

**Classified Personnel Council Meeting  
Thursday December 13, 2018 12:30pm-2:00pm  
Regular Monthly Meeting  
LSC 308-310**



**CLASSIFIED  
PERSONNEL COUNCIL  
COLORADO STATE UNIVERSITY**

## **Agenda**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Jim Abraham, Environmental Health Services<br><input checked="" type="checkbox"/> Stacey Baumgarn, Facilities Management<br><input checked="" type="checkbox"/> Leah Bosch, CVMBS<br><input checked="" type="checkbox"/> Carol Carroll, Facilities Management<br><input checked="" type="checkbox"/> Nancy Cowley, Lory Student Center<br><input checked="" type="checkbox"/> Lourdes Zavala, The Access Center<br><input checked="" type="checkbox"/> Joseph Gallegos, Facilities Management<br><input checked="" type="checkbox"/> Brian Gilbert, ACNS<br><input checked="" type="checkbox"/> Wayne Hall, ACNS<br><input type="checkbox"/> Kelly Hixson, Housing and Dining Serv.<br><input type="checkbox"/> Dan Kelso, Central Receiving | <input type="checkbox"/> Clint Kranz, Housing and Dining Serv.<br><input checked="" type="checkbox"/> Randy Lamb, Housing and Dining Serv.<br><input checked="" type="checkbox"/> Anselma Lopez, VP for Enrollment Acc.<br><input type="checkbox"/> Nicole Johnson, GSSE and Grad Programs<br><input checked="" type="checkbox"/> Adrian Macdonald, Statistics<br><input checked="" type="checkbox"/> Dustin Pothour, Facilities Management<br><input type="checkbox"/> Chuck Richards, CSU Police Department<br><input type="checkbox"/> Will Schwab, Facilities Management<br><input checked="" type="checkbox"/> Megan Skeehan, Dept of Accounting<br><input checked="" type="checkbox"/> Laura Snowwhite, Business and Financial Serv.<br><input type="checkbox"/> Kristen Stephens, Statistics |
|--|---|

### **Ex-Officio Members & CPC Volunteers:**

- |  |
|--|
| <input checked="" type="checkbox"/> Steven Dove, APC Representative<br><input type="checkbox"/> Paige Flores, Department of Biology<br><input type="checkbox"/> Eric Gardner, Housing and Dining Serv.<br><input type="checkbox"/> Diana Prieto, Human Resources<br><input type="checkbox"/> Robert Schur, Policy and Compliance |
|--|

### **Call-to-Order**

Guests – Shannon Wagner – APC, Kathryn Douras (Vice Chair APC)

### **Announcements:**

- *Happy Birthday* this month to: Chuck Richards, Joseph Gallegos, Kelly Hixson, Laura Snowwhite, Anselma Lopez, and Stacey Baumgarn!

*Megan – April 16<sup>th</sup> will be the awards luncheon from 11:30AM – 1:30 PM.*

### **Special Guests:**

- Lynn Johnson – VP of University Operations – provided an update on thoughts for a new Childcare Facility the new Business Task Force
  - The Childcare Task Force has reported that employees have expressed a desire for a childcare facility on campus. Childcare is lacking in Fort Collins and very expensive not to mention hard to find a place without a waiting list.
  - Costs of construction have gone up. \$1.3 M is the base cost to get a center up at today's prices.
  - Lynn was looking to get Councils' perspective on moving forward and has brought this issue to the APC. CSU will not be able to provide reduced rates. We have to provide market rates for child care.

- Early planning would be a space for 200 kids. Somewhat the same model of the Sunshine House.

#### Business Task Force

- Lynn has been charged to put together a group to look at the structure of business and HR functions for the University. This task force is looking at CSU's overall campus operations and how we function as an organization. Task force name is Finance and Human Resources Operations Reporting and Oversight.
- The task force is in response to auditor reports from outside agencies. Auditors include NSF, DOD.
- The University has grown - 57% increase in employees since 1992. Employees have not been given a central direction on reporting. We have not been intentional on the nature of what needs to be completed. The increase of audits has caused CSU administration to reevaluate all University business operations
- Lynn has reached out to Utah state, the University of Nebraska and former alumni who have experience in this issue.
- The task force will not come out with recommendations prior to a new University President being named and given the opportunity to provide input.
- The task force is examining the following: 1) internal structure of a unit (college or department); 2) What skill sets would be needed for colleges and departments; 3) What training is needed to support the units - what best practices are available to figure out what is the best way to operate; and 4) Business process mapping.
  - Nancy – Are we doubling up on this with the use of AIM?
  - Lynn – I'm not sure how to address this, but it sounds like we need to map your process to see what we utilize. We are really going to focus on HR and Finance first. These areas would receive attention first.
  - Megan – Is there representation from across campus on the task force ?
  - Lynn – Yes. Wide area of expertise is on the committee. We do not have council representation, but we will pull Council members on to sub committees.
  - Leah – are you examining the CSU auditing processes internally?
  - Lynn – no, they are a separate entity that reports to the board of governors.
- Dave Bradford, Director of Parking and Transportation Services and Fred Haberecht, Assistant Director of Facilities Management and University Planner. Foothills Parking and Transportation Plan.
  - Dave and Fred attended 5 listening sessions at Foothills campus to get employee perspective as to what the issues and challenges are for transportation and parking, then develop a plan from employee input.
  - Foothills Campus is comprised of 1,250 acres west of Overland Trail. There is no defined plan for growth, so there is a wide variety of buildings in different locations. The campus is not laid out for convenience or in a developed plan. There are 13 distinct units on the campus with only 2 access roads.
  - The campus also includes federal groups that are not subject to CSU directives.
  - Three broad themes came from the sessions – Identity, Equity, and Connectivity.
  - There is a wide variety of research from buffalo livestock, to drones, and air sampling.
  - Both roads (Rampart Road and LaPorte Ave) are dead end roads – we are proposing to connect Rampart and LaPorte through the service road next to College Lake that runs north and South between Rampart and LaPorte.

