

Classified Personnel Council Meeting

Thursday, May 10th, 2018 – 1-3 pm

Regular monthly meeting



**CLASSIFIED
PERSONNEL COUNCIL**
COLORADO STATE UNIVERSITY

Agenda

Call-to-Order

Guest speakers (at 2 pm): Tom Milligan, Vice President for External Relations – update on the Housing Task Force and the new Neighbor to Neighbor partnership

Announcements:

- *Happy Birthday* this month to: Megan Skeeahan!

Reports / Updates:

- Approval of CPC 4-12-18 Meeting Minutes
- Treasurers Report – Anthony King
- CPC Committees – Wayne – year end to do's and summaries of accomplishments
- Annual Retreat – location / date suggestions

Election of CPC Representatives

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

CPC Committee Reports:

- Communications – Will Schwab & Megan Skeeahan
- Employee Recognition – Carol Carroll
- Legislative – Brian Gilbert
- Outreach Events – Kristin Stephens
- Work Life – Kelly Hixson
- Executive – Stacey Baumgarn & Wayne Hall

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

Dates to remember:

May 14th – CPC Committee Chairs meeting – year in review & looking ahead!

June 14th – Next CPC meeting – 1-3 pm – LSC, Room TBD

Sept. 12th – CSU Employee Appreciation Event! 4-6:30 pm @ the stadium!

CPC Chair Report for May 10th, 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:

- Brian Gilbert for organizing the 2018 CPC Legislative Visit to the capital – it was a great day – thanks so much!
 - Laura Snowwhite, Megan Skeeahan, Kristin Stephens, Maria Lourdes Zavala, Carol Carroll, and Anthony King – for producing a fantastic 2018 CPC Recognition Luncheon
 - CPC Communications Committee for a great article in the April edition of CSU Life – *On-campus Resources: They're not just for students*
 - CPC Communications Committee (especially Leah) for the informative article in SOURCE – *CSU cares: About the Tell Someone campaign*. You can read it here: <https://source.colostate.edu/csucares-about-the-tell-someone-campaign>
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Updates of note:

Employee Voice Survey Open Forum – held on Wednesday, April 25th to a full house of 100+, together with APC, and Faculty Council leadership, we presented an executive summary of the findings and answered questions from our campus community. As many of you recall, we created/opened the Employee Voice Survey in the spring of 2017 – and this was the first public sharing the results, findings, and a set of recommendations. If you need a refresher, here is a [SOURCE article about the event and a link to register](#). And, the presentation slides and the actual written Executive Summary has been posted on the homepage of the [CPC website](#) – please share this information (and link) with anyone you talk to that may have questions. And, of course, folks are welcome to contact me with specific questions, comments, feedback, or concerns. The five recommendations outlined may provide a few topics for ongoing discussion and activity for the CPC in FY19...

May 1 – APC/CPC meeting with CSU President Tony Frank. In advance of this meeting, we had provided Dr. Frank a short list of topics to discuss including 1) the State of Colorado Budget (the Long Bill) and pending PERA legislation, 2) progress to provide a Living Wage for all full-time CSU employees and, 3) seeking his feedback for our respective Councils and the work ahead for shared governance here at CSU.

It was a very productive conversation. To briefly take each topic in turn

- 1) Because the 2018 legislative session is not over yet, there remains several unknowns regarding changes/updates to PERA ([SB18-200](#)). So, while we each looked into the crystal ball – no final outcomes/reactions/responses were discussed. The Long Bill has been passed and word on the street is that State Classified employees will see a 3% raise this coming year (not sure if there is a % across the board / % merit?). The university also fared well by receiving some additional capital improvement dollars for several building additions to campus (and in Denver at the National Western Center)
- 2) I am so proud of CSU – Lynn Johnson, Diana Prieto, Tony Frank, the Living Wage Task Force members; many campus constituents and partners – it seems the stars have aligned – and what we believed to be a multi-year initiative may just come to pass July 1, 2018. Lynn discussed this at our Luncheon so, you know why I am so happy. The one thing I shared with Dr. Frank is my interest/concern to document the process, the agreement, the intention if providing a living wage to all CSU employees. I guess we would not have a “policy” but, we should have a process, an agreement, something – written down – where we define and express our practice and intention. This should also include a mechanism to review and update as wages and cost of living change over time
- 3) In the classic manner of Dr. Frank, he said a few nice compliments about our councils, our outreach, our representation, and hopes it all continues as such... and then turned the table and asked what do we think? What do we want? Megan mentioned keeping an eye on equity and access to resources and opportunities for all employees – Dr. Frank agreed, CPC should keep our eye on this over time. And I mentioned the importance of keeping the conversation of shared governance central to our process. We need Dr. Frank to periodically remind the campus of the practice and importance of shared governance here at CSU – and the role that each Council plays in this practice. This is a manner in which we reinforce the equity of State Classified employees here at CSU

Where has Stacey been?

