

Classified Personnel Council Meeting  
Thursday November 8, 2018 1:00pm-3:00pm  
Regular Monthly Meeting  
LSC 304-306



CLASSIFIED  
PERSONNEL COUNCIL  
COLORADO STATE UNIVERSITY

## Agenda

### Members attending:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Jim Abraham, Environmental Health Services | <input 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 checked="" 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 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 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 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

### Call-to-Order 1:01 PM

#### Announcements:

- *Happy Birthday* this month to: Wayne Hall, Nicole Johnson, Lourdes Zavala, Dan Kelso, Carol Carroll
- *Lauren Ackein attended meeting as a guest of Laura Snowwhite.*

#### Special Guests:

- Marsha Benedetti – Associate Director for Training and Organizational Development (TOD)
  - Marsha presented handouts on the statistics on the Training and Organizational Development training courses.
  - The Foundation courses are – Mindset courses - 1200 employees have attended so far; Rules of the Road – 945 employees have attended; Inclusive Excellence I and II - 1040 attendees in Course I and 905 employees in Course II.
  - The certification program has had approximately 50 people complete the program.
  - Customized training and coaching has been completed for 49 people.
  - The Learning Management System has 2800 people using the system within 15 different departments. TOD is waiting for a more advanced reporting feature for this system to provide data that are more varied.

- TOD is also working with 2 PhD students from Organizational Psychology to assess success with the program and to assist in future development.

Nancy – I want to provide feedback from an employee. Once they get on the web page, they cannot get back to the home page. Marsha – We will look into this.

Kelly – Is there a way to track how this is going? Are supervisors taking the training?

Marsha – Dan Bush has been asking to see data on Deans and Department Heads. We did a Mindset class for all the administrative team. The majority of Deans have taken at least 1 or 2 classes. I was at the listening session for the search committee and was happy to hear the search committee chair who is on the Board of Governors indicate that the Board supports the leadership training.

Megan – I heard concerns from employees about their having a negative attitude about having to complete the training?

Marsha – We have been communicating that approaching the training the right way is important for the success in the program. The campus climate survey will give us more information. Improving leadership skills has to happen at the direct level – the supervisor to supervisor level. We're trying to help supervisors understand this piece and encourage them to have conversations with other supervisors. Having new managers interact with older more experienced managers and identify the differences in approaches of those who have been here for a long time will help improve leadership skills across the University.

Megan – The employee climate survey should give us more information on how the training is working, or at least the perception of how it is working. There are still a lot of questions as to how supervisors are completing the training and if the training is having an impact.

Jim – Has there been any thought on retraining of supervisors and what that would look like?

Marsha – We are trying to focus on this piece this year. But we are looking at the next piece for retraining. If you have suggestions, please provide them. We will continue to think about how we can build on what we have started.

Lourdes – Are there existing opportunities for department wide training?

Marsha - There are wait lists – Please sign up because that shows us we need to open more classes. There was recently a request at Foothills campus – if you can guarantee us 20 people, we will bring the class to you. We have decided to do less customized training so that we can offer more and different types of classes.

Lourdes – We put a survey out to our staff on supervisor training and found that there were particular topics that were high on the list that we feel needed to be addressed. Would we be able to request training to address those issues?

Marsha – Absolutely. We have also started offering web-based courses to reach employees off campus. Will continue to build that out. Classes have been full so we feel there is a need for the training that we are offering.

Nancy – Has there been any thought about doing a 'Blue Jeans' session?

Marsha – Only for the off campus employees. Want to keep the interaction of a classroom session going for our initial classes as that is most effective. The on-line courses may be great as follow up later on. The training exists because of the various councils requests for it, so thank you for the work you did to get us this far. Please email me if you have any questions or suggestions.

Megan – You all do a great deal of work and have grown quickly. We look forward to helping you with anything you may need from us, so please reach out if there is anything we can do to advocate on your behalf.

