

Classified Personnel Council Meeting  
Thursday Sept 13, 2018 1:00pm-3:00pm  
Regular Monthly Meeting  
Rockwell Hall 119



CLASSIFIED  
PERSONNEL COUNCIL  
COLORADO STATE UNIVERSITY

## Agenda

### Call-to-Order

### Announcements:

- *Happy Birthday* this month to: Adrian Macdonald and Will Schwab!
- Walt Kuemmerlin – long-time HDFS employee and CPC representative passed away in August

### Special Guests:

- Lynn Johnson – Living Wage Update
- Aaron Fodge, Aaron Buckley, Erika Benti – Alternative Transportation

### Reports / Updates:

- Approval of CPC 8.9.2018 Meeting Minutes
- Treasurers Report – Nicole
- University Committees - Wayne
- Review calendar items
- Employee Climate Survey update

### CPC Committee Reports:

- Communications – Leah Bosch
- Employee Recognition – Nicole Johnson
- Legislative – Brian Gilbert
- Outreach Events – Will Schwab
  - CSU Employee Appreciation Event Volunteers needed Sept 12
- Work Life – Kelly Hixson
- Executive – Megan Skeehan

Meeting adjourned – **Thank you!**

### Dates to remember:

- Oct 2 – Diversity Symposium presentation - Shared Governance: Practicing the Principles of Community in Campus Representation, 2:30 pm -3:30 pm LSC 372-74
- Oct. 3<sup>rd</sup> – President’s Address on the Oval 11:30am-1:00pm
- Oct. 11<sup>th</sup> – Next Regular CPC meeting LSC 304-306 1:00pm-3:00pm

## SEPTEMBER

- **COUNCIL** Attend/volunteer at Annual Employee Appreciation Event

- **CHAIR / VICE CHAIR** Attend CSU Fall Leadership Forum Sept 6 & 7
- **LEGISLATIVE** Prepare summary for Council about preliminary DPA report
- **OUTREACH** Begin planning of a Fall Outreach Event
- **OUTREACH** Plan Homecoming float (?), and organize CPC volunteers
- **WORK LIFE** Report to the Council the issues the committee will pursue during the year
- **RECOGNITION** Educational Assistance Awards – complete selection process, notify recipients, disperse award dollars, and invite them to attend a CPC meeting

## OCTOBER

- **COUNCIL** Attend President's Fall Address
- **COUNCIL** Attend President's Open Forum with State Classified employees (?)
- **CHAIR** Assign CPC Reps. to SPARK's/BARC's (?)
- **LEGISLATIVE** Invite state representative/senator/JBC member to attend Dec. CPC meeting
- **OUTREACH** Coordinate CPC participation in CSU Homecoming Parade

# Classified Personnel Council Meeting

Meeting Minutes for August 9, 2018

Lory Student Center Rms. 304 - 306



**CLASSIFIED  
PERSONNEL COUNCIL**  
COLORADO STATE UNIVERSITY

## Members attending:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Jim Abraham, Environmental Health Services | <input checked="" type="checkbox"/> Clint Kranz, Housing and Dining Serv.         |
| <input checked="" type="checkbox"/> Stacey Baumgarn, Facilities Management     | <input type="checkbox"/> Randy Lamb, Housing and Dining Serv.                     |
| <input type="checkbox"/> Leah Bosch, CVMBS                                     | <input type="checkbox"/> Anselma Lopez, VP for Enrollment Acc.                    |
| <input checked="" type="checkbox"/> Carol Carroll, Facilities Management       | <input checked="" type="checkbox"/> Nicole Johnson, GSSE and Grad Programs        |
| <input type="checkbox"/> Nancy Cowley, Lory Student Center                     | <input checked="" type="checkbox"/> Adrian Macdonald, Statistics                  |
| <input checked="" type="checkbox"/> Lourdes Zavala, The Access Center          | <input checked="" type="checkbox"/> Dustin Pothour, Facilities Management         |
| <input checked="" type="checkbox"/> Joseph Gallegos, Facilities Management     | <input checked="" type="checkbox"/> Chuck Richards, CSU Police Department         |
| <input checked="" type="checkbox"/> Brian Gilbert, ACNS                        | <input type="checkbox"/> Will Schwab, Facilities Management                       |
| <input checked="" type="checkbox"/> Wayne Hall, ACNS                           | <input checked="" type="checkbox"/> Megan Skeeahan, Dept of Accounting            |
| <input type="checkbox"/> Kelly Hixson, Housing and Dining Serv.                | <input checked="" type="checkbox"/> Laura Snowwhite, Business and Financial Serv. |
| <input checked="" type="checkbox"/> Dan Kelso, Central Receiving               | <input checked="" type="checkbox"/> Kristen Stephens, Statistics                  |

## Ex-Officio Members & CPC Volunteers:

- Steven Dove, APC Representative
- Paige Flores, Department of Biology
- Eric Gardner, Housing and Dining Serv.
- Diana Prieto, Human Resources
- Robert Schur, Policy and Compliance

**Members excused:** Kelly Hixon, Leah Bosch, Nancy Cowley, Will Schaub, Randy Lamb

**Meeting called to order at 1:01 pm**

## Call-to-Order

## Announcements:

- *Happy Birthday* this month to: Nancy Cowley... It is actually today!

