The University of Minnesota is undertaking a comprehensive redesign of its job classification system. Through the project, eighteen job families will be studied and redesigned, encompassing Civil Service and Professional & Administrative (P&A) positions on all five campuses.

The purpose of this initiative is to:

- Establish more clearly defined career paths and pay structures across the University system,
- Align University classification specifications with external market trends,
- Create efficiencies for OHR and unit HR staff, managers, and supervisors with regard to administering job classification and compensation in their units, and
- Provide a foundation for strategic workforce planning and development to match institutional needs and priorities.

The University has contracted with Sibson Consulting to help expedite the process. Sibson and the University’s Office of Human Resources recently emailed employees in the Campus Operations & Protection job family, which includes most positions in FM, to initiate the process of collecting information.

FM is unique in the fact that we have many jobs which are the same or highly similar across the organization. To account for this and to reduce the total effort required for the job family study, we are going to establish small work teams to complete position description forms for some jobs in the organization.

I have asked FM management to identify which jobs should have position descriptions completed by work teams and to identify individuals to participate.

continued on page 3
**Mike’s Memos**

**August 5, 2013**

**Bikeway Open**

Known as one of America’s most bike-friendly cities, Minneapolis became even friendlier to bikers this summer. A ceremony was held this past weekend marking the official opening of the Dinkytown bikeway, which connects the Mississippi River to TCF Bank Stadium.

The bikeway was made possible through a partnership between the city of Minneapolis and the university, whereby the city paid for construction and the university provided an easement to the land. The collaboration enabled the project to be completed after nearly 20 years of stalled attempts. The trail is already proving popular and expected to draw even more traffic when fall classes begin in a few weeks.

While the new bikeway is a boon for Twin Cities bikers and the University community, it also presents some safety challenges for FM vehicles. The trail runs along the service road behind the Donhowe Building. Drivers using the service road to access Donhowe’s back lot and loading dock will now need to be more cautious, as they will now share the road with bikers.

Some safety precautions have been put in place that FM staff are asked to follow, including:

- The service road is now one-way (traffic only flows east to west – do not approach the Donhowe Building from the west)
- ‘Do Not Enter’ signs will be placed outside of the west fence and inside the east fence of Donhowe’s back lot
- The speed limit is 10 miles per hour
- The number of parking spaces has also been reduced
- Vehicles must parallel park 4 feet from trail
- There is no parking on north side of the trail
- Only the western-most dock entrance remains open for loading/unloading

Questions about these new traffic patterns can be directed to Shane Stennes (stennes@umn.edu). Thank you for your attentiveness and for sharing the road with bicyclists.

**Great Performance**


FM’s workforce features a wide variety of skilled individuals that often times perform tasks requiring their talents alone. But during the summer, projects sometimes require more than just one skill set to be completed.

Recently, the Office of Human Resources solicited FM’s help in transforming a storage space in the Donhowe Building. Outdated files were purged to make space for the active employee files moving into the renovated space. Previously, the space was very dark, dirty and dusty, deterring OHR staff with allergies from accessing the files kept there. FM sent in a group of custodians, a carpenter and a painter to spruce up the space.

“We were thrilled with FM’s team throughout this recent project,” commented OHR’s Aminah Amatullah. “Everything hinged on making the room a functional working space. The deep cleaning and bright colors have really made the space pleasant.”

It’s great to see our staff working together to meet and exceed our customers’ expectations. Keep up the good work!

**August 20, 2013**

**Light Rail Testing**

Last week Met Council began overnight light rail train testing along Washington Avenue between the river and Stadium Village. The testing is taking place between 1:00 a.m. and 5:00 a.m., and trains are moving through campus at operational speeds during those times. The testing is being done as part of the agreement between the University and the Met Council to assess the impact the train’s operation may have on research facilities with sensitive experiments and equipment.

