

Classified Personnel Council Meeting
Thursday October 11, 2018 1:00pm-3:00pm
Regular Monthly Meeting
LSC 304-306



**CLASSIFIED
PERSONNEL COUNCIL**
COLORADO STATE UNIVERSITY

Agenda

Call-to-Order

Announcements:

- *Happy Birthday* this month to: Kristin Stephens!
- Please sign up to decorate/walk in the home coming parade if you haven't already.

Special Guests:

- Emma Chavez – CSU CARE Program
- *Tentative* Jennifer Schneider – Employee Climate Survey

Reports / Updates:

- Approval of CPC 9.13.2018 Meeting Minutes
- Treasurers Report – Nicole
- University Committees – Wayne
 - PCDI Committees
- Review calendar items
- Parking on campus Friday October 26th – football game
- Any feedback on the employee appreciation event this year?
- CSU President search
- Review letter to the governor
- Employee Climate Survey
 - Accessible with mobile devices
 - Hard copies

CPC Committee Reports:

- Communications – Leah Bosch
- Employee Recognition – Nicole Johnson
- Legislative – Brian Gilbert
- Outreach Events – Will Schwab
- Work Life – Kelly Hixson
- Executive – Megan Skeehan

Meeting adjourned – **Thank you!**

Dates to remember:

- October 12-14 Homecoming Weekend, parade is October 12!
- October 17th - CSU hosting Colorado Gubernatorial Debate – LSC Theater
- October 26th – Friday football game Wyoming vs CSU
- November 8th – Next Regular CPC meeting LSC 304-306 1:00pm-3:00pm

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 – at this time it does not seem there will be a BARC process for FY20
- **LEGISLATIVE** Invite state representative/senator/JBC member to attend Dec. CPC meeting
- **OUTREACH** Coordinate CPC participation in CSU Homecoming Parade

NOVEMBER

- **COUNCIL** Attend Fall Outreach Event
- **CHAIR** Invite VPUO, HR Director, APC Chair and Vice Chair, and FC Chair to Dec. CPC meeting
- **VICE CHAIR** Host committee chairs meeting
- **COMMITTEE CHAIRS** Attend committee chair meeting: review progress of goals
- **OUTREACH** Host CPC Fall Outreach Event
- **RECOGNITION** Start planning the Outstanding Achievement Award process: update application and award guidelines, update information on website, form a selection committee, draft correspondence templates, discuss solicitation and notification plan, etc.
- **RECOGNITION** Coordinate with CSU Events and VPUO for Celebrate! CSU event

DECEMBER

- **LEGISLATIVE** Host state representative / senator / JBC member at CPC meeting to discuss upcoming legislative session
- **RECOGNITION** Start planning the Spring Educational Assistance Award process: update application and award guidelines, update information on website, form a review committee, draft correspondence templates, discuss solicitation and notification plan, etc.
- **OUTREACH** Host December CPC meeting (potluck or meal out)
- **OUTREACH** Plan, sign-up, and coordinate CPC presentations for the University PDI & HDS Conference Style Training session about CPC

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

DRAFT

CPC Chair Report for October 11, 2018

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.



APC/CPC w/ Lynn Johnson – September 13, 2018

- Employee Appreciation
 - Discussed options on what to do with the remaining water bottles from the employee appreciation event. We are going to split them between AP/CPC/FC and get them to our employee groups (some will be shipped to Hawaii and Alaska, as well as other extension sites).
 - Invites for the employee appreciation event went to clutter for a lot of people, Lynn Johnson suggested we ask Dell Rae to do a story in SOURCE on how to deactivate the cutter function in Outlook.
 - Accessibility concerns at the event, it was not accessible for employees in wheelchairs and with other accessibility limitations.
 - Lynn will be providing me with the final expense budgets from the last two employee appreciation events to help inform how we can best plan for next year's event.
- Parking on Foothills campus – listening tours starting this fall, parking will be assessing needs and infrastructure. Center for Public Deliberation will be involved.
- Professional Development Award for AP and SC employees will reopen for applications for the spring.

Assessment Group for Diversity Issues – September 13, 2018

- Shared additional edits for the print version. Working on developing the unit/department list for a focus where to push printed copies.