## Special Guests:

- Emma Chavez – Presented highlights of the CARE program.

Goals include:

- Create effective working relationships
- Help employees navigate work life challenges
- Increase awareness of programs
- Be an advocate of employees

Some programs include:

- Discounted 10% groceries at Safeway.
- Others include Old Navy, Target, Spoons
- Along with Commitment to Campus (C2C) Care program coordinated a discount for CSU employees at Smoking Fins restaurant in the mall.

- Can use your public library card at 45 different locations around Fort Collins.
- Mental Health/Employee Assistance Program (EAP) – Six free counseling sessions available to employees and anyone in their household.

August CARE Newsletter has upcoming events:

- The Peach Festival on the 18<sup>th</sup> of August in Old Town.
  - Campus Connection is a program from CSU – mentoring student program. 4 hour blocks after school program.
  - City rebate program – low-income employees can get discounts in groceries, food tax, utilities, etc.
  - Mobile food pantry will be Sept 6 from 4-6 PM. Bring CSUID and bags to pick up 50 lbs of food.
  - Back to School program – where to obtain school supplies and other resources. Comcast program offers \$9.95 / month internet for families that qualify for reduced student lunch.
  - School is Cool program
  - Village on Horsetooth –New Affordable housing apartments on Horsetooth and Taft. Listed on CARE program website. Two and three bedroom units – 96 apartments. See Website [Care.colostate.edu](http://Care.colostate.edu). See also C2C Family Programs section for discounts.
- Debbie Mayer – Presented Neighbor To Neighbor
    - Neighbor To Neighbor (N2N) position (liaison) was created through a CSU Housing Task Force recommendation. N2N has been around since the 70s and is a non-profit specializing in housing solutions for low-income or homeless people.
    - N2N Resources and Mission - Homelessness, Have Affordable units, Homebuyers club, Post Purchase help.
    - N2N brought to CSU by partnership – goal to provide safe affording housing to all CSU employees. Goals include:
      - Address housing needs
      - Work with university staff one on one and confidential
      - Provide info, education, resources
      - Improve housing stability
    - Housing Counseling Services – provide housing search assistance, first month’s rent assistance, emergency rent assistance, housing information sessions.
    - Homeownership Opportunities – Homebuyer’s club, education, credit and money management
    - Homeshare program – Any community member can participate (non-CSU welcome). Housing matching service. Connect homeowners 55 and over an extra bedroom or more with home seekers that are 18 and up.
    - Homeshare has a screening process for both homeowners and renters by conducting criminal background checks. Also performs a home assessment of the prospective homeowner. A matching database is used to connect homeowners and renters and ongoing support is provided 6 months after a match has been made. The homeowners decide who can live in their home. Homeshare generates the lease.
    - Ms. Mayer has had 30 individual one on ones since February 2018. Another 30 participants in the Homeshare program during that time.
    - CSU provides the funding for the CARE and the Neighbor 2 Neighbor programs.
    - Homeshare reaches out throughout Larimer County.

- Kristin - Suggested work-study to help the CARE program with staffing
- Megan – Work-study provides \$1500 per semester and covers 70% of the assignment. Department covers other 30%. Another option would be an internship.
- Kristin – How long is the waiting list for affordable housing units?
- Debbie – Long. Some programs do not have waiting lists; they are first come first serve. Subsidized housing does have waiting lists. The waiting list VOA at Sanctuary can be multiple years due to demand.

### Reports / Updates:

- **Approval of CPC 6-8-18 and CPC 7-12-18 Meeting Minutes.**
  - No changes offered for June minutes. A Motion to approve the minutes as presented in the meeting packet was presented by Brian. Second by Laura. Motion Carried.
  - July Minutes. Stacey - Change the second bullet to state, "On Behalf of the Executive Committee, Stacy...". Add Last names for Debbie Mayer and Shannon Archebeque-Engle. Motion to approve the minutes with the changes mentioned above was presented by Clint. Second by Brian. Motion Carried.
  
- **Treasurers Report – Nicole Johnson**
  - CPC saved \$95 for retreat. We have \$11k in the budget now. We have paid for updated name tags. Water bottles were also purchased (\$1,500) for our employee appreciation event.
  
- **Review Calendar Items**

Megan – Wanted to bring up *School is Cool*. Should this be something we leave on the calendar?

