

Classified Personnel Council Meeting

Thursday, Jan. 11th, 2018 – 1-3 pm

LSC 304-306

Meeting Minutes



**CLASSIFIED
PERSONNEL COUNCIL**
COLORADO STATE UNIVERSITY

Members present: Jim Abraham, Stacey Baumgarn, Leah Bosch, Carol Carroll, Brian Gilbert, Wayne Hall, Kelly Hixson, Anthony King, Clint Kranz, Randy Lamb, Derek Rau, Will Schwab, Megan Skeehan, and Lourdes Zavala

Absent: Sandy Dailey (excused), Dan Kelso (excused), Nicole Johnson (excused), Derek Rau (excused), Laura Snowwhite (excused), Kristin Stephens (excused), Jeb Stuart, (excused) Diana Prieto (ex-officio, excused), Bob Schur (ex-officio, excused), and Karl Bendix (APC Rep, excused)

Guests: Marsha Benedetti

Call-to-Order 1:03 pm

Guest Speaker: Marsha Benedetti, Associate Director, CSU Training and Organizational Development (TOD)

- Supervisor Training Update – Stacey gave a reminder that this program shows the importance of playing the long game in CPC. It takes time to make significant change on campus; this program will evolve to meet the needs of the university moving into the future.
- History: Fall 2014 was when the conversations first started about improving supervisor training. At the time, there were some leadership courses available, but no formal program. This spurred a broad conversation among campus stakeholders about the adoption of a new program, trainers, facilities, how to track participation, and all of the other needs to make this happen. New budget dollars were awarded in FY16 to CSU Training and Organizational Development to develop and execute this program. The program kicked-off in January 2017 – there were initially no participation requirements. Then, in August 2017, the administration shifted to make some of the courses required for all CSU supervisors.
- Statistics: 100 supervisors met the requirement in the first semester. 13 people completed the certificate process (12 courses) – look for an article in SOURCE coming soon. 91 trainings 2016-2017, 2,300+ employees. 53 trainings in Fall 2017, 1400+ people through courses offered – on track to set a new record. 56 trainings planned for spring – on the first day the schedule was released, over 500 employees signed up. Waiting lists on courses spurred six more sessions added to reduce high waitlists (trying to be responsive to the needs of training on campus). Rules of the Road was increased from 3 per semester to 6 per semester.
- Consulting services are also part of what TOD offers – one-on-one, teambuilding, interventions. 91 individual/small group consults in 2016-2017. Fall 2017 – 70 consults. There is no additional charge – using an assessment or tool then you would pay for that. Off campus facility space – the facilitator carries no cost. Limits number of people that be coached in small sessions to keep ratios low.
- College of Liberal Arts has requested trainings for their chairs – completing foundation courses as a group. Offered specific sessions for faculty – as faculty supervisors have their own set of rules and issues to consider.

- Learning management system still coming – centralize all training on campus, since currently training is all over different registration systems. Employee records will be in place, supervisor can review classes in your dashboard, and you can also track completions in departments. Infrastructure for online training. Current tracking done manually, but this new system will make it more automatic and accessible, also allow data to be pulled and analyzed. Hoping to roll this out in Summer 2018
- There is an evaluation process being implemented, looking at short term and long-term impacts of people taking these courses to ensure the programs are successful.
- Question's:
 - Can employees see the record of their supervisor attending trainings?
 - No, but that is a good idea. The system will likely be hierarchical, but there might be a way that we could make this information available. It would send an important message to the campus community
 - How are you communicating this program?
 - The communication from Dr. Frank went straight to leadership on campus – intent was for it to trickle down. TOD continues to run articles in SOURCE, and looking at other ways to get the messaging out. There needs to be continual reminders from administration to pressure leadership to make this a priority on campus and in their units
 - Can we guarantee that all supervisors can finish the training in 3 years?
 - Big focus on the foundation courses having several offerings – must offer 8 per semester to ensure we can keep up with and finish these trainings. Need to also target people who supervise students in research situations, this is important to make sure anyone who supervises anyone on campus completes the training
 - What can we do to make sure people know these trainings are considered “part of your job” and we should support employees to attend?
 - Recognizing there are some departments that are supportive of training, and other departments that are not supportive. Recognizing that it is hard to get out of our units and that there never seems to be enough time, but these courses add value!
 - Will we be retraining supervisors? Hold review courses?
 - After the 3-year mark, maybe we can focus on other opportunities for training and continuing to develop supervisor skills without people feeling like they had already taken a class
 - What are we doing to eliminate the hiring/promotion of people to supervisor positions that are not qualified?
 - Some people should not be supervisors, that is not to be critical of their ability, but it is not the right fit. That is not something this office has taken on. Look at encouraging people to take trainings before they apply for supervisor/leadership roles. TOD will be looking at the department/larger reviews of high up leadership positions and hold people accountable
 - Concerns about departments trying to do helpful training/review sessions not being tracked by TOD
 - Marsha will reach out to some units and ask them about it

