

Classified Personnel Council FY17

June 8, 2017

Colorado State University, Lory Student Center Room 304-306

Meeting Minutes

Members present: Stacey Baumgarn, Carol Carroll, Sandy Dailey, Brian Gilbert, Wayne Hall, Kelly Hixson, Dan Kelso, Anthony King, Clint Kranz, Adriann LaRue, Veronica Nicholson, Diana Prieto (ex-officio), Derek Rau, Bob Schur (ex-officio), Laura Snowwhite, and Kristin Stephens

Absent: Jim Abraham (excused), Leah Bosch (excused), Geri Baker, Sheila Durnil (excused), Megan Skeehan (excused), and Jeb Stuart (excused)

Other guests: Paige Flores (Biology), Kay Nauta (HDS – Operations Management), Will Schwab (Facilities Management)

Getting started

Prior to calling the meeting to order, Stacey made a couple of requests:

- A meeting sign-in sheet was sent around – please sign-in
- A Membership roster verification sheet was sent around
 - Voluntary information request: mobile phone # – add to membership roster
 - Voluntary information request: birthday (month) – add to membership roster
 - Magnetic nametag: if you need one – place a mark by your name

Call-to-Order

Announcements / Reports / Updates:

- Welcome members and guests – thanks for visiting
 - Clint asked about members table name cards (for the benefit of guests and new members). Stacey assured we will bring them again in July
- Approval of 5-11-17 Meeting Minutes – following a minor change to wording by Kelly Hixson, and a minor correction by Diana Prieto, a motion to approve the minutes as corrected was made by Veronica Nicholson, seconded by Clint Kranz – motion approved
- Treasurer’s Report – we remain a little over-spent due to the timing of swag purchases and billings, Carol is balancing/shifting final invoices and payment due dates
 - Part of our likely over-budget situation was due to a delayed billing related to the 2016 Employee Appreciation Event – Stacey will contact Lynn Johnson in the event of being over-budget for the year
 - A special thank you and recognition was given to Carol Carroll for her 3-years of service on the Executive Committee serving as the Treasurer

Discussions

- Meet & Confer – FY19 Total Compensation Survey Process and Methodology
 - CPC organized an un-official get-together on May 31st to join a webinar hosted by the State of Colorado Department of Personnel & Administration (DPA) and the Division of Human Resources (DHR). Due to technical difficulty (on the DPA side) the sound was not working, leaving those of us on the line with more questions than answers. Luckily, Diana Prieto could explain the basics in brief, and we have provided this quote from the DHR website:
 - “Each year, the Colorado Department of Personnel & Administration, Division of Human Resources (DHR) conducts a survey to measure and compare the total compensation package offered to the State’s classified employees. Every odd year, DHR contracts with a third-party compensation consultant, with actuarial experience, to perform this survey analysis. The consultant performing the FY 2018-19 survey is Arthur J. Gallagher & Co.

This survey is conducted to ensure the total compensation package is competitive when compared to private industry and other government entities. Findings from the annual survey are used to develop recommendations for salary adjustments; medical, dental and basic life insurance plan premium contributions; and leave benefits. The survey results are submitted to the Governor to assist in developing his proposed budget.”

- Remember, there are many layers of process between any suggested recommendations and actual adopted adjustments to salary ranges or salary. Different but similar, the recently approved 2.5% salary increase had to pass through DPA (sort of), the Governor’s proposed budget, the legislature’s Joint Budget Committee (JBC), approval by the legislature itself via the “long-bill” process, etc. in order to make it to your pocket
- Stacey will send out link to the documents and slides for membership to view – provided here now: <https://www.colorado.gov/pacific/dhr/compensationplans> – when on the site, scroll down to the Meet & Confer section and you will find two links: one to the presentation slides, and one to a narrative description of the process
- Clint comment/questions: This may be a good process for DPA and/or legislators; however, what can be done when reviews of some job classifications are not specific enough? For example, too many Trades are bunched into one category; Pipe Fitter, Electricians, or Plumbers. Clint would like to see how the trades are actually classified (Master Plumber vs Plumber – what is the distinction?) and would like some clarification – what can be done in this instance? How does DPA decide which classifications to focus on in the salary survey?
- Will asked: How the 2.2% adjustment for FY18 applied to the salary ranges?
 - The pay ranges for all job classes will be adjusted upward 2.2% for FY18. If an employee’s salary is below the new pay range minimum after receiving the FY18 salary increase, the individual’s pay will be increased to the new minimum. The FY18 compensation plan is posted at <http://hrs.colostate.edu/compensation/classification-sc.html>
- Diana provide these additional comments and context regarding salaries and TMS:
 - The 2.5% (average) increase for State Classified employees is a combination of a 1.75% across the board / cost of living increase, which is applied to everyone regardless of where they are within their salary range (unless they are in “saved pay”) and, the % merit increase is applied based on employees performance-rating (and determined by a matrix provided by DPA). Changes to salary ranges are made through the process outlined (partially) in the DPA webinar (above)
 - The matrix used (to explain and outline the merit pay increase/allocations) is on the HR website provided here now: <http://www.hrs.colostate.edu/compensation/sc-salary-increase-fy18.html>. The matrix has been provided to the departments and letters to individuals (should be) out by July 1st
 - Across the board / cost of living raises for all State Classified employees are base building for employees in quartiles 1, 2, and 3 (same for merit pay increases)
 - A State Classified employee receiving an evaluation rating of a 1 does not receive a merit increase; but, they do receive the 1.75% cost of living increase
 - The Talent Management System (TMS) provides a salary range for positions
 - In a new position announcements, salary can be a specific number or it can be a range
 - CSU does not utilize the entire range when hiring. It is the practice to hire at the low to mid-salary range when advertising positions
 - OEO should mention salary when using phone or video interviews
 - Really, visit the HR website(s) – it’s fun!