Kristin – This is a nice opportunity to volunteer together. One of the few activities where we can bond outside of meetings. I would like to keep trying. Volunteerism has fallen off. We had a group of 10 people who had signed up, not show up at all. It put those volunteering in a bind. It would be useful for the CPC to participate. We should be proactive and reach out to them.

Dan – Central receiving is involved and can provide dates

Megan – Lets' put it on the calendar for May and June so that it doesn't slip by next year.

Carol – We can assign dates to volunteer at that time.

Megan will put this on our calendar for this year for next summer.
  
- **Campus Climate Survey update**

Megan – The Campus Climate has a new name - Colorado State University Employee Survey. The survey is still coming together. Some of the main issues of the survey are:

  - Access for all employees being discussed. One of the main concerns are employees without computers. We have discussed a lap top cart solution as a possibility for some departments.
  - The survey should take about 15 minutes.
  - Could Facilities create workstations? We should try to reach out to other SC employees. Communicate and dispel the myths about the University using it to identify employees and address confidentiality.
  - Communications team – could we put out an article? Something out at the appreciation event about the campus climate survey.

Laura – How does an employee log on to take the survey?

Megan – EID would be the primary way to take the survey and you receive a link through an email. Another way would be by department and being able to track the department vs. the EID through a workstation. There will not be paper surveys unless it is by request.

Carol – There are many Facilities personnel who do not know their EID, and would not be able to participate. Many of them don't know they have email.

Kristin – We need to stress to administration that we will need to reach out to some of these populations that don't have computers, and that there will also be issues with literacy in English and Spanish.

Stacey – If we want feedback from Facilities, as well as Housing and Dining, we will need to address these issues with these employee groups that don't have email, don't know their EID, or have literacy issues.

Lourdes – Confidentiality issues will also need to be thought through with the paper copies. You can't turn in paper copies to your supervisor – some type of 3<sup>rd</sup> party or lock box should be used to collect the surveys.

Megan – I will address the committee and state we will need paper copies for some departments.

Kristin - The groups left out are the ones we need to be reaching. If they don't have a say, they have no voice to change their working conditions.

Clint – This is a bit off topic, but I have a friend that wanted to come to the CPC meeting today – she was told by her supervisor that she can only attend on her own time. Is there any literature that helps communicate to the campus community that employees can attend these meetings?

Stacey – We may get a few sentences from Lynn about how anyone can attend CPC meetings. Lynn has said it to the CPC, but it may need to be communicated on a to a larger audience.

Clint – Do we have an admin leave option for tracking time for CPC in the new TimeClock application, because this seems to be a possible issue that is related. Some supervisors could see the time spent away and not want their employees to participate. The money is transferred from the admin time “pot” to the department “pot” to cover their time away from their job.

Megan – It does not appear that we have that option.

Carol – We have to log those hours through our department HR and track admin leave that way.

Megan – I will bring these issues to Lynn Johnson and ask for communication to the broader campus community.

- **CPC member plaques – return old**

Megan - Old plaques will be stripped of the faceplates and the wood will be recycled. Will be getting mock ups of stickers for all of us to review that will state, “Ask me about CPC”. The stickers would be given to CPC members to place within their offices, hopefully prompting interaction with other State Classified employees.

- **Employee Appreciation Event Sept 12**

Megan – The event will be held at the Sculpture Garden at the LSC between the theater and the food court. There will be food provided by the LSC. Water bottles with the CSU logo will be handed out to those that attend. The event starts at 4PM. We will be looking for 2-3 volunteers for slots. Please spread the word to your departments. Emails will also be going

out to advertise the event. There will be the C2C partners participating. Families are welcome and it will be from 4 – 6:30 PM. We are collaborating with APC, Faculty Council and the Employee Appreciate Board for the event.

Dustin – Can we advertise the campus climate survey at the appreciate event.

Megan – Yes, we will be looking to provide information at the event.

- **Discussion on potential new fund for state classified employees**

Megan – Stacey and I met with Ms. Schmidt about funding for CPC study privilege. Ms. Schmidt has been providing funding for State Classified Employees to take advantage of the CSU study privilege and further their education. We discussed GED classes as an alternative path to fund.

Lourdes – Educational Opportunity Center provides free services for GED testing and classes.

Megan – Some other topics we discussed were senior care issues. I'm looking into how we can help employees with this issue. Child Care costs is another issue. Employee hardship loan and how those can be used. CSU Cares was a fund set up after the fire and flood to help folks with special needs due to hardship.

Kristin – Another approach to this would be to get data from Emma Chavez to see where there are measurable needs.

Carol – Baby boomers are staying at work until 70s and 80s. What does Medicare cover ends up being the big question to answer for retirement. Senior care is an issue not only for us, but now with our own parents. Is there a way to get insurance companies to come in and inform employees on senior care issues and what would be covered? What are the resources for Veterans and seniors to deal with these issues? Understanding these issues is very difficult.

