

# Classified Personnel Council FY17

DATE: 07/20/2016

LOCATION: Colorado State University, University House on Remington Street  
Meeting Minutes

**Members present:** Jim Abraham, Cathy Anderson Mathern, Stacey Baumgarn, Leah Bosch, Carol Carroll, Sandy Dailey, Sheila Durnil, Brian Gilbert, Kelly Hixson, Dan Kelso, Anthony King, Clint Kranz, Adriann LaRue, Veronica Nicholson, Debra Parker, Tammy Perez, Derek Rau, Megan Skeehan, Laura Snowwhite, Kristin Stephens, Jeb Stuart, and Marvin Withers

**Members absent:** Geri Baker, Wayne Hall, and Ed Schwab

**Guest presenters:** Toni-Lee Viney – APC Chair, Diana Prieto – Executive Director of HR/OEO

**Other guests:** Karl Bendix – APC representative, and Debbie McClelland – CPC volunteer, Eric Gardner - volunteer

## Guest Speakers

- Toni-Lee Viney, Chair of APC – works closely with Stacey and Kristin. Goals for APC and CPC and Faculty Council are often parallel or even the same – a lot of working together to identify needs on campus. The APC Retreat will be held July 27, 2016.

APC Goals for FY17 (to be finalized at their retreat next week):

- Increase awareness of APC, more outreach and engagement
  - Enhancing involvement with University budget process – BARC process improvements and continued involvements
  - Strategic planning – SPARC process monitoring – to be more involved
  - Mandatory supervisor training
  - Stronger support from administration to support work-life balance and caregivers. Flexible work arrangements, more opportunities and support for volunteers
  - Professional development fund for AP – model what CPC does with Educational Assistance Award
  - Parking – seek employee feedback, expect accountability from Parking
  - Volunteer administrative leave option – not just public schools, but other opportunities for the campus community to volunteer
  - Enhance membership experience – involving alternates, alumni involvement/communication
  - Advocating for salary increases for ALL employees – recognizes the lack of increase for SC's in FY17 – HEALTHY raises, higher commitment to salary increases on campus, addressing defined contribution plan for retirement plans for AP and Faculty
  - Enrich diversity on the council – involvement across campus, stronger recruitment, better representation
- Diana Prieto – Executive Director of CSU HR/OEO – provided these comments regarding working with CPC
    - HR and CPC have a relationship that is collaborative and focused on problem solving

- Enjoys working with CPC and APC
- Mandatory supervisor training has been a goal for HR too, having support from the employee councils in the BARC process helped secure the funding. Training and Organizational Development now reports to Diana, and is currently in RFP process to procure a learning management system to manage/track the program and its participants. Marsha Benedetti is working on more robust training for supervisors on campus, and is working to fill two positions to support TOD programs including mandatory supervisor training
- Supportive of changing the 1-2-3 rating system to a 5-point scale for evaluations
- Regarding State Classified employee salaries – Diana has been invited to provide thoughts to Tony Frank and Lynn Johnson on what options we may have in the future. CSU is not big risk taker (like CU has been). Diana has been asked to develop a roadmap to outline potential paths if the state does not provide for State Classified raises. In FY17 (for the FY18 budget), the administration is focusing on salaries. Raises for Classified employees is supported by APC and HR, and HR will be providing options to the administration to provide greater institutional support as well

**1:35 pm** – Official Call to Order by CPC Chair, Stacey Baumgarn

- Consideration of a new member – Jeb Stuart. Following review of prepared Letter of Interest:
  - Motion to approve Jeb Stuart for membership made by Clint Kranz, with a second from Kelly Hixon – motion approved unanimously
- Membership update – Crystal Cole resigned from the Council after accepting a new position at CSU but will serve as a volunteer. The Council is now at 25 elected voting members with Jeb Stuart being elected today
- Approval of FY16 CPC Annual Report
  - Motion was made by Carol Carroll to accept the report as drafted and presented to members prior to this meeting, with a second from Clint Kranz – motion approved unanimously
- Approval of CPC 6-9-16 Meeting Minutes
  - A motion was made to approve the minutes as drafted with slight edits on name spelling and list of attendance by Clint with a second from Kelly – motion approved unanimously
- Approval of proposed FY17 CPC Budget – developed by Carol Carroll, CPC Treasurer
  - FY17 Budget for CPC outlines proposed spending for Council operations of \$11,000/year; funding allocated from VPUO
  - Other funds that benefit CPC (but are not a part of the \$11,000 operating budget):
    - Donor funded account funds the CPC Educational Assistance Award
    - Outstanding Achievement Award \$'s comes from VPUO
    - APC and CPC Chair and Vice Chair receive an annual stipend, \$3,000/year for Vice Chair, \$6,000/year Chair; these funds also come from the VPUO
  - Motion to approve budget as drafted made by Marvin Withers, with a second from Brian Gilbert – motion approved unanimously

Meeting adjourned at 1:53pm