

Classified Personnel Council FY18

July 12, 2017 – 8:30 am – 3 pm

Colorado State University, Lory Student Center Grey Rock Room

Meeting Minutes

Members present: Jim Abraham, Stacey Baumgarn, Leah Bosch, Carol Carroll, Lourdes Zavala, Brian Gilbert, Wayne Hall, Kelly Hixson, Dan Kelso, Anthony King, Clint Kranz, Randy Lamb, Veronica Nicholson, Nicole Johnson (elected on 7-12-17), Derek Rau, Will Schwab, Megan Skeehan, Laura Snowwhite, Kristin Stephens, and Jeb Stuart

Absent: Sandy Dailey (excused), and Ken Young (excused)

Other guests: Bob Schur (ex-officio) and, joining us for lunch: Catherine Douras (APC Vice Chair), and Dr. Tim Gallagher (Chair of Faculty Council)

CPC FY18 Retreat – notes

8:30 am – the Retreat opened with morning snacks, coffee, and tea

9-10 am – Stacey lead the group through a number of “get-to-know-ya” activities

10:15 am – CPC in FY18

For the benefit of new members and existing members, we began the morning with a review of a few of our past initiatives and our existing initiatives, as a lead-in to discuss potential new initiatives. A few of our **past (and on-going) initiatives** include topics such as (this is a representative, not comprehensive list):

- Parking
- Salaries
- University policy reviews
- Supervisor training – now that the training program is now in place, we are focused on the implementation and the impact
- Advocating for the creation of the Community Resource Coordinator position (now held by Emma Chavez) – CPC wants to ensure this position has the support needed and is effectively providing information of resources to those in need
- Keeping a pulse on other issues that State Classified employees have expressed need for:
 - Housing Task Force – Moving forward with an ITN (Intent to Negotiate), to create a partnership with an existing non-profit agency, bring them on campus to directly provide service to CSU employees related to affordable housing, financial counseling, lease reviews, first-time homebuyer education mortgage negotiations, etc.
 - 30 x 20 (a living wage initiative) – a CSU initiative to provide a living wage (\$30,000/year) for all CSU employees by 2020
 - There are several considerations with this: determining an actual “living wage”, protecting individuals from a “cliff-effect” a situation where an individual could lose access to social service resources when their income exceeds an eligibility threshold, yet the new wage does not make-up for the “value” of the lost resource. And, initiating a wage increase for the lowest earners while making equal considerations for wage compression issues

- Re-envisioning CSU – 2020 is the 150th anniversary of CSU – this is an initiative to start thinking about what we want CSU to be or become over the next 150 years!
- Game Day Experience – this has been an ongoing committee, it will most likely be busier as we navigate the inaugural season of the new on campus stadium
- Performance evaluation rating scale – going from a 1, 2, 3 rating scale to a 5-point scale
- Finding from the most recent Campus Climate Survey – how can these findings help us to identify, prioritize and focus on the needs identified by employees
 - The overall importance of diversity and inclusion and the implementation of standards to support the *Inclusive Physical and Virtual Campus Policy*
- Continue efforts to translate CPC documents from English to Spanish

A few **potential new initiatives** may include:

- Findings from the Employee Voice Survey – how can these findings help us to identify, prioritize and focus on the needs identified by employees
- Professional development fund for APC and CPC to share (\$12,000 for this first pilot year) – enabling professional development for employees. An APC/CPC committee is creating an application and process for this now
- Food security for students and staff – potential partnership between CPC and ASCSU to do more to support students and employees who may be experiencing food insecurity
- Leave equity issues
- Create a resource list of documents, processes, and reference materials for State Classified employees

A few items identified as **areas to explore**:

- Brown bag lunches – a CPC sponsored speaker series (Kristin offered to help start this) addressing topics of interest or importance to State Classified and CSU employees:
 - Financial wellness, and resources when in need
 - Employee benefits – Study Privilege, tuition discounts for family members, etc.
 - Community / campus resources
- Job literacy / self-promotion – career counseling, resumes, applications, a “clothes closet” to provide clothing for interviews
- Hiring / promoting / training – audit our process, make sure there is equity and provides opportunities for internal promotion when possible
- Mentorship system / group – helping individuals grow in or change their career path

Website tour with Megan Skeeahan

- Location of CPC and University Committee report templates on website, important deadlines to adhere to in FY18 to ensure all documents can be sent to the CPC members in a timely / appropriate manner. Note: please do not use acronyms without clarifying what the acronym stands for
- Upcoming updates – CPC member page, committee(s) page(s), adding a section for *CPC in the News*, and improving the CPC meeting agenda and minute archives
- Long term goals (for the website) – continue to upload documents into our archive, glossary of CPC terms, highlighting new resources, events on the front page updated weekly
- Please contact Megan when there is an event or something that needs to be updated