Megan – I can reach out to HR to ask if there are resources that could come and give information on these topics.

Brian – As an indication of how medical costs are so crucial, GoFundMe projects now account for 1/3 of donations going to individual medical hardships.

Lourdes – Community house for GED studies in Maine provided a place for people to take a shower and get a change of clothes, especially for a job interview. This may be a way to address homelessness issue here in Fort Collins.

Megan – Please think through some of these issues and provide any ideas for more topics. Feel free to email me.

- **First three football games tickets.**

Megan – We will do a random drawing within the CPC for football tickets. Winners from the Every Day Heros Award last year will be eligible for a drawing to receive tickets.

- Aug 25 vs Hawaii – Lourdes received tix
- Aug 31 vs CU (Denver – Rocky Mountain Showdown) – Kristin received tix.
- Sept 8 vs Arkansas – Joseph received tix.

More tickets will be available during the employee appreciation event.

- **CPC Bylaws proposed changes**

A motion was presented by Clint to approve the proposed changes to the Bylaws. Dan seconded the motion. The motion was carried. A revised copy of the Bylaws will need to be sent to Lynn for her review and signature. Jim will revise the Bylaws.

### **CPC Committee Reports:**

- **Communications** – Laura – meeting times discussed. Will generate an article to highlight the CPC.
- **Employee Recognition** – Nicole – Doing a revamp of the Everyday Hero Award. We're also working on the Educational Assistance Award dates. We have a new on-line form as well as a print form. The deadline is August 31<sup>st</sup> for the fall award this year.
- **Legislative** – Brian – No news this meeting.
- **Outreach Events** – Will – (Megan reported) – Will will be sending out a call to Volunteer sign up for the Employee Appreciation Event. They are also working on the new CPC sticker that will replace plaques. CSU Employee Appreciation Event Volunteers will be needed Sept 12
- **Work Life** – Kelly – (Lourdes reported) – continue to identify resources, healthy tips for work life balance, how to unwind at night. Create short snippets in a "communicator" style.
- **Executive** – Megan – Wayne is working on finalizing appointments to University and CPC committees. We are also looking for someone (non-CPC member) to serve an hour a month on the Leave Bank committee. They meet first Tuesday of every month. The Leave Bank provides assistance in the form of donated leave to persons who have exhausted their sick and annual leave due to a family hardship or medical reason.

### **Dates to remember:**

- Sept. 12<sup>th</sup> – CSU Employee Appreciation Event! 4pm-6:30 pm @ LSC Sculpture Garden
- Sept. 13<sup>th</sup> – next CPC regular meeting! Special guests: Aaron Fodge, Aaron Buckley, and Erika Benti to discuss 3 year alternative transportation plan
- Oct. 3<sup>rd</sup> – President's Address on the Oval 11:30am-1:00pm

With no other business, the meeting was adjourned at 3:05 PM. **Thank you!**



## CPC Chair Report for September 13, 2018



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Keeping up with tradition set in place by Stacey Baumgarn, I have decided to continue writing the *CPC Chair Report*. 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 too – Megan Skeehan, CPC Chair for FY19.

### **Thank you:**

- To all the CPC volunteers at the employee appreciation event on September 12<sup>th</sup>! Without your help we would not have been able to host a table at the event!
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### **HR meeting with Diana Prieto –August 20, 2018**

- In this meeting, the living wage initiative and budget had just been presented to President Tony Frank and Provost Rick Miranda, found out later this day that it was approved. Diana was meeting with Lynn 8.21.2018 to discuss next steps, and start drafting a letter for employees.
- Concern about employees not being shown/given access to their CSU email – encouraged to reach out to Mari Strombom and Laura Giles to discuss what housing/dining can do. Diana agreed that this is an issue that needs to be broadly addressed within units, an expectation must be made that even though it is not directly tied to job duties, access to email for communication purposes is important.
- Brief update on HR works implementation at the state level (once this is implemented the rating scale will hopefully change from a 3 to 5-point scale). We are waiting on an update to when this could be implemented and if we will then address the rating scale.
- EAP(Employee Assistance Program)/OMBUDS – before Lenai Greenhalgh left her position as the CSU OMBUDS, there was discussion about separating EAP from the OMBUDS office with hopes of allowing the OMBUDS position to be more proactive. EAP requires a great deal of time, suggested it be housed in counseling services, Emma help connect employees to resources in EAP when applicable.
  - OMBUDS position is still vacant, a national search is being conducted
- Executive Director of HR – position is still vacant. Private firms for recruiting have been identified and proposals are being processed by procurement. They will also use these firms to help hire a payroll manager.

