

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



**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 checked="" type="checkbox"/> Leah Bosch, CVMBS | <input checked="" type="checkbox"/> Anselma Lopez, VP for Enrollment Acc. |
| <input type="checkbox"/> Carol Carroll, Facilities Management | <input checked="" type="checkbox"/> Nicole Johnson, GSSE and Grad Programs |
| <input checked="" type="checkbox"/> Nancy Cowley, Lory Student Center | <input checked="" type="checkbox"/> Adrian Macdonald, Statistics |
| <input type="checkbox"/> Lourdes Zavala, The Access Center | <input checked="" type="checkbox"/> Dustin Pothour, Facilities Management |
| <input checked="" type="checkbox"/> Joseph Gallegos, Facilities Management | <input type="checkbox"/> Chuck Richards, CSU Police Department |
| <input checked="" type="checkbox"/> Brian Gilbert, ACNS | <input checked="" type="checkbox"/> Will Schwab, Facilities Management |
| <input checked="" type="checkbox"/> Wayne Hall, ACNS | <input checked="" type="checkbox"/> Megan Skeeahan, Dept of Accounting |
| <input checked="" 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: Carol Carroll, Randy Lamb, Chuck Richards, Lourdes Zavala

Guests: Jamie Mayer, Career Center; Holly Fiedler, Library; Chelsey Lane, COB Operations; Debbie McClelland, Library; Jennifer Wang, Graduate School; Sandy Dailey, Graduate School

Meeting called to order 1:00 pm

Announcements:

- *Happy Birthday* this month to: Adrian Macdonald and Will Schwab!
- Walt Kuemmerlin – long-time HDFS employee and CPC representative passed away in August. Megan sent a note to the family. Walt was proud of his service on the CPC.

Special Guests:

- Lynn Johnson – Living Wage Update
 - Administration utilized data from an MIT study on living wages taking into account variations of different types of families (such as single mothers, two parent homes, etc).
 - They settled on \$30k gross as a floor for all full time employees including State Classified and Administrative Professionals.
 - New salaries were effective Sept. 1st. At the time of the meeting, these salaries had not been loaded into HR system but will be effective and seen in paychecks by the end of the month.

- Wage compression was examined extensively. Administration tried to take into account years of service, and found it very difficult in comparing different classification levels and different employee promotion processes for those levels. Ultimately, wage compression was addressed by examining an employee's years of service, classification level and performance rating (if employee received a level 1).
- Salary matrices were developed for different classification levels vs. years of service. Most of these levels were compared to Housing and Dining Services as most of the employees affected were in these positions.
- Compression was addressed within the matrix resulting in salary increases from 0% to 15% increase according to years of service and their classification level. Resulting salaries therefore ranged between \$30k at a minimum to ~\$35k.
- Custodial position reviews examined only two classification levels, thus the range of salaries were \$30k at a minimum to \$33k maximum.
- Another matrix was created for affected Administrative Professional positions. Salaries will range from \$30k - \$33k.
- Letters have gone out to all employees affected. Administration is taking great care in assessing that some personnel may lose social services they depend on by getting a raise. CSU is working to address each person's situation and potential needs individually. Emma Chavez will also be a contact point for some employees.
- Raises will impact ~ 380 State Classified and 25 Administrative Professional staff.
- Tuition will be impacted as well as fees to Students for housing and dining to cover the raises.

Stacey – I want to thank CSU Administration, Lynn Johnson, Diana Prieto, the Budget Office, and all of the other stakeholder groups who participated and contributed to this effort over the past 2-3 years toward making this a reality. This effort by CSU is really going to change lives for the better.

- Aaron Fodge, Aaron Buckley, Erika Benti – Alternative Transportation
 - Parking and Transportation Services presented their strategic plan to the CPC and were requesting feedback regarding three questions – How can Transportation support the recruitment and retention of employees, What opportunities exist to support employee commuters?, and How can the Transportation Team make your job easier?
 - Primary focus is “How do we get our employees to work on a daily basis?”
 - CSU is in the top 5 Universities for bike transportation and accessibility.
 - Transportation's focus is on “7 Es” –
 - Engineering – Examines CSU as well as the surrounding areas capacity for alternative transportation. Development of split trails, biking lanes, paths, etc.
 - Evaluation – Collecting and analyzing the data. How many bikes coming onto campus? CSU is utilizing electronic monitoring stations to track how many bikers utilize gateway trails into campus. For instance, Transportation knows the daily average of bicycles being used on campus and can track historical information to examine trends in behavior. They are also using information from PD on crashes to better assess safety issues and areas that may need attention.
 - Enforcement – Working with PD on concentrating efforts on compliance such as monitoring dismount zones.
 - Education – Lead classes such as “Smart Cycling”. (<https://pts.colostate.edu/smartcycling/>). The free two-part class is designed to teach rules of the road, improve skills and build confidence. Part 1 is focused on Road Rules. Lessons include instruction on bike safety checks, rules of the road,