During the testing, the university needs to limit building operations, and some roads and sidewalks are closed in order to ensure the quietest possible environment. The quiet environment is necessary in order to isolate the vibrations and electromagnetic interference (EMI) created by the train from the existing background conditions. The testing is expected to continue through the end of September. More detailed information on the overnight train testing is available in the following .pdf documents:

- Overnight Train Testing General Information Fact Sheet
- EMI Certification Fact Sheet
- Vibration Certification Fact Sheet

In FM, we made adjustments to some employees’ work schedules and changed the order in which we clean buildings to help create the quiet environment required for the testing. We’ve also posted notices in buildings about the testing, communicated with customers on impacts to their operations, and been assisting the testing staff with building access and facilities related questions. Thanks for your flexibility and assistance throughout the testing process.

**Great Performance**

West Bank - Daniel Hansmann, Gloria Schahczenski, David Peterson and Tekera Kereta

continued on page 3
Anyone who has ever been through a home or apartment renovation knows how disruptive and frustrating it can be. An office renovation perhaps even more so and that’s why the following compliment from a West Bank customer stands out so much.

“I’m writing to let you know what an OUTSTANDING job the FM crew did with the various components of my recent office renovation!! Dan Hansmann moved the furniture out and then back in seamlessly, Gloria’s patching and painting of the office is just stunning, AND the weekend crew who cleaned my office could NOT have done a better job - especially given not much advance warning! I am so impressed by the quality of work and am extremely grateful to everyone for their part!”

Nice job everyone! Keep up the great work!

This fall, turn your coffee break into your flu shot break. Taking 15 minutes now could save you three days of sickness later. And, with little to no wait times, there’s time for you to get a flu shot and a double-shot latte.

Online sign-up is now open for all University of Minnesota flu vaccination clinics. You can easily schedule, change, or cancel an appointment at your convenience. Walk-ins are also welcome. For a complete list of clinic dates and locations, go to www.bhs.umn.edu/flu.

University of Minnesota flu vaccination clinics are open to University of Minnesota students, faculty, and staff (and their dependents). All must be 18 years of age or older. There is no out-of-pocket cost.

By getting your free flu vaccine, you’re protecting yourself and helping stop the spread of the flu. Do it for the herd!

Please contact Boynton with any questions.

Boynton Health Service
University of Minnesota
410 Church Street S.E.
Minneapolis, MN 55455
Phone: 612-625-8400
www.bhs.umn.edu
flu@bhs.umn.edu

Back to School
(cont. from page 1)

wide-ranging and often intense, but there is still work to do. As we make progress, we will continue to update the U Services Strategic Planning Website (http://www.uservices.umn.edu/strategic_planning.html).

Initially, we planned to host All U Services employee meetings in August to hear your thoughts on the process, but we wanted to make more progress before bringing employees together. Your feedback is critical and the All U Services meetings will still take place, but early October now appears to be the most likely time for these meetings.

In the meantime, I’ve gotten some great input from individual employees – particularly during the two sets of Office Hours I’ve had. Office Hours have been so successful I’ve decided to schedule time each month for them. The next Office Hours are set for Friday, September 6 from 9:00 to 11:00 a.m. and Thursday, October 3 from 2:00 to 4:00 p.m. Contact Gayle Mitchell (624-3557 or mitch129@umn.edu) to sign up for a 10 minute time slot.

About two weeks ago, I passed my one year anniversary as Vice President of University Services. Aside from how fast the past 12 months have gone by, the two things that continue to amaze me are the amount of work that comes through University Services and the remarkable high quality of that work. Thank You to everyone for your efforts, for your commitment to the University of Minnesota, and for your work preparing for the 2013-14 academic year.

Job Family Study
(cont. from page 1)

on those work teams.

All FM employees involved in the Campus Operations & Protection job family study will be contacted in the next few days by Kris Adelmann, Project Manager. Kris is leading this project for FM and coordinating with our partners in U Services HR. Kris will notify you whether your position description is to be completed by a work team or individually, whether you have been selected to serve on a work team, and what process you should follow to submit materials. Please do not complete a position description form until you have received this information from Kris.

We have a very short window to submit information to the Office of Human Resources and because this is a collaborative process, we will need your support to make it a success. If you have questions, please don’t hesitate to contact Kris Adelmann directly.

