

Classified Personnel Council Meeting

Thursday, Feb. 8th, 2018 – 1-3 pm

Regular monthly meeting



**CLASSIFIED
PERSONNEL COUNCIL**
COLORADO STATE UNIVERSITY

Agenda

Call-to-Order

Announcements:

- *Happy Birthday* this month to: Ken Young!

Reports / Updates:

- Approval of CPC 1-11-18 Meeting Minutes
- Treasurers Report – Anthony King
- 2018 Recognition Luncheon
- Membership update
- Time to recruit new members – who will you invite?
 - Review of the self-nomination and election process for new CPC members

CPC Committee Reports:

- Communications – Will Schwab & Megan Skeehan
- Employee Recognition – Carol Carroll
- Legislative – Brian Gilbert
- Outreach Events – Kristin Stephens
- Work Life – Kelly Hixson
- Executive – Stacey Baumgarn
- Reports about activities with University Committees

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

Next CPC meeting – Thursday, March. 8th, 2018 – 1-3 pm – LSC, Room 304-306

Guest speaker: Lynn Johnson, Vice President for University Operations

Dates to remember:

Feb 12 – nominations close for the MSFN Distinguished Service Awards

Feb 16 – nominations close for the Outstanding Achievement Award and the Distinguished Administrative Professional Award – who will you nominate?

March 23 – nominations close for the Positive Action Award

March 23 – applications due for the Educational Assistance Award

April 11 – Celebrate! CSU

April 12 – CPC regular monthly meeting

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

April 26 – CPC Recognition Luncheon

FY18 CPC Calendar for February, and March 2018 – What’s going on and coming up?

FEBRUARY

- **EXECUTIVE** Start planning elections: review current member terms and vacancies, update application, meet with VPUO admin support to discuss election process, etc.
- **EXECUTIVE** Start planning the CPC Recognition Luncheon: location, theme, speakers, etc.
- **CHAIR** Set date for VPUO and President to attend a CPC meeting in the Fall
- **CHAIR** with Chair of APC prepare annual memo to Dr. Frank regarding budget items
- **VICE CHAIR** Host committee chairs meeting
- **COMMITTEE CHAIRS** Attend committee chair meeting: review progress of goals
- **LEGISLATIVE** Start working with State representatives, senators, JBC, PERA, the CSU Chancellor’s Office to arrange a legislative field trip in March (?) or April
- **OUTREACH** Start planning Spring Outreach Event (Emp. Appreciation Day = 1st Friday in March; Emp. Appreciation Month = April)
- **OUTREACH** Host building parades / specific unit outreach (?) to build awareness about the Council and encourage State Classified to run for election to the Council next month
- **COMMUNICATIONS** CPC website review and update

MARCH

- **COUNCIL** Encourage State Classified employees to submit a CPC membership self-nomination
- **EXECUTIVE** Review and update officer roles and responsibilities
- **CHAIR** Contact HR regarding date, time, etc. of State Classified Benefits Fair
- **CHAIR** Call for CPC member nominations; pinpoint departments on campus in need of CPC representation, ask VPUO to reach out to department heads and deans, and request department liaisons to re-circulate communications to State Classified in their areas
- **CHAIR** Assist with the creation of a ballot and nominate election tellers (if needed)
- **CHAIR/VICE CHAIR** Attend APC Recognition Luncheon
- **VICE CHAIR** Request Director of the Office of Policy and Compliance and the Deputy General Counsel attend June meeting to provide legislative update
- **OUTREACH** Host building parades (building specific visits) to build awareness about the Council and encourage State Classified employees to consider joining
- **OUTREACH** Finish planning Spring Outreach Event
- **OUTREACH** Start planning something for “I Love CSU Day”
- **RECOGNITION** Outstanding Achievement Award: confirm nominations received, review nominations, choose awardees, notify CPC chair, nominators and applicants
- **RECOGNITION** Call for Positive Action Award nominations

CPC Chair Report for Feb. 8, 2018



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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:

