

Classified Personnel Council FY16

DATE: August 13, 2015

LOCATION: Colorado State University, Lory Student Center Room 304-306

Meeting Minutes

Members present: Cathy Anderson Mathern, Stacey Baumgarn, Thao Biel, Leah Bosch, Carol Carroll, Sandy Dailey, Debra DeVilbiss, Eric Gardner, Brian Gilbert, Kelly Hixon, Clint Kranz, Shami Loose, Tammy Perez, Terri Ratzlaff, Megan Skeehan, Laura Snowwhite, Kristin Stephens, Jeff Sturgeon and Marvin Withers

Absent: Geri Baker, Anthony King, Debra Parker, Ed Schwab

Other guests: Lynda Hoffmann, Debbie McClelland, Bob Schur & Diana Prieto

1:00 pm – Call to Order by CPC Chair, Stacey Baumgarn

Call-to-Order / Announcements:

- Welcome members and guests – thank you
- Approval of retreat Meeting Minutes. Clint Kranz put forth motion to approve minutes and Terri Ratzlaff seconded the motion.
- Review of Treasurers Report – Carol Carroll gave report with anticipated expenditures.
- Membership update- News that Anthony Langlois has moved and will not be serving on the committee. Would we like to post availability on the CPC website, in the Communicator or ask if the volunteers would be interesting in becoming alternates? Stacey will ask the volunteers if they are interested in becoming an alternate. Then he will email the CPC Committee and ask if anyone has someone they would recommend. Those recommended that are interested can submit a letter of interest and voted onto the alternate list.

Old Business:

- Memo to Parking and Transportation Services – Stacey read memo to committee and mentioned the Executive Committee updated the memo distributed at the retreat. Eric Gardner mentioned he liked the idea of a more collaborative effort as did Marvin Withers as a member of the Parking Committee. Kelly liked the idea that students were mentioned as all students and employees are impacted. Kristen Stephens also mentioned the Executive Committee wanted to update the memo to refine the document in the hopes it will be considered.
- Parking assistance fund for those earning under \$30k- Stacey wanted to let the Committee know that due to our collaborative efforts with APC and Faculty Council, CSU now offers discounted permits to employees earning less than \$30K. When an employee goes to purchase their permit, they automatically receive a 50% discount. Eric Gardner mentioned employees that already paid the full price were refunded half of their permit price. Stacey talked with parking services and so far 70 employees have utilized this benefit. Bob Schur said employees were also sent a letter to their address on file in both English and Spanish. This low income discount will be in effect for one year and the current hunting permit will remain in effect for two years. The threshold is 50% work time or greater, benefits eligible and is based on an annual salary.
- CPC Survey to Classified employees – Resource Fair – Kristen Stephens discussed the CPC survey to help Classified employees and ask them what their needs consist of (food, elder care, pet care, day care etc.) Please take the survey and let Stacey know of any feedback. Enter feedback and or changes in the comment section of each answer. Once complete, the survey will be available online, in hard format and in Spanish. It can be mailed into Institutional Research rather than handed into their supervisor. Leah mention that when she participated at the APC meeting, they are also interested in utilizing the survey for their constituents.

- FY16 CPC Calendar review – Stacey wanted to bring our attention to the yearly review calendar that is in our binders. Please take a look and let us know of any updates.
 - Meeting time – survey results. Overall 60% want to keep the current time and locations.

CPC Committee Reports:

- Executive – Stacey Baumgarn
 - Policy feedback from CPC update- Thanked Council for feedback and distributed member’s comments around for review.
 - Housing Task Force update – Committee will be meeting throughout the year and trying to find ways to help. Cori Wong has been tasked with leading this initiative.
 - Commitment to Campus (C2C) Advisory Committee update – Has not met yet. First meeting is on 8-25-15.
- Communications – Eric Gardner announced that the first CSU life article will be on the Trial Gardens event. Discussion about a Facebook page and other social media avenues. Eric wanted to send a big thank you for Megan to taking over and updating the CPC website.
- Employee Recognition – Kristen gave the update and mentioned the Educational Assistance Award needs to be updated for this term and decide who will collect the applications. Deadline needs to be established and an updated article needs to be posted on the website and in the Communicator. Also important to update wording that the award is taxed at 40%, so a \$500 award ends up being about \$350.
- Legislative – Brian Gilbert. Jeff Sturgeon mentioned the frustration of not making financial progress in raises each year and would like the State of Colorado Human Resources to provide salary figures for CSU employees in each job class. He asked for mean and median salary figures for across the state and see what the min and max salary seems to be. We would like to see more employees at the median rate and for retention efforts, have a clear progression. Diana Prieto mentioned we are at about the State average. She suggested to Lynn Johnson that the cost of living component also be considered. The question was raised if it was possible to include a cost of living in salary increased that better reflects the area people reside. Should we look at market data to evaluate cost of living and raise increases. This year 1% was for cost of living and your evaluation should reflect, in theory, an additional increase. On paper the Paid for Performance Model looks great, but in practice there are several issues that need to be addressed. Diana mentioned the importance of providing “themes” to HR so she can have a conversation with upper administration.

Jeff has asked for a report on the Climate Survey from IR and is waiting for that information. Stacey will meet with Kristen Stephens, Jeff Sturgeon and Diana Prieto to gather information.
- Outreach Events – Carol Carroll – mentioned the Employee Appreciation Board mailer and encouraged all employees to send it in for a free t-shirt or other item. School is Cool volunteering went well and several CPC members participated. The Trial Gardens event is tomorrow please look at sign-up sheet and see you tomorrow.
- Work Life – Debra DeVilbiss talked about introducing intercultural training and meeting with folks on campus and that the training will likely be run through the Diversity Office.
- Other reports
 - Rules of the Road Training – Debra DeVilbiss and Kristin Stephens. Both thought the training was great though heavily focused on employment law.

New Business:

- CPC on Facebook – Megan discussed the benefits of Facebook and after talking with Del Rae we can start with utilizing the Work at CSU page to help boost their numbers and get the word out or we can use our own Facebook page. Discussion will continue with the Communications Committee and Stacey

Meeting Adjourned at 3:04 pm