

Classified Personnel Council Meeting

Thursday, Oct. 12th, 2017 – 1-3 pm

Lory Student Center – Rooms 304-306



Agenda

Call-to-Order

Announcements:

- Welcome members and guests – thanks for attending
- *Happy Birthday* this month to: Kristin and Bob

Guest Speaker:

- Scott Harris, Chief of Police, CSUPD

Reports / Updates:

- Approval of 9-14-17 Meeting Minutes
- Treasurers Report – Anthony
- CPC logo update – Megan

CPC Committee Reports:

- Communications – Veronica Nicholson
- Employee Recognition – Carol Carroll
- Legislative – Brian Gilbert
- Outreach Events – Kristin Stephens
 - CPC is in the Homecoming Parade!
- Work Life – Kelly Hixson
- Executive – Stacey Baumgarn
 - Questions about the Chairs Report?
- Other reports?

Meeting adjourned – **Thank you** – see you next month

Next CPC meeting – Thursday, Nov. 9th, 2017 – LSC, rooms 304-306

- Guest speakers – State Representative Jeni Arndt and State Representative Joann Ginal

Upcoming events:

- Oct 12-14 – CSU Homecoming & Family Weekend
 - <http://homecoming.colostate.edu>
- Oct 13 – Homecoming Parade! 4:30 pm – join the fun on the CPC float!
 - <http://homecoming.colostate.edu/event-directory>

CPC Chair Report for Oct. 12th, 2017



What follows a brief narrative, is a listing of the meetings I have attended. I have also listed a short series of meetings coming soon.

Note: With each *CPC Chair Report* I intend to share a few highlights and mention things that are not likely to be discussed at the regular meeting. I hope to give you a sense of where I am going, who I am meeting with, and the topics under discussion. I expect you will have questions or input to these conversations. If and when you do, send an email – I am happy to provide additional information, context or details.

Thanks for all you do – Stacey Baumgarn, CPC Chair for FY18.

Thank you:

- To Megan Skeeahan and the Communications Committee for the Oct. 2017 article in *CSU Life* “*Nominate your Everyday Heroes*”
- To Laura Snowwhite and the entire Communications Committee – for the Oct 5th edition of the [CPC Communicator](#). Thank you all so much!

Updates of note:

Sept. 26th – meeting with Diana Prieto

First I asked Diana to walk me through the FY2018-19 Annual Compensation Report. This document informs Governor Hickenlooper’s proposed budget (regarding salary and total compensation for State Classified employees). This is the first of several steps in a process. It is certainly not a promise but, a (lite) recommendation. I think of it as the first tea leaves in the cup of prediction. Here are two key takeaways:

- “...this year’s...report indicate adjustments of 2% to the State’s overall salary range structure...may be considered.” (my underlining)
- “...the State should continue to consider offering pay increases through merit; an average 3% merit adjustment may be warranted.” (my underlining)

Diana and I also discussed the CPC’s interest in seeing a change from the current 1-2-3 rating scale to a 5-point scale. While Diana (and CSU) is generally supportive, the change is best implemented at the state level and DPA is in the process of updating the statewide Human Resource Information System (HRIS). This IT system upgrade at DPA needs to happen first to enable a transition to a 5-point rating scale. The implantation is unlikely until 2019 – we need to be patient. We will continue to monitor this but temporarily take our foot off the gas.

Oct. 5th and 6th – CSU Board of Governors meeting

On both Thursday and Friday mornings, I spent three hours sitting in and listening to the CSU Board of Governors Meeting. I found this to be a very informative (very high level) discussion. There was information about various strategic planning efforts, many reports from CSU Fort Collins, CSU Pueblo, and CSU Global (these three entities make up the CSU “System”). Let me share one item from each day:

- Thursday: the Board approved funding to tear down / deconstruct Hughes Stadium. Costs of removal will be returned upon the sale of the land (likely you have read all of this in the news but – it happened here!)
- Friday: during Lynn Johnson’s State Budget Update ... for the time, the current iteration of the CSU FY19 budget has a placeholder of a 2.5% salary increase for all employee types (in context: this would “cost” the university an additional ~\$10.5 million)

Where has Stacey been?

