

Classified Personnel Council Meeting

Thursday, April 12th, 2018 – 1-3 pm

Regular monthly meeting



**CLASSIFIED
PERSONNEL COUNCIL**
COLORADO STATE UNIVERSITY

Agenda

Call-to-Order

Announcements:

- *Happy Birthday* this month to: Clint Kranz

Reports / Updates:

- Approval of CPC 3-8-18 Meeting Minutes
- Treasurers Report – Anthony King
- 2018 Recognition Luncheon

Election of CPC Representatives

- Approval of self-nominated CPC members for the term July 1, 2018 – June 30, 2021

Election of FY19 CPC Executive Committee Members

Consideration of 2018 Positive Action Award nominations

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

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

Next CPC meeting – Thursday, May 10th, 2018 – 1-3 pm – LSC, Room 304-306

- Guest speakers: Tom Milligan, Vice President for External Relations and Debbie Mayer, Neighbor to Neighbor Housing Solutions Coordinator

Dates to remember:

April 13 – [Think Tank: Free Speech Summit](#)

April 18 – CPC Legislative Visit to Denver

April 25 – Employee Voice Survey Open Forum – 11:30 am-1:30 pm – Lory Student Center

April 26 – CPC Recognition Luncheon

May 2 – State Classified Benefits Fair – 9 am-2 pm – Lory Student Center

FY18 CPC Calendar for April and May 2018 – What’s going on and coming up?

APRIL

- **COUNCIL** Attend Spring Employee Appreciation Event
- **COUNCIL** Attend Celebrate! CSU
- **COUNCIL** Attend CPC Recognition Luncheon
- **COUNCIL** Attend CPC Legislative visit to the State Capitol
- **COUNCIL** Participate in CPC member elections (if necessary) and CPC officer elections
- **EXECUTIVE** Finalize arrangements for CPC Recognition Luncheon: send invitations, catering order, purchase and pickup trophies and gifts, print program, etc.
- **EXECUTIVE** Host CPC Recognition Luncheon
- **EXECUTIVE** Attend annual meeting with University President, VPUO, and APC leadership
- **CHAIR** Sign letters for Outstanding Achievement Award nominees, recipients, and nominators
- **CHAIR** Present Outstanding Achievement Awards at Celebrate! CSU Awards ceremony
- **CHAIR** Announce election results and contact new CPC members: invite them to June meeting, new member orientation, and July retreat, and obtain preferred spelling for nametag, and supervisor info for letter from University President, etc.
- **LEGISLATIVE** Host CPC legislative field trip to the State Capitol
- **OUTREACH** Host Spring Outreach Event
- **OUTREACH** Coordinate CPC participation for “I Love CSU Day”
- **OUTREACH** Arrange for CPC to have a table at the State Classified Benefits Fair
- **RECOGNITION** Present Positive Action Award nominations to the council for vote, tally the votes, select a winner, and notify CPC chair; purchase plaque; create, sign and send letters to nominees and winners; submit story to SOURCE and update website

MAY

- **COUNCIL** Attend State Classified Benefits Fair
- **EXECUTIVE** Reserve location, catering and speaker for CPC Retreat
- **EXECUTIVE** Plan new member orientation
- **CHAIR** Update CPC calendar
- **VICE CHAIR** Host final committee chairs meeting
- **COMMITTEE CHAIRS** Attend committee chair meeting: discuss accomplishments, challenges, lessons learned, and suggestions for improvement; if necessary, plan committee chair transition; prepare list of accomplishments / year-end report for CPC Annual Report
- **COMMITTEE CHAIRS** Review and update committee roles and responsibilities
- **LEGISLATIVE** Prepare summary of legislative session
- **OUTREACH** Start planning Annual Employee Appreciation Event; work with CSU Events, APC, Faculty Council, the VPUO and President’s Office: discuss date, agree on event budget, select employee appreciation gift, determine when to send invitations (and who will do it), discuss vendors / tables / booths desired, determine activities, music, sponsors, other (CPC) giveaways, door prizes, etc.

Where has Stacey been?

