

CIVIL SERVICE e-IN TOUCH NEWSLETTER - MARCH 2006

ABOUT THIS NEWSLETTER: *It is the goal of the Civil Service Committee to keep all constituents informed of issues that can affect employment, salary and benefits at the University of Minnesota. For this reason, we send our monthly e-In Touch to all Civil Service employees so identified through data in the Human Resources (PeopleSoft) system. If you have received this newsletter incorrectly, we cannot remove your name from the database. Instead, please contact your HR representative to check your employment data in the system.*

CHAIR'S REPORT

University President Robert Bruininks will be discussing University issues at the next Civil Service Committee meeting scheduled from 9 a.m. to Noon March 30, in 101 Walter Library.

February Activities

February was another busy month, with the Civil Service Committee working on many different issues.

Our Merit Pay and Performance Evaluation work groups are finalizing their reports for our next Civil Service Committee meeting on March 30. See story on *Performance Management Report and Recommendations* in this newsletter for the newly-released reports. This work turned out to be very complex and time-consuming but the end results should help build a strong foundation for future merit pay plans.

Elsewhere in this newsletter are three important announcements. One is a call for applications for membership on the Civil Service Committee. Six members and four alternates have reached the end of their terms. We encourage anyone who qualifies to apply to the Civil Service Committee -we need your voices, your energy, and your ideas. You will also see an announcement about electing new Senators to represent Civil Service staff on the University Senate. Again, the Senate is a great way to get involved and get Civil Service issues on the table. There is a third announcement looking for Senate committee representation and Civil Service representation on the Benefits Advisory Committee.

February Meeting Recap

Gavin Watt, chair of the Benefits Advisory Committee (BAC), gave a presentation about benefits at our February 23 meeting. BAC is responsible for overseeing benefits plan for the University, including retirement and health insurance. Gavin outlined the many changes to health care coverage for 2006. One of the big changes was to separate prescription coverage from health care coverage. Rx America now provides prescription coverage for all employees, regardless of health care plan. As many of you know, the transition has been a bumpy one. Many staff members ran into customer service problems, getting prescriptions filled, even getting the medications their doctors prescribed. Gavin said that the situation is improving somewhat and that BAC will be assessing the situation.

Carol Carrier, Vice President for Human Resources, also gave a presentation at our meeting. She discussed the Administrative Service and Productivity Steering Committee Report found on the web at http://www1.umn.edu/systemwide/strategic_positioning/admin_steering_team.html. The report outlines recommendations to streamline services and processes at the University. I strongly recommend reading the report. In fact, be sure to bookmark the strategic positioning web page at http://www1.umn.edu/systemwide/strategic_positioning/ for further announcements and reports.

Vice President Carrier also discussed some changes in Regents policies. For the first time in recent memory, the Regents are reviewing and updating all Regent policies regarding Human

Resources. The purpose is to review current policies and update language and clarify policies. The Regents will review seven major areas, including compensation, benefits, retirement, performance management, work environment, recruitment and retention, and employee development, education, and training. Vice President Carrier will keep the Civil Service Committee advised on the progress of this large project.

The Legislature is now in session, due to end their work on May 22. The University has an important bond request for new buildings and building and campus repairs. One effective way to participate is to join the Legislative Network at <http://www1.umn.edu/groots/index.php>

Many thanks to all of you who have contacted the Committee with comments, suggestions, and ideas. We need to hear from you about your concerns. Contact anyone on the Committee or just write to me at mattb@umn.edu.

Matt Bowers
Civil Service Committee Chair
mattb@umn.edu

For More Civil Service Information . . .

For more information on Civil Service Committee meetings, the committee membership and the work of its subcommittees, please visit the Civil Service Committee website at <http://www1.umn.edu/csc> or e-mail the committee at UM-UCSC@LISTS.UMN.EDU.

SIX CIVIL SERVICE COMMITTEE VACANCIES

The Civil Service Committee will have six vacancies, beginning July 2006. Five vacancies represent the TC Campus and one from the Morris Campus. A search committee will recommend a slate of candidates to the President in May.

