

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



**CLASSIFIED  
PERSONNEL COUNCIL**  
COLORADO STATE UNIVERSITY

**Members attending:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Jim Abraham, Environmental Health Services | <input type="checkbox"/> Clint Kranz, Housing and Dining Serv.                    |
| <input type="checkbox"/> Stacey Baumgarn, Facilities Management                | <input checked="" type="checkbox"/> Randy Lamb, Housing and Dining Serv.          |
| <input checked="" type="checkbox"/> Leah Bosch, CVMBS                          | <input 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 checked="" type="checkbox"/> Lourdes Zavala, The Access Center          | <input checked="" type="checkbox"/> Dustin Pothour, Facilities Management         |
| <input 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 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: Carrol Carroll, Stacey Baumgarn, Will Schwab, Anselma Lopez, Joseph Gallegos, Clint Kranz**

**Meeting called to order 1:03 PM**

Diana Prieto shared details about the directors meeting she attended in Denver. Kim Burgess, Director of the Colorado Dept. of Personnel and Administration, Division of Human Resources is stepping down at the end of October. Kim started the conversation about improving the performance management system. The system is supposed to work as a management system, however, raises for employees have been small or non-existent and thus, it is not working as intended. Kim shared in the meeting that the 'across the board' increase (essentially bypassing the pay for performance system) in 2018 for State Classified salaries was the Governor's way to make sure everyone would get a salary increase. They are still discussing how performance management (a 1-3 rating scale vs. a 1-5 rating scale) will be implemented.

**Announcements:**

- *Happy Birthday* this month to: Kristin Stephens!
- Please sign up to decorate/walk in the home coming parade if you have not already.  
Megan – Please sign up if you can. The weather should be good.  
Kelly – Where are we meeting to decorate?  
Kristin – We will get you specific information. The CPC float parade number is 30.  
Megan – Staging is on west Myrtle between Sherwood and Washington streets.

## **Special Guests:**

- **Emma Chavez – CSU CARE Program**

Update on CARE program – Data report on 2017

- Emma covered the CARE program core activities thus far, which have been communicating with employees, maintaining the website, creation of the newsletter, presentations throughout the year to different groups on campus.
- Services have been provided to the following employee demographics – users of the program in 2017 were 64% State Classified; 30% Administrative Professionals; 1% Faculty.
- May 2017 was the highest use month of the program for State Classified personnel due to childcare. The financial help is crucial for feeding kids as well as enrollment in summer programs, transportation of kids, etc. As well, November, December, and January services increased due to the holidays. In the early months of 2017, use was also high due to the change in federal administration and changes in laws and immigration policy.
- The types of services requested of the CARE program in order of highest to lowest (top 3) were: 1) Mental Health/Counseling; 2) Financial Assistance; 3) Food insecurity.
- Housing and Dining employees utilize 39% of the overall program.
- Website analytics – There were 2,875 users that visited the website in 2017. Childcare use was the number one link visited, Senior Resources was #2, and financial issues were #3.
- Majority of users of site are through desktop computer access.

Lourdes – Do you have a goal in servicing a given number of people?

Emma – Not a servicing goal as in the number of people, but I do have goals for the program

Megan – Do you need more resources?

Emma – We have the resources we need for now, but the data will help us determine what may be needed moving forward. We only have 1 year of data and we will need to look at 2018. What we have seen so far is that childcare is obviously a big issue. The big question I always get is when will CSU get childcare on campus?

Megan – Do you have the support you need?

Emma – We have Jan from EAP helping out, so that is taking the pressure off me. I'm lucky to have her support.

- **Jennifer Schneider – Employee Climate Survey**

- Jennifer Schneider is a Research Analyst and Survey Methodologist at CSU. She is currently responsible for implementing the Employee Climate Survey. She is the only person who will review all the data collected in the survey and explained that extra care was being taken to safeguard personal information provided by anyone taking the survey. She shared that childcare is an issue that is prominent when looking at early results of the survey. Jennifer came to answer any questions anyone had on the survey.

Kristen – I took the survey, and was surprised we had to pick our department out.

Jennifer – We had a lot of push back from deans and department heads to ask for this information, as it helps them evaluate what may need to be addressed within their colleges and departments. Providing the information is optional though and we're taking pains to make sure individuals cannot be identified. For instance, we're combining smaller departments together to aggregate the data making defining information for individuals less identifiable. No department with less than 30 employees will be identified. We will be very careful about what data is going to be released. Identifying your demographics in the survey is optional. Only one person sees all the data and that is me.

Megan – I have heard concerns about how the survey is being distributed on line, and that CSU would be able to track who took the survey – can you speak to that issue? Also, when is the last date to take the survey?

Jennifer – The website explains everything. If there are personnel who do not wish to use their computer, they can print the survey, and place it within one of the three drop-box locations on campus. We will also hand deliver Spanish versions of the climate survey if requested. Last day of the survey closes Nov 1<sup>st</sup>. You can also participate in focus groups and enter a drawing to win prizes for completing the survey.

