

# Classified Personnel Council FY17

DATE: 08/11/2016

LOCATION: Colorado State University, Morgan Library Event Hall  
Meeting Minutes

**Members present:** Stacey Baumgarn, Leah Bosch, Carol Carroll, Brian Gilbert, Kelly Hixson, Anthony King, Dan Kelso, Clint Kranz, Adriann LaRue, Veronica Nicholson, Debra Parker, Diana Prieto (Ex-officio), Dereck Rau, Bob Schur (Ex-officio), Ed Schwab, Megan Skeeahan, Laura Snowwhite, Kristin Stephens, and Marvin Withers

**Absent:** Jim Abraham, Geri Baker, Sandy Dailey, Sheila Durnil, Tammy Perez, and Jeb Stuart

**Guest presenters:** N/A

**Other guests:** Anselma Lopez (VPEA), Adrienne Marcus (VTH)

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

## **Call-to-Order / Announcements / Reports:**

- Introductions – New faces make sure we know who each other is.
- A motion to approve the minutes from the CPC Retreat held on July 20, 2016 as presented in the meeting packet was made by Debra Parker, seconded by Kelly Hixson, motion carried
- Treasurers reports – recent payments include expenses for the CPC Retreat and for the Fall Forum (for Stacey and Kristin in September)
- Membership updates – Cathy Anderson Mathern has left the university and will no longer be on the council, and Crystal Cole has resigned from the council due to new job responsibilities but, will continue to serve as a CPC volunteer. With these changes, we are currently at 24 members, the CPC Bylaws allow up to 30, we have 6 open seats. We can personally recruit, and we may want to think about areas of the University that we would like representation from for specific outreach.
- CPC Retreat – let's hear your feedback?
  - Liked the building and location; liked the food; liked the member appreciation gift (small plants)
- Employee Appreciation Event and Community Open House & Ice Cream Social – held on August 10, 2016
  - Approx. 450 hats given away to employees, which is a great turn out!
  - This was the first year we combined forces with APC, Faculty Council and CSU Events to co-host the Employee Appreciation Event & Ice Cream Social. While this was the seventh year of an Employee Appreciation Event hosted or co-hosted by CPC, in previous years, with only CPC or CPC and APC, our resources were limited and resulted in smaller events – the numbers of employees attending has grown each year.
  - Feedback to share with co-hosts regarding the Employee Appreciation includes:
    - Encourage departments to bring extra people so that employees can rotate out and enjoy the festivities
    - Better signage at employee appreciation table (“Employee Sign-in”)
    - Higher Ice Cream to Popsicle ratio? We heard they ran out of ice cream – Stacey will verify
    - We liked it being bigger, more tables to visit, more swag items
    - It was far less stress on the CPC budget (In previous years it cost CPC \$1,500 for everything...). This year we pooled money with APC and Faculty Council to buy and provide the hats as an employee appreciation gift – and the CPC Outreach Committee was not alone in the planning

- Need better table set up, the flow was weird with most parking on the North East
- CPC members are overall optimistic it was the right thing to combine
- Bouncy House for kids was awesome!
- Have CPC members out mingling with people – “Ask Me” or generally talking to employees or community members
- Need to provide a map of the event for people – and better signage at each booth
- Maybe have a scavenger hunt/Fact Finding challenge for employees, turn in sheets for extra prize tickets
- C2C highlights around booths, maybe a sign that stands out? Highlight on a map
- Thanks to everyone who helped on planning or working the event!
- School Is Cool volunteering
  - A few CPC members were able to volunteer this week to help organize, stuff and deliver the backpacks; 3,100 backpacks were provided this year, the most ever
  - There will be a 25<sup>th</sup> Year Celebration of School Is Cool in the LSC – Friday, 3:30-5:00 in the Cherokee Park Ballroom
- Ram Welcome next week, Friday night is the carnival, check it out!
- Parking is looking for a State Classified person to sit in on appeals for Parking Services 2x a week. They might have two other monthly meetings that they might want a CPC rep at. Any volunteers? Appeals are heard 4-5pm on Tuesdays and Thursdays
- If you see/know of a university committee that we are not involved in but think we should be – speak up! Let us know so that we can reach out
  - Stacey was thinking about the Bicycle Advisory Committee (?) Others (?)
  - Bob Schur will review University committees he is on that may need a State Classified rep.