Vacancies are three-year terms except alternates. Alternates will be appointed to fill unexpected vacancies during Fiscal Year 2006-2007 and will serve with a vote in the absence of regular committee members.

Committee vacancies by area: (3) Academic Affairs, Senior VP & Provost; (1) VP Health Sciences; (1) Morris Campus; and (1) At-Large (all other units).

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 calendar years are eligible to apply.

For first consideration, apply by Friday, March 31. Additional consideration will be given to individuals from units with vacancies. Applications will be accepted until interview times are filled during the week of April 10-14, 2006.

Application information is available from the Committee's web page at <http://www.umn.edu/csc/>. For questions, contact John Felipe, Search Committee Chair, by phone at (612) 624-9547, or by e-mail at felip001@umn.edu.

2006 UNIVERSITY SENATE ELECTIONS

It is time to think about electing Civil Service Senators. There are nine open seats this spring as the following representation areas:

Duluth: currently represented by Linda Olcott

AHC: currently represented by Barbara [Creswell](#), Beth Hagel, Dee [McManus](#)

SVP AA/Provost: currently represented by Anne Caton, Suzanne Livingston
At Large: currently represented by Chuck John and Rick Moore

There is a fourth open seat in AHC due to a resignation. Current Senators are welcome to run for another term.

Candidates will be running for a three-year term. Applications will be available from March 15-April 14 at the Civil Service Committee website at <http://www1.umn.edu/csc>. The election will be held electronically from May 1-19.

Please consider running for the Senate. We had wonderful participation last year with many candidates running and good voter turnout. The Senate is a great way to be involved in University governance.

E-mail any questions or comments to mattb@umn.edu.

ATTENTION: OPPORTUNITY FOR COMMITTEE MEMBERSHIP!
Civil Service members from all campuses are encouraged to apply NOW for 2006-07 committee assignments!

A wide variety of University committees seek Civil Service representatives to share their voices with faculty, students, and administration on matters that shape University policy. By serving, members meet new people, face new challenges, and strengthen staff connections with the larger University community. Committee work can be a very rewarding experience - staff members from all campuses are welcome to apply!

Openings anticipated on the following Senate committees, Boards and Task Forces for 2006-07:
(One seat is available on each committee unless noted.)

- Disabilities Issues Committee
- Equity/Access & Diversity Committee
- TC Facilities & Support Services Committee (3 positions)
- Research Committee
- Social Concerns Committee
- Benefits Advisory Committee
- Conflict Resolution-Panelist Roster (3 positions)
- Conflict Resolution- Hearing Officer (3 positions)

Please visit the University of Minnesota Senate and Office of Conflict Resolution web sites to learn more about the work of these committees. <http://www1.umn.edu/usenate/office.html> or <http://www1.umn.edu/ocr/overview.html>.

The application for civil service representation on committees is found on our website: <http://www1.umn.edu/csc/application/subcommittee/subcommittee.html>

Applications may be submitted on-line or e-mailed as an attachment to Brenda Boever at boeverba@morris.umn.edu. **Application deadline: April 21, 2006.**

Please consider joining other Civil Service employees on a University committee as we strengthen our role in the University governance process.

PERFORMANCE MANAGEMENT REPORT AND RECOMMENDATIONS

The Merit Task Force, jointly sponsored by the Civil Service Committee and the Office of Human Resources, was composed of two teams, one working on performance management and the other on merit pay. Several Civil Service staff participated on both teams.

The performance management group had several initiatives including a survey of Big 10 and three local businesses' performance management practices and the Civil Service employee and supervisor surveys in which some of you participated. The performance management group presented its findings and recommendation to the People Strategic Positioning Task Force in February.

For more details, visit the website links as follows:

<http://www1.umn.edu/csc/merit/perfmgmt/perfmgmtgraph.htm> to view graphs of the Civil Service survey data,

<http://www1.umn.edu/csc/merit/perfmgmt/perfmgmtexecsumm.htm> to read the Executive Summary with recommendations, or

<http://www1.umn.edu/csc/merit/perfmgmt/perfmgmtforms.htm> to look at the recommended performance management forms.

