

Civil Service Consultative Committee (CSCC)
May 18, 2017
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 reflects the view of, nor are they binding on the senate, the administration, or the Board of Regents.

[In these minutes: Annual IT Governance Discussion; P&A Senate Resolution on Parental Leave Equity; Discussion with Chad Burkitt from MSRS; Elections; Reports; Approval of CSCC Operating Manual; Consultation on Changes to Three Performance Appraisal Programs]

PRESENT: Duane Orlovski (Chair), Terry Beseman, Colleen Dennie, Patti Dion, Missy Juliette, Ray Muno, Becky Nelson, Jean Otto, Kim Schultz, Alan Van den Berghe, Terri Wallace, Gary Willhite

REGRETS: Cynthia Lawson, Bobbie Lundberg

GUESTS: Chad Burkitt, legislative liaison, Minnesota State Retirement System; KT Cragg, End User Support, Office of Information Technology; Corinne Komor, member, P&A Senate Benefits & Compensation Subcommittee; Ian Ringgenberg, chair, P&A Senate Benefits & Compensation Subcommittee; Joshua Ruegg, End User Support, Office of Information Technology

1. ANNUAL IT GOVERNANCE DISCUSSION

Joshua Ruegg and KT Cragg from End User Support in the Office of Information Technology (OIT) joined the meeting to solicit feedback from the committee regarding IT priorities for the next academic year. They asked the committee to respond to a few questions.

What feedback do you have for IT this year?

Members had the following responses:

- Google classes are good, but there should be additional classes developed on tips and tricks in these programs
- More Excel courses are needed
- Develop Visio course for process maps
- IT liaison program should be continued as it provides a great service to units
- In-person training is better than self-help guides
- Separate SMC instances being incorporated into the main University instance while retaining privacy rights for incorporated instances
- Wireless access is still an issue on sublevels, which is a greater issue when ethernet access is also unreliable
 - KT Cragg noted that the wireless network upgrade project will provide new access points on campus and the wireless access should be more stable and secure
- 10-year lifetime for a network is too long to wait for an upgrade
- It does not help to upgrade lines running into buildings if the infrastructure within the building cannot be upgraded at the same time
- Recent data breach through Google
 - Joshua Ruegg reported that the University was minimally hit through this breach, and worked the next day to reset all affected accounts. The University is piloting duo authentication for all applications that require a University log-in, such as email.
 - Members noted that duo authentication will not be helpful if a person's phone number is stolen at the same time.

- Central storage is at capacity so units are being directed to use Google because it's free, but this does not serve research data which needs to be protected
- Transferring ownership issues with items created in Google; this is a large problem when work is created by a graduate student who does not have a defined ending point with the University

What are IT resources that you see at other institutions or private companies that the University should consider?

Members had the following responses:

- Domain issues with Google need to be resolved
- Accessing applications requires specific browsers, and there is no consistency in this requirement. A unified platform across the University would free up IT time for other ventures. At a minimum, users should be told why a specific browser is being recommended so they understand the consequences of using a different option.
 - Joshua Ruegg noted that each part of PeopleSoft prefers a different browser. This requirement is set by Oracle
- SMC only has two administrators; there should be more flexibility for units to make changes
- PCard and My Wallet still require a user to print a paper copy of a receipt to sign, and then scan and attach it to resolve the transaction. This is even required when the receipt is electronic.
 - Missy Juliette said that this is a policy issue, not a software issue.
- Event calendar issues with calendar view and recurring events

What is working well?

Members had the following responses:

- Current support is great
- Units receive quick responses and actual help
- Communication is improving

Joshua Ruegg and KT Cragg thanked members for their feedback, noting that some of the same issues have been noted by other groups as well.

2. P&A SENATE RESOLUTION ON PARENTAL LEAVE EQUITY

Ina Ringgenberg and Corinne Komor from the P&A Senate Benefits and Compensation Subcommittee then joined the meeting to discuss a resolution on parental leave equity that had been approved by the P&A Senate earlier this semester. Currently, non-birthing parents are only provided two weeks of paid leave, which, when compared to other institutions, is lower and insufficient for bonding with newborn or adopted children. The resolution asks for equity for all parents.

