

# Classified Personnel Council FY18

October 12, 2017

Colorado State University, Lory Student Center 304-306

Meeting Minutes

**Members present:** Jim Abraham, Stacey Baumgarn, Carol Carroll, Sandy Dailey, Brian Gilbert, Wayne Hall, Kelly Hixson, Anthony King, Randy Lamb, Veronica Nicholson, Nicole Johnson, Diana Prieto (ex-officio), Derek Rau, Will Schwab, Bob Schur (ex-officio), Megan Skeeahan, Laura Snowwhite, Kristin Stephens, Jeb Stuart, and Ken Young

**Absent:** Leah Bosch (excused), Maria Lourdes Zavala (excused), Dan Kelso (excused), and Clint Kranz

**Guest presenters:** Scott Harris – Chief of CSU Police Department

**Other guests:** Hilary Klein (College of Business – Department of Finance and Real Estate)

**1:05 pm** – Call to Order by CPC Chair, Stacey Baumgarn

## **Announcements:**

- Welcome members and guests – thanks for attending
- *Happy Birthday* this month to: Kristin and Bob

## **Guest Speaker:**

Scott Harris, Chief of Police, CSU Police Department

- There is often a misconception of what the CSUPD does, and who they are
  - CSUPD is a full service 24/7, and certified for law enforcement training
  - Officers go through the same academy as Fort Collins and Loveland Police – in Adams County and Jefferson County, CO – certification is good for a year and, each year officers must go through in-service training to maintain their certificate
  - There is a separate 10-12 week training specifically for CSU officers, and then a 14-week field training (partnered with certified training officers)
  - 48-50 weeks of training is required for police officers before they are by themselves patrolling the CSU campus
- Campus law enforcement is unique from municipal and county law enforcement, Scott Harris has extensive experience in law enforcement, having worked in various roles and sized communities
  - Community policing is a labor-intensive program, it is difficult to devote 100% to the philosophies of community policing. There is a great deal of demands placed on the PD, however, because of the community interactions and connections with the contained population on campus; CSUPD is able to interact more with the community. This allows for CSUPD to create relationships with the community
- CSUPD has a full time investigation unit – to investigate crime on campus
- CSUPD offers trainings to CSU students, staff and faculty including: Active Shooter and a very popular Citizen Police Academy
- CSUPD covers multiple campuses – not just main campus
- CSUPD officers are cross-commissioned with Fort Collins PD – can issue violations and attend to problems anywhere in the city. There is a great deal of partnership between CSUPD and FCPD sharing resources and officers
- CSU is one of the few universities to have an unmanned aerial patrolling system (used at the new stadium, and in surrounding areas for search and rescue efforts)

- Demographics – 35 sworn officers, 12 student employees (some work at front counter – bike and traffic enforcement program, and Campus Service Officers – safe walk, close downs and lock downs at LSC and library, traffic control on game days). 75% of officers are CSU alumni. 95% of the employees are state classified employees
- **Q&A: What is the jurisdiction, what are the borders?** University apartments, university property, university owned structures/complexes within the city of Fort Collins. Actually have statewide authority since CSU owns property statewide. Mountain Campus – counts as well, however it often makes more sense that the sheriff’s office assist with any needs there
- **Training and other resources?** <https://police.colostate.edu> – check the main page to register for the citizen’s academy or active shooter training (For active shooter training you can also make a request online or connect with Officer Rose)
- **New stop signs around campus, who does the striping?** Facilities does the striping, parking services does the signs
- **Who can use SafeWalk?** Anyone, students, staff and faculty. It is a FREE service the CSUPD offers and is happy to provide. 7 days a week, dusk until dawn 970-491-1155 <https://police.colostate.edu/safe-walk>
- **Bike education is a need on campus, what is CSUPD doing?** CSUPD uses informational / educational mode for the first two weeks – giving verbal warnings. After that, it becomes more enforcement focused. It used to be students who would do a lot of bike enforcement, however CSUPD decided to change that and made it so 8 PD are certified police bicycle officer – they do bike enforcement. Tickets issued on campus do not count against your license or impact insurance rates.
- **The annual campus crime statistic report just came out, what statistic is a sign of good progress for the campus, and the most troubling statistic?** Sexual assault. We have seen increases over time, this year a slight decrease. Hopefully, there is an improved willingness to report and to have it investigated. While assault is problematic, the culture of reporting is very important and connecting the survivor of assault to resources. CSUPD wants to see assaults drop as well. Theft is also another problem, most of them are preventable (unlocked bikes, backpack with valuable items left unattended) – CSUPD would like people to be more aware. There has been a decline in bike thefts, most bike thefts are stolen by non-campus community members
- **How can you report a crime, and can you do it anonymously?** You can call 911 – when you use a hard line from campus, the call goes straight to CSUPD dispatch – with a cell phone, your 911 call will go to Fort Collins initially and then they will route the call to CSU dispatch. There is also online forms for crimes, bicycle theft reports, tell someone, meet with PD, etc. You can also call dispatch at the **non-emergency line 970-491-6425**, officer will meet you where you are, or you can go to Green Hall to make a report. It is ok to report suspicious activity, go with your gut and do not hesitate
- **Game Days – CSUPD is very involved – with parking, max, biking, walking, the entire campus is impacted.** Traffic points have changed – no longer like Hughes Stadium – establishing new traffic patterns will take some time. Larger audience and a bigger campus to patrol means more police. At Hughes Stadium, 50-60 officers on duty, at the new on-campus stadium, 85-104 officers (this number excludes FCPD who are directing traffic around campus). It will take about 2 years to establish a system. Barricades near the stadium are for safety for pedestrians and officers – these officers are also wearing their patrol rifles
- **What are common calls to CSUPD and FCPD?** Both are addressing the issues of transient populations and illegal use of marijuana

- *Bias incidents and hate crimes, is there a process in place to report hate crimes?* Use the same process to report this as any other crime, don't hesitate to reach out to CSUPD Thank YOU Chief Harris for your time and visit CPC and for your service to our campus!