- sharing paths, night riding, etc. Part 2 is Road skills where participants do riding drills in a parking lot and lead actual rides. The course also provides essential gear such as helmets to those who need it.
- Equity – the goal is to provide resources around campus in such a way as to keep people on campus during the day. Resources such as all gender restrooms, lactation locations reflection spaces, bike shares are part of this effort.
 - Engagement – Involves reaching out and working with students on providing information on biking and reducing cars on campus.
 - Encouragement – Provide rewards for people following the rules.
- Parking and Transportation Services are representatives to the City of Fort Collins as well as CDOT. The staff tries to plug into any transportation planning to advocate for CSUs perspective and goals.
 - Erika Benti shared some of the data that they have collected about State Classified (SC) personnel:
 - 69% of SC employees live in Fort Collins. (Compare that to 86% of Faculty, and 76% of Admin Pros.)
 - 79 % of SC drive a personal vehicle. (7% biking, 7% taking a bus)
 - 57 % of SC have a secondary mode of transportation.
 - Most SC travel an average of ~ 6 miles to campus. However, an equal number of SC also lead all other employee groups in the longest distances traveled to CSU (15-19.9 miles) for work. One of the factors may be due to the cost of living in Fort Collins.
 - Moving forward – The Alternative Transportation group is developing a work Plan for next 3 years. How will we measure success?
 - Shift from single occupancy vehicles by students and employees
 - Reductions of greenhouse gas emissions from commuting
 - Recruitment and retention of employees
 - Premise – living closer to campus, affords you more opportunities to commute by alternative transportation.
 - What should Transportation do to help you?
 - How can alternative transportation help our constituents?
 - How can we help your recruiting efforts? New outreach?
 - What commuter amenities is your department seeking? (Lactation rooms, reflection rooms, commuter showers, break rooms, bike parking)
 - Questions and Comments

Leah – There is not a lot of information about telecommuting. Any efforts on that front?

Aaron Fodge – The policy on telecommuting has been completed.
 (<https://pts.colostate.edu/employee/telecommuting/>) Maybe we need to emphasize that more in a supervisor training that can help to promote more telecommuting.

Leah – More advertising the benefits of telecommuting would be good.

Megan – We have service positions so telecommuting might not be entirely applicable to those we represent.

Kristin – Certain populations will bike. Others may feel intimidated with the bike culture. How do you get past barriers to grow the population of the biking community?

Aaron Fodge – The Get Back on the Bike Program is seeking individuals to participate. This program addresses novice cyclists and provides an easy way to reengage with cycling to work. You can participate in your work clothes. The program provides a set of locks, lights, bag, and a class. To receive the benefits, participants have to commit to riding 3 times a week during warm months and one time a week during

cold months. More information can be found at:

<https://source.colostate.edu/programs-aims-to-get-you-back-on-a-bike/>

- Erika Benti – We’re also offering a 1 hour ride program over the lunch hour – Community Rides. The ride is open to anyone and is done from May – October. We provide food and education on safe riding. Connect others with little experience so they feel they are not alone in learning to ride to campus.
- Anselma – What about advocating for expanded bussing options that come out to Greeley or other locations. Bicycles are not the answer for those populations. Maybe more advertising on these services?
- Aaron Fodge – Regional bussing would be option. We have the Flex which runs from Boulder to Longmont to Berthoud to CSU. You can ride free on this bus. There is nothing for Greeley yet, but a route is expected through grants from Greeley to Windsor to CSU and may be possible for next year. Wellington is another city they are looking at.
- Guest – What about a connection from I-25?
- Aaron Fodge – Transfort has a route from Prospect.
- Will – Plenty of us that live more than 20 miles from here.
- Leah – What about employees that arrive very early or leave late?
- Aaron Fodge – We have about 300 employees that commute during non-business hours. We’re trying to get later routes from Transfort. We have been successful on getting later and earlier service on the Elizabeth corridor, but not much else right now.
- Nancy – One of the biggest complaints I hear is that employees can’t really use transportation because they have already paid for the permit.
- Aaron Fodge – The “Commuter Pack” will give you a reduced rate if you commit to alternative transportation. 10 pack is a 10 hang tags for the price of 9 tags.
<https://pts.colostate.edu/parking/>
- Anselma – What about checking out cars – what are the options?
- Aaron Fodge - There are zip cars for personal use, and motor pool for work related use. The Van Pool Program reduces your cost once you sign up as part of a van pool. A zip car is about \$8 per day.
- Adrian – Could you use a P Card to rent a zip car?
- Megan – You can’t use a P-Card, but you can pay yourself and get reimbursed. You could also get a fleet vehicle through motor pool.
- Stacey – Wanted to mention the Campus Bicycle Advisory Committee (CBAC). CPC does not currently have a representative on this committee. If this is an area of interest for anyone – perhaps we could reach out to CBAC and see if CPC could add a rep.? Our participation could help us learn about all of these educational programs and biking related projects.