- Policy update - Bob Schur

- Bob passed out a Handout on current policies being worked out by his office. Also included was a copy of the bullying policy and guidelines.
- Other policies being worked on are: public art, conducting Surveys at CSU, cost sharing provisions. Several policy details were presented as follows:
- Electronic Signatures – will limit the number of e-signed programs that can be used at CSU. This will be the first official policy that shows electronic signatures are valid to use at CSU.
- Endorsements and Co-Branding – When is it OK for CSU to endorse an outside entity. Employees are not free to endorse products on behalf of the university.
- FERPA – Family Educational Rights and Privacy act. This policy needs updated and clarification.
- Information Collection – similar policies have been adopted by the EU as well as codified in Colorado law.
- Institutional Commitments – Outlines how departments make financial commitments. Right now there is a different process in every collage. This policy will provide a standard form for faculty start-ups, new programs, etc.
- Service Carts – (golf carts) – Many departments have and utilize these vehicles. The policy will set a speed limit, require basic safety features, times of operation on pedestrian mall, etc.
- Signs Postings and Banners – Policy on how posters, banners and leaflets can be posted and handed out. Leaflets have to be handed out to people not left in piles of papers.
- Vehicle Access and Safety – For regular vehicles. Would limit movement of vehicles on pedestrian plazas and walkways during business hours.
- IT policies – Will be updated to new technical IT security policies. These policies are typically reviewed by the ITEC policy group (Technical Executive Committee) through ACNS.

Jim – I have a question on IT Security. There is a certain amount of security that departments are expected to cover for work computers. Where is the intersection with how ACNS policies would be expected to be implemented by department IT personnel?

Bob – It's an existing policy and we're not changing much of it. The policy will be updated to reflect new legal requirements for data breaches. The policy is very broad and long and I don't have a good answer on how it would affect department IT vs. ACNS.

Leah – Are these "In-progress" policies on line?

Bob – Not yet.

- Central Communications – this is another existing policy that needs to be updated. An example would be the purchase or lease of photocopiers. Departments will have to go through a particular office to get a copier on campus. CSU will look to emphasize using *Fast Print* for larger copy jobs.

Leah – Would this apply to non-CSU property off campus like an agricultural station?

Bob – No.

- Cleary Policy – Federal Campus Safety Act. We are looking to updating the language. I'm putting together a PDI on our policies for what is our campus security authority under the Cleary Act.
- Discrimination Harassment – Title IX policy. This policy is updated annually and currently we are updating the language within the policy. We have a new Title IX expert on campus in the Office of Support and Safety Assessment who will be a great resource for Title IX issues.
- Native American Legacy Award – This addresses in-state tuition rates for any federally recognized tribe. The new policy will open up to state recognized tribes, so it will open up the number of Native American students who can attend CSU by lowering the tuition rate.
- Bullying Policy – This is a fairly complicated policy. We're proposing minor changes to the document such as gender-neutral language. We're also looking to clarifying disciplinary actions by following our existing policies for employees. There are significant changes to the guidance

document with how 3<sup>rd</sup> parties would get involved with the resolution a complaint. It was felt that this could cause more of a problem, so the document is being revised to direct 3<sup>rd</sup> parties to report issues to the supervisor and have the supervisor handle all issues of the complaint. Thus, we are deleting a section on Informal Resolution by a Bystander section.

- C2C plug – The application for the Professional Development Award is now open. Personnel can apply for \$2000 to take a course to support professional development that your department can't afford. There were 20 applications the first time around, so please take advantage of the program.
- Bob has a new assistant – Her name is Tammy Hunt.