### **CSUnite Follow Up Meeting – August 21, 2018**

- Discussion on hosting another CSUnite event, or similar. A lot of focus on whether this could be a branding tool or a standalone event, a big focus on not being reactionary, but rather proactive (last year, that seemed to be a criticism of the event). A lot of other events could

be considered connected to the idea behind the CSUnite. A smaller group will convene to discuss planning a similar event.

**Committee on Strategic and Financial Planning (CoSFP) – August 27, 2018**

- BARC process is likely to return this year. The format will be different and timing of the BARC process will likely be altered. Updates when we get more information!
- Minutes for these meetings, as well as other high level standing committees will be hosted on the IR webpage! A SOURCE announcement will come out in the next few weeks about the initiative.

**CPC/APC Chairs and Vice Chairs – August 29, 2018**

- Discussed the BARCs coming this year, I was able to explain a bit about the groupings of requests in the past, we agreed to talk to Provost Miranda at the Fall Forum about this to get more information and set a timeline for making BARC assignments.

**APC/CPC/FC Chair and Vice Chairs – August 30, 2018**

- Touched based on employee appreciation event, FC was not signed up for a table and likely will not have a table.

**Assessment Group for Diversity Issues (Employee Climate Survey) – August 30, 2018**

- I brought up concerns about access to computers, or even knowing ones eID/log in information. We will focus on making paper copies of surveys for specific areas and departments. Emma Chavez to be asked to be a collection point for climate surveys.

**Educational Assistance Award Selection – September 5, 2018**

- We selected 5 recipients for the fall 2018 award, these individuals have been contacted and invited to the October meeting
- Discussed some updated to language about the criteria for the award, as well as the application, will finalize language before the spring 2019 application opens on November 1.

**Fall Forum – September 6-7, 2018**

- Freedom of speech issues discussed, this will be an ongoing conversation. It sounds like there will be more freedom of speech sessions on campus this academic year. I will keep an eye out and I encourage all CPC members to attend one session if possible.
- A focus was centered on faculty wages, however at the tables I was at we all brought up the fact that all wages need to be addressed on campus, not just faculty wages.
- Focus on diversity hiring/recruitment and retention of employees
- Focus on diverse student experiences on campus – their overall impression of staff members is very positive.
- University Strategic Plan: did some brainstorming in session, there will be multiple mini sessions through the year where individuals from CSU and from the Fort Collins community will be invited to weigh in on what we think is important for CSU moving forward.

**CoSFP – September 10, 2018**

- Discussed the various phases of degree/certificate/program development. We will be looking at census data for the fall of different programs still in initial funding phases to determine viability of the programs in comparison to their business plan that was submitted in Phase 1.

## ***Where has Megan been?***

### **Meetings and activity:**

- August 10 – APC Retreat at CoBank Center at ARDEC
- August 20 – CPC Chair and Vice Chair meeting with Dianna Prieto
- August 21 – CSU Unite Follow Up Meeting
- August 27 – Committee on Strategic Financial Planning (CoSFP)
- August 28 – President’s Commission on Diversity and Inclusion
- August 29 – APC/CPC Chair and Vice Chair Monthly Meeting
- August 30 – APC/CPC/FC Chair and Vice Chair Monthly Meeting
- August 30 – Assessment Group for Diversity Issues (Employee Climate Survey creation)
- Sept 4 – Faculty Council Meeting
- Sept 5 – CPC Executive Committee
- Sept 5 – Fall Educational Assistance Award application review
- Sept 6-7 – Fall Forum in Estes Park
- Sept 10 – Committee on Strategic Financial Planning (CoSFP)
- Sept 11 – Bystander Intervention Group
- Sept 12 – Employee Appreciation Event

### **Coming soon:**

- Sept 13 – APC/CPC w/ Cara Neth and Lynn Johnson
- Sept 13 - Assessment Group for Diversity Issues (CSU Employee Survey creation)
- Sept 18 - CPC Chair and Vice Chair meeting with Dianna Prieto
- Sept 18 – Campus Climate Committee
- Sept 20 - APC/CPC/FC Chair and Vice Chair Monthly Meeting
- Sept 24 – CoSFP
- Sept 26 - APC/CPC Chair and Vice Chair Monthly Meeting
- Sept 26 – President’s Commission on Diversity and Inclusion
- Sept 27 - Assessment Group for Diversity Issues (CSU Employee Survey creation)
- Oct 2 – Diversity Symposium presentation - Shared Governance: Practicing the Principles of Community in Campus Representation, 2:30 pm -3:30 pm LSC 372-74
- Oct 3 – President’s Fall Address - Oval

### **Reminders / Resources:**

- Be sure to participate in the 2018 Employee Climate Survey – survey begins on Oct 2
  - Please let me know if I can help provide any help getting surveys distributed and collected within your unit!

