

Classified Personnel Council FY17

Meeting Minutes

January 12, 2017

Colorado State University, Lory Student Center 304-306

Members present: Jim Abraham, Stacey Baumgarn, Carol Carroll, Brian Gilbert, Wayne Hall, Kelly Hixson, Dan Kelso, Anthony King, Clint Kranz, Adriann LaRue, Veronica Nicholson, Debra Peterson (Parker), Diana Prieto (ex-officio), Ed Schwab, Megan Skeeahan, Kristin Stephens, Laura Snowwhite, and Marvin Withers

Absent: Geri Baker, Leah Bosch (excused), Sandy Daily (excused), Sheila Durnil (excused), Derek Rau (excused), Bob Schur (ex-officio)(excused), and Jeb Stuart (excused)

Guest presenters: Inclusive Campus Committee: Mary Ontiveros – Vice President for Diversity, Kelly Connor (Office of the VP for Diversity), Martha Coleman (Facilities Managements), Aaron Fodge (Alternative Transportation Manager), Jessica Kramer (Facilities Management), and Maria Roll (ATRC)

Other guests: Pam Jackson (Internal Communications), John R. Jay (HDS), Jaime Joseph (Atmospheric Science), and Will Schwab (Facilities Management)

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

Call-to-Order / Announcements / Reports:

- Welcome members and guests – thanks for visiting
- Approval of 12-8-16 Meeting Minutes – A motion to accept the minutes as presented was made Deb P., second by Dan Kelso. Motion passed unanimously
- Treasurers Report – we are currently under budget

Guest Speaker: Mary Ontiveros – Vice President for Diversity

- Inclusive Virtual and Physical Campus – creating an accessible and inclusive campus for everyone in our community
 - Came from Campus Climate Committee, purpose is to guide campus to keep inclusivity as a central focus
 - Gender neutral bathrooms – gender non-conforming employees and students on campus faced harassment in gendered bathroom. There are other medical needs that were in focus when the efforts on gender neutral bathrooms were addressed
 - Accessible design in buildings – ensure that we are meeting ADA requirements and recognizing other needed inclusive spaces: lactation rooms, meditation/reflection rooms, break rooms; and issues including accessibility, location/height of toilets, mirrors, walls, door widths, showers, etc.
 - New buildings / new signage / etc. – must be attentive to scale things (buildings, signs, etc.) when we are adding them to campus – inclusion must always be a central part of our decisions with new buildings and/or completing major renovations on campus
 - Existing buildings – need to update existing buildings to include these amenities too
 - Virtual campus considerations – captions on videos, adding descriptive text on photos online – enables a visually impaired individual on a webpage to use a technology that “reads” the webpage

- Policy hopes to improve existing standards and direct thoughtful development of new standards; with an over-arching goal to have an inclusive policy for years to come

General Updates / Reports:

- Dates to remember
 - Open Forum with Dr. Frank – Feb. 7th, 2017 – 11:30-12:30 pm LSC – Cherokee Park Ballroom – State Classified session
 - All sessions are open to anyone, but there are specialized sessions for different groups (State Classified, AP's, Faculty, and students)
 - If you cannot attend any of the sessions – but you have a question – send your question(s) to Stacey to ask. Or, you can always just email Dr. Frank ☺
 - Nominations for Outstanding Achievement Award – due Feb. 24th, 2017
 - [Online nomination form!](#)
 - Nominations for Positive Action Award – due Mar. 17th, 2017
 - [Online nomination form!](#)
- Please check/watch the color-coded CPC calendar. There is a lot about to start happening. Committees should be using this as a guide through the spring semester. Don't get caught off guard, this is a very busy time of year. Thanks!

CPC Committee Reports:

- Communications – Veronica Nicholson
 - No meeting in December, working on an article on custodial staff on campus
- Employee Recognition – Anthony King
 - Open nominations for CPC Awards are being promoted across campus through various communication channels. Two OAA nominations have been received so far. The selection committee has been set and will meet March 7th to determine our awardees
- Legislative – Brian Gilbert
 - Did not meet in January but with the Legislative session just starting, it will be busy soon
 - Waiting to receive list/news of the bills that CSU will be watching – will evaluate for CPC
 - Planning our annual visit to the capitol to meet with our elected representatives in April
- Outreach Events – Carol Carroll
 - Events recently held: Horticulture Open House event in December, Resource Fair and Conference Style Training CPC info session for HDS in January, University PDI in January
 - Upcoming events: the State Classified Benefits Fair (we are getting cookies and drinks, need some new swag items, just waiting for the date to be set by HR), I Love CSU Day event tentative (April 18), and maybe CPC will host a tour of an old building on campus
 - Short on members – hoping to get one or two more people to help join Outreach
- Work Life – Kelly Hixson
 - No meeting this last month
 - Wanting to meet with Emma Chavez to see if there are ways to help her and to be a resource for our employees
- Executive – Stacey Baumgarn
 - Can you recruit a new member to CPC? We currently have seven open seats on the Council. Information on the Council and the process to join are on the CPC website (<http://cpc.colostate.edu/interested-in-joining-cpc>). We would be happy to make time

- to talk to potential members. In the event that we receive more than seven self-nominations, we would hold a campus-wide election in March
- The Supervisor Development Program has been launched, there is a [new website](#), a pathway for a certificate program – however, it is not (yet) a mandatory program. APC and CPC leadership are going to ask President Frank to make supervisor training mandatory for *all* supervisors
 - It was suggested that CPC could collect information/feedback in the future from employees of supervisors that complete the training (or certificate program) to gauge effectiveness, changes in style, etc.
 - BARC's and Budget Hearing update:
 - While there were a few process improvements this year, there is still work to be done. Stacey will soon be gathering formal input from our BARC representatives to share with the Provost
 - FY18 Budget Hearings are scheduled for Jan. 25th in the Lory Student Center
 - Other reports:
 - *CSU Life* is preparing a special story to highlight couples at CSU – are you part of a State Classified couple?
 - Special topic: Deb Peterson (Parker) is leaving CSU, retiring at the end of the month. She has served CSU for 27 years, served CPC for ~17 years – Deb served as the Chair for two years, has served on every CPC committee at one point, and has been our historical knowledge go-to person on CPC for years. We are grateful for her service and we wish her all the best. Thanks for all you have given us Deb!

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

Next CPC meeting: Thursday, February 9th, 2017 – 1-3 pm, Lory Student Center, Room 304-306