- Colorado Senator John Kefalas

- John was recently elected to be Larimer County Commissioner and will resign as State Senator. Swearing in is on Jan. 8. He will continue to work in the Senate until then. He is still serving on several committees, including the Capital Development Committee. The Vacancy Committee will appoint someone to take his place for the next 2 years.
- There are a number of changes coming to state government due to the election. Democrats took over the Senate – picked up 3 seats. LeRoy Garcia from Pueblo will be the new president of the Senate. The House Democratic majority will increase. Democrats have both legislative and executive branch of state government.
- Highlights of state budget –
  - The Governor submitted the budget proposal on Nov 1<sup>st</sup>. The budget request is \$33.4B including federal money. Of that, \$13.2B is general fund money that the legislature has control over (impacts raises for State classified as well as a number of other priorities such as education). The overall budget request is an increase of 4.8% from last year. Of the \$13.2B in general funds - 41% will go toward strategic investments. There would also be an increase in the general fund reserve from 7.2% to 8%.
  - Education – \$77M going to go to K-12 to address the budget stabilization factor. We have fallen behind on K-12. \$10M is going to key initiatives. Addressing teacher funding, shortages, and incentives for students completing certifications, internships and apprenticeships. Another \$6.5M is proposed to incentivize college graduates to teach in rural areas.
  - \$121M is proposed for higher education to keep tuition flat for students. This is a pretty big jump from last year.
  - Retirement, Medicaid expansion, public health insurance – would see an increase by \$292M. Of that, \$147M of general fund money will apply to these programs.
  - Child care – There will be \$24M proposed in tax credits to lower costs of child care.

Brian – With Jared Polis being elected Governor, will the budget proposal change?

John – Not much. Process of budgeting starts in July so it can't be changed much this year. I'm sure that the Governor will have a say in how the process moves forward in what he will accept and reject.

Brian – 3% merit is being suggested in the Dept. Personnel Compensation Survey.

John – I haven't heard anything on the survey; did they make recommendations on health care costs?

Megan – There is a recommendation to stabilize costs on health care but not much detail is given.

John – Overall, the increase in health care costs is not as high as in past years. Some counties will have higher than average increases.

John – In moving forward in my new position, affordable housing will be an issue I look at for the county. The county has not updated the Comprehensive Growth Plan in 20 years. It provides vision for the county for the next 20 years. This is something I'll be looking to work with others to update. It addresses the land use codes, housing, childcare issues, 'age in place' policies, etc. Working with CSU will be critical to this plan as CSU is such a big economic driver in the county.

Stacy – How do we best follow budget development with a change to a new governor?

John – Build relationships with your legislators. If you go on the state website, you'll see a series of briefings and hearings where proposals are presented. This is done from Nov - Jan. Quarterly revenue forecasts let the state know if they are on track with their annual budget. By March, legislators have a good idea on where the budget is headed and what priorities will be likely be funded.

### **Reports / Updates:**

- Approval of CPC 10.11.2018 Meeting Minutes  
No changes to minutes. Motion to approve by Kelly. Second by Brian. Motion Carried.
- Treasurers Report – Nicole - \$375 was spent for a new CPC banner than can be used for various purposes.
- University Committees – Wayne  
Megan – Wayne will be reaching out to committee chairs to get better schedules and making sure committees are operating properly. Leah updated website on committees.  
Brian – The Campus Safety Advisory committee has been discontinued. Representatives will be given a seat on the Public Safety Team.
- Review calendar items  
Megan – We will be having lunch served at Noon and speakers will be at 1PM. The guests we're looking at will be Parking and Transportation Services. Fred Haberecht will also be attending. Megan also submitted a proposal for a PDI session to present information on the CPC.
- CSU President search update – Anselma Lopez is on the committee.
  - Open forums on Nov 15 1-2 pm and 3-4:30 pm (the 3<sup>rd</sup> of 3 open forums). Will be held in the Cherokee Park Room
  - Employees would be able to email feedback that will go directly to the committee chair.
  - Presidents Search Committee open meeting on November 16 is from 9 – 10:30 am in the Conifer Room - Michael Smith Natural Resources Building. This is not a forum, but a meeting of the committee that is open to the public.Megan – Executive teams from the APC and Faculty Council will be composing a memo on shared governance will be going to the committee. Please let us know if there is something you would like us to bring forward to the search committee. It is a closed search – we will not know who will be selected until they are hired.  
Anselma – Specific questions for the candidates will be forwarded on from the search committee to the search firm and they will reach out to the candidates as a way to keep the process confidential.
- Employee Climate Survey - Megan
  - We heard that we exceeded 60% employee participation! Highest employee participation across all employee types. There will be forums allowing further participation and an open forum at the PDI session. There will also be listening sessions.
  - Keep an eye out in your inbox for a potential invitation to Employee Survey Forums (hosted Nov 30 and Dec 14), as well as special listening sessions. Not everyone will get an invitation; these