Meetings and activity:

March 12 – APC regular monthly meeting
March 19 – President’s Sustainability Commission
March 19 – Employee Voice Survey – open forum planning
March 22 – APC Employee Recognition Reception
March 26 – Committee on Strategic and Financial Planning
March 27 – APC/CPC Chairs & Vice Chairs
March 29 – APC/CPC Chairs and Vice Chairs with Lynn Johnson (VPUO) and Cara Neth
March 29 – CSUnite: No Place 4 H8 Walk
April 3 – Faculty Council
April 5 – CSUnite debriefing
April 5 – CPC Executive Committee
April 9 – APC regular monthly meeting
April 9 – Re-envisioning CSU (cancelled)
April 9 – Committee on Strategic and Financial Planning (cancelled)
April 11 – Celebrate! CSU
April 12 – Employee Voice Survey – open forum planning
April 12 – CPC regular monthly meeting – *member and officer elections!!!*

Meetings coming soon:

April 16 – President’s Sustainability Commission
April 17 – APC/CPC/Faculty Council Chairs & Vice Chairs
April 17 – Housing Task Force
April 18 – CPC Legislative Visit to State Capital in Denver
April 20 – Chair & Vice Chair meeting with Diana Prieto
April 25 – Employee Voice Survey – Open Forum
April 26 – CPC 2018 Recognition Luncheon
May 1 – APC/CPC meeting with Dr. Tony Frank
May 2 – State Classified Benefits Fair
May 2 – Lunch with CSU Board of Governors
May 4 – Aggie Trail Visioning Session – project of Re-envisioning CSU
May 9 – APC/CPC Chairs and Vice Chairs with Lynn Johnson (VPUO) and Cara Neth
May 10 – CPC regular monthly meeting

Dates to remember:

April 18 – CPC Legislative Visit to State Capital in Denver
April 25 – Employee Voice Survey – Open Forum, 11:30 am-1 pm, LSC Cherokee Park Room
April 26 – CPC 2018 Recognition Luncheon
May 2 – State Classified Benefits Fair, 9 am-2 pm, LSC Ballroom 350-D

And, CSU Earth Week ☺ – April 21-27 – full schedule of events at:

<https://source.colostate.edu/earth-week>

CPC Chair Report for April 12th, 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:

- CPC members (Kelly Hixson, Stacey, others?) who volunteered or participated in the CSUnite – No Place 4 H8 walk – it was a great event! Learn more starting at: <https://source.colostate.edu/csunite-brings-campus-together>
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Updates of note:

- Congratulate **Kelly Hixson** – I can't say why today – but, I can at our meeting on April 12th. Congratulations Kelly!
 - **Employee Voice Survey Open Forum** – as many of you know, we created/opened the Employee Voice Survey in the spring of 2017. Well, since then, the leadership teams from CPC, APC, and Faculty Council have been struggling to find the most appropriate and effective manner to share the results, findings, and a set of recommendations. We met with Dr. Tony Frank and other administrators in late fall, 2017, and are finally about to publically share. Please join me on **Wednesday, April 25th** – you must RSVP – but lunch will be provided. Here is a [SOURCE article about the event and a link to register](#). In general – the Council leaders will give a brief presentation on the intent, the process, the findings of the survey, and our next steps recommendations. The idea of an Open Forum is to collect further feedback and input – what would the campus community like to see the Councils focus on? Overdue but finally happening. Information will also be posted on the CPC website as available.
 - **March 29** – meeting with Lynn Johnson. As we just had Lynn at our CPC meeting last month, many of the topics are familiar to you all. But, at this time of year things move fast in the Legislature so, it was good to follow-up. By the time I write this – topics related to the FY19 CSU budget have evolved further but, it isn't all over yet. We are still on course for a 3% average salary increase for State Classified employees. The PERA bill however is anyone's guess. Lynn expressed frustration at the pace for implementation (allocation of funds toward) the Living Wage initiative – we just need to be sure we get it right. I respect that deliberate and careful approach. We cut our meeting time short to join the CSUnite No Place 4 H8 walk – hope and wish you were all there.
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Classified Personnel Council