LEGISLATIVE NETWORK NEWS

On January 17, Gov. Tim Pawlenty released his recommendations for this year's state bonding bill. Governor Pawlenty's proposal would provide funding for three new buildings for the University, including an expansion to the Carlson School of Management, a new Labovitz School of Business and Economics in Duluth, and a new Science Teaching and Student Services building on the Twin Cities campus.

The recommendations included only half of the money requested for renovation and maintenance of existing University buildings (HEAPR funding). A new medical biosciences building received only \$4.3 million in planning money (\$41.3 million was requested) in the Governor's proposal and funding for three regional centers and field stations was not included in the recommendations. While this is a good start, we need to tell legislators why funding the University's entire \$206.1 million request will benefit Minnesota.

Now legislators will begin to develop their thoughts on what the final state bonding bill should include for the University. Now is the time to tell your legislators that the projects in the University's request would benefit all Minnesotans. Urge your legislators to support full funding for the University. Send an e-mail to your legislators at <http://www.supporttheU.umn.edu>.

GET YOUR HANDS DIRTY ON BEAUTIFUL U DAY -- APRIL 20

The Civil Service Committee submitted a proposal for a 2006 Beautiful U Day grant, and we got it! We will partner with the West Bank Community Development Corporation to revitalize a garden at the end of 5th St. S. in the Cedar-Riverside neighborhood in Minneapolis. Raking, weeding, planting and paving a walkway are part of the project.

From 10 a.m. to 2 p.m. on Beautiful U Day, Thursday, April 20, we will rake and weed the garden. If the weather is good and the ground unfrozen, we may also do some planting and begin preparing the walkway.

If you would like to join us between 10 a.m. and 2 p.m. on Beautiful U Day, please contact Peg Wolff at wolff002@umn.edu. We still need volunteers.

DID YOU KNOW?

You are automatically enrolled in the MEDEX additional medical service program when you enroll in any of the UPlan medical options and there is no cost to you to enroll in the program, nor is there any annual fee.

This is free, worldwide emergency medical assistance and other travel assistance services when you are 150 or more miles away from home. If you have family coverage through the UPlan medical options, your eligible dependents are also automatically enrolled in the Assistance Program.

The program does not cover hospital or medical expenses. These are covered through your UPlan medical plan, and you are subject to the usual terms and conditions of your UPlan medical plan. MEDEX will work closely with your Claims Administrator to coordinate the emergency medical assistance services with your UPlan benefits.

Check out the following UPlan website for further information:

<http://www1.umn.edu/ohr/benefits/medical/medex/index.html>

WE CAN HELP YOU!

Civil Service employees with 75% or more appointments can apply for a one-time award of up to \$200 to reimburse out-of-pocket expenses for a seminar, workshop, conference or course that enriches their skills or knowledge. Awards will be made when criteria have been met and funds are available. Preference will be given to applicants without department support. We will reimburse individuals, not departments or CUFS accounts. For requirements and an application, please go to the Civil Service Committee website at <http://www1.umn.edu/csc>.

CIVIL SERVICE RULES UPDATE

The Rules Subcommittee is working on Rules 10 and 11 and will meet 2:30-4:30 p.m. Wednesday, March 15, in 240 Donhowe. You are invited to attend and participate or feel free to e-mail any suggestions to Lori Nicol, at l-nico@umn.edu. The subcommittee meets 2:30-4:30 p.m. on third Wednesdays monthly in 240 Donhowe. We love to see new faces and hear new ideas!

Watch for the next Civil Service e-In Touch Newsletter on APRIL 6, 2006.

***Editor's Note:** Due to circumstances beyond our control, you may not be able to access all the hyperlinks by simply clicking your mouse on the link. An option is to highlight the URL, copy, then paste it in your browser. We apologize in advance for any inconvenience.*