

# Classified Personnel Council FY18

September 14, 2017

Colorado State University, Lory Student Center 304-306

## Meeting Minutes

**Members present:** Jim Abraham, Stacey Baumgarn, Carol Carroll, Sandy Daily, Brian Gilbert, Kelly Hixson, Dan Kelso, Anthony King, Randy Lamb, Veronica Nicholson, Nicole Johnson, Derek Rau, Will Schwab, Megan Skeehan, Laura Snowwhite, and Kristin Stephens

**Absent:** Leah Bosch (excused), Wayne Hall (excused), Clint Kranz (excused), Jeb Stuart, Ken Young (excused), and Lourdes Zavala (excused)

**Guests:** Anselma Lopez (VPEA), Diana Prieto (ex-officio)

**Call to Order** by CPC Chair, Stacey Baumgarn

### Announcements / Reports / Updates:

- Welcome members and guests – thanks for visiting
- Happy Birthday this month to: Sandy, Will, and Jeb
- A motion to approve the 8-10-17 Meeting Minutes as presented in the meeting packet was made by Kelly, seconded Brian – motion carried
- The CPC Executive Committee external hard drives will soon be replaced by a shared network drive through ACNS. As soon as the Executive Committee is set up, Wayne will begin to grant access to CPC Committee Chairs – we are intending to utilize this shared network drive for document management and archiving the works of the Council
- Treasurers Report – Anthony
  - Please let Anthony know if you have any questions or requests
- We are still seeking a few volunteers for CPC Reps. to serve on University Committees – If you have time, interest or a question about the various committees, please let Wayne or Stacey know!
- We passed around two thank you cards – one for Lynn Johnson and one for Cara Neth (and the President's Office) thanking them for their extraordinary support of the 2017 Employee Appreciation Celebration. There was a great deal of (day of) additional financial support from their office(s) – bringing the food trucks to the event
- Discussion of updating CPC logo to align with new university brand standards – Megan
  - Eventually we will need to align with the standard. We have received an offer for funding to make the change from Pam Jackson's office. It is likely a matter of time before we are required to change and we might not have funding support at that time
  - Questions: Can we use different colors? Can we have a version with our acronym?
  - Response: We just have to make sure we are meeting the standards when using the logo (and font), however the new CPC logo itself would meet standards
  - Here is a link to the [CSU Branding Rules website](#)
  - No formal vote was taken but overall there were no concerns to move forward and update the CPC logo. Megan will work with Creative Services and Pam Jackson to

make the change. The Communications and Executive Committees will inventory CPC collateral and stationary and make a plan to update and replace inventory using the new logo

- Stacey congratulated and thanked Kelly Hixson who was mentioned in [a SOURCE article](#) for her work on the Commission on Women and Gender Equity! Way to go, Kelly! Thank you for your service on this important commission at CSU!

### **CPC Committee Reports:**

- Communications – Veronica Nicholson
  - Will begin work on new CPC logo. Preparing the next *CSU Life* article about the impact of new buildings and the strain on campus staff – custodians especially
  - The committee has a new *CSU Life* contact, finally! No article in the September edition, but CPC will be in the October edition
  - The special edition of the *CPC Communicator* was a great success – lots of people are reading it! We had a few issues with links on the CPC website (and people were letting us know), but all are fixed now!
- Employee Recognition – Carol Carroll
  - The committee has not had a chance to meet yet but; the Educational Assistance Award (EAA) application is updated and ready to go
  - The Education Assistance Award, it is a \$500 cash award, but, after taxes the employee only receives ~\$360 net. The committee is looking into an option where the award could be paid through the recipients department and perhaps avoiding the tax penalty? More to come on that
    - Diana Prieto offered some clarity on this IRS policy: gift cards and food vouchers <\$15 are taxable, childcare is also a taxable item, anytime a “gift” that has monetary value is given directly to an employee it is taxable income (and since the current EAA is a cash award, it is taxable)
  - We need to promote the Everyday Hero Award – no nominations yet this fall. Could we give an incentive to nominators? A CPC gift? Once a semester have a drawing, for t-shirt, tickets to basketball, volleyball, football (next season perhaps)? We can also enter the recipients into the drawing
- Legislative – Brian Gilbert
  - The process of changing from a 1-2-3 rating system to 1-5 scale is held up at DPA while they first implement a new HRIS (Human Resource Information System). The new HRIS ideally would be in place prior to making changes to the current rating system. With luck, a 1-5 rating system could be implemented in 2019. We also have support from our elected officials to monitor the progress of these changes
  - The committee is also looking at a comparison of leave types and amount across the CSU employee groups. Several State Classified employees have been asking about a possible change to paid time off (PTO) – instead of separate categories of “sick” and “annual”. Looking at equity issues related to Parental Leave as well

- Outreach & Events – Kristin Stephens
  - The 2017 (Aug. 24<sup>th</sup>) Employee Appreciation Celebration was a fantastic success. We ran out of employee appreciation gifts within the first 45 (?) minutes – we had 700! We also gave ~500 items at the CPC table! Attendees were grateful for the event.
    - Stacey only received one email from an employee that didn't get a tumbler, but they were not upset just wondering if we had any more available
    - One employee was told they would need to pay cash for food at the food trucks (before 7 pm) (?). Stacey will follow up and see how that worked
    - CPC hopes that Faculty Council could have participated more in the event – they had no volunteers or representation at the event
    - Stacey brought up possibility of a new Employee Appreciation Celebration committee – CPC will certainly have a couple members to work on coordinating this event in the futures. The event has gotten much bigger over time and may deserve a committee of its own! We hope a formal committee will help with getting other stakeholders equally involved
    - Future venue ideas (?): Tamasag, City Park, Rolland Moore Park, Athletics (Stadium), Trial Gardens, IM fields, UCA, Vet Hospital, Moby Arena, Lory Student Center
    - Live music would be great (?): can we partner with Tom Milligan who has been instrumental with getting the stadium concerts during fall 2017
    - The time / date of the event (?): how can we make sure “early morning” staff feel they can participate as well? Try to do a morning event?
  - Homecoming parade is coming on Oct. 13<sup>th</sup> – those interested to help will meet next week (Will sent out a doodle poll). Kristin will submit the application, we need to find out the theme. HDS Ops. Mgmt. would like to help CPC with decorating the float and participating – Kelly Hixson will help connect them with us
- Work Life – Kelly Hixson
  - Will be meeting in October
- Executive – Stacey Baumgarn
  - Megan gave a report on the Fall Leadership Forum – highlights; Fall Forum is a great social opportunity to build relationships; Megan intentionally talked up CPC to the new President of CSU Pueblo; the general theme of the retreat was the First Amendment and free speech; and, from one information session, AP's will hopefully have an official performance evaluation coming in the next year
  - If you have any ideas for guest speakers to CPC please let Stacey know
  - If you have any questions for Scott Harris – CSU Chief of Police – our guest next month, please email Megan

**Meeting adjourned** – Thanks for attending

Next CPC meeting – Thursday, Oct. 12th, 2017 – Lory Student Center, rooms 304-306

- Guest speaker – Scott Harris, Chief of Police, CSUPD