CPC Executive Committee Nominees

Term: July 1, 2018 – June 30, 2019

Date of election: April 12th, 2018



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Statement of Intent from candidates for the CPC Executive Committee:

Chair – Megan Skeeahan

I have completed my first three-year term as a CPC member, in that time I have had the honor to serve as secretary for two full years on the executive committee. Working with the executive committee, I have had the privilege to work alongside and learn from some of the most dedicated employees on campus, and I know that what I have learned about the issues that impact state classified employees, the resources developed and in development on campus, and the connections I have made have prepared me to take on the next level of leadership in CPC as the chair. My dedication and passion to the CSU community and to CPC is a driving force behind my desire to take on the role as chair, I hope to take the legacy that has been laid by the previous chairs, Jeff and Stacey, and continue the work that has begun, and will begin over the next year, and continue to work hard for all state classified employees and the CPC to advocate for better recognition, lobbying by CSU to support state classified employees, and to continue to build on the work that all CPC members put into their various committees.

I believe that my passion and desire to grow as a leader through my life has brought me to CPC for a reason, because I am not afraid to speak up in a room and ask a question or to correct an error or myth that is shared; I will be a leader that will help continue to dispel misinformation and to help bring to light the real issues and concerns of state classified employees. I promise to lead with integrity, to listen to the concerns of all state classified employees and CPC members and to take those concerns to the next level, and to advocate for the best resources and policy that will support our campus community. To close, I would like to share one of my personal mottos “be the person you needed when you were younger” – I often apply that to being the person I needed on my first day at work, or the person I needed when I didn’t know where to find information or access resources. We can all be the person that helps another community member up out of a rough situation; because I have struggled I chose to elevate others so that they do not need to struggle the same way, so that we can all focus on being the best versions of ourselves, as people, as employees, and more importantly, as human beings who are lucky enough to be on the same campus doing the amazing work that positively impacts more than ourselves without expecting anything in return.

Vice-Chair – Wayne Hall

I am Wayne Hall and it is my honor to self-nominate for a second term for the position of the Vice Chair of the Classified Personnel Council. As the current Vice Chair, I have familiarized myself with processes, people, and expectations of this role. It is with this knowledge that I am excited to continue the momentum of the CPC. As your Vice Chair, I plan to focus on our council and university committees in an effort to embrace efficiencies that help expand our presence across campus and Colorado.

Further, I will work to strengthen our effectiveness on issues as we navigate CSU Administration, State Classified employees, and the State of Colorado. I look forward to fostering our relationships with the AP and FC as we continue working closely, building our collective voice as an employee group at CSU. I am ready to ask questions, offer solutions, and listen to help make CSU the best place to work. I appreciate your vote and confidence of being your Vice Chair another term.

Secretary – Jim Abraham

Over the past several years serving on the CPC, I've come to appreciate our mission in contributing to shared governance at CSU. Joining the council has opened my eyes to the challenges other state classified employees face in navigating CSU's large organization. I've had the opportunity this past year to sit as your CPC representative on the APC, giving me a different perspective of CSU employment and at the same time, seeing what binds us in sharing the common goal of improving the work lives of all CSU employees. One of my strengths is being able to summarize a discussions and get it down on "paper". I take notes for the APC meetings and provide them to the CPC. I'm seeking the Secretary position because I feel I can perform this duty well, and I would like to serve the council in a greater capacity. I would be honored to serve as your Secretary.

Secretary – Nicole Johnson

I would respectfully like to nominate myself, Nicole Johnson, for the role of Secretary on the Classified Personnel Council starting July 2018. I believe that both my personal interest and previous experience make me a strong candidate for this position. I have so enjoyed this past year serving on CPC, and I would like to contribute further. As a program coordinator with five years of experience in higher education, as well as my educational background in English and current pursuit of an MBA, I believe my skills in writing, administrative assistance, and business could lend themselves well to the role of Secretary. Additionally, at my previous job, I gained experience as a Secretary on the board of INTO CSU. I was responsible for creating meeting packets and writing the meeting minutes for the 8-hour long quarterly meetings. Thank you for your consideration!

