

InTouch

The Civil Service
Committee Web site has
moved to:
<http://www.umn.edu/csc>

Newsletter of the Civil Service Committee

Fall 2002

Perspectives from the Chair

I want to thank the outgoing 2002 Civil Service Committee members for their years of service and dedication to the University. Thank you to Mary Berg, Khosi Nkosi, Tom Stark, and Norma Storms for your commitment and hard work on the committee.

Please join me in welcoming three new members to the committee: Rick Densmore, Timothy Tripp and Scott Holm. They have jumped right in and have been appointed to several subcommittee chair positions and have been a valuable asset to the committee since joining us in July.

Also, last year's alternates, Dorit Hafner and Nora Kubazewski were appointed by President Yudof to fill two vacancies. Dorit accepted new responsibilities as treasurer and Nora is our finance liaison with the University Senate Office, Finance and Planning Committee.

We have a wonderful group of people who are willing to work long and hard to carry out the business of the committee and provide thoughtful representation of their constituents. You, however, are the important element in making this committee work, and we want to hear from you! Please send us an email at csc@tc.umn.edu with your thoughts and concerns.

Here are some noteworthy endeavors of our group: legislative contacts to support the University's biennial requests, benefits advisory committee helping shape the University's medical, dental and life insurance plans, annual staff day recognition event coordinated with the bargaining units, delivered a compensation increase across to board, revised Civil Service rules, and supported professional development by granting more than \$2500 in awards.

At our retreat in July, the Committee identified six goals to work on in 2002-03: constituent communications, define/distinguish Civil Service as an employee group, continue cooperation with other employee groups, coordinate campuses fair and standardized interpretation of rules and practices, health and wellness program, Regent's scholarship for used books and fees. This retreat provided an opportunity for our new committee members to interact with our longer-term members. The excitement of the old met the enthusiasm of the new, and it was a wonderful day for us all. Goals were set, priorities discussed and ranked, and action plans were developed to carry out our initiatives.

We are ready to move forward, and as we speak, subcommittees are gearing up. Be a part of this growing and exciting time for the Civil Service Committee. We invite our

constituents to help us achieve these goals by joining and actively participating on one of subcommittees. Join a subcommittee today and bring about positive change at the U of M. I look forward to meeting each of you.

--Carla Volkman Lien
Civil Service Committee Chair

Civil Service Committee



Back row: L to R: Tim Tripp, Joe Jameson, Blake Downes, Brenda Boever, Rose Blixt, Scott Holm, Dorit Hafner, Kathleen Chalupsky, Rick Densmore. Front Row: Nora Kubazewski, Bonnie Marten, Carla Volman Lien, Peg Sherven and Bonnie Jude. Not pictured: Craig Atkinson, Hawa Diggs & John Felipe.

Civil Service Rules Hearings

The Civil Service Rules Subcommittee has met monthly since January to review the rules and recommend changes. The review is near completion. Public hearings will be scheduled for December on all campuses for constituents to review the recommended changes and voice their input. The proposed rule changes will be published on the CSC web-site currently at <http://www.umn.edu/csc> and the dates for public hearings will be published in all campus newspapers and the CSC web-site. Please watch for the public hearing to be held on your campus.

After input from the public hearings, the Civil Service Committee will make final revisions and present them to the Vice President for Human Resources and then to the President. The final form of the changes and the rationale is presented to the President for his review; the rule changes are then presented to the Board of Regents for final approval. The revised rules, once approved, will be posted to the web.

--Kathleen Chalupsky
Rules Subcommittee

University of Minnesota Civil Service & Bargaining Unit Staff Employee Recognition Program

The Office of Human Resources has again partnered with the UM Bookstores as the vendor for the Civil Service and Bargaining Unit Staff – Employee Recognition Program.

This program recognizes employees working at the University with 5, 10, 15, etc., years of service. Employees celebrating a service milestone (defined at five year intervals) will receive a postcard from the Bookstores with information about how to select a gift by phone or on-line.

Many positive comments have been made about the Bookstores gift selection in the past years and we are looking forward to this continued relationship.

Questions about the program can be directed to Millie Volkman, (612)625-2327 or volkm003@umn.edu.

--Millie Volkman



Last Chance for Staff Day Gifts

If you are a civil service or bargaining unit employee and did not receive your Staff Day cooler on June 6th, the gift can still be sent to you. Please send your name and campus mailing address to wendy@umn.edu. The Staff Day Committee wants to make sure that all CSBU employees receive the gift.

--Wendy Williamson
Past Chair

Benefits Information

The U & Your Benefits, September 2002 newsletter has been sent out. If you have not received it, contact Employee Benefits. Open enrollment starts October 16, 2002 and ends November 15, 2002.

Everyone must sign up for dental this year. Dental is now under the U-Plan. Also Choice Plus has changed its name, its new name is Patient Choice. In addition, pay close attention to the care system you are now in with Choice Plus, some of the care systems have moved into different cost groups under Patient Choice for 2003 and your cost may increase significantly. I recommend you review your current care system with the care systems and groups within the 2003 enrollment documents to avoid surprises.

--Joe Jameson
Benefits Subcommittee

Call to Action

Your voice, united with others, can have a powerful impact by generating legislative support for the U. With a state election around the corner, now is the time to join the chorus of voices that are impressing on legislators, and legislative and gubernatorial candidates, the key role that the University has in advancing the state's economy, shaping tomorrow's leaders, and engaging in ground-breaking research.