CPC Chair and Vice Chair meeting w/ Diana Prieto – September 18, 2018

- Received the FY19-20 Annual Compensation Report for state of Colorado. We will need to take some time to dig into this, but at this time it sounds like there will be raises proposed, but it will not be COLA, instead merit based. We won't know what it will be into later on in the process.
- Living wage presentation – there was a mistake (found in Lynn's presentation to CPC on September 13). It affected one person and they got an updated letter and the issue was corrected.
 - Employees have been very receptive and appreciative. One employee received a raise of \$5,000 – that is the largest increase seen in this exercise.

- This is a onetime deal, but it is possible the university could revisit the issue in 4-5 years.
- There will be an official addition made to the HR manual on the process used.
- Search chair training – there was a misunderstanding in OEO about allowing state classified employees the opportunity to take the course. It has been corrected now. There will be training in spring and in June 2019
- I heard there is a new training coordinator in facilities, I asked who might have more information on this role/person.

HRQ Question and Answer Session – Search for HR Director – September 19, 2018

- HR Director search – HRQ is a private search firm that specializes in HR positions.
- This was a group of leadership – including APC chair Shannon Wagner, who were given a chance to ask questions and give feedback
- Focused on opportunities, what CSU needs from a candidate:
 - Not enough staff/resources in HR – causing delays in hiring, TMS< and background checks
 - Variety of jobs and roles on campus, lacking consistency across units and divisions
 - Lacking understanding/consistency of the reclassification/promotion process
 - Lacking customer service
 - Hierarchy problems between employee groups
 - Onboarding is non-existent
 - Employee evaluations
- What is needed in the next HR Director
 - Push against the “that’s the way it is” mentality
 - Build their own team, and advocate for more resources for HR
 - Diversity and inclusion – experience, needs to understand the importance, see it as an asset not as a check box
 - Actively solicit feedback
 - Exit Interviews
 - OMBUDS

CPC/CPC/FC Chair and Vice Chair Monthly Meeting – September 20, 2018

- Reviewed planning for the diversity symposium presentation on October 2.
- Discussed what to do with remaining water bottles from the employee appreciation event.

Committee on Strategic and Financial Planning (CoSFP) – September 24, 2018

- Received updated version of Phase 0, I and II proposals in pipeline
- Registrar’s office is missing CoSFP memos for a couple of programs, we are investigating these missing memos
- Discussion on suicide prevention initiative – likely to result in additional training for identifying those in need of mental health services, possibly expand mental health support on campus
- Re-evaluation of the committee charge: we are going to create a ranking ballot, consider multiple proposals before giving support/go ahead, review existing programs
- Angie Nielson shared information on how tuition sharing agreement review process works for RI programs.

- Discussed enrollment trends – graduate enrollment is down because of an unusually high graduation rate spring 2018. Undergraduate enrollment will be a focus over the next few years as Colorado undergraduate population will peak and decline after 2025.
- Provost Miranda will be at the next meeting

PCDI Subcommittee – Pronoun Statement Development – September 24, 2018

- Identified what needs to happen for next steps in creating a campus wide statement:
 - Identify groups/units/areas that are resistant to letting employees use pronouns in signatures or on name tags
 - Identify best practices at peer institutions
 - Examine CSU policy and HR manuals for any possible road blocks
 - Examine CSU Branding Standards to consider when making a campus wide statement.

President’s Commission on Diversity and Inclusion – September 26, 2018

- Discussion of new subcommittees in PCDI – I have requested CPC membership on these subcommittees:
 - Disaggregating Ethnicity Data – first meeting 10/24/2018 2-3 Diversity House
 - Pronoun Statement Development – first meeting held 9/24 – Megan Skeehan committee member
 - Class Intersectional Topics – first meeting 10/29/2018 3:30-4:30 Diversity House – Jim Abraham committee member
 - Recruitment Materials for Faculty & Staff of Color – first meeting 10/23/2018 1:30-2:30 Diversity House
- Inclusive language and communications update – there is a collaborative group of campus communicators that have been working on creating materials for inclusive communications on campus. I have materials that I will share with CPC members at meeting on October 13.

