

InTouch

Check out the Civil Service
Committee Web site:
<http://www.socsci.umn.edu/civilser>

Newsletter of the Civil Service Committee

Winter 2001

PERSPECTIVES FROM THE CHAIR:

Most chairs of the Civil Service Committee serve in that capacity in the last year of their term. It is no exception with me — this is my last year on the committee. I've been part of the CSC since November of 1995 when I started with no idea of what the committee did. Since then I've learned a tremendous amount about how the University works and have met many wonderful people. It has been a fantastic way to network and this has enabled me to do my job and committee work more effectively. The topics I've been most involved with are professional development, communications, and staff recognition.

The committee structure had just changed when I joined - it increased from 9 to 15 members. By doing that, I think we've accomplished far more than a smaller committee could. During the last five years, we've had a stronger role in the compensation process, increased funding for professional development, and heightened employee recognition with the creation of Staff Day.

We continue to review and revise the Civil Service Rules, handle JEQ disputes, and promote career development. Newer issues we've been working on include better retirement benefits, possible tuition remission, and legislative contact to support the University's biennial requests.

At our annual retreats we set goals for the coming year (see related article). The goals are then assigned to subcommittees, which do the majority of our work. Any civil service employee can be a member of a subcommittee, so please keep in mind that you can have an active voice in our work even though you are not a formal member of the Civil Service Committee. Check out the CSC web page at <http://www.socsci.umn.edu/civilser> to see a list of our subcommittees with contact information. [Select "About the Committee" and then "Assignments".]

We want to hear your concerns, issues, and questions. Please send us a message at csc@tc.umn.edu. It may take us a few days to get back to you with an answer, but you won't be ignored. You may not agree with every position we take on issues, but keep in mind we are striving to achieve the best we can for the greatest number of civil service staff.

The success of the Civil Service Committee in accomplishing its mission is only achieved through the contributions of individuals. Your participation IS needed.

—Wendy Williamson, Chair, Civil Service Committee

HELP CAMPAIGN MINNESOTA

Campaign Minnesota gives us an opportunity to add our "voice" to the largest campaign ever with a goal of raising \$1.3 billion by 2003 in order to build a better U. This is an exciting time at the University of Minnesota and we can be a part of it. We, as staff, can appreciate the significance of continued financial support for our various departments and colleges. You can support this campaign in a number of ways. You can give to the initiatives highlighted by President Yudof or you can give to a scholarship, project or department dear to your heart. One way to help your fellow Civil Service employees is to give to the Civil Service Professional Development Fund. Once revitalized, this fund will enable staff to be able to receive professional development awards throughout the year. Making a gift is easy. You should have received, at your home, a brochure and pledge card describing giving opportunities for you. Your gift can be made by credit card at <http://www.campaign.umn.edu> or through payroll deduction.

If you have already given to Campaign Minnesota, thank you for your support. If you haven't, please consider participating through the revitalization of the Civil Service Professional Development Fund or some other project special to you.

--Stephanie Dilworth
Faculty and Staff Campaign Committee

THE STAFF DAY COMMITTEE IS BACK AT WORK!

The Twin Cities Staff Day Committee has begun the work of planning the annual Staff Celebration. This event brings together staff from all over the University system to meet, eat and enjoy each other. While our goal is to have a flagship event that you can be proud to attend, we also want to encourage each and every department and college to celebrate in their own way the wonderful accomplishments and contributions made by their employees to the department or college.

The event will again be held in the spring on both the St. Paul and the Minneapolis campuses. We are in the process of solidifying the date and location. The "Top 10 Departments to Work For" will also be awarded on that day. More information on the criteria for winning this award and how to nominate your department will be forthcoming.

The Committee could always use more help. If you are interested in joining us, e-mail or call Stephanie Dilworth dilwo002@café.tc.umn.edu or 612-625-0533.

NEW GOALS, NEW MEMBERS

At its strategic planning retreat August 23, the Civil Service Committee identified four major goals for 2000-2001. Tuition remission for children of staff, more equitable retirement benefits, promotion of career enrichment and job opportunities within civil service, and keeping civil service a vibrant employee group. To achieve these goals, we will need to partner with other employee groups at the University as well as work within our subcommittees. Any civil service employee at the University may join our subcommittees and attend meetings. For more information on subcommittees, visit <http://www.socsci.umn.edu/civilser>.

The Civil Service Committee has seven new members this year: Michael Allen, Facilities Management; Brenda Boever, Academic Advising-Student Affairs, Morris Campus; Hawa Diggs, ALRT Center-Medical School; Joan Vivian Hoffmann, Psychology; Jeffrey Kurland, Mechanical Engineering; Jean Kurata, Laboratory Medicine and Pathology; and Bonnie Marten, H.R. Management Systems Project.