### **Training & learning opportunities:**

- Diversity Symposium kicks off October 1
  - Oct 2 – Diversity Symposium presentation - Shared Governance: Practicing the Principles of Community in Campus Representation, 2:30 pm -3:30 pm LSC 372-74
- As always, Training and Organizational Development has a full offering of training opportunities for the fall and many of the courses have filled up! I recommend regularly checking their website, [training.colostate.edu](http://training.colostate.edu), to find training opportunities.

**Other things to check-out:**

- Homebuying 101 Happy Hour sponsored by Neighbor to Neighbor – Monday September 17<sup>th</sup> 4:30 pm – 6:30 pm, Gilded Goat Brewery

Any questions? Give a call – thanks 😊 – Megan

## CPC Budget Totals - September 2018

Committee/Category	Allocation	Spent	Remaining
Administrative Expenses	\$ 780.00	\$ 276.35	\$ 503.65
Fall Leadership Forum	\$ 405.00	\$ 358.00	\$ 47.00
Annual CPC Retreat	\$ 900.00	\$ 805.87	\$ 94.13
CPC Recognition Luncheon	\$ 1,495.00	\$ -	\$ 1,495.00
Outreach Committee	\$ 3,150.00	\$ -	\$ 3,150.00
Recognition Committee	\$ 860.00	\$ -	\$ 860.00
Legislative Field Trip	\$ 510.00	\$ -	\$ 510.00
Communication Committee	\$ 500.00	\$ -	\$ 500.00
Employee Appreciation	\$ 1,900.00	\$ 1,366.90	\$ 533.10
Statewide Liaison Council	\$ 500.00	\$ -	\$ 500.00
<b>TOTAL</b>	<b>\$ 11,000.00</b>	<b>\$ 2,807.12</b>	<b>\$ 8,192.88</b>

**From:** [CPC Website](#)  
**To:** [cpc secretary](#); [cpc chair](#)  
**Subject:** New submission from CPC Committee Report  
**Date:** Tuesday, September 11, 2018 11:04:04 AM

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<b>CPC Committee</b>
Communications Committee
<b>Email:</b>
<a href="mailto:leah.bosch@colostate.edu">leah.bosch@colostate.edu</a>
<b>Date of Meeting</b>
09/05/2018
<b>Time of Meeting:</b>
02:30 pm
<b>Location of Meeting:</b>
2307 Research Blvd
<b>Members Present:</b>
Laura Snowwhite Dustin Pouthour Dan Kelso Leah Bosch
<b>Topics/Issues Discussed:</b>
<p>A big thanks to Laura for getting the communicator out! We will discuss at the next meeting the best time to get the next edition out.</p> <p>Dustin will take the lead on the next CSU Life article which will highlight the CSU appreciation event. The latest CSU Life article "The Classified Personnel Council welcomes back employees" came out this month.</p> <p>We hope to have a quick blurb about the upcoming CPC meeting in Source on the 9/12/18. Once Anselma and Megan are ready, we will get another article into the Source regarding the new educational assistance winners.</p>
<b>Action Items:</b>
See above
<b>Do you wish to provide a verbal update at the next regular CPC meeting?</b>
No
<b>Next Meeting:</b>
October 3rd at 2:30pm on Research Blvd

Sent From: Classified Personnel Council - <https://cpc.colostate.edu>

**From:** [CPC Website](#)  
**To:** [CSU CPC](#)  
**Subject:** New submission from University Committee Report Form  
**Date:** Tuesday, September 11, 2018 9:48:38 AM

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**University Committee Name:**

CWGE

**Date of Meeting:**

08/29/2018

**Name of CPC Representative**

Kelly Hixson

**Email of CPC representative**

[Kelly.Hixson@colostate.edu](mailto:Kelly.Hixson@colostate.edu)

**Meeting Highlights Pertinent to CPC and SC employees:**

1. Update from Sue
  - Sue will be stepping down as chair of the Mechanical Engineering department in December
  - Her term on CWGE is almost up
  - Sue's been asked by President Frank to help co-chair a new task force on culture
  - With all of these factors at play, President Frank has suggested a restructuring of the Commission
    - o Move to the Office of the Vice President for Diversity
    - o Still will be considered a Presidential Commission just won't be housed directly under the President's Office
    - o Proposed that Cori become the permanent chair
    - o Commission members are asked to give feedback on the proposal
    - o Sue will send out additional information and we'll create a onedrive document for everyone to enter their thoughts, questions, comments, concerns. Hope is that we can all be on the same page before the September meeting so we can have a productive conversation about the proposed restructuring and come up with some ideas to submit to President Frank as feedback.
  