Meetings and activity:

Sept 18 – President’s Sustainability Committee

Sept 20 – President’s Fall Address & Picnic

Sept 21 – IRP&E finalist candidate interview

Sept 22 – Re-envisioning CSU (I missed but Kristin attended)

Sept 25 – APC/CPC/FC Chairs & Vice Chairs

Sept 25 – Committee on Strategic and Financial Planning (CoSFP)

Sept 26 – CPC meeting with Diana Prieto

Sept 26 – APC/CPC Chairs & Vice Chairs (Stacey & Wayne)

Sept 26 – Meeting with Bob Schur on Professional Development Initiative

Sept 26 – WELL Building Standard – identified stakeholders meeting

Sept 28 – HR Director Finalist open forum

Oct 3 – IRP&E finalist candidate interview

Oct 3 – Faculty Council

Oct 4 – CPC Legislative Committee

Oct 5 – CSU Board of Governors

Oct 5 – CPC Executive Committee

Oct 6 – CSU Board of Governors

Oct 9 – APC regular monthly meeting

Oct 11 – Tony Frank State of the University presentation to the Rotary Club of Fort Collins

Oct 12 – CPC regular monthly meeting

Meetings coming soon:

- Oct 13 – CSU Homecoming Parade
- Oct 15-18 – AASHE Annual Conference (for my day job)
- Oct 19 – CPC meeting with Diana Prieto (Stacey & Wayne)
- Oct 19 – APC/CPC Chairs & Vice Chairs with Lynn Johnson, VPUO, & Cara N., President’s Office
- Oct 23 – President’s Sustainability Committee
- Oct 23 – Committee on Strategic and Financial Planning (CoSFP)
- Oct 30 – APC/CPC/FC Chairs & Vice Chairs
- Oct 31 – APC/CPC Chairs & Vice Chairs (Stacey & Wayne)
- Nov 1 – CPC Legislative Committee
- Nov 2 – CPC Executive Committee
- Nov 7 – Faculty Council
- Nov 9 – CPC regular monthly meeting

Just a few upcoming events for *all* of us:

- Oct 12-14 – CSU Homecoming & Family Weekend
 - <http://homecoming.colostate.edu>
- Oct 13 – Homecoming Parade! 4:30 pm – join the fun on the CPC float!
 - <http://homecoming.colostate.edu/event-directory>
- Nov 1 – Colorado PERA – Community Outreach Tour
 - Fort Collins – 6 pm – Hilton Hotel, 425 West Prospect Road
 - <http://www.peraontheissues.com/index.php/2017/09/22/second-phase-peratour-announced>



FY18 CPC Calendar for October, November and December 2017

What's going on and coming up?

Note: The CPC calendar can be useful – make sure you and your committee are up to speed and on schedule. Thanks! Also, if you not see specific tasks for your committee in the current month(s) – now might be a good time to review your items on the website, do some research, or start planning ahead for your next great action!

OCTOBER

- **COUNCIL** Attend President's Open Forum with State Classified employees (**no dates set yet**)
- **CHAIR** Assign CPC Reps. to SPARK's/BARC's (**no info from Provost on these committees yet**)
- **CHAIR** Invite VPUO, HR Director, APC Chair and Vice Chair, and FC Chair to Nov. CPC meeting
- **LEGISLATIVE** Invite State Representative / Senator / JBC member to attend Nov. CPC meeting
- **OUTREACH** Coordinate CPC participation in CSU Homecoming Parade
- **RECOGNITION** Educational Assistance Awards are due – complete selection process, notify recipients, disperse award dollars, and invite them to attend a CPC meeting

NOVEMBER

- **COUNCIL** Attend Fall Outreach Event
- **VICE CHAIR** Host committee chairs meeting
- **COMMITTEE CHAIRS** Attend committee chair meeting: review progress of goals
- **LEGISLATIVE** Host State Representative / Senator / JBC member at CPC meeting to discuss upcoming legislative session
- **OUTREACH** Host CPC Fall Outreach Event
- **RECOGNITION** Start planning the Outstanding Achievement Award process: update application and award guidelines, update information on website, form a selection committee, draft correspondence templates, discuss solicitation and notification plan, etc.
- **RECOGNITION** Coordinate with CSU Events and VPUO for Celebrate! CSU event