They join current members Wendy Williamson, Economics; Mary Berg, Child Care Center; Rose Blixt, General College; Don Cavalier, Counseling and Career Services, Crookston Campus; Blake Downes, Dentistry; Richard Haney, Recreational Sports, Duluth Campus; Bonnie Jude, University Day Community-General College; Carla Volkman Lien, Applications Maintenance and Development, OIT; Thomas Stark, Facilities Management; Norma Storms, Carlson School of Management; and Gavin Watt, School of Public Health.

-- Wendy Williamson
Chair, Civil Service Committee

CONTACT YOUR LEGISLATORS

This year's legislative budget proposal is particularly important since it will include funding for salaries and health care benefits. Please contact your legislators and ask them to support additional funding for the University. If you are unsure of who your representatives are, contact House or Senate information or your County Auditor.

The House information number is 651-296-2146 (metro) or 1-800-657-3550 (outstate). The Senate information number is 651-296-0504 (metro) or 1-888-234-1112 (outstate).

If you wish to make a donation to candidates, a state political party, a House caucus, or a Senate caucus, you can receive a reimbursement for up to \$50 for single donors and \$100 for married donors. You should receive a receipt (Form EP-3) after you have made your donation and the political reimbursement form can be found on the state Department of Revenue website at:
<http://www.taxes.state.mn.us/misc/forms/pdf/00pcr.pdf>

Further information on the Campaign Contribution Refund Program is included on the instructions for this form.

-- Bonnie Jude and Don Cavalier
Co-Chairs, Civil Service Legislative Subcommittee

THANKS!

Many civil service employees volunteer their time, energy and expertise to serve on: University Senate and Assembly committees, other university boards, committees, and task forces. These volunteers assist the Civil Service Committee in representing you. We thank these individuals for their current activities, and encourage you to contact us if you have an interest in serving on such a group.

Disabilities Issues	Paula Knutzen Roxanne Lewis
Finance and Planning	Susan Carlson Weinberg Stan Bonnema
TC Facilities & Support Services	Kent Rees
Research	Susan Miller
Social Concerns	Jean Niemiec Catherine Forseide John Jensen
Student Affairs	David Lenander
Information Technologies	Jeffrey Johnson
Advisory Committee on Athletics	Duane Nelson
Grievance Advisory Board	Mary Jane Towle
Interim Board, KIOSK	Larry Etkin
Campus Safety and Security	Jim Gregory
University Grievance Board	Norma Storms Jerome Larson Virginia Beckett Joan Hoffmann Tony Diggs Mark Swanson
U Grievance Hearing Officers' Panel	Michael Hunter Mary Tate Tamara Price Janice Filkins Susan Carlson Weinberg
TC Student Union Board of Governors	Richard Straumann
Recreational Sports Advisory Board	Fred Clayton
Occupational Health and Safety	Ginger DeRosier
Emp. Career Enrich. Ctr. Advisory	Richard Straumann
Campus Committee on Food Service	Bonnie Marten
Research Ethics Advocate Advisory	Craig Atkinson

CIVIL SERVICE PAY PLAN**PROPOSED TUITION REDUCTION
FOR DEPENDENTS**

Another legislative biennium begins on July 1, 2001. AFSCME contracts expire on June 30, 2001, and will be up for negotiation. Prior to the last biennium, which began on July 1, 1999, both AFSCME and Civil Service staff received retroactive pay increases after the completion of AFSCME negotiations. The Civil Service Committee (CSC) has again set the goal, which was realized for the first time in the last biennium, of delivering at least part of the Civil Service pay increase at the start of the fiscal year (July 1, 2001). It has been University practice to provide the same percentage increases, in both recurring and current-year terms, to both AFSCME units and Civil Service staff. We do not expect that practice to change next year; thus a July 1 increase date will only affect the timing, and not the overall amount, of Civil Service pay increases.

The CSC Compensation subcommittee is beginning work on a pay plan which will include a modest increase in the first pay period of the year, to be followed by additional money once union contracts are settled. "Modest" in this case means an initial increase well within the range of budget targets and likely contract settlements-- an increase that wouldn't presume to set a pattern advantageous to either University administration or union negotiators during bargaining.

Over the next few months the subcommittee will also be evaluating this year's implementation of merit pay in order to determine whether changes should be made next year.

If you are a civil service staff member interested in helping with this process, or just wish to voice your opinion, please e-mail or call:

Blake Downes, hscsebd@tc.umn.edu or 612-624-5158;
Mary Berg, bergx017@tc.umn.edu or 612-627-4014.

-- Mary L. Berg and Blake Downes
CSC Compensation Subcommittee co-chairs

NEW CIVIL SERVICE RULES BOOK

The latest version of the Civil Service rules book has been available since July 2000. The current rules can also be found at

<http://www1.umn.edu/ohr/ohrpolicy/Governing/Civil/index.htm> on the Office of Human Resources website. If you would like a printed copy, please contact your supervisor.