- Kelly Hixson and Laura Snowwhite for serving on the selection committee for the first round of the Professional Development Award (recall; \$12,000 from Lynn Johnson to be given to AP's and State Classified employees seeking professional development opportunities)
- Laura Snowwhite and members of the CPC Communications Committee – for preparing Volume 18 – Special Edition 1 of the *CPC Communicator* – sent on Jan. 19th
- CPC members who have volunteered to serve at the Mobile Food Pantry – more volunteers are needed: <https://source.colostate.edu/volunteers-needed-csus-mobile-food-pantry>

Updates of note:

Jan 18th – Re-envisioning CSU:

Reminder, this committee is charged by President Frank to offer transformative recommendations to “re-envision CSU” in advance of its 150th birthday (in 2020). He asked that the three employee councils take the lead on this, and previous council leadership agreed. As part of this process, we (the President’s Office and the committee) spent months collecting ideas and suggestions from across campus and the community. We have (slowly) gone through the list to see if there are recommendations we want to derive from the ideas submitted by campus. Many of the more specific suggestions have been forwarded on to individual units and departments for their consideration.

One of the proposed ideas moving forward is to create an “Aggie Trail” – a walking path across campus highlighting the history and significant aspects of the university. “Save the Date” for an opportunity for you to participate in an Aggie Trail Visioning Session on Friday, March 2nd from 9:30-noon. Location is still TBD – let me know if you are interested in participating.

Jan. 24th – Employee Voice Survey:

The Chairs and Vice Chairs (past a present) of the three employee councils meet with Dr. Tony Frank and a room full of CSU leaders for an initial conversation about the findings of the Employee Voice Survey (conducted Feb.-March 2017). This was a difficult conversation as the central item is salary – however, several excellent and actionable ideas surfaced. More to come, soon. Stacey is preparing a summary and next-steps memo for Dr. Frank now.

Feb 2nd – **Housing Task Force:**

By now you should have seen the [first press releases](#) and information about the new partnership between CSU and [Neighbor to Neighbor](#) (N2N). N2N officially opened an office in the Lory Student Center on Feb 5th, inside the Office of Off-Campus Life. From that office, a N2N employee will begin delivering a suite of housing and rental assistance services to CSU employees. We will have a presentation from N2N at the May CPC meeting.

Where has Stacey been?

Meetings and activity:

Jan 11 – CPC regular monthly meeting
Jan 12 – discussion of a shared governance webpage / website with Pam Jackson
Jan 15 – volunteer at Dr. Martin Luther King, Jr. March
Jan 17 – conference call related to the Professional Development Awards
Jan 18 – CSU Unite – and exploratory discussion
Jan 18 – Re-envisioning CSU
Jan 18 – volunteer at Mobile Food Pantry
Jan 19 – meeting with APC & Faculty Council Chairs to discuss a retiree benefits proposal
Jan 19 – Chair & Vice Chair meeting with Diana Prieto
Jan 22 – President’s Sustainability Commission
Jan 22 – Committee on Strategic and Financial Planning
Jan 24 – Employee Voice Survey debrief with Tony Frank and others
Jan 25 – APC/CPC/FC Chairs & Vice Chairs
Jan 29 – CPC Executive Committee
Jan 30 – CPC/APC Chairs & Vice Chairs meeting with Lynn Johnson and Cara Neth
Jan 30 – APC/CPC Chairs & Vice Chairs (cancelled)
Feb 2 – Housing Task Force – quarterly meeting
Feb 5 – APC/CPC Chairs and Vice Chairs meeting with President Tony Frank
Feb 6 – Faculty Council regular monthly meeting

Meetings coming soon:

Feb 8 – CPC regular monthly meeting
Feb 12 – APC regular monthly meeting
Feb 12 – serve on a panel about Shared Governance at CSU for an SAHE graduate program class
Feb 15 – Chair & Vice Chair meeting with Diana Prieto
Feb 15 – Re-envisioning CSU
Feb 19 – President’s Sustainability Commission
Feb 20 – Kuder and Eddy Scholarship selection committee
Feb 21 – CPC Committee Chairs quarterly meeting
Feb 27 – APC/CPC Chairs & Vice Chairs
March 1 – CPC Executive Committee
March 1 – volunteer at Mobile Food Pantry
March 2 – Aggie Trail visioning session
March 2 – C2C Advisory Committee
March 5 – Re-envisioning CSU
March 6 – Faculty Council regular monthly meeting
March 7 – CPC regular monthly meeting

