

# InTouch

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

Newsletter of the Civil Service Committee

Winter 2002

## *Perspectives from the Chair:*

My year as Chair of the Civil Service Committee, which is also my final year as a member of the Committee, is nearly complete. Over the past six years I've enjoyed meeting and working with many exceptional representatives of the Civil Service employee group as well as other individuals in the University community. It has been an experience I would highly recommend to anyone.

Last August the Civil Service Committee set four goals:

**1. Partner with other employee groups to pursue common goals such as tuition remission for dependents.** Although tuition remission for dependents seems to remain out of reach, at least for now, partnering with other employee groups in pursuit of this common goal has enabled us to learn more about the Academic Staff Advisory Committee (ASAC), now called the Council of Academic Professional and Administrators (CAPA) and the challenges they have faced in restructuring themselves. We have also had the opportunity to meet with the Chair of the Faculty Consultative Committee and hear faculty perspectives.

**2. Promote positive relations with Civil Service constituents and the University community.** The Civil Service Committee will continue communicating with its constituents by means of an electronic newsletter, the web page (now located at <http://www.umn.edu/csc>), e-mails from the listserv, In-Touch, Brief, and the Kiosk articles. We are adding a Civil Service bulletin board at the Donhowe Building and hope to add them other places such as on the West Bank campus, the St. Paul campus and the coordinate campuses to further promote the Civil Service Committee and what we do during the year. We conduct a break out session at each monthly new employee orientation. Other ideas for promoting interest in the committee may also soon be implemented.

**3. Promote affordable health care.** Civil Service has a presence on the Benefits Advisory Committee. We continue to encourage our constituents to provide their thoughts, ideas, and suggestions to the benefits subcommittee of the Civil Service Committee for further discussion and future presentation to the Benefits Advisory Committee. For further information or to provide input please contact the co-chairs of the benefits sub-committee: Joe Jameson at [james041@umn.edu](mailto:james041@umn.edu) or Tom Stark at [starkt@facm.umn.edu](mailto:starkt@facm.umn.edu).

**4. Conduct a review of the Civil Service rules and definitions.** The review of the Civil Service Rules and

definitions has begun. The rules subcommittee meets the Wednesday afternoon before the full Civil Service Committee meets. Check out our web site for the schedule of meetings at <http://www.umn.edu/csc>. For more information or to provide input, contact Carla Lien at [lienx004@umn.edu](mailto:lienx004@umn.edu) or Kathy Chalupsky at [kchalups@d.umn.edu](mailto:kchalups@d.umn.edu)

In addition to these goals, we hope to add one University of Minnesota employee to the Minnesota State Retirement System Board. Wendy Williamson, a former chair of the Civil Service Committee is running and if she is elected, will provide the University of Minnesota perspective for our constituents. While we have made progress toward some of our goals, much is left to be done. I would urge you to get involved by joining a subcommittee, or at the very least, share your opinion with a Civil Service Committee member.

Mary L. Berg  
Civil Service Committee Chair

## **Regents Will Be Voting To Approve CS Rule Changes**

Rule 11, Section 2, Vacation, Paragraph 3  
Part-time Civil Service employees on continuing appointments or temporary appointments who are employed in an administrative unit on a prearranged and assigned schedule of 50 to 74 percent shall earn vacation leave at the same rates, on a proportional basis.

Rule 11, Section 2, Vacation, Paragraph 4  
Vacation leave accumulated for any one pay period becomes available for use during that pay period. An eligible employee does not earn vacation leave for any pay period in which the employee's straight-time paid work hours are less than 50 percent of available work hours in that month.

Rule 11, Section 2, Vacation, Paragraph 7 was deleted.

Rule 11, Section 3, Pay for Vacation, Paragraph 1 was deleted.

Rule 11, Section 3, Pay for Vacation, Paragraph 2  
Any employee with vacation available for use who leaves University employment, or who changes to a work schedule of less than 50 percent time, shall be entitled to be paid for any unused portion of vacation leave.

Kathy Chalupsky  
Carla Volkman Lien  
Rules Subcommittee Co-chairs

## Do you want the Inside Scoop?

The Employee Career Enrichment Program (OHR) is pleased to announce that the Inside Scoop is ready! The "Scoop" is an online networking directory that links University staff and faculty with other employees interested in sharing their work experiences. If you are interested in discovering new careers, exploring other internal work options, and/or getting to know more about different departments on any University-wide campus, check out this new service.

