

Classified Personnel Council FY18

DATE: August 10, 2017

LOCATION: Colorado State University, Lory Student Center Room 376-378
Meeting Minutes

Members present: Jim Abraham, Stacey Baumgarn, Leah Bosch, Carol Carroll, Sandy Dailey, Brian Gilbert, Wayne Hall, Kelly Hixson, Nichole Johnson, Megan Skeeahan, Laura Snowwhite, Kristin Stephens, Ken Young, and Lourdes Zavala

Absent: Dan Kelso (excused), Anthony King (excused), Clint Kranz (excused), Randy Lamb (excused), Veronica Nicholson (excused), Derek Rau (excused), Will Schwab (excused), Jeb Stuart (excused)

Other guests: Tracy Hutton (HR), Anselma Lopez (VPEA), Pam Jackson (Director of Internal Communications), and Bob Schur (ex-officio)

Call-to-Order 1:06 pm

Announcements / Reports / Updates:

- Welcome members and guests – thanks for visiting
- Happy Birthday this month to: Anthony, Derek, and Leah
- Approval of 7-12-17 Retreat Meeting Minutes – a motion to approve the minutes as presented in the meeting packet was made by Brian Gilbert, with a second from Laura Snowwhite – motion carried
- Treasurers Report and review of FY18 Budget
 - Stacey requests a few minor adjustments with wording on a few budget category labels (remove “trial gardens” and sub “employee appreciation”, etc.)
 - We will add a small budget for the communications committee
 - Anthony has provided a new pie chart to help show the budget allocations by category
 - Budget will be posted to the website after these minor updates have been made
- CPC Representatives service on University Committees – update from Wayne Hall
 - We only have an alternate (Veronica Nicholson) for the Diversity Issues Committee – looking for a main CPC rep
 - Megan Skeeahan is the alternate for MSFN, would like to have another member serve as the main CPC rep, Megan will serve as main CPC rep as needed
 - Need a Rep. for the Virtual and Physical Inclusive Campus Group – this is a working group that is overseeing policy implementation, subcommittee of the campus climate committee – expect as-needed meetings throughout the year
 - Wayne is creating a brief 1-2 sentence description of each university committee (inclusive of what they do, the current Chair, and meeting times)

- Emerging Leaders Series – an announcement/endorsement from Megan
 - New Training and Organizational Development (TOD) calendar for fall 2017 is posted. Check it out, great opportunities! Visit <http://training.colostate.edu> for the fall calendar and to register. There are a lot of new training opportunities listed including:
 - **Emerging Leaders:** Envision the Future – this 2 day workshop is awesome, highly recommended
 - **Supervisor Development Program Classes** – “...designed to help you with your professional development as an individual and as a supervisor. Colorado State University recognizes the importance of the supervisory role and the impact a supervisor has on employee engagement and satisfaction.” Administration will be reminding supervisors, completion of the development program is required (within three years) and will become part of annual performance evaluations
 - You can work with TOD to get prior trainings credited to your supervisor development plan if you have taken trainings in the program before
- Aug. 5th – Community Open House
 - Over 21,000+ people attended this event!
 - CPC and APC hosted a shared table – and gave out ~200 employee appreciation gifts to those who “checked-in”
 - No major complaints – just really busy
 - Given the focus and crowds of the Community Open House, we are perhaps fortunate that we did not couple the employee appreciation event with this particular event – employee appreciation would have been lost in the midst
 - We drew a winning name for a pair of tickets for the football game on Aug. 26th
- Aug. 8-10th – 2017 School is Cool
 - Anselma Lopez (guest) volunteered and reported it was well organized, College Of Business employees had a group there when she volunteered
 - CPC did not get the volunteer sign up until late this year and missed the opportunity of a group sign-up. We will work on getting on the distribution list for 2018
- Aug. 24th – Employee Appreciation Celebration, 4:30-6:30 pm
 - Kristin and Stacey have had several meetings for the planning of this event
 - Still negotiating/discussing budget – making sure we don’t run out of food, cash bar and water currently (trying to get lemonade)
 - CPC still needs more volunteers – we will need volunteers at both the “employee check-in” table and the CPC table. Bob needs help at the C2C table too!
 - Concession stands will not be open on the concourse, but restrooms will be available. Food will be available in the New Belgium Porch area
 - No official stadium tours, the Alumni Center will have a table for scheduling tours later in the fall
 - Door prizes (so far) include: CPC football tickets (one pair to each home game), Lynn Johnson (VPUO) provided one pair of tickets to each home football game, and the CSU Bookstore has provided six \$50 gift cards

Who we are – a snapshot of State Classified employees at CSU

This time each year Stacey has requested stats from Human Resources – thanks to Diana Prieto and Nick Cummings for providing this information. As of 8-2-17, there are:

- 1,885 State Classified employees at CSU
 - We work in 156 different departments/areas across campus
 - We represent 172 different classifications
- 60% women; 40% men
- 78% white; 15% Latino/a; 7% other race/ethnicity
- Age of employees: 29 or younger = 15%; ages 30-40 = 20%; ages 40-50 = 19%; ages 50-60 = 27%; ages 60+ = 19%
- Min. hourly salary = \$9.95; Max. hourly salary = \$47.01; Ave. hourly salary = \$21.79

CPC Committee Reports:

- Communications – Megan Skeehan – we have a committee meeting next week, website updates are in process, and committee will take some photos at the employee appreciation event. Stacey requested a special edition of *The Communicator* – perhaps include: employee appreciation, new things from C2C and reminders of the rec center, UCA events, educational assistance award, discounted football tickets (Nov 11, volleyball Nov 4) 2 for 1 single game tickets – save the date, diabetes prevention program (C2C pays for State Classified employees since they are not covered by Anthem)
- Employee Recognition – Carol Carroll – need some updates to the 2017 Educational Assistance Award form and the website. Committee to explore how the award may be paid through the employees department; offer this alternative in the spring semester
- Legislative – Brian Gilbert – no updates at this time. Stacey will be sending out the “How a State Classified employee gets a raise” email after a final review
- Outreach Events – Kristin Stephens – big push on Aug. 24th; next event: homecoming parade
- Work Life – Kelly Hixson – met last week, see report in meeting packet
- Executive – Stacey Baumgarn – see Chair Report in meeting packet

Meeting adjourned 2:41 pm – **Thanks for attending** – see you next month

Next CPC meeting – Thursday, Sept. 14th, 2017 – LSC, rooms 304-306

Other upcoming events:

- President’s Fall Address & Picnic – Wed. Sept. 20th, 2017 – The Oval – 11:30 am-1:30 pm