are picked at random. These sessions will be set up like the parking forums where additional questions will be asked in a live survey format utilizing electronic clickers to gather additional data.

- There will also be an open forum at the TILT PDI in January
- An off campus open forum will be held at the Foothills campus, extension offices down in Denver and other locations.

Stacy – When do they anticipate having some preliminary results?

Megan – We're having a meeting next week, but should have a good picture by January. We'll be looking to have Jennifer come in the spring semester to present the findings.

- Foothills campus parking – Megan
  - Employees are petitioning against foothills campus parking fees. Parking will need to start charging so resources would be available to cover maintenance. They will not start paying for parking until July 1, 2020.
  - The plan for parking will include parking, safety, and lighting. It will be submitted to the Board of Governors for approval. Phase 1 improvements to foothills parking will begin in 2019. Projects include improve lighting, pave dirt lots, address potholes, increase alternative transportation, bussing to and from main campus, and possibly a cafe.
  - Parking is self-funded. Parking permits pay for maintenance, alt. Transportation (Around the Horn and Max), and enforcement.

Carol – Is there an update on South Campus?

Megan – Not that I am aware.

Carol – Our remodel service personnel have to pay for parking and the lot is not maintained. They have been paying for 2 years with no improvements to the dirt lot.

Megan – This would be a great question for the Parking representative at the Dec. meeting.

Leah – Could we have event parking at Foothills campus? Equine center possibly.

Megan – This was brought up in the collegian article, but it was not brought up in the email that was sent out.

Stacey – What is the talk of the cost of the permit on foothills If it is a different rate, what about people that might move back and forth between campuses?

Megan – There has been no mention of the cost of permits yet. There are many situations for students who travel back and forth as well as faculty and staff.

Chuck – What about maintenance on Rampart Road, because that is a private road.

Will – I believe CSU does the snow removal on the road.

Megan – There are not dedicated resources to cover snow removal, currently we have Facilities that does the removal.

Carol – How many employees do we have at Foothills ?

Megan – It varies because of research, but I think approximately 300?

Stacey – It may be closer to 500. This was looked at when they were evaluating parking costs in the past. There is an equity question that will be a challenge to balance students vs. faculty vs. main campus access. Parking is unique at the foothills as there is a wide mix of employees and students utilizing the campus.

#### **CPC Committee Reports:**

- Communications – Leah Bosch
  - Leah – We have an article in the CSU Life issue and we will be sending out the Communicator fairly soon.
- Employee Recognition – Nicole Johnson

Nicole – We had article came out about the Educational Assistance Award. The spring application is now open. This is a \$500 award. The application for Outstanding Achievement Award will open on December 1<sup>st</sup>.

- Legislative – Brian Gilbert

Brian – The committee did not meet this month. Adrian found the Governor’s Budget on-line – Currently, 3% merit based raises suggested this year.

- Outreach Events – Will Schwab

Will – We did not meet this month, but thanks for the work on the parade.

Megan – We did the first drafts of the stickers that will be replacing our old plaques. We will send out ideas to the outreach to get your opinions first.