Kris Adelmann
adel0006@umn.edu
612-626-3737 or 612-756-8607
Message from the President
(September 10 message from President Kaler, available online at:
http://ecommunication.umn.edu/read/archive?id=109596&c=kelle847%40umn.edu&x=0660366d)

Now that we’ve settled in after the always hectic Week One, welcome back! I hope you had a wonderful summer. Let me take a minute to tell you about some important work:

• **Strategic Planning:** During the summer I began meeting with key stakeholders as we kicked off a critical and significant strategic planning process that will set our path for the next five to ten years. We have initially consulted with key faculty and staff groups, and that will continue into the fall. We’ll soon announce a strategic planning work group that Provost Hanson will chair. That group will guide the development of the plan. I want a plan that is ambitious, inspirational, and aspirational and for this process to be nimble and focused. I will be detailing our progress to the Board of Regents later this week.

• **Communicating:** I will continue to schedule monthly faculty lunches, regular academic department visits, and discussions with faculty and staff consultative committees. On November 4, I will hold a Campus Conversation to provide a progress report on strategic planning and to answer your questions.

• **China and our global impact:** In July, I took my first international trip as president to some of China’s top universities and research centers. We signed 10 cooperative research and student and faculty exchange agreements. I learned firsthand that our reputation throughout China is strong, and our more than 5,000 alumni there love the U and want to help faculty and students in any way they can. As other universities vie for influence in China, we must continue to build on our historic connections, and we will as we celebrate throughout this coming year the 100th anniversary of the arrival of the first Chinese students on our campus. We’re a global university, and we need to compete around the world for scholars, students, and partnerships.

• **Sustaining state support:** I meet regularly with key legislative leaders to understand what’s on their minds, to maintain our strong relationship, and to thank them for partnering with us last session. As we approach the 2014 legislative session, which starts in February, and advocate for our capital request, I will call on you to help me make our case.

• **New leaders and change:** Searches for key leadership positions are under way. We’ll soon have a new Medical School Dean and Vice President of the Academic Health Center. We’re deep into a search for a new dean for our College of Liberal Arts. And as Provost Hanson announced last week, we are exploring the creation of a new college—primarily from CFANS and CBS. I believe such a consolidation could significantly strengthen our already strong departments in those colleges and advance our national reputation and impact.

• **New energy and our students:** Last week, amid the energy only they can produce, our incoming freshmen class of 2017—5,500 of the nation’s best new undergraduates—arrived on campus. We cannot forget why we’re here—for them, and for the future of this state and our planet. They hold such promise, and we own such a large responsibility to help them become lifelong critical thinkers. If you missed the Convocation, here’s a way to “Feel the Power” we celebrated on a very hot day at Mariucci Arena. Amid the sweat was great inspiration.

Finally, as my third academic year as University president begins, I want to thank you. Thank you for everything you do every day for our students, our research enterprise, our public outreach and engagement efforts, and for our reputation across the state and nation. Thank you for keeping this University great. Thank you for wanting to make it even better.

Have a productive and enjoyable academic year.

U Market E-commerce Site Launched

U Market, the University of Minnesota’s new e-commerce, supply-purchasing website, and a major part of our broader strategic sourcing initiative was launched in July. From booklets to pens, chemicals to paper, you’ll find it at U Market.

U Market will replace the University’s current U Stores and U Mart websites, while featuring a host of new suppliers. It will offer the best in online shopping, including product images, descriptions, and item comparisons.

Most importantly, U Market will be your best method for saving time and saving money while you shop for University-related supplies. U Market features:

• Contract pricing for all purchases
• Email confirmations for all orders
• Electronic invoicing
• Billing details in U Market, EFS, and eStatement
• No EFS receiving will be required
• Reduced processing costs (no receiving, no paper invoices, no p-card reconciliation) on U Market transactions
• Full customer support by U Market Services (formerly U Stores)
• The opportunity for the University to negotiate better discounts

If you have any questions, please visit the U Market website or email umarket@umn.edu. We encourage you to contact your administrative or finance staff for information about how U Market is being implemented in your unit.