### **Reports / Updates:**

- Approval of 9-14-17 Meeting Minutes
  - A motion to approve the minutes as presented in the meeting packet (including a correction to the spelling of Brian's name) was made by Jeb Stuart. The motion was seconded by Brian. Motion carried
- Treasurers Report – Anthony
  - We received some carry over funds from FY17 – these will be applied to administrative discretionary spending. The budget is always available to review on the CPC website
  - \$100 went out to register to participate in the Homecoming Parade
- CPC logo update – Megan
  - We have the logos/signatures! We will be making templates and ordering new letterhead, envelopes, business cards, etc.
  - We will send out drafts when we have some samples to share with the council

### **CPC Committee Reports:**

- Communications – Veronica Nicholson
  - Please take photos of Homecoming and send to Veronica and Megan!
  - Working on the "Holiday Tips" articles for SOURCE and CSU Life – please give us ideas! Help by providing links for different programs – safety programs, health and wellbeing, coupons, holiday events, quick defrost for your windshield (alcohol and water in a spray bottle), etc. – send ideas to Megan or Veronica!
- Employee Recognition – Carol Carroll
  - We have had two recent Everyday Hero nominations!
    - We will invite them to a CPC meeting to be recognized
  - No Educational Assistance Award applications to date – please help promote!
    - We are exploring an option for the spring semester to help awardees to receive more of the dollars – when the activity is directly related to their current job, there may be a way to pay the award through their department and save on taxes... more to come as we work through the details and possibilities
    - Stacey recently met with Brigitte Schmidt, the creator and (practically the) sole funder of this award – since 2009, Brigitte has donated \$3,000-5,000 a year. Brigitte wanted to know if people are using it and how it was working. We need to improve our communication with Brigitte about how her gift is being utilized. We should encourage awardees to write a thank you letter. And we, CPC, should invite awardees to the annual Recognition Luncheon
- Legislative – Brian Gilbert
  - State Representatives Joann Ginal and Jeni Arndt will attend the November CPC meeting to discuss the upcoming 2018 legislative session
  - The Colorado PERA Board of Trustees has approved some proposed changes – and there will be a series of community meetings. One will be in Fort Collins on Nov. 1<sup>st</sup> at the Hilton Hotel at 6 pm. Kristin is reaching out to PERA, to request a separate session on campus for CSU employees earlier in the day on Nov. 1<sup>st</sup>. Kristin will keep us posted when we get something solidified
    - November 1<sup>st</sup> – PERA community meeting – 6:00pm at the Fort Collins Hilton

- Diana asked to inform CSU HR if we get PERA to come to campus, as there are non-state classified employees who also participate in PERA
  - The committee is still investigating various types of leave between CSU employee groups. Discussing how we could change / improve but not impact employees and the leave they have already accumulated
  - Changing the existing 1-2-3 performance rating scale to a 5-point scale is on hold until the State Department of Personnel & Administration (DPA) implements their new comprehensive HRIS software (human resources information system) – think 2019...
- Outreach Events – Kristin Stephens
  - CPC is in the Homecoming Parade!
    - Float construction starts tonight at Eric’s place, 6 pm! Megan, Kristin, and Anthony so far! Join the party? The 2017 theme is “HOME”
      - ✓ We will build a cardboard house, and make signs with important CPC initiatives – affordable housing, wages, performance evaluation scale, employee recognition, legislative, communications, etc.
- Work Life – Kelly Hixson
  - Met with Emma Chavez, CSU Community Resource Coordinator – Mobile Food Pantry comes to campus specifically for students but is open to faculty and staff
  - CPC members would like to assist in volunteering – Jeb Stuart will help us coordinate our volunteering – watch your email – and sign up! Thanks
- Executive – Stacey Baumgarn
  - CPC and APC Chairs and Vice Chairs met with CSU President Tony Frank on 10-10-17 – Stacey asked for clarification and updates regarding service on SPARC’s and BARC’s – are they happening and when might they be happening? – Dr. Frank will follow-up. Also, Stacey asked Dr. Frank about his thoughts on P3’s (public-private partnerships), such as the new Translational Medicine Institute currently being built on the south campus. In a P3, some of the building services are not provided by CSU employees (those services are contracted out) – Dr. Frank said they would be evaluating the process and performance but, encouraged us to keep our eye on it too
  - On Nov. 1<sup>st</sup> – Governor Hickenlooper will deliver his Proposed FY19 Budget to the state legislative Joint Budget Committee – in that proposed budget, he may either recommend or not recommend a raise for state classified employees. Stacey has written a letter to send to the Governor, and has received approval to send it – the letter encourages the Governor to support raises in FY19
- Other reports:
  - State Wide Liaison Council – meeting on Friday, Oct 20<sup>th</sup> at Front Range Community College in Fort Collins. Everyone is welcome. Senator Kefalas is the keynote speaker in the morning, and Debra DeVilbiss (a former CPC member) will be the afternoon presenter. Anthony King, our CPC representative will be in attendance!

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

Next CPC meeting – Thursday, Nov. 9th, 2017 – LSC, rooms 304-306

- Guest speakers – State Representatives Jeni Arndt and Joann Ginal