- Are attitudes about the training still good after Dr. Frank made this required?
 - TOD approach is “glad you are here, hope you are open to learning something, and hope you do learn something) and stay positive. There can be people who feel they “have to be there” but TOD wants to provide “quality training”
- Is there a session that addresses feedback and providing employee feedback?
 - The course “The Power of Feedback: Constructive and Positive” addresses this

Reports / Updates:

- Approval of CPC 12-14-17 Meeting Minutes
 - A motion to approve the CPC 12-14-17 Meeting Minutes as presented in the meeting packet was made by Wayne, seconded Brian – motion carried
- Treasurers Report – Anthony King
 - Only recent expenses will be from our lunch at Old Chicago’s in December
- Volunteers to form a committee to plan the 2018 Recognition Luncheon?
 - Kristin, Leah, Anthony, Laura, and Lourdes (and Megan)
- Time to recruit new members – who will you invite?
 - Please recruit now! CPC only has 19 members right now – we can have up to 30
 - Remember, some members terms end July 1, 2018 – be sure to run again if you want to continue! Leah Bosch, Sandy Dailey, Brian Gilbert, Megan Skeehan, Kristin Stephens

CPC Committee Reports:

- Communications – Megan Skeehan / Will Schwab
 - We will issue a Special Edition *Communicator* recruiting award nominations
 - CSU Life and SOURCE article on awards – specifically highlighting the Outstanding Achievement Award
 - Hopefully, we will be helping get some Everyday Hero Awardees announced officially!
- Employee Recognition – Carol Carroll
 - OAA application review February
 - Educational Assistance Award deadline is March 23. Still working on how we can distribute this money so the awardee can receive more
- Legislative – Brian Gilbert
 - No meeting in January
 - Nothing about PERA yet, no Long Bill yet
 - PERA retirees left out of the conversation so far (regarding changes to PERA)
- Outreach Events – Report given by Anthony on behalf of Kristin Stephens
 - Housing and Dining Benefits Fair – Anthony, Megan, Kelly, Clint, Kristin, and Stacey
 - Housing and Dining Training – Anthony, Wayne, Kristin, Kelly, and Lourdes
 - University PDI – Wayne, Brian, Anthony, and Lourdes
 - Upcoming events this spring: Biology building event/tour, State Classified Benefits Fair, CPC Recognition Luncheon
- Work Life – Kelly Hixson
 - No meeting in December
 - Submitted CWGE application but didn’t get any sort of confirmation

- Executive – Stacey Baumgarn
 - New partnership with Neighbor-to-Neighbor (N2N) coming to the LSC! There will be an official PR announcement soon and, there is a comprehensive communications strategy from Pam Jackson’s office. This N2N partnership is an outcome of the work and reflective of one of the strategies of the Housing Task Force. This N2N partnership will provide services to CSU employees related to:
 - Rental housing search assistance
 - Short-term assistance with rent to secure housing or avoid eviction
 - Homebuyer education
 - Foreclosure prevention counseling
 - Reverse mortgage counseling
 - Homelessness prevention
- This “branch office” of Neighbor-to-Neighbor will be working with Emma Chavez and vice-a-versa

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

Next CPC meeting – Thursday, Feb. 8th, 2018 – 1-3 pm – LSC, Room 304-306
 Guest speaker: Lynn Johnson, Vice President for University Operations

Dates to remember:

Feb 16 – nominations close for the Outstanding Achievement Award and the Distinguished Administrative Professional

Award – who will you nominate?

March 23 – applications for State Classified Educational Assistance Awards DUE

April 11 – Celebrate! CSU

April 12 – CPC regular monthly meeting

- **New member elections**
- **Officer elections for FY19**

April 26 – CPC Recognition Luncheon