- **CPC Annual Report (for FY17) to Lynn Johnson and Dr. Frank**
 - Not drafted yet. Stacey will complete and send out via email in the next couple of weeks – to be approved at the CPC Annual Retreat on July 12th
- **Employee Appreciation & Community Ice Cream Social**
 - Eight years ago, CPC started this event (this Aug. will be the 8th Annual). After a year or two (?) APC joined, then Faculty Council. Pooling council resources together has been a good thing and allowed for a larger budget for food and swag. Last year, the Councils were offered the opportunity to join CSU Events and the Community Open House & Ice Cream Social. Again, creating more advantage and an increased budget. Last year, the three employee Councils were able to utilize their Employee Appreciation Event budget \$'s to purchase a quality employee appreciation gift (the hats)
 - This year is unique and offers a different opportunity. Given the opening of the new on-campus stadium – there are several scheduled (and pretty big) events to showcase the stadium. The employee Councils have been asked to consider joining / combining the Annual Employee Appreciation Event with one of two events at the new stadium:
 - **Aug 5th** (a Saturday): Community Open House and Fan Fest – what we think we know about this event:
 - ✓ 10 am-2 pm; all employees welcomed but focus of the day is on season ticket holders and community members, perhaps there will be a BBQ (?); Ram Town (for kids) will be set up; football practice-scrimmage at 1pm
 - **Aug 24th** (a Thursday): Opening of the New Belgium Porch (first Thursday Afternoon Club event on the porch – a new tradition to begin on each Thursday prior to a home game) – what we think we know about this event:
 - ✓ 4-6 pm (?); Employee focused but possibly open to all (?); no Ram Town (or kid / family-friendly activities); porch fits ~1,500; employee Councils budget would have to cover food, and gift (?); the Employee Appreciation Board is joining as a partner and contributing \$1,500
 - CPC questions / concerns:
 - ✓ Which event is most family / kid friendly – we like that we have provided a family-friendly event in the past. Who exactly is invited on the 24th – may not feel so special / specific to employees (if community members and students fill the porch before employees). On the 5th, would our efforts for the employee appreciation get “lost” in the community event? Which event allows our budget to go furthest? Faculty might not attend the event on the 5th, as they are not on campus until late August. We do not want to spend our budget \$'s on alcohol
 - Stacey and Kristin will be meeting with Athletics and CSU Events to answer questions:
 - ✓ Confirm capacity of porch. Will the New Belgium Porch bar be a cash bar? Children – allowed or not? Who else is in – putting money into the overall event budget (Athletics?)? Do we have to use the stadium vendor for food? Will the concourse be open for (limited) use? What will the employee appreciation gift be (depends on budget)?
 - Given the choice of dates and based on what we know at this point in time, a “straw-poll” vote was taken resulting in: Aug 5th = six votes; Aug 24th = 0 votes – Stacey will re-connect with CSU Events

- **CPC FY18 Retreat**
 - Mark your calendars for July 12th, 8:30 am-3 pm; Lory Student Center – Grey Rock Room
- **CPC Committee Reports**
 - Communications – Veronica
 - Can CPC have a tour of the stadium before it opens? Stacey suggested later in the fall
 - Topics for future articles:
 - ✓ New on campus / new buildings on campus
 - ✓ Summer business
 - ✓ Holidays
 - ✓ Focus on job classification, ex. Accounting Tech positions
 - ✓ Surplus Tent Sale
 - The articles can be utilized for both recognition and recruitment. The committee is exploring paying to “optimize” the articles in *CSU Life*
 - Please send any/all ideas for future articles to Communications Committee
 - Recognition – Anthony
 - Business has been slow in the Spring after Outstanding Achievement Awards (OAA) and Positive Action awards
 - Committee discussing OAA rating scale. Moving from a 3-point scale to a 5-point scale for ease of rating and to remove “gray areas” in the criteria
 - Legislative – Brian
 - No report
 - Outreach – Carol
 - Waiting for details on the Employee Appreciation Event to move forward – we will be looking for volunteers!
 - Upcoming events to be discussed at retreat
 - Work Life – Kelly
 - No report
 - Executive – Stacey
 - Stacey and Wayne held a “New member orientation” for our four new CPC members
 - Start thinking about which CPC committees you want to serve on. Wayne will be contacting members for their prioritized choices

Meeting adjourned at 2:53pm