- Work Life – Kelly Hixson (differed to Leah as she was not able to attend)

Leah – We discussed the survey and brown bag lunches.

Kelly – We’ve been working on where to put the articles and use the survey to figure out what kind of brown bag lunches we want to have.

- Executive – Megan Skeehan

Megan – Nicole will be going on leave and we’ll need an interim treasurer. Please email me if you are interested. Also, I have been asked to sit on the President’s Council on Culture.

Wayne will be my alternate. I’m expecting the Council will be looking at what is happening on campus and trying to set up the next President with some good data on where the University needs to go. The Council has not met yet.

**Dates to remember:**

- November 16<sup>th</sup> – Professional Development Award Application closes

Bob mentioned the professional development award application that does close on November 16<sup>th</sup>. Submitting the application is easy, so please apply. It can help defray the costs of attending conferences and getting additional training.

- November 17<sup>th</sup> – Employee discounted football game, CSU vs Utah state – code is C2CFB

Food is included with the ticket.

- November 22<sup>nd</sup> and 23<sup>rd</sup> are university holidays

- November 30<sup>th</sup> – Educational Assistance Award application for spring 2019 closes

- December 5<sup>th</sup> – CSU Faculty and Staff Appreciation Night at the CSU Bookstore – 4:00 pm – 6:30 pm

- The appreciation night includes:

- Food and refreshments

- Games and crafts for all ages

- Tons of prize drawings and coupons

- Money Machine from First National Bank

- Bookstore discounts and free gift wrapping

- Grand prize drawings for an iPad, Beats Headphones, a PC Computer and a Bicycle (Sponsored by RamTech and Recycled Cycles)

- December 6<sup>th</sup> – Mobile Food Pantry - 4pm-6pm – West University Avenue (across from Hartshorn)

- December 13<sup>th</sup> – Next Regular CPC meeting LSC 308-310 12:00pm-2:00pm

Leah – How did parking go at the last game?

Carol – Housing let their employees go a little early. There were no major issues. Tailgating was down from previous games.

- Stacey – Aaron Fodge was able to poll how many people telecommuted from home. On that day, there was quite a spike of people working off campus that day. This may be one of the test cases that show employees can work effectively from home.
- Megan – ASCSU will be addressing the issue as it affected some students due to classes being held after 3 PM. Students didn't feel that much attention was paid to accommodate students with parking vs. employees that day.
- Carol – It seems that the re-parking program is working better this year. Off-campus parking is also available at UCA and Howes Street, and the music building as well.
- Stacey – If you walk on campus on game day, there is a security component with road closures on campus that athletics does not have control over.

Meeting adjourned – **Thank you!**

## NOVEMBER

- **LEGISLATIVE** Host state representative / senator / JBC member at CPC meeting to discuss upcoming legislative session
- **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** Post 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.

## DECEMBER

- **EXECUTIVE** Host December CPC meeting (potluck or meal out)
- **EXECUTIVE** Plan, sign-up, and coordinate CPC presentations for the University PDI & HDS Conference Style Training session about CPC
- **RECOGNITION** Spring Educational Assistance Award: confirm applications received, review applications, choose awardees, notify applicants, update website, etc.

## JANUARY

- **COUNCIL** Attend University Budget Hearing
- **EXECUTIVE** Set date for recognition luncheon, reserve meeting space, caterer and speaker, and send out save the date to CPC members and VIPs
- **CHAIR** Schedule annual meeting with University President and APC leadership for Spring
- **LEGISLATIVE** Prepare Council for upcoming legislative session; summary of what to expect
- **OUTREACH** Host University PDI and HDS Conference Style Training sessions about CPC
- **RECOGNITION** Call for Outstanding Achievement Award nominations via website, listserv, CPC Communicator, SOURCE, University calendar, etc.



- **RECOGNITION** Start planning the Positive Action Award process: update application and award guidelines, update information on website, draft correspondence templates, discuss solicitation and notification plan, etc.