Meetings and activity:

April 12 – CPC regular monthly meeting
April 16 – President’s Sustainability Commission
April 17 – APC/CPC/Faculty Council Chairs & Vice Chairs
April 17 – Housing Task Force (canceled)
April 18 – CPC Legislative Visit to State Capital in Denver
April 20 – Chair & Vice Chair meeting with Diana Prieto
April 23 – CoSFP – Committee on Strategic and Financial Planning
April 25 – Employee Voice Survey – Open Forum
April 26 – CPC 2018 Recognition Luncheon
May 1 – APC/CPC meeting with Dr. Tony Frank
May 1 – Faculty Council regular monthly meeting
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 4 – Farewell reception for Lanai Greenhalgh
May 7 – CPC Executive Committee
May 9 – APC/CPC discussion of Shared Governance website
May 9 – APC/CPC Chairs and Vice Chairs with Lynn Johnson (VPUO) and Cara Neth
May 10 – CPC regular monthly meeting

Meetings coming soon:

May 14 – APC regular monthly meeting
May 14 – CPC Committee Chairs
May 16 – Re-envisioning CSU
May 17 – Chair & Vice Chair meeting with Diana Prieto
May 23 – Celebrate! CSU debrief meeting
May 23 – C2C Advisory Committee (Commitment 2 Campus)
May 29 – APC/CPC Chairs & Vice Chairs
June 7 – CPC Executive Committee
June 11 – APC regular monthly meeting
June 11 – Living Wage Task Force
June 14 – CPC regular monthly meeting
June 18 – Chair & Vice Chair meeting with Diana Prieto
June 20 – APC/CPC Chairs and Vice Chairs with Lynn Johnson (VPUO) and Cara Neth
June 26 – APC/CPC Chairs & Vice Chairs
June 30 – the party for Stacey is over 😊

Dates to remember:

May 5-6 – Fort Collins: The trolley will start running every weekend again along Mountain Avenue. [The Fort Collins Municipal Railway](#) will be picking up passengers at any of the four stops along the route, though most people choose to hop on at the City Park station. Rides are given Saturdays and Sundays from noon until 5 pm. It's \$2 for adults, \$1 for kids, with toddlers under 3 riding for free. For more History Now, visit: <https://mailchi.mp/ddbd0adfc99c/history-now-jan2018-1450269?e=0cf211e2dc>

Sept 12 – 2018 CSU Employee Appreciation Event – 4-6:30 pm – @ the Stadium!



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

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.

JUNE

- **EXECUTIVE** Spend remaining funds and closeout year-end account
- **EXECUTIVE** Complete officer transition
- **EXECUTIVE** Plan next year’s budget
- **EXECUTIVE** Order name tags for new members
- **EXECUTIVE** Host CPC new member orientation: discuss Constitution & Bylaws, budget, goals, vision, member expectations, etc.
- **CHAIR** Prepare the annual report for approval by the Council before submitting to President and designee
- **TREASURER** Prepare a fiscal year-end Treasurer’s Report
- **SECRETARY** Collect CPC Representative plaques from non-returning members
- **SECRETARY** Schedule meetings / reserve rooms for the next year
- **VICE CHAIR** Assign representatives to CPC and University committees
- **COMMITTEE CHAIRS** Send a summary of committee activities and accomplishments and an updated list of committee roles and responsibilities to the CPC Chair
- **UNIVERSITY COMMITTEES** Send a summary of committee activities and accomplishments to the CPC Chair
- **RECOGNITION** Review and update (if necessary) award criteria and processes for next year
- **OUTREACH** Work with CSU Events to finalize Annual Employee Appreciation Event details

PROSPECTIVE REPRESENTATIVE FORM
CLASSIFIED PERSONNEL COUNCIL
Colorado State University



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Anselma J. Lopez VPEA 1-0514
NAME OF EMPLOYEE DEPARTMENT PHONE

I would like to join the Classified Personnel Council (CPC). I am a certified State Classified employee, working half-time or more, who has been employed by Colorado State University (CSU) since March 31, 2017 or earlier, and I am not a CSU Governing Board or System Office employee.

