

# Classified Personnel Council FY17

March 9<sup>th</sup>, 2017

Colorado State University, Lory Student Center 304-306  
Meeting Minutes

**Members present:** Stacey Baumgarn, Leah Bosch, Carol Carroll, Sandy Dailey, Brian Gilbert, Wayne Hall, Kelly Hixson, Anthony King, Clint Kranz, Adriann LaRue, Ed Schwab, Megan Skeehan, Laura Snowwhite, Kristin Stephens, Jeb Stuart, Marvin Withers, and Diana Prieto (Ex-officio)

**Absent:** Jim Abraham, Geri Baker, Sheila Durnil, Dan Kelso (excused), Veronica Nicholson (excused), Derek Rau (excused), and Bob Schur (excused, Ex-officio)

**Other guests:** Cindy Befus (Graduate School), Karl Bendix (APC Representative to CPC), Maria De Lourdes Zarala (Access Center), Randy Lamb (HDS – Facilities), Joey Murphy (HR), and Maggie Seymour (Art/Art History)

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

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

- Welcome members and guests – thanks for visiting – multiple brochures with announcements were passed around including: Training & Organizational Development – upcoming training sessions; Money Smart Week at Morgan Library in April; Mobile Food Pantry coming to campus (food assistance with CSU ID, receive up to 50 lbs. of food – bring your own bags!)
- Approval of 2-9-17 Meeting Minutes. A motion to approve the minutes with the correction of one typo – was made by Marvin Withers, with a second by Brian Gilbert. Motion passed
- Treasurers Report – No changes from February. Upcoming expenses include: awards/recognition luncheon; purchasing giveaways for future events

## **General Updates / Reports:**

- Report: Follow-up on Open Forum with Dr. Frank – Feb. 7<sup>th</sup>, 2017
  - The answering of certain questions raised at the open forum is ongoing. President Frank just received some of the information he needed to answer questions this week. Follow up is in the works
- Report: Statewide Liaison Council (meeting held 2/3/17) – Anthony King
  - At Red Rocks Community College. Mainly Pikes Peak and Red Rocks reps in attendance. It remains a challenging issue to get reps. from all 25 institutions. Attendees worked on brainstorming and drafting letter to the governor about wages
  - CPC at CSU is able to provide monetary support for our SL rep., Anthony King, to attend. The CSU CPC is the benchmark for how other Councils around the State would like to operate
- Clint asked if there would be a way that HR could condense HR information relevant to State Classified employees: State Personnel System Employee Handbook, Performance Management Program User Guide, benefits, etc. – rather than to have to read the entire handbook(s) and challenging legal language. So many pages can make understanding the “system” and various “processes” difficult

- Diana Prieto pointed out that it would be difficult to distill the specific information because it varies from area to area, and it would be a large task to take on. If we were more specific about what areas we would want clarification or simplification on, HR may be able to do that
- Stacey asked/recommended that the CPC Work Life committee work on compiling information, references, etc. and all the locations the information can be found – and create an index that one could navigate to from one place. Concerns about understanding legal information are understandable, but can be address directly with HR on a case-by-case basis
- Or, do we take this project on as a council over email? Then, compile our list of questions and work with HR to provide an FAQ or set of steps that employees could follow to figure out items on their own?
  - CPC could post guidance on our website and our Communications Committee may be able to help people find information (via our website or articles written)
  - Decision: Stacey will send out a list to the documents and references to CPC, we can add/agree and disagree on what should be included – initial phase to be completed over email. Once we compile our questions and concerns then Stacey can work with HR and move forward
- Dates to remember:
  - Nominations for Positive Action Award – due Mar. 17<sup>th</sup>, 2017
    - A person or group who has done something that supports SC employees
  - Self-nomination for Executive Committee offices – due Mar. 23<sup>rd</sup>, 2017
  - Self-nominations to become a CPC Representative – due Mar. 24<sup>th</sup>, 2017
    - Currently accepting nominations. Terms end for 5 of our 22 members this year (June 30<sup>th</sup>). We have heard from 2 of the 5 interested in continuing service. Two self-nominations have been received from potential new members
  - CPC regular monthly meeting – Thursday, April 13<sup>th</sup> – very important meeting
    - Mary Ontiveros and Jennifer Schneider will be presenting the 2016 Campus Climate Survey data
    - Voting to approve new 2017-2020 members and FY18 Executive Committee officers
  - CPC Annual Recognition Luncheon – Monday, April 24<sup>th</sup>, 2017 – 11:30 am

### **CPC Committee Reports:**

- Communications – Veronica Nicholson
  - SOURCE article – Adrian LaRue wrote an awesome article about joining CPC
  - CSU Life – article in March edition: *Hats off to Our Custodial Staff*
  - Communicator getting finished up right now
- Employee Recognition – Anthony King
  - Award season! The selection committee for the Outstanding Achievement Awards have met and made their selection. The committee included a: Faculty member, an AP member, a SC employee (not on council). Anthony is preparing the bios now for the Celebrate! CSU recognition event
    - Recipients of the Outstanding Achievement Award is secret until Celebrate! CSU
  - Educational Assistance Awards are open for applications. So far we only have two submissions?! Please share information about this opportunity!