You don't have to be a political expert to participate. Follow these five easy steps to help ensure that, through adequate funding, the state fully supports the University's aim of achieving excellence as a world-class institution:

1. Communicate with your local legislators and legislative candidates. Share your unique U of M experiences, and tell them about the great things that are happening at the U.
2. Volunteer your time or money to support a candidate's campaign. Do this by distributing campaign materials, going door-to-door, mailing letters or making phone calls for the candidates you support.
3. Let the candidate know that you expect them to support the U.
4. Invite your friends and neighbors to become members of the University of Minnesota Legislative Network.
5. **Vote on November 5th!**



If we all do our part to advocate for issues of importance to the University community, we can all take great pride in the advances that the U makes in research and discovery, teaching and learning and outreach and public service.

An excellent opportunity to interact with our state's future leaders is at local candidate forums and debates. Listed below are some upcoming gubernatorial debates hosted by various organizations. And, don't forget to share any feedback with us at umalumni@tc.umn.edu.

For further updates and general information, please visit the UMAA Legislative Network website
<http://www.alumni.umn.edu/legnetwork>

To find your legislative district visit:
<http://www.leg.state.mn.us/leg/districtfinder.htm>

-- Bonnie Jude
Legislative Subcommittee

InTouch

Newsletter of the Civil Service Committee

A publication of the University of Minnesota Civil Service Committee.

Peg Sherven, Editor

Additional Contributions of copy and material for this issue include: Carla Volkman Lien, Brenda Boever, Kathleen Chalupsky, Sue Dwyer, Joseph Jameson, Bonnie Jude, Nan Kalke, Timothy Tripp, Millie Volkman & Wendy Williamson.

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And Kudos go to ...

The Civil Service Committee wishes to extend our sincere appreciation to the following staff members who have completed terms of service on a wide variety of University committees.

Robert Copeland – Disabilities Issues Committee
Ginger DeRosier – Occupational Health and Safety
Tony Diggs – University Grievance Board
James Gregory – Campus Safety and Security
Catherine Hussain – Social Concerns Committee
John Jensen – Social Concerns Committee
Paula Knutzen – Disabilities Issues Committee
Susan Miller – Research Committee
Jean Niemiec – Social Concerns Committee
Richard Straumann – Employee Career Enrichment

Thanks to ALL of you for your hard work and dedication to the University of Minnesota!

Interested in Community Service?

Many Civil Service employees offer their time and talent to the University of Minnesota community as members of system-wide committees. With a wide array of committee opportunities available, it's a great way to meet new people and engage in meaningful work that strengthens our University.

The Civil Service Committee is **currently seeking applications for two immediate openings** on the [Disabilities Issues Committee](http://www1.umn.edu/usenate/committees/disabilities.html). Please visit the University of Minnesota Senate's web site: <http://www1.umn.edu/usenate/committees/disabilities.html> and learn more about the work of this committee. The application for civil service representation on committees is found on our web site: <http://www.umn.edu/csc>

Interested persons should submit applications to: Brenda Boever, boeverba@mrs.umn.edu, 320-589-6466, 223 Community Services Building, 600 E 4th St, Morris, MN 56267.

Thanks to all of our members who currently serve on committees and we look forward to working with more of you in the future!

--Brenda Boever
 Senate and Assembly Vacancies Subcommittee

Professional Development Funds

Funds are available for professional development activities of civil service people. A professional development activity could be a seminar or conference that is educational and provides the civil service person with knowledge, information, abilities or techniques that enhance the value of the individual at their current position and add potential for future opportunities.

The civil service committee typically gives out two awards a month of one-hundred dollars each. Visit <http://www1.umn.edu/csc/> for the application materials.

--Tim Tripp
 Professional Development Subcommittee

Work/Life Initiative

What is Work/Life?

Work/Life refers to initiatives, programs, policies, and/or services that support faculty, staff and students to meet the University of Minnesota's mission while also meeting their family and personal responsibilities. Work/Life can include:

- *Personal Support* (health & wellness, financial planning, employee assistance counseling, relocation assistance)
- *Training and Education* (life-cycle courses, career development, tuition reimbursement)
- *Flexibility and Time Off* (flexible work options, such as telecommuting, part-time compressed work weeks; sabbaticals, professional development leaves)
- *Family and Dependent Care Support* (child care, elder care)

Why address Work/Life issues?

Organizational payoffs of increased productivity, retention, and improved morale have been the impetus for establishing work/life initiatives in both higher education and industry. Research shows that employees are more motivated, productive, committed and loyal when organizations support their work and life needs.

Many universities across the United States have created work/life offices, programs or centers to coordinate and enhance services that address faculty and staff work/life needs. These initiatives have demonstrated a measurable return on investment.

Why now?

The University of Minnesota is currently facing program and policy issues regarding:

- Balancing workplace flexibility with work needs and competing budget obligations
- Crafting fair and meaningful leave policies across employee groups
- Effectively leveraging the University's work/life resources
- Addressing the need for a range of convenient, economical child-care options
- Providing elder care resource and referral services
- Responding to evolving needs of University faculty and staff

How will this help me?

Employees across all classifications and all phases of the life cycle will find programs and services to help them better manage their work, family and personal responsibilities.

For more information, contact: Anita Rios, Coordinator, 2002-2003 Work/Life Initiative at rios@umn.edu or 612-625-3531, or Nan Kalke, President's Emerging Leader Intern at nkalke@che.umn.edu or 612-624-3778.

--Nan Kalke
 President's Emerging Leader Intern

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2002-3 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.umn.edu/csc>

October 31	Duluth Campus
November 21	274 McNeal Hall
December 19	300 Morrill Hall
January 30	To be announced
February 27	To be announced
March 27	300 Morrill Hall
April 24	274 McNeal Hall
May 29	210 Donhowe
June 26	Coffman Memorial Union

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Areas Represented

- (1) At-large
- (2) Coordinate Campuses
- (3) Executive Vice-President & Provost
- (4) Senior Vice-President for Health Sciences

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Peg Sherven, *Editor*

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