more members of the subcommittee when employees ask for assistance and/or clarification to increase rules comprehension across the subcommittee.

Note: The [chairs report](#) was submitted in advance of the meeting.

7. CSCC/Civil Service Senate Discussion: [Demilitarization Resolution](#)

Civil Service Senators joined the meeting, and Beseman explained that the Demilitarization Resolution will be brought by the students to the University Senate for discussion in March and a vote in April. The civil service leadership, he said, has been asked to write a position statement on behalf of civil service employees, to read at the March University Senate meeting. Committee members and senators provided the following feedback on the resolution:

- The narrative is missing the counterpoint - the rationale for why UMPD needs the weapons.
- Grouping militarized style firearms with militarized equipment is problematic, and we are putting our officers at risk by not allowing them the equipment to protect themselves.
- UMPD officers are in close proximity to downtown Minneapolis, and crime that occurs in the city can also affect campus or the surrounding area.
- By divesting, the University is sending a message that we do not support protecting our officers.
- Some agreed that weapons should be examined for necessity, but not equipment.
- The document focuses on equipment and weapons but not on interactions that the UMPD has with students, which students have expressed concern with.
- The document does not address training for officers.
- The officers are expected to de-escalate situations, and starting an interaction with a military weapon in hand is not de-escalation.
- Some expressed concern about how broadly weapons and equipment were defined.
- The document lists that CSCC was consulted, but the document presented to the committee was very different from the current version, and does not incorporate the feedback that was provided by members.

Beseman then asked members to vote on whether they supported the resolution, in full. Poll results reflected that 90% of attendees did not support the resolution. Beseman thanked everyone for their input.

With no further business, Beseman adjourned the meeting.

Bobbie Erichsen
University Senate Office