Reports / Updates:

- **Approval of CPC 8.9.2018 Meeting Minutes**
 - Stacey provided comments. Megan – we would like to make the changes and send out a new draft for everyone’s approval via email.
- **Treasurers Report – Nicole Johnson**
 - Nicole included a spreadsheet in the packet as to what the CPC has spent thus far. Largest expenditures were the purchase of water bottles for the Employee Appreciation Event, as well as Megan and Jim attending the President’s Fall Forum in Estes Park.
- **University Committees – Wayne Hall**

- The list sent out is right off the website and is outdated. A new version will be sent out and we'll post on the website, along with requesting everyone to review their committee assignments. We'll send out an email with a process to address the committee list.
- **Review of the CPC Calendar**
 - Megan – thanks to everyone who attended and who volunteered at the Employee Appreciation Event. We have extra water bottles. CPC and APC are looking at the possibility to ship out water bottles to different Extension or CEMML offices around the state and country and we will also work with different areas and units on campus to get the water bottles to those who may not have been able to attend.
 - Fall Leadership Forum* – Jim, Wayne and Megan attended September 6-7
 - Will - Homecoming – I have talked to Eric and he is permitting the CPC to use his trailer for the parade, and property to build the float. The Homecoming theme this year is “tradition”.
 - Megan – Rick Miranda will probably be at the next CoSFP (Committee on Strategic and Financial Planning) meeting to talk about assigning SPARC/BARC process for next year's budgeting priorities
- **Employee Climate Survey Update – Releases on October 2nd.**
 - Megan – We're working on developing a division list to try and maximize the number of employees who take the survey. I will be asking Jennifer Schneider and possibly Shannon Achibeque-Engle to come and discuss climate survey for the October meeting.

CPC Committee Reports:

- **Communications** – Leah – Article out on student life, and an edition of *The Communicator* went out on August 28, 2018. We tried to get something submitted to the *Source*, but didn't get that out in time.
- **Employee Recognition** – Nicole – reviewed applicants for the Educational Assistance Award. There were seven applicants. Two applicants did not meet the requirements – so five applicants were awarded. The Spring award will go live for applicants on November 1st. Names of recipients will soon be added to the CPC website. The award grants \$500 per person.
- **Legislative** – Brian – Legislative committee has not met. Compensation survey is due this Saturday and we'll review the survey for any changes. Megan asked Brian to watch the Federal legislation, i.e.: Social Security bill (related to proposed changes to the Windfall Provision).
- Diana – When you are hired at CSU, you sign windfall provision paperwork –acknowledging that your Social Security benefit will be reduced relative to your eventual PERA benefit.
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Congress looking to allow you to draw all money you paid in to the system.
- **Outreach Events** – Will – CSU Employee Appreciation Event Volunteers - Thanks to all that helped. We have some ideas for the sticker/signage that will be given out to CPC members. We will get a notice out about volunteering to assist with the construction of the homecoming float and participation in the parade.
- **Work Life** – Kelly – We're looking to do articles, but the committee has not really met to get started on our issues.
- **Executive** – Megan –
 - Fall Forum – Much of the forum focused discussions on faculty, but we raised concerns about staff. Retention of faculty was brought up and we pushed staff issues as well.

- There was a session on freedom of speech issues. We will share information on freedom of speech sessions around campus when they are announced.
- Diversity was discussed with students who presented their stories. Their experiences were positive with staff showing that students may interact with staff sometimes more than faculty. There was also discussion on recruitment of diverse staff. Shannon Achibeque-Engle led this discussion, and Megan discussed concerns specific to state classified employees concerning retention and recruiting.
- Session on the strategic plan for the University. Administration will be inviting Fort Collins residents and interested parties to those planning sessions. We will try to get CPC members in those sessions.
- National Western Stock Show – interesting developments regarding public private partnership.
 - Wayne – The partnership involves CSU, The City and County of Denver, and several other players. What types of employees will be at the Center? State Classified or other?
 - Nancy – Why don't we have a presence with the state fair when we CSU has an entire building that is not used.
 - Megan – That may be a question for the CPC at CSU Pueblo.
- Other
 - Jim – Speakers – We will be reaching out to Joe Parker, athletics, Marsha Benedetti, TOD, any new ideas? None presented.
 - Megan – Employee Appreciation Event door prize – I'm going to lean on the Recognition Team to draw names and help distribute prizes.

Meeting adjourned at 3 PM– **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. 3rd – President's Address on the Oval 11:30am-1:00pm.
- Oct. 11th – 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