

2017-18 UNIVERSITY OF MINNESOTA

MAY 10, 2018

CIVIL SERVICE SENATE MINUTES

The second meeting of the Civil Service Senate for 2017-18 was convened in 3-100 Mayo on Thursday, May 10, 2018 at 10:00 a.m. Checking or signing the roll as present were 20 civil service members. Chair Ray Muno presided.

1. PREVENTING SEXUAL MISCONDUCT TRAINING

Kathy Brown, vice president, Office for Human Resources (OHR), joined the meeting to seek advice about engaging civil service employees to complete the training. She told committee members that the due date to complete training is June 30, and the completion rate is 41% for supervisors and 28% for faculty and staff. Brown stressed that if we truly want to be a zero-tolerance campus, then taking the training is a very important piece. Communication plans have been built, Brown explained, and OHR will be sending reminders in the weeks leading up to the due date. The link to complete the training will be highlighted on MyU as well, and Brown said she is looking for any other suggestions that the senate may have. Committee members provided the following feedback:

- Update the time expectation of the training from one hour to 2-3 hours so that employees understand the commitment. Perhaps work with the vendor to include a progress tracker on the training.
- Make the link more accessible. Members explained that they had to dig through Canvas to find the link, and that some emails did not have the link included.
- Ask colleges and units to highlight the training in their individual newsletters.
- When sending emails about the training, make sure that is the only subject of that communication.
- Develop a special recognition for departments or units that have 100% participation, similar to the engagement survey.

Brown thanked members for the feedback and explained that some of these suggestions have already been implemented. She also raised the idea of withholding merit pay for employees that have not completed the training, and asked members for feedback on that strategy. Members expressed that it seemed heavy-handed and suggested that perhaps the responsibility could be shifted to the supervisors along with the message that failure to engage employees could be a negative reflection on the department. Brown told members that the HR leads had recently been given lists of employees that are out of compliance, and suggested that hopefully that information will help facilitate local outreach campaigns within colleges and units.

Muno thanked Brown for bringing the issue to the senate, and thanked her also for all of the work she has put into building a strong relationship with civil service governance.

2. OFFICE OF CONFLICT RESOLUTION

Muno introduced Bruce Grosland, interim director for the OCR, and explained that civil service senators are often contacted by civil service employees seeking advocacy or support services. He asked what services OCR provides to civil service employees.

Grosland provided members with an [overview](#) of the work that OCR does, and explained that the goal of OCR is to resolve workplace conflicts using the following methods:

- Informal resolution
- Consultation
- Mediation
- Peer review/ peer hearing (appeals go to the Provost for review)

OCR services extend to student employees, civil service employees, P&A employees and faculty, Grosland explained. He said the office supports all five system campuses, however they work out of the Twin Cities campus. Issues that come up on system campuses are sometimes resolved over the phone, Grosland said, but when needed, he travels to campuses to work through employee conflict issues.

Grosland told members that the services OCR provides are at no cost to the employee or the department.

3. CIVIL SERVICE CONSULTATIVE COMMITTEE REPORT

Muno reported a successful year for the Civil Service Consultative Committee, and highlighted the following accomplishments:

- The communications subcommittee was reestablished
- The committee resumed sending newsletters and scheduling brown bag presentations for civil service employees
- The committee worked on continued engagement with OHR

Muno also presented a month-by-month [year in review](#) to update senators on the work of the committee.

4. EMPLOYMENT RULES REVISIONS

Jean Otto, chair, Employment Rules Subcommittee, reminded senators that the Civil Service Employment Rules were amended in the fall, and approved at the Board of Regents meeting on December 15, 2017. Otto explained that a second round of amendments was done in the spring to adopt the new Parental Leave for Employees policy, at the request of OHR. The language, she said, reflected the OHR policy almost exactly. Otto explained that the CSCC approved the final language on behalf of the Civil Service Senate at their April 19, 2018 meeting so that the language could be approved by the Board of Regents at their May meeting. In closing, Otto told senators to contact her if they have questions or receive questions about the rights of civil service employees.

5. CIVIL SERVICE SUBCOMMITTEE REPORTS

Compensations and Benefits Subcommittee

Terri Wallace and Terry Beseman, co-chairs, told the senate that they started the academic year by asking the subcommittee to make a list of priorities for the year. The following six topics were identified:

- Merit pay
- Vacation donation
- Bereavement leave
- Short and long-term disability benefits
- Parental leave
- Benefits comparison between P&A and Civil Service employees

The chairs reported that they have spent considerable time working on the Vacation Donation program, most notably received approval from the P&A senate to ask OHR to allow P&A employees to donate time to Civil Service employees, system-wide.

Regarding bereavement leave, Beseman explained that the subcommittee reviewed the P&A Bereavement Policy and adopted the language into a Civil Service policy, which has been submitted to OHR for review. Beseman said the policy allows for three days of leave for immediate family member deaths, and

an additional two days when an employee has to travel out-of-state or deal with other extenuating circumstances related to a death in the family.

Terry Beseman also thanked Wallace for her six years of service to civil service governance.

Communications Subcommittee

Missy Juliette, chair, noted the following subcommittee accomplishments for 2018-19:

- The committee added outreach to their charge
- The committee drafted a welcome email to be sent to all new civil service employees, and began sending them out monthly to new hires.
- The committee built a schedule to ensure that the New Hire Orientations were staffed with civil service representatives.
- The committee sent consistent newsletters and saw a 55% open rate, on average.
- The committee developed an operations manual to distribute to new civil service senators.

Juliette told members that the subcommittee also hosted brown bag sessions for civil service employees throughout the year, and plans to make those sessions more consistent in 2018-19.

6. CSCC MEMBER APPOINTMENTS

Muno announced the following CSCC appointments for the 2019-19 year:

Terry Beseman, Twin Cities, At-Large
Sanoa Hagen, Twin Cities, Academic Health Center
Hilary Strander, Twin Cities, Academic Affairs
Mary Zosel, Morris
Nan Thurston, Crookston
Elise Diesslin, Rochester

Committee members approved the slate with no opposition.

7. TOPICS FOR 2018-19 DISCUSSION

The following topics were submitted for 2018-19 consideration:

- merit pay;
- performance evaluations;
- additional senate meetings;
- continued bereavement leave policy work; and,
- tax implications of pre-tax parking and other programs (wellness).

Muno echoed Beseman's appreciation for Wallace's work in governance and with no further business, he adjourned the meeting.

Bobbie Erichsen
University Senate Office