Employee Appreciation Event Debrief – September 27, 2018

- Discussed what went well, what didn’t
 - Concerns about accessibility
 - Quality of food was not great, and there was a lot left over, we should have estimated for fewer employees and done nicer food.
- Discussed timing for next year
 - We will likely hold it around the same time, maybe the week of Labor Day
 - Aiming for a lunch time appreciation event where employees can come and go and get a free lunch – 11:30-1:30
 - Discussed location – will need to consider more – keep it central on campus
 - Employee gift – buy fewer, get something nicer

Assessment Group for Diversity Issues - September 27, 2018

- Final review of survey for hard and digital version

Faculty Council – October 2, 2018

- Tony Frank was in attendance spoke on the President Search process.
 - Board of Governors will be the hiring authority
 - Tony Frank will recommend:
 - It be an open, national search with a private firm assisting in the process

- Search committee comprised of faculty, AP, SC, undergraduate student, graduate student, community representatives
- Timeline
 - Advertisement/job posting out by holidays
 - First round eliminations mid/late January
 - Then the board/search committee will decide on whether to run an open or closed search
 - Open search – consist of 2-3-day campus visit for each candidate and will have open forums
 - Closed search – this might be to address concerns of candidates who might not want it to be public that they are seeking a new role elsewhere – this can damage relationships with their administration/donor projects/etc. There will be a great deal of front end work by search committee if this process is chosen. A finalist will be selected, and their name will be made public at CSU and in the community and be available for open public comment for 3-4 weeks.
 - New president will start July 1, 2019

Committee on Strategic and Financial Planning (CoSFP) - October 8, 2018

- Provost Miranda discussed the current budget projections for FY20, elaborated more on the process of E&D budget vs operating budget
- It is unlikely there will be an BARC process this year, as CSU administration is strongly focused on salary increases for CSU employees – while SC employees are at the whim of the state legislature, CSU is moving forward with plans for raises for faculty and AP employees.

Where has Megan been?

Meetings and activity:

- Sept 13 – APC/CPC w/ 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 19 – HRQ Question and Answer Session – Search for HR Director
- Sept 20 - APC/CPC/FC Chair and Vice Chair Monthly Meeting
- Sept 24 – Committee on Strategic and Financial Planning (CoSFP)
- Sept 24 - PCDI Subcommittee – Pronoun Statement Development
- Sept 26 – President’s Commission on Diversity and Inclusion
- Sept 27 – Employee Appreciation Event Debrief
- Sept 27 - Assessment Group for Diversity Issues (CSU Employee Climate 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 2 – Faculty Council
- Oct 3 – President’s Fall Address – Oval
- Oct 3 – Diversity Symposium Keynote Cornell William Brooks Leadership Q&A
- Oct 4 – CPC Executive Committee
- October 8 – Committee on Strategic and Financial Planning (CoSFP)

- October 11 – Campus Bicycle Advisory Committee (CBAC)

Coming soon:

- Oct 12 – Homecoming parade – judge at grandstand
- Oct 15 – CPC Chair and Vice Chair meeting with Dianna Prieto
- Oct 16 – Employee Climate Committee
- Oct 17 – Colorado Gubernatorial Debate – LSC Theater
- Oct 22 - Committee on Strategic and Financial Planning (CoSFP)
- Oct 23 – Campus Safety Advisory Committee
- Oct 24 – APC/CPC Chair and Vice-Chair Meeting
- Oct 30 – President’s Commission on Diversity and Inclusion
- Nov 1 – CPC Executive Committee
- Nov 5 - Committee on Strategic and Financial Planning (CoSFP)
- Nov 6 – CPC Legislative Committee

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!
- EAP Benefits – This is the time of the year when we see an increase in depression and general stress. Please encourage employees to access their EAP benefits for counseling services, legal and financial advice, and more. Jan Pierce is the current contact for EAP benefits – 970-491-1527.
 - ComPsych (counseling, legal advice, financial planning and work-life balance support) 1-800-497-9133

Training & learning opportunities:

- 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, to find training opportunities.

Other things to check-out:

- C2C is hosting half-price tickets and concessions vouchers for these 2018 games:
 - **Volleyball:** CSU vs. Wyoming, October 30, 2018 – Code: C2CVB
 - **Football:** CSU vs. Utah State, Saturday, November 17, 2018: C2CFB

Any questions? Give a call – thanks 😊 – Megan

From: [CPC Website](#)
To: [cpc secretary](#); [cpc chair](#)
Subject: New submission from CPC Committee Report
Date: Monday, October 8, 2018 2:01:46 PM

