

Classified Personnel Council Meeting
Meeting Minutes for August 9, 2018
Lory Student Center Rms. 304 - 306



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: Leah Bosch, Nancy Cowley, Kelly Hixson, Randy Lamb, Will Schaub

Guests: Emma Chavez – CSU Community Resource Coordinator, Debbie Mayer – Neighbor to Neighbor Housing Solutions Coordinator

Meeting called to order at 1:01 pm

Call-to-Order

Announcements:

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

Guest speakers:

- Emma Chavez, CSU Community Resource Coordinator – Presented highlights of the CARE Program (<https://care.colostate.edu/>) Program goals include:
 - Create effective working relationships
 - Help employees navigate work life challenges
 - Increase awareness of programs
 - Be an advocate of employees
 Emma also shared a few examples of CARE Program initiatives that can be helpful to all employees. A few include:

- Discounted 10% groceries at Safeway.
- Other retailers include Old Navy, Target, Spoons
- Along with Commitment to Campus (C2C), the CARE Program coordinated a discount for CSU employees at Smoking Fins restaurant in the Foothills mall.
- CSU employees can use their public library card at 45 different locations around Fort Collins and receive discounts.
- Mental Health/Employee Assistance Program (EAP) – provides six free counseling sessions to employees and/or anyone in their household.

Emma shared highlights from the August CARE Program Newsletter including:

- The Peach Festival on the 18th of August in Old Town.
- Campus Connection is a program from CSU – mentoring student program. 4 hour blocks after school program.
- City of Fort Collins rebate programs – low-income residents can apply for rebates on grocery 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. <https://commitmenttocampus.colostate.edu/family/>
- Debbie Mayer, Neighbor to Neighbor (N2N) Housing Solutions Coordinator – Presented about the services being offered by N2N. There is a branch office available to CSU employees located in the Lory Student Center. Learn more at: <http://ocl.colostate.edu/n2n>
 - The N2N position (liaison) was created following 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 prevention, have affordable housing units in our community, Homebuyers club, Post Purchase help.
 - N2N brought to CSU by partnership – goal to help provide safe, affordable housing, accessible 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
 - A few program specific details include:
 - 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.
- Homeshare reaches out throughout Larimer County.
- Ms. Mayer has had 30 individual one on ones since February 2018. Another 30 participants in the Homeshare program during that time.
- CSU provides funding for the CARE and N2N programs.
 - Kristin – Suggested work-study students could 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 Mayer – 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 made by Brian. Second by Laura. Motion Carried.
 - July Minutes. Stacey - Change the second bullet to state, “On Behalf of the Executive Committee, Stacey...” Add Last names for Debbie Mayer and Shannon Archebeque-Engle. Motion to approve the minutes with the changes suggested above was made by Clint. Second by Brian. Motion Carried.
- **Treasurers Report – Nicole Johnson**
 - The CPC Retreat was \$95 under budget. We have ~\$11k in the budget now. We have paid for updated name tags. Water bottles were also purchased (\$1,500) for the Annual Employee Appreciation Event to be held Sept. 12th.
- **Review of the CPC Calendar**
 - 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. Kristin would like to keep it on the calendar. Volunteerism has fallen off. They had a group of 10 people who had signed up, none showed up at all. It put the remaining volunteering in a bind. It is a good activity for CPC to participate in. We should be proactive and reach out to them.
 - Dan – Central Receiving is involved and can help provide dates earlier
 - 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 Climate

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 CPC also put out an article? Let's utilize the Employee Appreciation Event to encourage participation in the CSU Employee 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 may not know their EID, which could inhibit participation. Many may not know they have a CSU email account – or, they may not access it regularly.

Kristin – We need to stress to administration that we need to reach out to some of these populations that don't have (or use) computers (for their job), and that there may also be issues with literacy – in English and Spanish.

Stacey – If we want participation from Facilities, as well as Housing and Dining employees, we will need to help address these 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 3rd 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 often the ones we need to be reaching. When 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 can 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**

CPC members have had a plaque to display in the work location – to help advertise to colleagues that they are a CPC representative. It is time to update this plaque, so that it appears more like a sign, a designation, than an award. We will collect the existing plaques and replace them soon with a new member designation sign.

Megan - Old plaques will be stripped of the faceplates and the wood will be re-used. Will be getting mock ups of the sign for all of us to review that will state, “Ask me about CPC”.

- **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 CSU employees that attend. The event starts at 4PM. We will be looking for 2-3 volunteers for each slot. 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. CPC is collaborating with APC, Faculty Council and the Employee Appreciate Board for the event.

- **Discussion on potential new professional development fund for State Classified employees**

Megan – Stacey and I met with the donor who provides the majority of the funding for the current Educational Assistance Award. The donor is curious about other needs that could benefit State Classified employees and help them further their education and professional development. One item we discussed was funding to assist in completing GED classes for those that need or desire this option.

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 game tickets.**

Megan – Due to time constraints, and that the Employee Appreciation Event is not until Sept. 12th, we will do a random drawing for football tickets within the CPC for the first three games. Recipients of Every Day Hero Awards last year will be eligible 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 made by Clint to approve the proposed changes to the Bylaws. Dan seconded the motion. The motion carried. A revised copy of the Bylaws will need to be sent to Lynn for her review and signature. Jim will prepare the final version of the Bylaws accounting for these approved changes.

- **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 for FY19. We're also working on the Educational Assistance Award dates. We have a new on-line form as well as a printable form. The deadline is August 31st for the fall Educational Assistance Award.
- **Legislative** – Brian – No news this meeting.
- **Outreach Events** – Will – (Megan reported) – Will will be sending out a call for volunteers to sign up to help with the CPC table at the Employee Appreciation Event. Outreach is also working on the new CPC sticker that will replace member plaques.
- **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. The Leave Bank meets the 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. 12th – CSU Employee Appreciation Event! 4pm-6:30 pm @ LSC Sculpture Garden
- Sept. 13th – next CPC regular meeting! Special guests: Aaron Fodge, Aaron Buckley, and Erika Benti to discuss 3 year alternative transportation plan
- Oct. 3rd – President's Fall Address on the Oval 11:30am-1:00pm

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