2. Membership
  - All members who are up for reappointed will be submitted to President Frank for reappointment.
  - Those who are up for reappointment:
    - o Amy Swan
    - o Kelly Curl
    - o Debbie Crans
    - o Emma Pattison (seeking reappointment for 1 semester)
    - o Cori Wong
    - o Monica Rivera
  - The Commission will hold off filling any vacant positions until after the restructuring is more concrete
  
3. Sticky Note Recommendations
  - Sticky note ideas will be reviewed after the restricting
  - Members are still encouraged to add notes and ideas to the OneDrive document

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

No

**Next Meeting:**

9-19-2018

**Link for more information about this University Committee:**

<https://cwge.colostate.edu/>

Sent From: Classified Personnel Council - <https://cpc.colostate.edu>



**From:** [CPC Website](#)  
**To:** [cpc secretary](#); [cpc chair](#)  
**Subject:** New submission from CPC Committee Report  
**Date:** Wednesday, September 5, 2018 2:49:58 PM

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<b>CPC Committee</b>
Employee Recognition Committee
<b>Email:</b>
<a href="mailto:nicole.johnson@colostate.edu">nicole.johnson@colostate.edu</a>
<b>Date of Meeting</b>
09/05/2018
<b>Time of Meeting:</b>
11:00 am
<b>Location of Meeting:</b>
LSC Room 303E
<b>Members Present:</b>
Nicole Johnson, Stacey Baumgarn, Megan Skeehan, Anselma Lopez, Nancy Cowley
<b>Topics/Issues Discussed:</b>
<ul style="list-style-type: none"><li>-Discussed the applicants for the Fall 2018 Educational Assistance Award. 7 people applied, 2 were disqualified due to not meeting the minimum two-year employment requirement. The committee agreed to give the awards to the 5 remaining applicants.</li><li>-Stacey brought suggested changes for the wording of the EAA for clarity about the description of the award, the criteria, and award deadlines. The committee agreed with most and added additional word changes.</li></ul>
<b>Action Items:</b>
<ul style="list-style-type: none"><li>-Megan will notify applicants about whether or not they were selected for the EAA within the next few days.</li><li>-The committee will approve final versions of the application and the letter to be sent to winners/non-winners.</li><li>-Megan will update the website application to reflect those changes.</li></ul>
<b>Do you wish to provide a verbal update at the next regular CPC meeting?</b>
Yes
<b>Next Meeting:</b>
None determined

Sent From: Classified Personnel Council - <https://cpc.colostate.edu>

**From:** [CPC Website](#)  
**To:** [cpc secretary](#); [cpc chair](#)  
**Subject:** New submission from CPC Committee Report  
**Date:** Tuesday, September 11, 2018 9:51:26 AM

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<b>CPC Committee</b>
Work Life Committee
<b>Email:</b>
<a href="mailto:Kelly.Hixson@colostate.edu">Kelly.Hixson@colostate.edu</a>
<b>Date of Meeting</b>
09/03/2018
<b>Time of Meeting:</b>
02:30 pm
<b>Location of Meeting:</b>
LSC Commons
<b>Members Present:</b>
No meeting this month-holiday
<b>Topics/Issues Discussed:</b>
N/A
<b>Action Items:</b>
N/A
<b>Do you wish to provide a verbal update at the next regular CPC meeting?</b>
No
<b>Next Meeting:</b>
10-01-2018

Sent From: Classified Personnel Council - <https://cpc.colostate.edu>

**From:** [CPC Website](#)  
**To:** [CSU CPC](#)  
**Subject:** New submission from University Committee Report Form  
**Date:** Monday, September 10, 2018 10:59:45 AM

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**University Committee Name:**

Administrative Professional Council

**Date of Meeting:**

09/10/2018

**Name of CPC Representative**

Jim Abraham

**Email of CPC representative**

[james.abraham@colostate.edu](mailto:james.abraham@colostate.edu)

**Meeting Highlights Pertinent to CPC and SC employees:**

September 10, 2018

- Announcements - President's Fall Address is on Oct. 3rd. Employee appreciation event this Wednesday - Sept. 12
- Goals as stated from the August meeting ...

APC Goals for 2018-2019

- o Continue to advocate for staff salary increases and other compensation and benefits options for both on and off-campus employees.
- o Explore resources and best practices for a stronger and more consistent implementation of a work-life integration culture on campus.
- o Continue to engage with University budget review processes to ensure representation of AP interests and resource allocation related to strategic financial planning.
- o Collaborate with Training & Organizational Development (TOD) to educate APs regarding the metrics of supervisory training and explore additional ways to support supervisory and professional development training across employee groups.
- o Partner with Human Resources and other campus constituents in support of creating a consistent AP evaluation system for all employees.
- o Support and communicate out about "green" campus initiatives, including alternative transportation and parking options, as well as other efficiency initiatives.
- o Engage and mentor alternate and new APC members to enhance their overall APC experience and work to enrich the diversity of APC membership through strategic recruitment and nomination processes.
- o Educate and engage campus constituents and APs regarding the purpose and actions of the AP Council on a regular basis.

Speakers Emma Chavez (Care Program) and Debbie Mayer (N2N) [See CPC Minutes August for more details on these programs.]