Save time. Save money. Shop U Market.
Bigger, Better Boynton Clinic in St. Paul

Your access to quality health care just got more convenient. That's because the newly remodeled Boynton Health Service St. Paul Campus Clinic in Coffey Hall is opening Monday, September 9. Doubling in size, the clinic is providing more services than ever, so you can get in and get healthy more quickly.

Are you a UPlan member? You can choose Boynton Health Service as your primary clinic. All UPlan members can use Gopher Quick Clinic. (Not a UPlan member? Check your individual insurance plan to see if your coverage includes Boynton.)

Like always, we're offering primary care and Gopher Quick Clinic services in St. Paul. And starting Monday, September 16, patients also can make physical therapy and nutrition appointments there. For the first time, students can access mental health services at both our St. Paul and East Bank clinics—whichever they prefer.

More good news—the St. Paul Clinic will remain open during the summer. Here are the new year-round hours:

- Mon., Tues., Wed., Fri., 8:45 a.m.–5:00 p.m.
- Thurs., 9:30 a.m.–5:00 p.m.
- Closed Mon.–Fri., 12:45 p.m.–1:45 p.m.
- Closed University holidays

Come see our new spacious, modern clinic—which also preserves the vintage feel of Coffey Hall thanks to input from School of Design students. To schedule an appointment at the St. Paul Clinic, call 612-624-7700. Visit us online at www.bhs.umn.edu.

Boynton Health Service St. Paul Clinic
Coffey Hall, Room 109
1420 Eckles Avenue
St. Paul, MN 55108

Equal Opportunity & Affirmative Action
Educational Offerings

As we embark on a new school year, I would like to remind you of the services that are available to you through the University of Minnesota’s Office of Equal Opportunity and Affirmative Action (EOAA). Please share this information broadly in your respective colleges and units.

The EOAA Office is available to all University faculty, staff, students, and participants in University-related activities—across the entire University of Minnesota system—to help resolve issues or concerns regarding the University's policies against discrimination, sexual harassment, nepotism, and retaliation. EOAA staff members will work with the students who have concerns about faculty or staff behavior or about incidents that occur in the context of student employment. Please note: Student-to-student concerns about harassment or discrimination are processed by the Student Conflict Resolution Center (SCRC) or the Office for Student Conduct and Academic Integrity (OSCAI).

As you may know, the U.S. Department of Education's Office for Civil Rights (OCR) has been paying close attention to how institutions of higher education respond to Title IX complaints. Title IX is the federal statute that prohibits sex discrimination, including sexual harassment and sexual violence, in educational environments. As a result, EOAA has been working closely with OSCAI to investigate and evaluate student complaints under Title IX.

Our staff is also available to consult with supervisors, administrators, and human resources professionals systemwide who are addressing situations that might involve discrimination, including Title IX concerns. The prevention and resolution of discrimination is a universitywide obligation and requires the participation of all members of the University community. Any individual may report a concern to the EOAA office in a variety of ways:

- The bias incident website: https://diversity.umn.edu/eoaa/reportingform
- Direct contact with the EOAA office for an appointment: https://diversity.umn.edu/eoaa/reportingdiscrimination-andharassment
- EthicsPoint anonymous online reporting system: https://secure.ethicspoint.com/domain/media/en/gui/9167/index.html
- Referrals from any department or unit at the University of Minnesota are accepted

Meet the EOAA staff members at diversity.umn.edu/koa/staff. EOAA staff members help departments or individuals by:

- Assessing their situation to determine if further action is warranted
- Supporting individuals and departments addressing a situation at the local level
- Becoming part of a team effort to address issues when it is appropriate or necessary
- Conducting a formal investigation, which often has proved an effective intervention

Finally, but not least importantly, EOAA delivers a variety of educational programs to help departments comply with University policy and to empower them to address concerns that might be raised internally. Please visit our website for descriptions and a complete calendar of educational programs starting this fall.