By visiting the Inside Scoop Web site, you can search the volunteer database for someone who has volunteered to share information and expertise on different kinds of work that they have done and/or are doing currently. You can also search by such variables as years at the University, department, campus, job title or employment group (e.g., Civil Service, P&A, or AFSCME). When you find an electronic match, you will be informed how to reach that volunteer. You may then contact them for a confidential conversation either in-person, by phone, or by e-mail.

We still need more volunteers! All University employees, in any capacity, or location, are eligible. It does not matter how long you have worked at the University or what job you do - as long as you are willing to share. Expected time commitments should not exceed five hours per year. An outline of volunteer expectations, training information, and volunteer sign-up form are available on our website.

Visit <http://www.thescoop.umn.edu> for information, to sign up as a volunteer, or to search for a match. Otherwise contact Pat Snodgrass (snodgras@umn.edu; 612-625-8824) or Barb Kranz Taylor (bktaylor@umn.edu; 612-626-0561).

Brab Kranz Taylor

## 4th Annual CSBU Staff Day

Staff Day will be held on the Twin Cities Campus June 6, Duluth May 22, Crookston May 16 and Morris (tbd) to recognize all civil service and bargaining unit staff.

This year's event will be held on the Northrop Plaza in Minneapolis and at The Pit in St. Paul. Like last year, there will also be an evening event on the Plaza for second and third shift employees. There will be entertainment, a free lunch, information tables, a short program with speakers, and a gift for all CSBU employees. Coupons for the gift will be sent out to all eligible employees; **YOU MUST BRING THE INVITATION/COUPON TO RECEIVE YOUR GIFT.**

Staff Day is supported by University administration, the Civil Service Committee and the Bargaining Unit Councils.

For more information about Staff Day on the other campuses, visit Web site <http://www.umn.edu/csc>.

Carla Volkman Lien  
Staff Recognition Subcommittee

## Civil Service Committee Vacancies, 2002

The Civil Service Committee will have two (2) vacancies for 3-year terms beginning in July 2002, on the TC Campus. The last day to submit applications is **Friday, March 29, 2002**, and interviews will be scheduled during the week of April 8th. A search committee will recommend a slate of candidates to the President in May.

Alternates will be appointed to fill unexpected vacancies and will serve with a vote in the absence of regular committee members.

The Committee is comprised of fifteen (15) members from the following areas: Executive V.P. & Provost (6); V.P. Health Sciences (3); coordinate campuses (3); and At-Large (3), (University units not included above.)

For a list of members by unit, refer to the 2001-2002 list of Civil Service Committee members. For a complete list of academic and administrative units by area, refer to the Student-Staff Directory, page 5.

All civil service staff covered by the Civil Service Rules who have held temporary or continuing appointments of at least 50 percent time or more for at least two (2) calendar years are eligible to apply. First consideration will be given to individuals from schools, colleges, or administrative units that are not already represented on the Committee.

For more information or an application, please contact John Felipe, Chair of Search Committee, Civil Service Committee, c/o Office of Equal Opportunity, University of Minnesota, 419 Morrill Hall, 100 Church Street S.E., Minneapolis, Minnesota 55455, (612) 624-9547, E-mail: felip001@tc.umn.edu.

A complete description of the role of the Civil Service Committee and an application is also available from the Committee's Web site at: <http://www.umn.edu/csc>.

John Felipe  
Search Subcommittee

## Professional Development Funds Exhausted for this Year

Due to the overwhelming number of requests for professional development grants, the Civil Service Committee has depleted their professional development allotment for the remainder of this fiscal year.

We look forward to your new requests starting again in July, and thank you for your interest in the program. The application has been taken off the Web site <http://www.umn.edu/csc>, but will go back starting in June. If you have any questions, please call Norma Storms at 612-624-5070.

Norma Storms  
Professional Development Subcommittee

## Interested in "U" Governance?

There are many ways that Civil Service members can contribute to making the University a great place to learn and work. Why not consider participating in the governance process?

A wide variety of University committees seek Civil Service representatives to share their voices with faculty, students and administration on matters that affect how the University works. By serving, members meet new people, face new challenges, and learn new things. Committee work can be a very rewarding experience!