- Emma Chavez - Care connects employees to health and social services. Build effective relationships with employees, provide resources for navigating work life challenges. Many discount programs but two highlighted were the Safeway 10% discount on Fridays for CSU employees and the Poudre Library Card Program discount. Visit care program website - <https://care.colostate.edu/>
- Debbie Mayer - N2N strives to create stability in Housing concerns for CSU employees. Conducts housing search assistance. Counseling on budgeting. Tips on criminal background checks. Navigating credit checks. Vision is to assist those with barriers for affordable housing and assist in finding affordable housing. First Month's rent assistance, Emergency Rent assistance available. More information available at <https://care.colostate.edu/care-program-csu/n2n/>

Employee Assistance Program - <https://ombudsandea.colostate.edu/employee-assistance-program/>  
Help on dealing with multiple issues relating to mental health due to financial or other hardships available at [guidanceresources.com](http://guidanceresources.com)

Questions on goals-

- AP evaluations, where are we ? - Diana Prieto - setback in the program, there was no confidentiality in the system for employees. Reevaluating options for multi-rating function - Qualtrex being evaluated, but administration is opening back up the search for a new system.
- Search firm is now looking into recommending new HR directors applicants for evaluation. Old search failed.
- Jeff Milton hired in HR for Solutions program.
  
- BARCS will be instituted this year. University looking to develop another strategic plan.

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

No

**Next Meeting:**

October 8th

**Link for more information about this University Committee:**

<https://ap.colostate.edu/>

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## **CPC University Committees**

### **Administrative Professional Council (APC)**

- CPC Representative – Jim Abraham
- Alternate – TBD

### **Assesment for Diversity Issues Group**

- CPC Representative – Megan Skeeahan
- Alternate – TBD

### **Campus Climate Committee**

- CPC Representative – Megan Skeeahan
- Alternate – TBD

### **Campus Safety Advisory Committee**

- CPC Representative – Wayne Hall
- CPC Representative – Brian Gilbert

### **Child Care Task Force**

- CPC Representative – Leah Bosch
- Alternate – TBD

### **Commitment to Campus (C2C) Advisory Committee**

- CPC Representative – Stacey Baumgarn
- Alternate – TBD

### **CSU Employee Appreciation Board (EAB)**

- CPC Representative – Laura Snowwhite
- Alternate – TBD

### **Employee Hardship Loan Fund (EHLF) Review Committee**

- CPC Representative (anonymous)
- CPC Representative (anonymous)
- CPC Representative (anonymous)

### **Faculty Council**

- CPC Chair – Stacey Baumgarn

#### Faculty Council Committee on Strategic and Financial Planning (CoSFP)

- CPC Chair – Stacey Baumgarn

#### **Game Day Experience** (new Sept. 2015)

- CPC Representative – Carol Carroll
- Alternate- TBD

#### **Housing Task Force**

- CPC Chair – Stacey Baumgarn

#### **Inclusive Physical and Cirtual Campus Policy Working Group**

- CPC Representative - TBD
- Alternate - TBD

#### Leave Bank Committee

- CPC Representative (anonymous)
- CPC Representative (anonymous)
- CPC Representative (anonymous)

#### Multicultural Staff & Faculty Network (MSFN)

- CPC Representative – Megan Skeeahan
- Alternate – TBD

#### **Parking Services Appeal Board**

- CPC Representative - Kelly Hixson
- CPC Representative - Jim Abraham

#### Physical Development Committee

- CPC Representative – Clint Kranz
- Alternate – TBD

#### President's Commission on Diversity and Inclusion

- CPC Representative – Megan Skeeahan
- Alternate – TBD

#### President's Commission on Women & Gender Equity (CWGE)

- CPC Representative – Kelly Hixson
- Alternate – TBD

#### **President's Sustainability Committee (PSC)**

- CPC Representative – Stacey Baumgarn
- Alternate – TBD

#### **Professional Development Initiative (Fund)**

- CPC Representative – Stacey Baumgarn
- CPC Representative – Kelly Hixson
- CPC Representative – Laura Snowwhite

#### **Re-envisioning CSU (new as of Sept. 2015)**

- CPC Representative – Stacey Baumgarn

#### **Tobacco Task Force**

- CPC Representative – Dan Kelso
- CPC Ex-Officio - Bob Schur

#### **University Benefits Committee (UBC)**

- CPC Vice Chair –Wayne Hall

#### **University Parking Services Committee**

- CPC Representative – Brian Gilbert
- CPC Representative – Ken Young

#### **University Policy Review Committee**

- CPC Representative (CPC Chair) – Stacey Baumgarn
- CPC Representative – Wayne Hall

#### **Women & Gender Collaborative**

- CPC Representative – Megan Skeehan
- CPC Rep. Alternate – TBD