

**Classified Personnel Council Meeting**  
**Thursday, Feb 8<sup>th</sup>, 2018**  
**Lory Student Center – rooms 304-306**  
**Meeting Minutes**



**CLASSIFIED  
PERSONNEL COUNCIL**  
COLORADO STATE UNIVERSITY

**Members present:** Jim Abraham, Stacey Baumgarn, Leah Bosch, Sandy Dailey, Brian Gilbert, Kelly Hixson, Dan Kelso, Anthony King, Randy Lamb, Nicole Johnson, Derek Rau, Will Schwab, Megan Skeehan, Laura Snowwhite, Kristin Stephens, Jeb Stuart, Lourdes Zavala, Karl Bendix (APC), Diana Prieto (Ex-Officio), and Bob Schur (Ex-Officio)

**Absent:** Carol Carroll (excused), Wayne Hall (excused), Clint Kranz (excused), and Ken Young (excused)

**Guests:** None

**Call-to-Order at 1:04 pm** – by CPC Chair, Stacey Baumgarn

**Reports / Updates:**

- A motion to approve the 1-11-18 CPC Meeting Minutes as presented in the meeting packet was made by Kelly, seconded by Jeb – motion carried
- Treasurers Report – Anthony King
  - Only recent expenses posted were from our December lunch/meeting at Old Chicago’s
- 2018 Recognition Luncheon update
  - Luncheon sub-committee members include: Kristin, Leah, Anthony, Laura, Lourdes, and Megan – thanks to all!
  - Any suggestions for a keynote/guest speaker?
  - Be sure to nominate people for CPC and other university awards and recognition! Submission deadlines are upcoming!
- Time to recruit new members – who will you invite?
  - Derek Rau announced he is leaving CSU to join Poudre Fire Authority! Many thanks’ to Derek for his service to CSU, CPC and now Fort Collins!
  - The Council will be down to 18 members after today. The Council can have up to 30 members. And, there are five current CPC members who’s terms end this year – who will need to “re-apply” if they intend to continue service on the Council
  - Stacey reviewed the CPC By-laws with Bob Schur to discuss the member election process and few possible updates to the By-laws to add clarity to the process
    - Perhaps we should define the difference between a “vacant seat” (one filled by a member at the start of the year and then vacated because that member left the Council), and an “open seat” (a seat not filled at the beginning of the year)
    - We have been accepting nominations on a rolling-basis so long as there is a “vacant/open seat”
    - The By-laws do outline a formal election process but lack a defined timeline and, the By-laws also suggest use of a “ballot”
    - In recent years, the CPC has not had more nominations than vacant/open seats, therefore, use of a ballot sent to all State Classified employees has not been utilized as all nominees have been appointed essentially by proclamation. In the event that the number of nominees is greater than the number of vacant/open seats – then, a

ballot provided to all State Classified employees at CSU would determine the membership

- By-law items that may benefit from some clarity: 1) vacant vs. open seats 2) length of term if filling a vacant vs. open seat 3) appointment process of a new member to a vacant seat outside of the regular election cycle 4) a specific date for nominations/election process
- The [CPC website](#) outlines the process for how to become a member of CPC
- For this current election cycle (3-year member terms to begin July 1, 2018), it was agreed to set an official due date for nominations. This will give the Council enough time to prepare, distribute, collect, and count ballots – if the number of nominees exceeds the number of open seats (otherwise, the “election”/nominations will be approved by the Council at the April 12<sup>th</sup> regular meeting)
- Nominations to become a CPC representative will be due to the office of the Vice President for University Operations by end of business on March 27<sup>th</sup>
- Both member and officer elections in take place at the April 12<sup>th</sup> regular meeting of the CPC
- Following this Aprils’ elections – Stacey will draft and propose updates and clarifications to the CPC By-laws for the consideration of the FY19 Council

#### **CPC Committee Reports:**

- Communications – Megan Skeehan / Will Schwab
  - Yeah for all of the awesome communications! CSU Life and SOURCE!
  - SOURCE posted our recent [Everyday Hero Award recipients](#) today!
  - Big thanks to Leah for her SOURCE article about [Performance Evaluations](#), and thanks to Laura for your continued work with the *CPC Communicator*
- Employee Recognition – Carol Carroll
  - Working on next batch of Everyday Hero Award nominations!
  - Committee members for award selections are set
- Legislative – Brian Gilbert
  - There is a bill currently under consideration related to FMLA. FMLA is currently 12 weeks unpaid leave – this bill proposes a supplemental aid plan – where all State Classified employees would contribute 1% of their income into a fund (employer mandate potential). This bill is very nuanced, as there is no clear cut rules / procedures defined for how the distribution would be determined (based on a number set by the state, or by employees’ wages). For now, we are watching
  - One bill related to the composition and appointments to the PERA Board was “killed” in committee. We still have not seen a bill for any proposed changes to PERA to better ensure its long-term solvency
- Outreach Events – Kristin Stephens
  - Discussing Spring outreach event ideas – and new member recruitment ideas
- Work Life – Kelly Hixson
  - Items currently under discussion include:
    - Support services for those (students and staff) impacted by hate speech on campus
    - Diana shared the [Incidence of Bias](#) website; this website includes a list of resources for someone who has experienced an incident of bias/hate

- Can we provide these resources in ways that are more open? It is currently hard to find the information
- Lourdes mentioned the [Bridge Summer Projects](#) through the Bridge Scholars program – working with low-income families to find meaningful solutions to community sustainability problems. Tapping into resources is the focus. What other resources does the CARE program and/or other providers offer that have not been touched on?
- Work Life is continually vetting resources moving forward
- FYI – there are lots of (video) resources on the [EAP Website](#) – log on with CSU eID – several videos are geared towards financial literacy and independence
- Executive – Stacey Baumgarn
  - A list of important dates to remember is included in the Chairs Report, check out the events coming up over the next month
  - Lynn Johnson will attend the March CPC meeting to provide an update on the FY19 budget, and any insights coming from the State of Colorado 2018 Legislative Session.
  - Stacey took us on a tour of the CPC shared network drive – just so we have an idea of what documents and information about the Council and our Committees that have been organized and archived – to help all of us – with continuity and progress!

Meeting adjourned at 2:30 pm – **Thank you** – see you next month

Next CPC meeting – Thursday, Mar. 8<sup>th</sup>, 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