### **Reports / Updates:**

- **Employee Climate Survey**
  - Accessible with mobile devices – (*Was not discussed*)
  - Hard copies – (*See above*)
- **Approval of CPC 9.13.2018 Meeting Minutes**

No changes were offered for the September minutes. A motion to approve the minutes was presented by Brian. Second by Nancy. Motion Carried.
- **Treasurers Report – Nicole Johnson**

Nicole - Our main expense was for water bottles at \$1,367. Homecoming parade float entry came to \$100 and candy came to \$120.
- **University Committees – Wayne Hall**

Wayne - Thanks to everyone for responding. Everything looks pretty good for our CPC subcommittees. We did an audit of committee needs across campus and found that our CPC voices are needed, so thanks for participating. We will be reaching out to members not on a committee to help serve on University committees as the need arises.

Megan – To that end, we’re looking for volunteers for two more committees for the VP for Diversity. If you are interested, please let me know. We also have two subcommittees that need CPC members for the PCDI committees.

Wayne – Phase 2 – I will reach out to committee chairs to make sure we’re all set with the number of members on the committees.

Kelly – It is important we get our voices out there now, prior to the change in University administration. We do not know what priorities will be next year, so now is the time to shape the discussion of what is important to us.
- **Review calendar items**

Megan – In the Committee on Strategic and Financial Planning, Provost Miranda informed us BARCs (Budget Area Review Committees) will most likely not happen this year. There is a focus on campus to increase salaries leaving a small amount of funds available, and thus not enough money to be worth completing the BARC exercise (which takes several hours of committee work to review and approve proposals).. Just wanted to let you know that we will most likely not be assigning CPC members to BARCs this year.

Megan – Also, to follow up on what Kristin said, we will look into whether we want to do the float for the homecoming parade next year.
- **Parking on campus Friday October 26<sup>th</sup> – football game**
  - Parking will be difficult. Will need to be out of designated lots by 3 PM. There was an email that went out to all of campus (*email was attached to your meeting packet*)
  - Most State Classified do not have flexibility to work from home, so this will be an issue for many of our employees.
  - The University will not close early. Employees who can work from home, should consider making arrangements to do so if possible. Employees can also work a flexible schedule during the week so they may leave early on Friday. You can also get an Employee ‘game-day work permit’ depending on your job and where you need to park.

- Kelly – Moving of vehicles actually starts Thursday night with vehicles on the south side needing to be cleared and with students having to move vehicles from lots around the stadium. That will make parking on the north side difficult.
- Megan – This is a hardship for many of our employees as it is not easy to work from home. You should have a discussion with your supervisor about parking on this day if you have not done so already.
- Leah – What about using close by parks for parking for employees and utilize busses or ‘Around the Horn’ to get personnel to work that day?
- Kristin – It might be feasible for CSU to work with the City.
- Nancy – We have the large lot on South campus, but I think that is where they tow cars on game day.
- Diana – You can work with your supervisor to flex your hours to work that week so that you can leave early. This would including working longer hours during the week or skipping a lunch break.
- Wayne – I would be willing to help in facilitating IT help in forwarding phones and/or messages if someone needs help in working remotely.
- Brian – I sat in on the parking meeting and heard from Doug Max that Athletics believes they will be able to work through any issues.
- Megan – If you need help setting up a remote work location, we have Leah, Wayne and Brian that can assist you. Please start having that conversation now as the game is only two weeks away.
- Megan – As well, Laurel closes tomorrow at 4 PM for the parade so plan accordingly on parking and transportation.

- **Additional Feedback on the Employee Appreciation Event this Year.**

- Megan – I wanted to ask for your feedback. How did you feel the event went? Should we look to do a lunchtime event in the future?
- Wayne – HR was very appreciative to have a booth at the event. They would like to be invited back next year.
- Megan – Definitely. That was a big focus in that we wanted to invite Commitment to Campus Partners, HR and Faculty Council to broaden the event.
- Kelly – With this being an employee appreciation event, If someone doesn’t go and doesn’t get a gift, or gifts run out ... is that being appreciative?
- Megan – We still have water bottles and we’re willing to give them out to those who couldn’t make it. I’m waiting to hear how many people didn’t make it so that we can assess how we may distribute those gifts. We’ve partnered with APC and Faculty Council to identify different groups and extension offices around the state and country so that we can send them their gift. Feel free to request more to hand out as we have extras. We are working on determining how many bottles to send out. We are also talking about getting fewer gifts so we can get more valuable gifts for next year. Everyone has a different idea of what appreciation would look like but we will do our best to effectively reach out to employees.
- Nancy – ADA access was a problem. I heard from 3 employees about this issue.
- Megan – I received several emails about accessibility and we’ll be looking into how we address ADA access for next year.

- **CSU President search**

- Megan – Dr. Frank talked about the president’s search to the Faculty Council. Here is what we know so far on the hiring process.
  - Board of Governors will be the hiring authority.