Treasurer – Anthony King

My statement of interest is to continue what I've been doing as the Treasurer and account for CPC funds to ensure all our committees can continue doing the great things for our state classified staff.

From: [CPC Website](#)
To: [Skeehan,Megan](#); [Baumgarn,Stacey](#)
Subject: New submission from CPC Committee Report
Date: Monday, April 9, 2018 10:40:50 AM

CPC Committee

Legislative Committee

Email:

Brian.Gilbert@Colostate.edu

Date of Meeting

04/04/2018

Time of Meeting:

12:00 pm

Location of Meeting:

USC Rm 610

Members Present:

Wayne Hall, Claire Clemmens, Randy Lamb, Brian Gilbert

Topics/Issues Discussed:

The progress of the PERA bill was discussed and the annual visit to the capital was discussed.

Action Items:

Brian will finalize plans for the capital visit and continue to track the PERA bill.

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

Yes

Next Meeting:

May 2, 2018 at noon in room 610 of University Services Center

From: [CPC Website](#)
To: [Skeehan, Megan](#); [Baumgarn, Stacey](#)
Subject: New submission from CPC Committee Report
Date: Monday, April 9, 2018 10:22:00 AM

CPC Committee

Work Life Committee

Email:

Kelly.Hixson@colostate.edu

Date of Meeting

04/03/2018

Time of Meeting:

02:30 pm

Location of Meeting:

LSC commons

Members Present:

Emma Chavez
Jeb & Nicole resigned from the committee
Bob, Randy, Maria, Leah absent

Topics/Issues Discussed:

Emma & I touched base by email. I have no new updates so there wasn't any reason to meet in person.

Action Items:

n/a

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

No

Next Meeting:

05-07-2018

From: [CPC](#)
To: [Carroll,Carol](#); [Skeehan,Megan](#)
Subject: New Positive Action Nomination
Date: Monday, April 9, 2018 9:31:40 AM

Hello! See the new Positive Action Nomination form that has been submitted on the CPC website.

Your Name:

Stacey Baumgarn

Your Email:

stacey.baumgarn@colostate.edu

Your Department:

Facilities Management

Nominee's Name:

Marsha Benedetti

Nominee's Email:

Marsha.Benedetti@colostate.edu

Nominee's Department:

Training & Organizational Development

Why is this person deserving of the Positive Action Award?

The idea to have comprehensive (and required) Supervisor Development Program at Colorado State University has been around for many years. A common theme from the Campus Climate Survey suggested we needed more training for our supervisors. To the best of my knowledge, CPC became involved in advocating for and planning for funding and program design in 2013 (maybe prior?). Marsha Benedetti (and Lorie Smith) were part of the conversation from the very beginning – along with Mary Ontiveros the VP for Diversity, employee Council leadership, and several others. The Council leaders proposed funding in the FY16 budget cycle and did not succeed. Revised and enhanced, Council leaders proposed funding again in the FY17 budget cycle and were successful! However, by this time, the Office of Training & Organizational Development was understaffed and would be unable to deliver the quality and quantity of needed trainings to campus.

Under the leadership and vision of Marsha Benedetti – the office of Training & Organizational Development made several key hires. Concurrently, developed the curriculum and delivery format for a Supervisor Development program and a path for supervisors to earn a Certificate in Supervision.

Over the past two years, Marsha and the office of Training & Organizational Development have crafted, improved and delivered a series of Foundational Classes and Core Classes – all part of the (now required!) Supervisor Development Program.

While the program may still be young – the first group of Supervisor Development Program graduates are now actively utilizing and applying their new skills and knowledge across campus. It will not be long now before we (hopefully) begin to see a decline in comments related to supervisors in our Campus Climate Survey. Who do we have to thank – Marsha Benedetti. Marsha has been a steady and committed champion of supervisor development. Her continuous and collaborative efforts are delivering results to the CSU community – making CSU a better place to work for state classified employees and all employees. I may have a few of the details wrong but, there is no one more deserving of recognition of a

CPC Positive Action Award than Marsha Benedetti. Please give your careful consideration to this nomination. With thanks – Stacey Baumgarn