

Classified Personnel Council Meeting

Thursday, January 8, 2015 – Morgan Library, Room 167

Meeting Minutes

Members present: Sheela Backen, Geri Baker, Stacey Baumgarn, Carol Carroll, Sandy Dailey, Debra DeVilbiss, Jesse Epstein, Shami Loose, Deb Parker, Terri Pecora, Laura Snowwhite, Kristin Stephens, and Jeff Sturgeon

Absent: Eric Gardner (at HDS event), Kelly Hixson, Anthony King, Clint Kranz, Tammy Perez, Terri Ratzlaff, and Marvin Withers (at HDS event)

APC Representative: JoLynn Troudt

Ex officio members present: Bob Schur

Guest presenters: Mary Ontiveros, Vice President for Diversity and Jennifer Schneider, Institutional Research

Other guests: Diana Prieto, Director of the Office of Equal Opportunity; Lynda Hoffmann (Outreach Committee); Deborah McClelland (Work Life Committee); Holly Fielder, Peggy Howard, Sari Keilman, Daniela Rovida, Ann Schwalin, Mary Seaman, and Kay Taylor – all from the CSU Libraries

1:00 p.m. Call to Order by CPC Chair Jeff Sturgeon

Guest Speakers: Mary Ontiveros, Vice President for Diversity and Jennifer Schneider, Institutional Research – the 2014 Employee Climate Survey

This is a report of the second cycle of the Employee Climate Survey including results from focus groups and 1,000's of short answer responses. Complete results will be available on the Diversity and Institutional Research websites, <http://diversity.colostate.edu/campus-climate/> / <http://www.ir.colostate.edu>. The 2014 survey was designed to assess the current campus climate of the university. The results are intended to:

- Provide an overall picture of CSU's employment experiences and perceptions
- Further CSU's commitment to institutional accountability
- Inform policies, initiatives, and opportunities that will provide an exceptional and equitable work environment
- Provide a foundation for the beginning of longitudinal data collection and comparison for select items

The Employee Climate Survey was designed by the Assessment Group for Diversity Issues. It was a web-based survey administered via Campus Labs during the spring and summer of 2014. Both Spanish and hard copy versions were available. The survey took 15-20 minutes to complete. It was anonymous and/or confidential yet, 28% self-identified. Respondents were assured results would be kept strictly confidential, reported in aggregate, and no identifying information would be reported. 513 State Classified employees participated in this survey (30.7% of all CSU State Classified employees).

The survey framework intended to measure: Commitment; Institutional Communication; Satisfaction with Supervision; Supervisor's Experiences; Equitable Treatment; Discrimination & Harassment Experiences; Campus and Department Perceptions; and Personal and Employee Characteristics.

The following list reflects the Impact and Action items identified from the survey data:

- Institutional Communication
 - Provide more information on requested areas
 - Relay results to appropriate units
- Supervision
 - Implement supervisory training
- Equitable Treatment
 - Diversity training
- Discrimination & Harassment Experiences
 - Bystander institutional campaign
- Campus and Department Perceptions
 - Provide longitudinal benchmark to gauge CSU/department progress
- Personal and Employee Characteristics
 - First Generation initiatives

Mary reiterated the valuable information that came from the focus groups and the many short answers provided by respondents. More individuals requested participation in the focus groups this time.

Through CPC Council members questions, Mary highlighted: the importance of providing the survey in a hardcopy paper format as well as in Spanish (online); the method for respondents to return the hardcopy; the difficulty in comparing CSU's findings to other universities and their climate surveys; with anonymity – if harassment is reported/happening – there is no mechanism to follow-up or correct; and the (format and framework of the) survey continues to improve allowing for better data collection and information directing future action to improve the campus climate going forward.

CPC Executive Committee Reports, Updates & Announcements:

- **Approval of the December 11, 2014 meeting minutes:**
The minutes as presented in the 1-8-15 meeting packet were accepted without comment. Special thanks to Jesse Epstein for capturing the December 11, 2014 meeting minutes.
- **Treasurer's Report;** Carol Carroll reporting.
There were no questions. The Treasurers Report was accepted as presented.

Campus-Community Connect Resource Fair update; Kristin Stephens reporting.