### **New Business**

- Changing date of September CPC meeting – normal monthly meeting scheduled when Kristin and Stacey will be at the Fall Forum with President Frank and University leadership
  - Tuesday Sept. 13 is the best (20 members responded to Doodle poll)
  - Megan will send out new meeting invite once a location is determined

### **Committee Reports**

- **Communications** – report by Veronica Nicholson
  - Two new members, Adriann La Rue and Dan Kelso
  - Interviews with CSUPD and Emma Chavez for *CSU Life* articles
  - We need a camera at more events – John Eisle was out and about at the Employee Appreciation Event, let’s see if he has any State Classified faces to share
  - Website updates continue – new online committee forms are now available!
  - Outreach to other committees – the Communication Committee is ready and able to spread the word about anything other CPC committees need help with – let us know how we can help!
- **Recognition** – report by Anthony King
  - Improvements and streamlining coming for the Everyday Hero process – receiving nominations, voting, approval, photos and communication
  - Educational Assistance Award - would like to provide a report/update to donor about what recipients have accomplished given the award
  - Week of September 15<sup>th</sup> – advertising fall semester Educational Assistance Award

- **Legislative** – report by Brian Gilbert
  - Two new members, Derek Rau and Jim Abraham
  - Working with elected state legislators to change State Classified evaluation system to a 1-5 scale. Meeting on Monday, Aug. 17<sup>th</sup>, 2 legislators (Jeni Arndt and John Kefalas) are attending for sure (possibly Joann Ginal)
  - Outlook for FY18 raises – reviewing and working to understand the State of Colorado Annual Compensation Report FY 2017-18 – released by DPA on August 1<sup>st</sup>, 2016. This document (purposefully) does not include specific recommendations. More info to come soon
  - CU gave raises this last year, HR got the language that CU used to make it happen. CSU HR is working to provide the administration with an argument (pathway) for the possibility of a raise regardless of the legislature and state budget allocation to CSU
- **Outreach and Events** – report by Carol Carroll
  - Retreat, School Is Cool and Employee Appreciation Event are done! What’s next:
    - Homecoming parade (Oct. 7<sup>th</sup>)! Possible themes: Hughes Stadium? Other ideas?
    - Will need volunteers; Carol will send out a calendar reminder
- **Work Life** – report by Kelly Hixson
  - Working to establish regular committee meeting time
  - Idea to talk to trainers about if/ how they can provide employee specific classes/resources
    - Resume writing, filling out applications
    - Computers – classes and accessibility
    - PDI offerings, how can we bolster access to these resources?
    - Emma Chavez – Community Resource Coordinator ( in Ombuds office)
    - Marsha Benedetti – see what she can offer to help (Training & Organizational Development)
    - HDS has a new training employee – reach out to them to see what we can do
- **Executive** – highlights from the Chair’s Report – report by Stacey Baumgarn
  - Letter to Governor Hickenlooper: still working with CSU Admin. and CSU lobbyists. It has been suggested to meet with Governor Hickenlooper face to face
  - Housing Task Force: Tom Milligan is leading the Housing Task Force conversation moving forward (Cori Wong is no longer heading it up)
    - At this stage, intentionally working to keep conversation broad and open, not making big decisions until more in the community are reached out to
    - Could the land that Hughes Stadium is on become a potential site for affordable housing? For faculty/staff?
  - Budget Roundtable Discussions: summer 2016, for FY18 budget process
    - Organized by the Provost, Stacey is attending
    - More focused on how budget requests are related to University Strategic Plan
    - We must keep in mind that some things are funded over others because of well thought out strategy. If we want certain initiatives, or if we want raises we (may) have to sacrifice something or think about how it could impact the creation of a new support job that could help us with something (else) we need (desire). While it can be frustrating, we have to think about the impacts of how funding in one area impacts other areas.

Meeting adjourned 2:40 pm.