Thank you for your ongoing efforts to ensure the University of Minnesota campuses are equitable and free from discrimination and harassment. Best wishes for a successful school year.

Kimberly Hewitt
Director, Equal Opportunity and Affirmative Action
274 McNamara Alumni Center
200 Oak St. S.E., Minneapolis, MN 55455
612-624-9547
boyd0009@umn.edu
The dedication of FM’s long-standing employees is clear when you look at the many years of service that they have provided the University of Minnesota. It is with great appreciation that we recognize the following employees for reaching their respective milestones of service.

Thank you all and keep up the good work!

### August

- **25 Years**
  - Dale Runge
  - Kevin Lau

- **20 Years**
  - William Nault
  - Allen Mangnuson
  - Philip Johnston
  - Gary Foster
  - Michael Berthelsen

- **15 Years**
  - Joel Wagner

- **10 Years**
  - Wondu Galata
  - Rediatu Workneh
  - Messan Quevi-Attakpla

- **5 Years**
  - Mark Wilkins
  - Andrew Wenkel
  - Adem Wako
  - Daniel Teclezghi
  - Travis Sundwall
  - Fikirte Simma
  - Warren Eckl
  - Robert Doolittle
  - Yohannes Buli

### September

- **30 Years**
  - Mark Henthorne

- **25 Years**
  - Ronald Smead
  - Todd Meitzel

- **20 Years**
  - Kevin Brandt

- **15 Years**
  - Mark Rindfleisch
  - Ronald Mikel
  - Meng Hak

- **10 Years**
  - Michael Weber
  - Kenneth Kostron
  - Gregory Huber

- **5 Years**
  - Stacey White
  - Savin’Theng
  - Percy Neeley
  - Kevin S. Johnson
  - Kevin L. Johnson
  - Earl Hughley
  - Bryce Frandrup
  - Christopher Collette
  - Vincent Belanger

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### Employee Focus

Booker T. Washington wrote that, “Success is to be measured not so much by the position that one has reached in life, as by the obstacles which he has overcome.” St. Paul Campus Building & Grounds worker Michael Coleman has overcome the shyness that dogged him in his youth to become more involved in both personal and professional pursuits.

A St. Paul native, Coleman used to visit his mother, Shirley, at Ruttan Hall when she did the very same job he does today. Despite having athletic ability, Coleman didn’t participate in team sports at Tartan High School because he was too shy. He gravitated more towards recreational sports like biking and bowling.

After high school, Coleman began worked at Kohl’s and Rainbow Foods before the manager for a nearby Bally fitness club encouraged him to apply there. Coleman gave it a shot … a choice that would change his life.

The atmosphere at Bally was very different from anything he had ever experienced. There was more interaction with customers and at one point he was expected to greet them as they came in.

“I was kind of shy,” remembered Coleman. “I was so scared about greeting members and checking them in. Some people were nice and some people were hard to deal with. I was doing stuff I never thought I really could do at the time.”

The progress Coleman made at Bally, and later Lifetime Fitness, helped him gain the confidence and experience to apply for a job at the U in 2001. He’s worked in FM for twelve years now.

A big indicator of how far Coleman has is his annual participation in the Bike MS: Tram 300-mile bike ride. He’s always ridden a bike for transportation, but before his first MS Tram in 2002 his longest ride was the 20-mile trek from Roseville to New Hope. Coleman’s girlfriend at the time had just been diagnosed with MS (Multiple Sclerosis), so he had seen the toll the disease takes.

He’s now participated in 12 MS Trams.

Despite a predisposition to shyness, Coleman has met many MS Tram participants over the years and formed a special bond with six riders in particular, whom he’s ridden with each year since 2007. He’s also raised nearly $10,000 for MS research by engaging his friends, family and co-workers in the cause.

By taking a risk on a difficult job, Coleman opened up a lot of opportunities for himself and others.

“When you try something you don’t think you can do, it’s scary,” said Coleman. “But I tried it and it really helped me out. I used to be a follower, now I’m more of a leader.”

If you measure success by the obstacles one overcomes, Michael Coleman is a very successful man.