- Currently working with Institutional Research to develop a survey that will assess/determine the specific needs of CSU employees (State Classified in particular).
- Executive Committee met with Lanai Greenhalgh, Director of the *Office of the Ombuds and Employee Assistance Program* to discuss the creation of the Community Resource Coordinator position (previously referred to as a "Navigator"). This position will operate out of the Employee Assistance Program (and be half-time focused on HDS). A CPC representative will be asked to serve on the search committee.
- The CPC Resource webpage has been updated, thanks to all who have helped. Please feel free to continue to provide updates and improvements to this list. Resource list is viewable at: <http://cpc.colostate.edu/cpc-resources>

Chair report & updates:

- Fall 2015 will kick-off a celebration of 100 Years of Shared Governance at CSU. All three employee Councils will celebrate this milestone. Amy Parsons and Rick Miranda have approved the proposal submitted by the chairs of the three employee Councils. The proposal included funding to provide for: an expanded employee appreciation event at the Trial Garden, shared governance video, educational materials for Deans and Department Heads regarding supervision, and a commemorative gift.
- Jeff and Toni-Lee Viney (APC Chair) will work with Cara Neth (President's Office) to create a letter to be sent to supervisors to recognize the importance and service of Council members at the beginning of their term. This letter will come from the Office of the University President.
- Jeff reports that the search for the new Athletic Director is moving along.
- Jeff opened a conversation about the organization Colorado WINS and ways the CPC might strengthen its relationship with this group. Council members weighed-in with various perspectives and experiences. Debra DeVilbiss will seek additional information through members of the Statewide Liaison Council.
- Jeff reported concerns have been raised by each employee Council regarding the proposed Tiered Parking Plan to be submitted by Parking & Transportation services to the Board of Governors in February. The CPC has provided significant feedback and shared specific concerns related to the proposed parking plan with Vice President Amy Parsons, so representatives discussed other ways the Council might positively affect the process and increase the amount of consideration given to major employee concerns.

CPC Committee Reports: A few reports were provided, see below for details.

- **Employee Recognition Committee;** Jeff Sturgeon mentioned the upcoming Outstanding Achievement Award – nominations are currently being accepted. <http://cpc.colostate.edu/annual-cpc-awards/outstanding-achievement-award>. Please note the Selection Criteria and Guidelines for Nomination.
- **Work Life Committee;** Debra DeVilbiss reporting. VIPS sub-committee compiled a spreadsheet to compare services at other universities. Work Life is working on a proposal that will replace and expand the existing VIPS program.
- **Outreach Events Committee;** no report.
- **Communications Committee;** Jeff Sturgeon reporting. The next issue of the CPC Communicator targeted for the week of February 2, 2015.
- **Legislative Committee;** Kristin Stephens reporting. Legislative updates will begin soon corresponding with the start of the session.

University Committee Reports: A few reports were provided, see below for details.

- **Administrative Professional Council** – Terri Pecora
More information at: <http://ap.colostate.edu>
- **Colorado Statewide Liaison Council** – Debra DeVilbiss
Planning continues for the Statewide Liaison meeting at CSU in April 2015 – Senator Kefalas is the confirmed luncheon speaker. Debra will reach out to through this group to learn more about how other institutions address employee needs.
More information at: <http://www.slccolorado.org>

- **Commission on Women & Gender Equity** – Kelly Hixson
Jeff Sturgeon reported the Commission would begin evaluating the Ripple Effect proposals on January 8, 2015.
More information at: <http://cwge.colostate.edu>
- **CSU Employee Appreciation Board** – Carol Carroll
The EAB is seeking your nominations! Please be sure that those nominated are performing “above and beyond”.
More information at: <http://www.csueab.colostate.edu>
- **Faculty Council Committee on Strategic & Financial Planning (CoSFP)** – Jeff Sturgeon
An upcoming meeting with President Tony Frank will focus on the NCAA autonomy structure and budgeting.
More information at: http://facultycouncil.colostate.edu/index.asp?url=committees_chairs
- **Internal Advisory Committee** – Deb Parker
More information at: <http://diversity.colostate.edu/committees.aspx>
- **Multicultural Staff & Faculty Network** – Sheela Backen
More information at: <http://msfn.colostate.edu>
- **Physical Development Committee** – Eric Gardner
More information at: http://www.fm.colostate.edu/fm_info/pdc.cfm
- **President’s Sustainability Committee** – Sheela Backen
More information at: <http://www.green.colostate.edu/committee.aspx>
- **Ripple Effect Core Team** – Debra DeVilbiss
More information at: <http://rippleeffect.colostate.edu>
- **University Benefits Committee** – Jeff Sturgeon
More information at: <http://www.facultycouncil.colostate.edu/files/manual/sectiond.htm#D.2.1>
- **University Parking Services Committee** – Terri Pecora and Marvin Withers
More information at: <http://cpc.colostate.edu/about-cpc/university-committees>
- **University Safety Committee** – Sheela Backen
More information at: http://www.fm.colostate.edu/fm_info/safety_team.cfm

Meeting adjourned 3:08 pm.

Next meeting: Thursday, February 12, 2015 – 1 pm, Veterinary Teaching Hospital – Room A234