Email etiquette with Wayne Hall

- We have a CPC email that sends to our entire group – csu_cpc@mail.colostate.edu – this includes our current members, our ex-officio members, volunteers, and sometimes other individuals – be mindful when using this list – thanks
- When you use the group list: put your name in the “To” and put the group email in the “BCC” field – this will help limit unnecessary emails to everyone on the list
- For committees / smaller working groups – we encourage you to put all email addresses in the “To” or “CC” lines – then, utilize “reply all” to keep everyone equally informed
- Please contact Wayne if you have any questions about this process and/or email etiquette

Noon – lunch

During lunch, we were joined by Catherine Douras, APC Vice Chair and, Dr. Tim Gallagher, Chair of Faculty Council. Each officer shared a few comments highlighting goals for the year and/or areas where their Council and CPC are likely to work together in the coming year.

1:00 pm – CPC Business Meeting

Call to Order by CPC Chair, Stacey Baumgarn

Call-to-Order / Announcements / Reports:

- Approval of June CPC meeting minutes – a motion to approve the June minutes as presented in the meeting packet was made by Dan, seconded by Veronica – motion carried
- FY17 CPC Annual Report – Stacey walked through the report to explain the highlights and the basics of the information included
 - A motion to approve the Annual Report as presented in the meeting packet (with grammatical changes from Bob Schur submitted via email) was made by Clint, seconded by Brian – motion carried
 - Stacey will submit the FY17 CPC Annual Report to Dr. Frank and Lynn Johnson for their approval
- A spreadsheet will be sent out to collect CPC member’s supervisor information. Include any additional secondary supervisors you wish. The list is utilized by the President’s Office to send a letter to CPC members and their supervisors acknowledging the importance of participation and members contribution to shared governance at CSU and, as a “thank you” for your service to CPC
- Treasurers report – Anthony King
 - CPC will have a \$11,000 budget for FY18 (these dollars come from the Office of the Vice President for University Operations)
 - Anthony presented a “proposed” allocation of dollars for each major activity areas of the Council, the Executive Committee will suggest changes before the August CPC meeting
 - If your CPC committee has a special request – notify Anthony asap
- Consideration of a new member – Nicole Johnson – a Program Facilitator working for the Global Social and Sustainable Enterprise MBA program in the College of Business. A motion to approve Nicole for membership was made by Kristin, seconded by Laura – motion carried – welcome Nicole!

- CPC has room for more members. Please try to recruit! We lost three members from our FY17 roster, and our number of university committee commitments are not decreasing
- Event updates
 - Aug. 5th – Community Open House at the new stadium, 10:30 am – 2:30 pm
 - Focus on season ticket holders and a good trial run for game day operations
 - CPC will share a table with APC and Faculty Council – we will hand out the employee appreciation gift (if we have them) to any employees who attends the event (we will cross their names off the list)
 - Scheel’s (new sporting goods store in Loveland) donated 6,000 clear bags for athletic event use!
 - Aug. 24th – Employee Appreciation Celebration at the new stadium, 4:30 pm – 6:30 pm
 - Focus of this event is employee appreciation
 - Family members and children (of employees) are welcome but not necessarily encouraged – this event will not be promoted to the general public or students
 - Event to be held on the New Belgium Porch – can hold 1,500-1,800 people
 - Some access to the concourse will be available (restroom access). Seating areas, boxes, event space, football program space – will not be open
 - Athletics contributed \$2,500 to the event budget. Each employee council and the Employee Appreciation Board contributed \$1,500 each. Total event budget \$8,500
 - Employee Council \$’s will predominately go toward purchase of food, cash bar (for beer on the NB Porch).
 - There will be an employee check-in table (outside) the venue, then each Council will also have a table to promote the Council inside the venue
 - CPC will need volunteers to help at both the check-in table to hand out the employee appreciation gift and take entries for the door prizes and, we will also need volunteers to station the CPC table
- CPC Committee assignments and planning for FY18
 - Thanks to all for volunteering to serve on one or more CPC Committees – we will post an updated list of committee membership on the website
 - After the business meeting adjourns, CPC Committees will spend the remainder of the afternoon planning for the coming year

1:35 pm – meeting adjourned

CPC Committees met for planning until 3 pm and the close of the Annual Retreat.