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-This publication can be made available in alternative formats for people with disabilities. Direct requests to Carla Volkman Lien, ADM, 229 WBOB, 612-625-8886.

-The University of Minnesota is an equal opportunity educator and employer.

-Printed on recycled paper containing at least 10% post-consumer waste.

Tuition remission has been a topic under consideration a long time at the University of Minnesota. The Civil Service Committee has made it a goal this year to fully support its adoption. Information on the plan can be found in the April 20, 2000, meeting minutes of the Faculty Senate; what follows are some key paragraphs from that document.

Beginning in the spring of 1999, the Senate Committee on Faculty Affairs Benefits Subcommittee, representatives of the Academic Staff Advisory Committee, and the Civil Service Committee met to request a new employee benefit: a 50% tuition reduction for dependents of employees enrolled in undergraduate degree programs at the University of Minnesota.

A tuition remission program for dependents of employees that includes a service requirement would be expected to increase attractiveness of employment for those who have dependents who will likely be admissible to the University. It would also reduce turnover because sustained service would be necessary to make use of the benefit. If cost savings from reduced turnover exceed increased costs of a tuition reduction benefit, then the benefit would be costless -- actually improving the efficiency of the University.

The Faculty Senate strongly recommends that the children/dependents of all university employees having accrued 5 or more years of uninterrupted university service be granted a 50% tuition reduction upon being regularly admitted to an approved undergraduate program leading to a bachelor's degree, that the tuition reduction will be applied to half of the tuition for the first 4 years of a child/dependent's enrollment, during periods in which the child/dependent student is in good academic standing; and that the percentage of tuition reduced be increased by 10% for each additional year of uninterrupted service through year 10.

For the full description of the proposed plan, go to http://www1.umn.edu/usenate/u_senate/000420sen.html

-- Joan Hoffmann

2001 Meeting Calendar

Except for the annual retreat, meetings are open to the public. Meetings begin at 9:00 a.m. and run to the conclusion of the business on the agenda, usually about noon.

Meeting dates and locations are subject to change, but are available on the following Web site:

<http://www.socsci.umn.edu/civilser>

January 25	300 Morrill Hall
February 22	250 Wulling Hall
March 22	170 Humphrey Institute
April 26	300 Morrill Hall
May 31	274 McNeal Hall

INTRODUCING THE INSIDE SCOOP; AN ON-LINE EMPLOYEE NETWORKING DIRECTORY

Almost any kind of work imaginable is found at the University. With so much to choose from, it's hard to know what "fits" your criteria for a meaningful and satisfying work life. Before you consider changing jobs/careers or during a job search, the following information is helpful to know:

- What is the day-to-day work really like?
- How many openings tend to come up and how often?
- What is it really like to work in other departments on campus?
- What are the skills, experience, and education/training necessary for the career/job you're considering?
- What is the salary range?
- How do I network and job search most effectively?
- What opportunities for growth exist?

The "Inside Scoop" to the rescue!

The Employee Career Enrichment Program is creating a formal University-wide on-line staff and faculty networking directory. This directory will link employees with other employees who are willing to talk about the work they do. The Inside Scoop can match you with the names of volunteer UM employees who have told us they have the information you want. If you wish, you can then meet in-person, via telephone, or even correspond by email for "informational interviews" of anywhere from 20 minutes to one hour in length.

Our web-site will provide a tutorial on this kind of "networking" so you'll feel confident that you'll know what to say and what to do when you contact a volunteer. Our volunteers will be trained to expect your calls and keep your connection confidential.

When will the Inside Scoop be ready?

We expect the Inside Scoop to be ready during Spring Semester. You will be able to access it from any computer where you have Internet access. You'll be asked to enter what kinds of information you want or what kind of experience you want the volunteer to have. Here are some of the criteria you can search for:

- Name of Department
- Years at the University
- Job Title
- Salary range
- Type of work
- Kind of experience (e.g., work with animals, children, word processing, software, project management, budgeting, accounting)

We are looking for volunteers right now!

Before we can open the Inside Scoop to the University community, we need volunteers. If you are a UM employee (ANY job title, with any number of years of experience at the UM, on any on or off-campus location) you are eligible to become a volunteer. We are looking for everyday employees representing a wide range of job classifications (i.e., job titles), from a variety of departments. You need not necessarily be an "expert" or believe that you know everything you need to know about working in your job. If you are willing to talk to others about your insights and experiences, or about what you do and where you do it, that's all that is required.

You can sign up to be a volunteer at any time and remove yourself at any time. We predict you will only get a few calls a year but you get to set the limits on how many employees you can reasonably speak to. You can learn more about what to expect and how to be an effective volunteer by visiting the Employee Career Enrichment website <http://www.umn.edu/ohr/ecep> or by contacting **Barb Krantz Taylor** (612-626-0561, bktaylor@umn.edu) or **Brian Catrine** (612-625-6649; catri001@umn.edu).

We look forward to hearing from you!

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