CPC Committee
Legislative Committee
Email:
brian.gilbert@colostate.edu
Date of Meeting
10/02/2018
Time of Meeting:
01:00 pm
Location of Meeting:
USC Rm 610
Members Present:
Jim Abraham, Randy Lamb, Wayne Hall, Kristin Stephens, Adrian Macdonald, Chuck Richards, Brian Gilbert
Topics/Issues Discussed:
Discussed the following: Annual Compensation Report and what we think might come in the Governor's budget proposal because of the report. Will there be a letter to the Governor from the CPC Chair this year? 1-5 Employee rating update request from DPA. What would need to change to get SC parental leave.
Action Items:
Brian will reach out to DPA on 1-5 rating scale. Brian will ask Megan about letter to governor. Brian will reach out to Diana about parental leave.
Do you wish to provide a verbal update at the next regular CPC meeting?
Yes
Next Meeting:
Nov 6th from 1-2pm in USC room 610

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, October 8, 2018 1:33:22 PM

University Committee Name:

Administrative Professional Council

Date of Meeting:

10/08/2018

Name of CPC Representative

Jim Abraham

Email of CPC representative

james.abraham@colostate.edu

Meeting Highlights Pertinent to CPC and SC employees:

- New HR Liaison has been hired - splitting duties with Erik Hokansen . Comes from the private sector. Jeff Milton was introduced at the APC meeting.
- Feedback on Employee appreciation event
- Accessibility issues being on a hill and having to walk down the bluff
- Food could have been healthier. More variety - mostly fried foods.
- Need clearer signage

- Campus Climate committee is requesting help in spreading the word from the councils to employees to take the survey.

- Aaron Fodge, Aaron Buckley, Erika Benti - Transportation Parking Services. Requesting help with their 3 year strategic plan. Same as presented to the CPC.

Feedback

- Paying monthly for your parking pass costs more than if you pay all of your annual fee up front. This shouldn't be the case.
- Aaron will share the concern with Parking services.
- Suggested a change to a 3 day a week pass, not tied to days of the week such as a M,W,F pass.
 - Around the horn does not run as frequently during breaks, when employees would mostly be utilizing the bus system. Aaron will look into the possibility of it running through the holidays. May depend on resources as running 'Around the Horn' costs \$750,000 for 5 busses per year.
 - Access to cars after employees have biked in to campus is a constant theme in feedback per Aaron.
 - More bike enforcement needed, but not enough resources per Aaron
 - Off campus parking on the Maxline needs to be addressed. Not enough spaces per APC member.
 - Advocating for more Park and Ride locations per Aaron. Looking North and East to expand park and ride locations. City Plan is underway now. The City Plan is a 20 year guiding document for how the City of Fort Collins will grow.
 - Maintenance and contractors are taking up too many parking spaces on campus, and enforcement is lacking per APC member. They do have to pay to park on campus, but this will be a consistent problem as CSU currently has nearly 200 projects going on right now.

No other business. Meeting adjourned 10:30 AM.

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

No

Next Meeting:

November 12

Link for more information about this University Committee:

<https://ap.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: Friday, October 5, 2018 9:32:47 AM

CPC Committee
Employee Recognition Committee
Email:
nicole.johnson@colostate.edu
Date of Meeting
10/01/2018
Time of Meeting:
12:00 am
Location of Meeting:
Email meeting
Members Present:
Nicole Johnson, Anselma Lopez, Nancy Cawley, Stacey Baumgarn, Megan Skeeahan
Topics/Issues Discussed:
<p>-Nicole emailed Matt Klein, chair of the APC Recognition Committee, to discuss how we can collaborate on advertising efforts for the Celebrate! CSU awards this spring. Matt will discuss with this committee at their meeting on October 11th and will get back to us.</p> <p>-Erika Borges has scheduled a meeting with Rec Committee reps from both CPC and APC on October 16th, which Nancy and Nicole will attend. This meeting will discuss the applications and process for the Celebrate! CSU awards.</p>
Action Items:
<ul style="list-style-type: none">-Work with Communications Committee to put together Source/CSU Life story about the awards-Update website with winners from last year-Follow up with APC later in October
Do you wish to provide a verbal update at the next regular CPC meeting?
Yes
Next Meeting:
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: Wednesday, October 3, 2018 4:53:41 PM

CPC Committee

Communications Committee

Email:

leah.bosch@colostate.edu

Date of Meeting

10/03/2018

Time of Meeting:

02:30 pm

Location of Meeting:

2537 Research Blvd Ste 100 - Beaver Creek

Members Present:

Leah Bosch
Laura Snowwhite
Dustin Pouthour
Dan Kelso

Topics/Issues Discussed:

1. Work Life Committee would like to send out a survey regarding brown bag lunches and topics of interest - Dustin/Laura will be putting a sample survey together and sending on to Work Life team for review before sending out to the communicator list-serv. The survey will ask classified staff their preferences for topics as well as if they would be interested in attending via web
2. Communicator - Will be planning an issue for 2nd week in November to advertise the opening of the Educational Assistance Award. Are there any other suggestions for the communicator?
3. CSULife/Source
 - a. Laura will be putting the November article together highlighting work-life balance - plan to publish in both Source and CSULife
 - b. Thanks, Dustin, for a great article!
 - c. EAP will be the focus of the December article
 - d. Still wanting to put out an article about the education assistance award. I've received some information (handout). I'm wondering about any implications with posting award winners without permission? I do not see anything on any submission forms with a disclaimer regarding the distribution of their name with these awards
 - e. Leah will be putting together an article for Source to advertise for upcoming CPC meeting

Action Items:

See above

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

Yes

Next Meeting:

Nov 7, 2018 at 2:30pm - 2537 Research Blvd Ste 100 - Beaver Creek

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

From: [CPC Website](#)
To: [CSU CPC](#)
Subject: New submission from University Committee Report Form
Date: Saturday, September 29, 2018 5:33:06 PM

University Committee Name:

Physical Development Committee (PDC)

Date of Meeting:

09/21/2018

Name of CPC Representative

Stacey Baumgarn

Email of CPC representative

Stacey.Baumgarn@colostate.edu

Meeting Highlights Pertinent to CPC and SC employees:

Note: I was not in attendance at this meeting (but I wanted to be). Over the past few months, and including this 9/21/18 meeting - the Physical Development Committee has received, reviewed, and passed along recommendations / support for various campus standards related to the Physical and Virtual Inclusive Campus Policy. Specifically - the PDC has discussed: all gender restrooms, lactation rooms, commuter showers, break rooms, and reflection rooms. The 9/21/18 meeting discussed the topic of break rooms.

All of these topic areas matter to State Classified employees and, make our campus a better and more inclusive place to work. Break rooms in particular can highlight (or expose) inequity across campus - who has access to store a lunch in a refrigerator - who has a convenient and sanitary place to wash-up lunch dishes - who has a welcome place to sit while taking a break / eating a meal during a scheduled shift, etc.?

I am proud to report (from reading the 9/21/18 PDC minutes), that the PDC is supportive of having break rooms in every building. PDC support, and a recommendation, will be forwarded on to the CSU Master Plan Committee (MPC). This is great because it absolutely supports an inclusive and welcoming work environment. It can help any employee: save money (by not eating out), save trips (less driving to leave campus to eat lunch), support better health and well-being (bringing your own food can support healthier choices and having a clean break room to eat in support community among all employees), and more...

Good work PDC. I intend to track the progress of these recommendations and the elements of the Physical and Virtual Inclusive Campus Policy that support State Classified employees.

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

No

Next Meeting:

10/21/18, 9:30-11 am, LSC 372-374

Link for more information about this University Committee:

<https://www.fm.colostate.edu/pdc>

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 18, 2018 11:59:39 AM

CPC Committee
Outreach & Events Committee
Email:
will.schwab@colostate.edu
Date of Meeting
09/18/2018
Time of Meeting:
10:00 am
Location of Meeting:
GSB 303
Members Present:
Will Schwab, Brian Gilbert, Joseph Gallegos, Lourdes Zavala, Carol Carroll
Topics/Issues Discussed:
Homecoming Parade Float October 12th. The theme "tradition". The committee decided on a large banner idea stating. CPC The Tradition of Representing the State Classified Staff. With bullet points including. Appreciation, Shared Governance, Advocating, Recognition, Referrals, Community, Resources and Work/Life
Action Items:
New Banner needs to be ordered. Signs and pictures need to be printed. Sign up list for the parade. Get a truck and trailer with Eric Gardner. Order candy and balloons. Acquire permission slips for the parade. Complete parade paragraph for the officers. Register for the parade. Attend the mandatory meeting for the parade.
Do you wish to provide a verbal update at the next regular CPC meeting?
No
Next Meeting:
Tuesday October 16th

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