- Everyday Hero Awards have slowed down in the spring – let's promote this too!
- Also, remember – you can submit nominations for AP and other campus awards
- Legislative – Brian Gilbert
  - 3 PERA bills on legislative table. Two were killed in Committee. Last one standing is a proposed change to the composition of the PERA Board, add 3 governor appointed, removed elected – anticipating this will also get killed (in the House).
  - Planning the annual CPC legislative visit to Denver, during the week of April 17<sup>th</sup> (?)
- Outreach Events – Carol Carroll
  - Getting busy: waiting to hear a date for the Benefits Fair; planning and outreach event at Aggie Village in April, and assisting with the annual CPC Recognition Luncheon
  - And the Outreach Committee could use some additional members!
- Work Life – Kelly Hixson
  - Did not meet this last month. Met with Emma Chavez, CSU Community Resource Coordinator earlier this year about needs she has identified. Emma would like to be involved with our outreach events. Commission on Women & Gender Equity also has a work life committee, noticing a short-coming (difficulty) for food stamp recipients – cannot be used for diapers, hygiene items, etc. Working on how we could create a space on campus to provide some of these basic products for those in need. We need to secure annual funding and develop policy (?) for this
- Executive – Stacey Baumgarn
  - Kristin Stephens – report from meeting with CPC Committee Chairs on 3-7-17
    - Discussed membership needs – all CPC members must serve on at least ONE CPC committee
    - Discussed succession planning if current Chair is not planning to Chair in FY18
  - Can you recruit a new member to CPC? Self-nominations are due March 24<sup>th</sup>, 2017
  - Nominations for Executive Committee Officers – and the election process – a proposed process was presented and shared by Stacey (see attachment #1 to these Minutes). Following a lengthy discussion:
    - A motion was made by Clint Kranz (with a second by Kristin Stephens) – to allow members to submit their name to run for more than one office. However, if the same person is elected to multiple positions they can pick the office they prefer. Method is a single written ballot (and, with absentee ballots available prior to the meeting for those who cannot attend). Motion did not pass
    - A motion was made by Adriann LaRue – to use the recommendation from FY17 Executive Committee (attached – text in red reflects updates) with the addition of an absentee ballot (with a second by Kristin Stephens). A friendly amendment was proposed by Carol Carroll – members who will be absent from the April meeting must contact her ahead of time to vote – she will send an email ballot. For those voting in-person at the April meeting, ballots will be blank sheets, nominees for each office will be listed on the whiteboard and voting will proceed from Chair, to Vice Chair, to Secretary, and then to Treasurer. This motion (with friendly amendment) passed

- Employee Voice Survey – update on response rate and next steps
  - Sent out by APC, CPC and Faculty Council. The survey has closed. There were over 500 SC respondents (really good response rate). ~7-800 AP, ~400 faculty. We will be working with some folks in the Statistics Department to analyze the data and the open-ended responses
    - Top 4 financial impacts for SC employees (reflected by the frequency it was checked): parking, medical/health care, housing, credit card / student loan debt
    - Regarding the questions on C2C benefits: some didn't know what they were, some said they didn't think they would utilize anything on the C2C list – need to understand more about this response and situation
- Annual meeting with Dr. Frank – Stacey and Kristin will be meeting with Dr. Frank and the Chair and Vice Chair of APC to discuss our topics of top concern
- Other reports:
  - Stacey: highlights from the CPC 3-9-17 Chairs Report – parking info meetings: first session was packed (!), the ones after had good attendance too. The purpose of the sessions was to make sure Parking & Transportation Services did not miss anything or get anything completely wrong – that will completely upset people. Proposed changes to the retiree permits are likely to change from what had been presented at CPC last month – update coming soon
  - Stacey: attended the 2/27/17 APC meeting, President Tony Frank was the guest speaker. Topic of focus was FY18 salary increases. AP and Faculty increases are often modeled on the anticipated SC raises (though sometimes not). The Colorado Legislature likes the idea of “merit” pay, while the Governor proposed a 2.5% increase, his budget was not defined specifically as cost of living or merit. Focusing our advocacy on merit pay – could better guarantee that raises hold at 2.5%. This is why we now see the Joint Budget Committee proposing .05% cost of living and 2% (average) merit. Recall, the % merit is a combination of an employee's performance rating and what quartile in the pay range they currently sit
  - Stacey: Lunch and Learn possible topics – can we think of topics that would be interesting and pull not just CPC members but also serve to inform other employees on campus – topics such as: Budget, HR policies, DPA salary survey, How salaries are determined, Emma Chavez, Performance Management Program, others?

Meeting adjourned – **Thanks for attending** – hope to see you next month!

**Next CPC meeting:** Thursday, April 13th, 2017 – 1-3 pm, Lory Student Center, Room 304-306

- ✓ Presentation on the 2017 Campus Climate Survey results
- ✓ Election of Representatives and Executive Officers