DECEMBER

- **RECOGNITION** Start planning the Spring Educational Assistance Award process: update application and award guidelines, update information on website, form a review committee, draft correspondence templates, discuss solicitation and notification plan, etc.
- **OUTREACH** Host December CPC meeting (potluck or meal out)
- **OUTREACH** Plan, sign-up, and coordinate CPC presentations for the University PDI & HDS Conference Style Training session about CPC

From: [CPC Website](#)
To: [Skeehan, Megan](#); [Baumgarn, Stacey](#)
Subject: New submission from CPC Committee Report
Date: Friday, September 29, 2017 12:15:24 PM

CPC Committee

Communications Committee

Email:

veronica.nicholson@colostate.edu

Date of Meeting

09/21/2017

Time of Meeting:

10:00 am

Location of Meeting:

Clark C307

Members Present:

Sandy Dailey
Dan Kelso
Veronica Nicholson
Will Schwab
Megan Skeehan
Laura Snowwhite

Topics/Issues Discussed:

Thank you:
Laura; Communicator!
Magan; CSU Life and branding!
Everyone – everyday!
CPC Communicator:
• Next article date – later the week of 9/25/17
• Article ideas
o Flu shots in October for SC employees
o Homecoming
o Recognition opportunities
o Canopy parking
o Sports discounts to employees
o Website repairs, thank you for letting us know

Holiday Article:
• Due mid-October
• Anything new to add?
• Everyone review content, hyperlinks, etc.

Budget amount to Anthony:
• Communications committee wants to ask for the following:
• 500 notecards: \$115.00
• 500 envelopes: \$109.00
• 2000 business cards: \$ 65.00
• CSU Life (pre-approved) \$800.00
Grand Total \$1,089.00
• Inventory

- o Assess materials – stationary/envelopes – Megan going to look at facilities
 - Front page article with CSU Life
 - o Contact Kim Blumhardt, Kim.Blumhardt@ColoState.EDU
 - o Cost \$390 for a half page and \$240 for a quarter page; see if Pam Jackson can help pay? – \$800.00 in budget allowance
 - Use for CPC recruitment
 - Every Day Hero
 - o Semester drawing
 - Drawing to include nominee and awardee
 - 1st prize a CSU blanket embroidered with name of recipient
 - o V – asking Kristen and Carol for their thoughts
 - o Dan – contact for embroidery
 - o Laura – pricing on blankets:
 - Sweatshirt blanket - \$31.99 x 20% discount = \$25.59
 - Flannel blanket - \$41.99 x 20% discount = \$33.59
 - Fleece blanket - \$69.99 X 20% discount = \$55.99
 - Next CSU Life article due 1/22/18
 - o CPC Administrative staff and Program Assistants
 - Lead writer Laura
 - V contact regarding have a gentle reminder sent to building proctors to forward CARE articles
- Website Review:
- Committee review website and check info, make sure I have it all updated and correct, check links, etc.
 - o Will – mobile website
 - o Laura – Join and About
 - o V – Awards and Recognition
 - o Dan – Council members and committees
 - o Laura – Communicator archive and CPC meetings (random)
 - o Sandy – overall random checks
- Future goal:
- Geocaching on campus during the summer – Megan and Will!

Action Items:

Website Review:

- Committee review website and check info, make sure I have it all updated and correct, check links, etc.
- o Will – mobile website
- o Laura – Join and About
- o V – Awards and Recognition
- o Dan – Council members and committees
- o Laura – Communicator archive and CPC meetings (random)
- o Sandy – overall random checks

CPC Communicator:

- Next article date – later the week of 9/25/17
- Article ideas
 - o Flu shots in October for SC employees
 - o Homecoming
 - o Recognition opportunities
 - o Canopy parking
 - o Sports discounts to employees
 - o Website repairs, thank you for letting us know

Do you wish to provide a verbal update at the next regular CPC meeting?