Q: What was the response from OHR? Is there a benefit that would need to be decreased in order to afford this change?

A: Implementation by OHR was not part of the decision process by the P&A Senate, as the Senior Leaders Group will determine if a change will be made. The P&A Senate also did not consider if this change would be cost neutral. Its view is that two weeks of paid leave is egregious for a major employer.

Q: Do P&A prefer this benefit change to a reinstatement of the Regents Scholarship?

A: This question was not posed either. Parental leave was considered on its own merits as a way that the University is not supporting its employees.

Q: Did P&A consider the use of sick time instead of increasing paid time off?

A: P&A do not receive sick leave so that was not an option. Currently sick leave can only be used for medical purposes, which is not the case for adoption or non-birth parents.

Members made the following comments:

- Parental leave is a common issue for all employees and the current offering makes the University less competitive in attracting and retaining employees
- Better alignment is needed between P&A and CS benefits
- Could donated sick time be used for CS employees?

In closing, the majority of members voted to endorse the resolution.

3. DISCUSSION WITH CHAD BURKITT FROM MSRS

Duane Orlovski welcomed Chad Burkitt, legislative liaison, Minnesota State Retirement System (MSRS) to the meeting to discuss Civil Service employee involvement in MSRS and the state of this year's legislation.

Chad Burkitt reviewed a series of slides with the committee. He said that MSRS is a state agency that administers five mandatory plans (the University participates in the General Plan) and three defined contribution plans (DCPs), including the Health Care Savings Plan (HCSP). The University's Civil Service employees participate in the HCSP at severance, which is the most common way to participate in this plan.

He then presented a snapshot of the financial status of the plans as of July 1, 2016. He noted that the values in the plans are uniform between years, but can fluctuate with the market. Current challenges to the plans include people living longer which creates a longer payment period and lower interest rates.

He said that legislation was introduced last year and again this year to address the \$3.1 billion unfunded liability that exists. Prior to the recession, the plan was funded at 100 percent but this decreased to 65 percent before reforms were put in place in 2009 to improve the funding level. This reform include the cost of living adjustment (COLA) increase being changed from 2.5 percent to 2 percent.

The current funding path is not sustainable and will be below 40 percent in 30 years if no changes are made. This is the reason for long-term funding changes being presented to the legislature the last two years.

The next slide presented the MSRS proposal and the current state of the legislation:

Provision	MSRS Board Proposal	Currently in Omnibus Pension Bill
Employee Contributions	6% in FY 2018	5.75% in FY 2018 and 6% in FY 2019
Employer Contributions	7% in FY 2018 8% in FY 2020	5.875% in FY 2018 and 6.25% in FY 2019
COLA	Lower to 1.5%	- 1.0% for CY 2018 – CY 2022 - 1.5% for CY 2023 and thereafter - Persons retiring after 2023 before their normal retirement age will start receiving a COLA the later of 18 months (pro-rated) or the January 1, following attaining normal retirement age.
COLA Trigger	Removed	Removed
Deferred Augmentation	No Change	Augmentation ceases accruing on all benefits on January 1, 2018. Augmentation that has already been applied to deferred benefits will still apply.
Refund Interest	No Change at 4%	Beginning July 1, 2017 new interest accruing on refunded contributions will accrue at 3%
Early Retirement Factors	Actuarial Equivalent	Actuarial Equivalent – Expensive changes phased in through 2023

Chad Burkitt said that the bill is on the general register and a vote might be taken on Sunday night.

Q: Is there a separate administrative fee for participation in the HCSP?

A: The DCPs are self-funded so their administrative fees are higher than the mandatory plans in order to comply with IRS regulations.

Q: What is the current life expectancy?

A: 86.6 years for women and 86.2 years for men from age 65.

