

CIVIL SERVICE CONSULTATIVE COMMITTEE  
Minutes of the Meeting  
October 23, 2014

[These notes 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 notes represent the views of, nor are they binding on, the Senate, the Administration or the Board of Regents.]

In these minutes: [Job classification system redesign; civil service employees on other Senate committees; civil service appointments for Committee on Committees; upcoming Civil Service Senate meeting; statements from CSCC for the University Senate; old and new business]

PRESENT: Bill O'Neill, chair; Gordon Fisher, vice chair; Duane Orlovski, Kevin Prigge, John Paton, Jean Wang, Terri Wallace, Lyn Hegrenes, Samantha Duke,

REGRETS: Patti Dion, Carolyn Davidson

ABSENT: None

Chair O'Neill convened the meeting and welcomed committee members.

### **1. Job classification system redesign**

Terri Wallace, chair, Compensation-Benefits Subcommittee, presented information about the job classification system redesign currently under way and distributed a document with some pertinent data about how it might affect civil service employees. She noted there were inconsistencies in the figures available to her, and said numbers did not reflect the status of appeals nor reflected how many people chose to stay in their current classification.

The committee expressed interest in inviting Sheila Reger, human resources consultant, Office of Human Resources, to discuss the redesign and help understand the data. Co-chair Fisher said he felt the process was not very transparent, and he had had difficulty getting information. O'Neill noted committee members should have a better understanding of the study so they can explain it to their constituents. Civil service members want to know how it affects them, their salary, and their career.

The committee discussed issues to raise with Reger, and O'Neill said he would extend an invitation to her for the next meeting.

### **2. Identifying civil service representatives on other committees to report back to CSCC**

The committee discussed civil service representatives on other committees and asking them to discuss the work of those committees and any potential civil service impact with CSCC. O'Neill said he would begin by contacting representatives on the Equity, Access, and Diversity, Finance & Planning, and Social Concerns committees and the Senate Committee on Faculty Affairs retirement subcommittee. Members agreed it would be familiar with each committee's charge as they moved forward on this.

At the previous meeting, John Paton and Jean Wang were charged with developing a list of issues to discuss with the representatives. Wang and Paton presented a draft to the committee, and it was agreed that the document would be put in a shared Google document so committee members could make comments and suggestions.

### **3. Civil service appointments for Committee on Committees**

O'Neill asked committee members if they had any suggestions as to whom to appoint to the Committee on Committees. None were offered. Fisher reiterated that they had previously agreed how important this step was in the work of the CSCC. Fisher asked Mary Jo Pehl, Senate Office, to find out if this could be handled via a nomination and application process through the Senate office. O'Neill said he would also contact Stacy Doepner-Hove for any ideas on how to proceed.

### **5. Civil Service Senate meeting in November**

The committee spent time discussing possible agenda items for the Civil Service Senate meeting the following month. Ideas included inviting someone from the Office of Conflict Management and/or the new director of Benefits and Compensation to present information. O'Neill said in the chair's report he planned to discuss the committee's goals for the upcoming year. There will also be a review of committee's rules and possible changes to them.

### **6. Statements from CSCC forwarded to University Senate**

O'Neill asked the committee if there were any issues that might result in drafting a statement of support or concern to the University Senate. He said he'd found that many other committees had done so on various issues, and he felt a statement would give the Senate an idea of what civil service is and does. Wallace added that such a statement might give the committee focus. O'Neill said one possibility is support for the Strategic Plan implementation, and Fisher agreed. O'Neill said the committee would continue its discussion on statements and resolutions.

### **7. Employee Engagement Survey**

The committee discussed the current and previous employee engagement survey. There was a general consensus that the results of the previous survey had not been distributed or communicated. O'Neill said the committee needed to keep abreast of the results of the current survey, and the committee discussed the possibility of inviting Brandon Sullivan, human resources director, Leadership and Talent Development, Office of Human Resources to a spring meeting to discuss the survey.

### **8. Old and new business**

Duane Orlovski said he was working on further elements of the communications plan and would put the latest draft of the plan into a shared Google document to garner feedback from the committee members.

Fisher said in his civil service presentations at new employee orientation, he was spreading the message about civil service endeavors and telling people there were opportunities to serve at the

subcommittee level. He encouraged committee members to also communicate civil service committee work in their day-to-day interactions with fellow employees.

O'Neill discussed the possibility of an orientation document or manual for new committee members, and Fisher suggested that be addressed in the spring.

O'Neill said he was waiting for information from Parking and Transportation Services about the parking rate increase. He said people have raised concern that the rate increase is unfair as it is greater than the cost of living pay increase. Fisher said it would very beneficial to get the necessary information and report back to constituents accordingly.

Wallace and O'Neill suggested having brown bag lunches as information forums for civil service employees. Fisher felt there were other more pressing issues at present, and Wallace said it could be on the committee's radar for the future.

O'Neill said he planned to visit the coordinate campuses in an effort to garner more participation from civil service employees on those campuses, and said he was also writing a letter to the chancellors about the issue.

Hearing no further business, Chair O'Neill adjourned the meeting.

Mary Jo Pehl  
University Senate Office