- Dr. Frank is requesting a national search using a private search firm.
- The goal is to open the search around the holidays.
- The question of conducting an open or closed search was addressed. A closed search is preferable as explained by Dr. Frank. This will create a lot more work for the search committee.
  - It is of interest to do a closed search to protect those presidents or high administration officials who may apply from other universities from the publicity of applying for a new job, especially if they don't get the job.
- Diana – Confidentiality is a big reason for the closed search. A closed search is preferable to attract as many candidates as possible, but it is understandable that candidates would not want to risk their careers to apply for a job they may not get.
- Kristin – It becomes really important to get the make-up of the committee right because of the confidentiality of the process.
- Dr. Frank is proposing the search committee be a diverse group of personnel including Faculty, State Classified, Administrative Professionals, undergraduate, graduate students and community members.
- Wayne – Dr. Frank offered a number of potential committee members being as high as ~ 30 people.
- Megan – There is still much we don't understand on how this process will work. Dr. Frank asked leadership to try to make sure that rumors are kept in control and to work to be leaders who don't contribute to inevitable rumors. Encourage people to trust in the process.

- **Review letter to the governor**

Megan – Please review the letter handed out in hard copy. I will be sending to Governor Hickenlooper after it is reviewed and approved by CSU administration. Even though Governor Hickenlooper is term limited, he will submit a budget this year. I'm looking to do that before Nov 1<sup>st</sup> when the Governor submits his budget. The new Governor will get a letter from me as well once he is sworn in. Some of the issues that we are looking to address include the annual FY 19 Compensation Report has recommended a 3% merit increase for all employees. As well, cost of living is still a big issue, even with the living wage initiative. Please let me know if you have any questions or concerns. I wanted to have the CPC get a chance to review and offer comments before I send it to CSU administration.

Kristin – I would suggest mentioning PERA in the letter.

Megan – It is listed in the 2<sup>nd</sup> paragraph.

- **CPC Committee Reports:**

- **Communications – Leah Bosch**

- Working with the Work Life committee in potential topics and speakers for Brown Bag Lunch presentations. We will be looking to put out a survey to see members preferences on topics and if it would be advisable to live-stream a presentation to get more participation.
- Please let us know if you want anything to go out in the communicator – send any suggestions to Laura. Next article will be on Work-Life balance.
- We want to do an article on the Education Assistance Award. We do have a question about putting someone's name as an award winner. We should have a disclaimer about publishing their name. There could be an issue with someone who doesn't want to have his or her name published.

- **Employee Recognition – Nicole Johnson**

- We have started looking at nominations for the Outstanding Achievement Award. Nancy will be joining me as a co-chair. We are working with chair of APC recognition committee to coordinate efforts on publishing the award.

Bob – The Professional Development Award nominations will open again on Nov 1<sup>st</sup> – 16<sup>th</sup>. Details on the *Source*. This is a self-nominating for the award. There is a disclaimer that your name will be used as you have to report back on what you learned from receiving the award.

- **Legislative – Brian Gilbert**

- The Annual Compensation Report has been published by the Colorado Dept. of Personnel Administration. A 3% merit based increase is being recommended. I was going to reach out to Kim Burgess, but since she is leaving the Colorado DPA, we will wait. The next issue we will address will be when the Governor's proposed budget is released.
- Our representatives have been invited to address the CPC about the upcoming legislative sessions. John Kafalas has indicated he can make our next meeting, so we'll work to see if that is a possibility.

- **Outreach Events – Will Schwab**

- *Will couldn't make the meeting so Megan reported in his absence.* Will wanted to thank everyone who had volunteered to help with the parade and is sorry he will not be able to attend.

- **Work Life – Kelly Hixson**

- We are working on brown bag topics. Putting out a survey to determine what may be good topics or speakers to host. Items that may be good to discuss would be education benefits showing the systematic process for applying for those benefits. Specific subjects like computer skills would be another topic to examine.

Bob – I may be able to help on topics as well.

Megan – We could also talk about employee study benefits as I do that every semester.

- **Executive – Megan Skeehan**

- We will need an interim treasurer as Nicole will be taking personal leave, so if you are interested in serving as treasurer, please send Megan an email. We would like to have that person in place by February.
- CSU is hosting a gubernatorial debate. If you are interested in attending let us know. We will have CPC representation there.
- I sent out email on CSU strategic planning. Please register to attend and food is provided.
- Cara Neth sent out an email on First Amendment conversation series. One session is on Oct 15<sup>th</sup> and two sessions on Nov 26<sup>th</sup>. There is a registration link in the email I sent out and food is provided as well.

Meeting adjourned at 2:52 PM – **Thank you!**

**Dates to remember:**

- October 12-14 Homecoming Weekend, parade is October 12!
- October 17<sup>th</sup> - CSU hosting Colorado Gubernatorial Debate – LSC Theater
- October 26<sup>th</sup> – Friday football game Wyoming vs CSU
- November 8<sup>th</sup> – Next Regular CPC meeting LSC 304-306 1:00pm-3:00pm
- Staff and Student Discussions Strategic Planning  
Tuesday, October 23  
Stadium Room 1204  
6:00-7:00

- Wednesday, November 5  
Lory Student Center - Grey Rock Room (Room 290)  
11:00-12:00