
The University Senate

FACULTY · STUDENT · P&A · CIVIL SERVICE

UNIVERSITY OF MINNESOTA

Civil Service Consultative Committee (CSCC)

January 13, 2022

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: [Update on Work. With Flexibility. Guidelines; Proposal and Vote: Changes to Floating Holidays; Committee Discussion: Town Hall; Vote: Central & Administrative CSCC Appointment; Civil Service Representatives for the Market Refinement Project; Office of Human Resources Updates; Chair's Report]

PRESENT: Missy Juliette (chair), Tony Fussy (chair-elect), Terry Beseman, Joey Best, Lorri Chapman, Thomas Donaghy, Meredith Schnieder

REGRETS: Elise Diesslin

GUESTS: Ken Horstman, vice president, Office of Human Resources (OHR); Heather Kidd, director, Payroll, OHR; Mary Rohman Kuhl, senior director, Total Rewards, OHR

OTHER: Adolfo Carrillo Cabello, Stacy Maher, Kate Stuckert

Missy Juliette welcomed the committee and the members introduced themselves.

1. Update on Work. With Flexibility. Guidelines

Ken Horstman, vice president, Office of Human Resources (OHR), provided an update to the committee on the newly instituted [Work. With Flexibility Guidelines](#).

Horstman said that when OHR released the guidance in the summer of 2021, it was with the understanding that there would be challenges with the University's decentralized environment and letting separate units formulate their own processes with regard to facility space and time. Horstman noted that OHR also wanted to see how people would solve those issues and evaluate the data to see if a broad approach could be taken systemwide. He also said that the Delta COVID-19 variant created a situation where OHR could not purposefully implement a hybrid strategy. Horstman told the committee that as the University moves into 2022, the University will

still be at a point where OHR needs to learn about a hybrid work strategy in a non-pandemic setting so we can decide how *Work. With Flexibility.* could work at the University.

A CSCC member inquired about results from the Employee Engagement Survey, and Horstman advised that 78% of staff and 64% of faculty completed the survey. He said both faculty and staff reported that roughly two-thirds are in a hybrid arrangement with 10% fully remote and 36% of staff on-site all the time. He said there is a broader initiative around space utilization and planning for how the University uses its space and facilities in the future which is a significant component of how we work. There has also been some discussion about how directive the University should be in establishing a hybrid work policy. Horstman noted that OHR is receiving concerns from staff about their ability to work remotely in different areas of the University. In recent conversations with the AFSCME technical and clerical unions, the University has agreed to set up a pilot through June 30, 2022, with an informal panel in OHR to listen to cases where union employees disagree with supervisor decisions not to let them work remotely. OHR expects that the unions will want to continue having that panel.

Terry Beseman noted that there has been discussion about employees that are working out of state and that the University only has agreements with Michigan, North Dakota, and Wisconsin. Beseman asked if there are plans to change that. Horstman responded that the University has put a lot of effort into increasing tax registration in other states. Approximately half of the employees working out of state are located in the Dakotas or Wisconsin. Horstman noted that each state has unique leave laws and compliance issues, which is a challenge in trying to manage employees working outside of Minnesota. He also said that as the University looks at how the workforce is changing nationally, the University is going to have to figure out how to support people working in other states. Beseman also noted that his department recently lost two people that requested to work out of state because the University said that they could not accommodate them. Horstman said that there will likely be a review in the future of what the University can and should do. He also noted that the University is registered for tax agreements in 33 states.

Juliette noted that AFSCME has a panel to review the hybrid work arrangements if denied by a supervisor and asked Horstman what he recommends for a civil service employee running into this issue. Horstman responded that there is not currently an appeal panel in OHR; however, he would consider the idea and noted that they may not have the capacity at this time to implement a review panel.

A CSCC member asked why the two personal holidays were given to staff. Horstman advised that President Joan Gabel wanted to recognize staff efforts over the course of the pandemic and provide time for folks to observe Juneteenth.

2. Proposal (and Vote): Changes to Floating Holidays

Heather Kidd, director, Payroll, OHR, advised that OHR and the Academic Calendars Task Force are looking for ways to make Juneteenth an official holiday at the University. The academic task force decided that no classes will be held this year on Juneteenth.

Tony Fussy asked what the best way is to advocate for an additional day. He mentioned that the University could look to other Big Ten universities and local corporations to compare. Rohman Kuhl will bring this feedback back to OHR.

Fussy made a motion to ask the Office of the President and OHR to add Juneteenth as an additional holiday to the academic calendar rather than reassigning an existing floating holiday. CSCC voted unanimously to approve the motion.

3. Committee Discussion: Spring Town Hall

Juliette led a discussion about whether a town hall forum should be held in spring 2022 for system campus civil service staff. It was decided that she will reach out to system campus senators to determine if such a forum would be beneficial.

4. Committee Vote: Central & Administrative CSCC Appointment

Juliette told members that Erik Swanson, Central & Administrative Services representative on the Civil Service Senate, has been nominated to fill a vacant seat on the CSCC, and requested a motion to approve the appointment. Members unanimously approved Swanson's appointment.

5. Civil Service Senate Representative(s) for Market Refinement Project

Juliette shared that OHR is requesting that CSCC help in recruiting civil service representatives from Student Services and the Libraries and Museums job families for the Market Refinement Project. Beseman suggested sending an email to the civil service senators to ask for nominations.

6. Office of Human Resources (OHR) Updates

Mary Rohman Kuhl, senior director, Total Rewards, OHR, provided the following updates to the committee:

- OHR continues to support workplace flexibility, especially in light of the Omicron COVID-19 variant. People are encouraged to get a booster. It is not currently required by the University, however, MyU will be enhanced to allow booster information to be uploaded.
- Rohman Kuhl reminded the committee that employees can get eight free confidential therapy sessions that are available through the [Employee Assistance Program](#). She also said that employees can access mental health services through Medica. She noted that there are a lot of great resources available to employees.
- OHR is providing guidance to new employees for uploading COVID-19 vaccine documentation into MyU. Currently, a new employee does not have access to upload vaccination documentation into MyU until the first day of employment.

5. Chairs Report

Juliette provided the following updates to the committee:

- The Senate Consultative Committee (SCC) met on November 22, 2021, to learn more about the potential changes to the [Board of Regents Policy: Namings and Renamings](#).
- On November 22, 2021, and January 10, 2022, CSCC leadership met with Kate Stuckert, director of operations, Office of the President, to discuss three searches that launched: 1)

vice president for research, 2) vice president for equity and diversity, and 3) a chancellor for University of Minnesota Duluth. In addition, they discussed the *Work. with Flexibility.* guidelines; the Juneteenth holiday; the Athletics policy review; and the postponement of the [Board of Regents Policy: Code of Conduct](#) review until the spring 2022 semester.

- The SCC met on December 14, 2021, to discuss the audit findings around academic and research misconduct. The findings pertain to two policies: [Board of Regents Policy: Academic Misconduct](#) and [Administrative Policy: Research Misconduct](#).
- On January 7 and January 10, 2022, CSCC leadership met with Mary Rohman Kuhl, senior director, Total Rewards, OHR, and Peter Helgeson, senior employee relations consultant, OHR, to discuss the addition of the Juneteenth holiday. At this time, OHR is not suggesting adding another holiday, but shifting one of the other floating holidays. They also discussed how the compliance with the vaccine mandate is going, as well as, disciplinary procedures. Helgeson shared that 99.7% of civil service staff have responded and that there are very few that are non-compliant.

With no further business, Juliette adjourned the meeting.

Bobbie Erichsen
University Senate Office