Q: Has there been an increase in early retirees?

A: No, likely because health care is expensive and insurance costs are high. The average retirement age for all employees who do not hit the Rule of 90, not just University employees, is 65.3 years.

Q: Can an employee pull their money out from MSRS?

A: Yes, but then they forfeit the employer contribution if they are not retirement age.

Q: Why is the employee contribution being phased in when it does not cost the state anything?

A: The increase is being phased in since a general guideline for the General Plan is that the employer contribution is always higher than the employee contribution.

Q: Who can employees contact regarding this legislation?

A: If an employee likes the state of the current bill, they should contact democratic legislators; if they want the bill to change, they should contact republican legislators. A good first step is to talk with their own legislators.

4. ELECTIONS

The following individuals were elected as the 2017-18 Subcommittee Chairs:

- Communications – Missy Juliette
- Compensation & Benefits – Terri Wallace
- Rules – Jean Otto

CSCC agreed to elect its two Committee on Committees members via email after providing another opportunity to confirm nominations.

CSCC agreed to the following reappointments/appointments to fill open seats for 2017-18:

- TC At-Large – Reappoint Christopher Herbst
- TC VP for Health Sciences – Bobbie Lundberg and Duane Orlovski moved from CSCC; Reappoint Nicole Newville; Appoint Tanith Broom

5. APPROVAL OF CSCC OPERATING MANUAL

After receiving various technical changes at the meeting, members agreed to approve the manual via email once a new version could be distributed.

6. CHAIR'S REPORT

No report

7. SUBCOMMITTEE REPORTS

Communications

Becky Nelson noted that the next newsletter will be sent early next week.

Compensation and Benefits

No report

Rules

Jean Otto noted that the next working group meeting is today, and AJ Van den Berghe will be joining the subcommittee. She attend the West Bank Civil Service employee meeting and was able to review the proposals for this year and the process for approval.

8. CONSULTATION ON CHANGES TO THREE PERFORMANCE APPRAISAL PROGRAMS

Patti Dion described the changes being proposed to three performance appraisal programs:

Unit 1

5-point scale was only being used for essential functions but will be used for competencies as well. Goals will only be used for 30 percent of a performance evaluation versus 70 percent for essential functions.

Unit 2

5-point scale is reduced to 3-point scale; questions on self-assessment reduced from 8 to 4.

Patti Dion noted that on a 5-point scale, 3 is proficient. Many units cannot find ways to utilize two steps below proficient, which is why some change to a 3-point scale.

Unit 3

The old version of the form had many open-ended questions and in most cases supervisors were not providing very much information. Supervisors were complaining that the form took too long to complete and that they did not know what to write (often causing them to write the same thing from year to year). Employees were complaining that they were not getting very good feedback. Both supervisors and employees complained about the electronic system being clunky and hard to navigate. They also felt like there was a lack of communication throughout the process.

The changes made include:

- Took bullet points of the open-ended competency questions from the previous format and turned them into multiple choice questions, where a "rating" is chosen for each question. Also, provided a comment box for more details for each competency.
- Removed the goal section all together because very few people were completing it
- Changed the electronic tool used to administer the review. The new tool gives greater flexibility on the work flow, but also allows more steps within that work flow to be automated. For example, for each step within the process, the new system sends custom emails to the person responsible for that step with links that leads them to that specific review within the system; increasing communication and cutting down on the need for people to navigate through a system they only use once a year.

The overall questions are the same, just formatted differently. The rating scales remain the same.

Members noted that goals should not be removed completely. Patti Dion stated that goals have simply been removed from the performance appraisal process, not from the evaluation process. She said that goals can be challenging to create as part of the performance appraisal process as some positions cannot stretch beyond their core job duties or capacity is missing due to circumstances beyond an employee's control.

9. OTHER BUSINESS

With no further business, Duane Orlovski thanked the members for their service this year and adjourned the meeting.

Becky Hippert
University Senate