Current openings: Representative to the Twin Cities Facilities and Support Services Committee. (One seat open, term to begin Fall 2002.)

We anticipate openings on several Senate and Assembly committees, Boards and Task Forces throughout the coming year and welcome Civil Service members from all departments and campuses to get involved. To learn more about each committee and the work they do, please visit the University Senate Web site:

<http://www1.umn.edu/usenate/comlist.html>. The application form is on our web site: <http://www.umn.edu/csc/>.

For more information about committee membership and vacancies as they occur, please contact Brenda Boever: [boeverba@mrs.umn.edu](mailto:boeverba@mrs.umn.edu), 320-589-6466, 223 Community Services Building, 600 E 4<sup>th</sup> St., Morris, MN 56267

Brenda A. Boever  
Senate and Assembly Subcommittees

## U's 2002 Budget Request

President Yudof will be going before the Minnesota Legislature with a proposed budget of \$289.8 million for the University in 2002. The requested funds are earmarked for several building projects on the Twin Cities, Duluth, Crookston, and Morris campuses. Governor Ventura's capital budget recommends \$221 million in projects for higher education, with \$86 million in funding for the University. The Governor has also proposed a \$33 million cut in the University's operating budget.

Volunteers are needed to phone friends of the University, asking them to contact their legislators and encourage them to vote for the University's full request. The phone banks are located in the McNamara Building and the time commitment is approximately 5:00 p.m. to 9:00 p.m. Phone lists, training, and dinner will be provided.

If you are interested in phoning individually or with your department, call Nicole Bennet at 626-8371. You can e-mail Nicole at [benne069@umn.edu](mailto:benne069@umn.edu).

Bonnie Jude  
Legislative Subcommittee

## Announcing the Human Resources Self Service (HRSS) Web Site

Faculty and staff now have a new way to answer questions about their own retirement, vacation, sick leave or flexible spending accounts. This information is available through the recently implemented HRSS (Human Resources Self Service) Web site. Account information available at this time includes:

**Vacation/Sick Leave:** Eligible Civil Service/Bargaining Unit employees can view their accrual rate, starting balance, accrual in pay period, recorded (taken) in pay period, ending balance, and maximum balance amounts, for the past two pay periods.

**Retirement:** Eligible faculty and staff can view their MSRS, Faculty Retirement Plan and Optional Retirement Plan deductions for the most recent pay period. The detailed contributions to the retirement plan carriers for the most recent pay period and year-to-date allocations will also be displayed.

**Flexible Spending:** Participating faculty and staff can view a personal summary of deductions taken and claims processed for their dependent and health care reimbursement accounts. The UMN ID sign in will require that you know your internet (x.500) ID and password.

**Update Personal Information:** Faculty and staff can view their personal demographic information and update some of this information themselves.

**W-2 and W-4 Information:** Faculty and staff can view or print duplicate copies of their W-2 and view and update their W-4 form for payroll purposes.

**Training History and Registration:** Faculty and staff can register for courses offered by the Center for Human Resource Development (including Training Services) and Environmental Health and Safety. Faculty and staff can also view their training history for any of the units that use PeopleSoft Training Administration for course enrollment.

Using the Human Resources Self Service Web site <http://hrss.umn.edu>, faculty and staff can access their own account information in addition to viewing explanation of many programs, policies and procedures. To begin, an individual simply clicks on My OneStop at the top of the HRSS Web site, then click on UMN ID sign in, complete the sign in, (the internet (x.500) ID and password is required) and finally click on the Human Resources tab.

The goal of HRSS is to provide you with easily accessible, accurate, and useful information to help you with all of your employment related questions. Contact Human Resources Management Systems at (612)625-2016 for more information.

Norma Storms, Civil Service Vice-chair

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### 2001-2 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>

March 28	274 McNeal Hall
April 18	300 Morrill Hall
May 30	Crookston
June 27	215 Donhowe

### Areas Represented

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

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## InTouch Newsletter of the Civil Service Committee

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Carla Volkman Lien, Editor

Additional Contributions of copy and material for this issue include: Mary Berg, Brenda Boever, Kathleen Chalupsky, John Felipe, Bonnie Jude, Barb Kranz Taylor, and Norma Storms.

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