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Information and ideas that may be of interest:

- **President Frank: No place for hate at Colorado State** – if you missed reading Dr. Franks email on Feb. 1st – you can read it here now. <https://source.colostate.edu/president-frank-no-place-hate-colorado-state>
- A new resource for the CSU community – a website focused on the **First Amendment** and free speech in higher education that offers resources and information for those navigating these complex issues here at CSU. The new site is live today at <https://firstamendment.colostate.edu>
- February is **Black History Month** – learn more – get involved – a list of events and activities here at CSU can be found on the homepage of the Black/African American Cultural Center <http://www.baacc.colostate.edu>
- Feb. 16-23 is **Holocaust Awareness Week**. Colorado State University's Students for Holocaust Awareness present the 21st annual Holocaust Awareness Week at CSU. Schedule of events can be found here: <http://holocaust.colostate.edu>
- Create a safer place for LGBTQ+ folks – **safe zone trainings** are available! <https://prideresourcecenter.colostate.edu/programs-services/safe-zone>
- **CityWorks 101** - want to know exactly how City (of Fort Collins) tax dollars are spent? Curious about the specifics of City operations? Are you interested in making Fort Collins a better place? Then CityWorks 101 is for you. This eight-week course gives you a behind-the-scenes look at the broad range of services provided by the City of Fort Collins. Applications due Feb. 28th. <https://www.fcgov.com/cityworks>
- Want to be a tourist in your own town? Subscribe to the **Visit Fort Collins** newsletter! To do so, visit <https://www.visitftcollins.com>, scroll to the bottom of the page until you see “Sign Up for the Fort Collins, CO Newsletter Here”
- Need a cat video? https://www.youtube.com/watch?time_continue=87&v=QH2-TGUiWu4

Have a great day CPC!

From: [CPC Website](#)
To: [Skeehan,Megan](#); [Baumgarn,Stacey](#)
Subject: New submission from CPC Committee Report
Date: Wednesday, February 7, 2018 3:12:25 PM

CPC Committee

Communications Committee

Email:

megan.skeehan@colostate.edu

Date of Meeting

01/19/2018

Time of Meeting:

09:00 am

Location of Meeting:

Rockwell West 211

Members Present:

Megan Skeehan, Will Schwab, Laura Snowwhite, Leah Bosch, Sandy Dailey, Dan Kelso

Topics/Issues Discussed:

- *CSU Life article on recruiting
- *SOURCE submissions for awards and everyday heros (once we have them)
- *Moving forward in the year, schedule and topics for communication
- *Creating templates for forms and replacing old VBL with new VBL
- *CPC Communicator

Action Items:

- *Writing articles for CSU Life, Megan lead February article, Leah is working on March
- *Laura CPC Communicator out for awards
- *SOURCE Submissions as we get them
- *Still need lists for past awardees to put on the website. Contact employee recognition.

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

Yes

Next Meeting:

2/15/2018 Rockwell West 211

From: [CPC Website](#)
To: [Skeehan,Megan](#); [Baumgarn,Stacey](#)
Subject: New submission from CPC Committee Report
Date: Wednesday, February 7, 2018 1:05:34 PM

CPC Committee

Work Life Committee

Email:

Kelly.Hixson@colostate.edu

Date of Meeting

02/06/2018

Time of Meeting:

02:30 pm

Location of Meeting:

LSC Commons

Members Present:

Bob Schur, Leah Bosch, Maria Zavala

Topics/Issues Discussed:

Sent out some emails about the Pet & People Medical Clinic to get the ball rolling
Talked more about Colorado WINS-Leah is going to contact them and get more details.
Leah talked about what more can be done to support people dealing with bullying/harassment/freedom of speech (that hurts others).
What other ideas can the Committee work on what have our peers told/asked us

Action Items:

Waiting for responses from the emails
Talk with Mary Ontiveros for guidance from the Climate Survey
Keep ears open see if there are any issues the committee can work on

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

No

Next Meeting:

March 5, 2018