I understand that if I should be elected to serve on the CPC, I will be required to attend CPC meetings held the second Thursday of the month from 1 to 3 pm; I will be required to serve on both CPC and University committees; the term of service for CPC Representatives is three (3) years beginning July 1, 2018; and serving on the CPC may require up to 10 hours of my time per month during normal business hours (8:00 am – 5:00 pm). I am willing and able to meet the requirements expected of a CPC Representative.

Anselma J. Lopez 4.17.18
EMPLOYEE SIGNATURE DATE

Leslie Taylor
NAME OF SUPERVISOR

Leslie Taylor
NAME OF DEPT. HEAD

I am aware that should the above named employee be elected to serve on the Classified Personnel Council (CPC), the employee is required to serve a three (3) year term beginning July 1, 2018; attend monthly CPC meetings held the second Thursday of the month from 1 to 3 pm; serve on both CPC and University committees; and be permitted to use up to 10 hours of administrative leave per month during normal business hours (8:00 am – 5:00 pm). After considering these requirements, I authorize the above named employee to join the CPC.

[Signature] 2/21/18
IMMEDIATE SUPERVISOR SIGNATURE DATE

[Signature] 2/21/18
DEPARTMENT HEAD SIGNATURE DATE

From: [CPC Website](#)
To: [Skeehan, Megan](#); [Baumgarn, Stacey](#)
Subject: New submission from CPC Committee Report
Date: Monday, May 7, 2018 9:34:56 AM

CPC Committee

Communications Committee

Email:

megan.skeehan@colostate.edu

Date of Meeting

04/19/2018

Time of Meeting:

10:00 am

Location of Meeting:

Rockwell West 211

Members Present:

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

Topics/Issues Discussed:

CPC Communications Meeting 4.19.2018

- Final review of Tell Someone article
 - o Submission to CSU life and SOURCE this week
 - o Megan will review the final and then send to Laura with photo for SOURCE submit 4/19/2018
- Upcoming CPC communications
 - o No more CSU Life articles after this submission until August/September
 - o Planning SOURCE articles for May/the summer
 - Neighbor to Neighbor – coming back to school (August/September)
 - Article out about contacting state representatives – long bill, PERA. Adapt the letter from Stacey about how to do this into a SOURCE article. Things that employees can write about, focus on year round communications, links on how to sign up for email updates, midterm elections (are you registered to vote)
 - Employee voice survey
 - Campus climate survey
 - o CPC Communicator – May/early June, parking, group rides (biking group, ask Aaron Fodge), new CPC members and leadership, employee voice survey, verify if mobile food bank is on campus this summer, lagoon concert series
- Website
 - o With Megan taking on the chair position, we need to start the process of training another website manager
 - Leah, are you still interested? Friday's are good for Leah. Find a time – 2 hours, where we can run through this.
 - Megan will schedule a time for later in May
 - Anyone else interested in learning how to use Wordpress?
 - Timeline for the transition – select dates for training in May/June
- Leadership for FY2019
 - o Megan plans on staying on the communications committee (much like Stacey) – however, we will need to restructure a bit depending on work load
 - o Start planning how communications team can continue the awesome work we have been producing the past three years
 - o Laura has offered to help co-chair
- Any other updates?
 - o Reviewing language of the educational assistance award and other recognition items
 - o How can we fix the issue with the educational assistance award pay out. Can we convert it to a true scholarship

Action Items:

*CSU Life and SOURCE submissions for May

*CPC Communicator

*Megan transition website administrative role to Leah

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

Yes

Next Meeting:

May 17, 2018

From: [CPC Website](#)
To: [Skeehan, Megan](#); [Baumgarn, Stacey](#)
Subject: New submission from CPC Committee Report
Date: Tuesday, May 8, 2018 8:15:36 AM

CPC Committee

Work Life Committee

Email:

Kelly.Hixson@colostate.edu

Date of Meeting

05/08/2018

Time of Meeting:

02:30 pm

Location of Meeting:

LSC Commons

Members Present:

Bob Schur, Emma Chavez, Leah Bosch

Topics/Issues Discussed:

OEO-won't replace Lenae for awhile
Brown Bag lunch topics:
C2C, general computer subjects-Word, Excel, Power Point, Microsoft Office etc., financial literacy, benefits/insurance, credit card/debt help, school loans debt etc.
The committee has not heard back from VTH or Hartshorn about the pet/people medical clinic: on hold for now

Action Items:

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The committee has not heard back from VTH or Hartshorn about the pet/people medical clinic: on hold for now

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

No

Next Meeting:

June 4, 2018