Yes

Next Meeting:

10/19/17 10:00 Clark C307

From: [CPC Website](#)
To: [Skeehan,Megan](#); [Baumgarn,Stacey](#)
Subject: New submission from CPC Committee Report
Date: Friday, October 6, 2017 10:22:56 AM

CPC Committee

Legislative Committee

Email:

Brian.Gilbert@Colostate.edu

Date of Meeting

10/04/2017

Time of Meeting:

12:00 pm

Location of Meeting:

University Services Center Room 610

Members Present:

Jim Abraham, Derek Rau, Claire Clemens, Randy Lamb, Brian Gilbert, Stacey Baumgarn

Topics/Issues Discussed:

We discussed our elected officials attending the November CPC meeting. Jeni Arndt and Joann Ginal will be able to attend but John Kefalas cannot. We discussed bringing PERA in to talk state classified staff about the changes they are proposing to PERA. Jim and Derek spoke about what they have found about state classified leave policy.

Action Items:

Kristin will be reaching out to PERA about setting up a meeting for state classified. Brian will reach out to HR for information about the Leave Bank. We want to make sure any changes we might propose to leave policy doesn't have an adverse affect on the Leave Bank. Brian will also confirm with Jeni and Joann about attending the November CPC meeting.

Do you wish to provide a verbal update at the next regular CPC meeting?

Yes

Next Meeting:

November 1st, 2017 at 12pm in USC room 610

From: [CPC Website](#)
To: [Skeehan, Megan](#); [Baumgarn, Stacey](#)
Subject: New submission from CPC Committee Report
Date: Monday, October 9, 2017 10:14:22 AM

CPC Committee

Work Life Committee

Email:

Kelly.Hixson@colostate.edu

Date of Meeting

10/02/2017

Time of Meeting:

09:00 am

Location of Meeting:

LSC-commons

Members Present:

Jeb Stewart
Emma Chavez
Nicole Johnson
Maria Zavala

Absent:
Robert Schur
Randy Lamb
Leah Bosch

Topics/Issues Discussed:

Follow up on things the committee has been considering/working on:

CPC sponsor some educational workshops: Resume writing, interviewing, filling out applications, basic typing class, computer 101, basic math, etc. Classes for employees to access prior to taking college courses (so that they can be successful).

Benefits package (C2C) include-1 free meal on the day/time employee works, free uniform, free parking etc.

Educate Employees on benefits available; i.e. movie tickets, groceries, motel discounts, car rental discounts etc. Emma has a lot of community resources; employee just needs to contact her & she will help navigate them through.

EHLF loan forgiveness: what happens if the employee is unable to repay the loan? If they qualify maybe it can be forgiven?

Clothes Closet-donations from staff for staff i.e. Interview clothing; basic/emergency needs.

Emergency Food Bank i.e. formula, diapers, can goods (things that will have an extended shelf life), hygiene products (tooth brush, tooth paste, brush, comb, deodorant, shampoo etc.) something accessible after business hours.

Emergency Funds: small amount of money that can be accessed after business hours; i.e. gasoline, motel, small mechanical repair etc.

A time/day that the Foodbank truck is available just for employees; not likely since it comes to campus for the students & employees get to utilize the benefit because of them.

Work Life will continue on with: Maternity Leave, Housing, Parking, Raises, Mandatory Supervisor Training, Illiteracy. Ongoing

Action Items:

We discovered, when talking with Emma, a lot of our benefits i.e. the Foodbank truck comes to campus because of the students; a lot of benefits are funded by the students, without the students we wouldn't get any benefit. So unless Dr. Frank funds or backs these ideas it is unlikely for some of them to come to fruition. We did toss around Grant Writing but most of the funds are limited & specific to a certain idea.

Continue looking at ideas and alternatives.

Work Life meeting changing to the afternoon; still working out a time that all the players can meet.

Do you wish to provide a verbal update at the next regular CPC meeting?

No

Next Meeting:

11-06-2017