- Another issue for Foothills campus is there is no conference center or food service available. We would be looking to create these facilities.
- To address transportation, a transit hub is being planned at Picket Equine Center. It would consolidate transit lines at the hub thereby improving transportation between main and foothills campus.
- Our goal would be to reduce the round trip travel time from 1 hour (which is the current interval between service from the Foothills campus) down to 20 minutes.

Dave Bradford

- Foothills has historically been free parking. The decision was made that infrastructure at the campus has changed enough to where employee safety and parking must be addressed as well as lots needing to be maintained. So a fee system is coming to foothills so that maintenance and upgrades can implemented.
- We received a lot of feedback. Conditions of the roads, snow plowing, lighting for projects and lots, lack of police presence, no sidewalks or bike lanes, lack of food service, no place for large meetings were all issues raised by Foothills employees.
- Construction will begin next Summer. It will take 3 years.
- Permits to be required for employees beginning in summer of 2020.
- We are examining what buildings and units needs are for loading zones, visitor parking, etc.
- There is an interest for alternative transportation between main campus and foothills. Fred and Dave will be meeting with TransFort to see what options may be available. We will also look at other private options.
  - Kristin – how many people are working at Foothills ?
  - Dave – 800 or so persons signed the petitions, but not sure on an exact number. Best guess is 600 people. There is no single email list in case of emergency. No tracking list for accountability.
  - Kristin – What are the capital costs for building out the lots ? Will main campus employees bear the brunt of the work that would be done on Foothills?
  - Dave – Not by increasing permit costs, but there will be a burden with respect to maintenance and getting started – that funding is coming from existing permits.
  - Leah – What about event parking?
  - Dave – It would be handled in a similar way it is now to main campus.
  - Nancy – What is the timeline for a conference center or food service?
  - Fred – Probably many years from now. There needs to be an estimate of the location of most people and see what the logistics would be. The old building at the gate of the RIC building may be the location of where a conference center and food service would be available.
  - Dave – Lynn is working on these issues.
  - Megan – Lynn was looking at the possibility of using food trucks as a way to get food service to each of the buildings.
  - Megan – Are 30 year parking permits still in use ? (Discount for 30 year employees)
  - Dave – No, it was a program started in 2013 and offered free parking to anyone that had 30 years of service to CSU. It was discontinued.
  - Megan – Is retirement parking still available ?
  - Dave – Yes, but it has been changed.
  - Kristin – Councils were involved in that decision. Employees were subsidizing this group of retirees, but we were looking to reduce costs for all employees.

### Fred – Art Policy

- University updating art policy. It has been a longstanding policy. Art comes to campus through the State funding for art, and donations. We are Looking at public spaces and buildings with respect to this policy.
- We want to make sure there is a competitive process for accepting artwork to display. As well, make sure that art that is “objectionable” is not disqualified out of hand. We are a public university so we can stifle free speech. Need to be inclusive even if it is objectionable.
  - Leah – Is this part of the buying process or does this apply to a donated piece?
  - Fred – All are treated the same way.
  - Stacy – Is the policy coming from a subcommittee of the Physical Development committee? CPC has had a representative on the Physical Development Committee.
  - Fred – there is a lack of continuity and is why we’re looking at updating the policy.
  - Stacy – It is good for us to understand the process and policy as to how decisions are made with respect to these are not single-handed decisions.
  - Megan – is this an official policy yet?
  - Fred – It needs to go to the cabinet for review.

### Reports / Updates:

- Approval of CPC 11.08.2018 Meeting Minutes  
*Motion to approve by Nancy. Second by Brian. Motion Carried.*
- Update about treasurer. (*Adrian Macdonald is our new Treasurer; Thanks to Nicole Johnson and good luck !*)
- HDS Resource Fair January 8<sup>th</sup> set up 12 pm – 1 pm, fair 1 pm – 3 pm – Need volunteers!
- Why the CPC Matters to You PDI Session January 14<sup>th</sup> 1 pm LSC 300
- CPC Awards and Recognition Luncheon date April 16<sup>th</sup>. Need to create the committee for planning.

### CPC Committee Reports:

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

Meeting adjourned – **Thank you!**

### Dates to remember:

- December 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>, 31<sup>st</sup> and January 1<sup>st</sup> are university holidays!
- January 8<sup>th</sup> – HDS Resource Fair, 1 pm – 3 pm Ingersoll Event Hall
- January 10<sup>th</sup> 2019 – Next Regular CPC meeting 1:00pm-3:00pm LSC 304-306
- January 14<sup>th</sup> – 16<sup>th</sup> PDI Sessions- be sure to sign up for sessions now through the TILT website!
- January 14<sup>th</sup> 2019 – PDI Session: Why the CPC Matters to You, 1pm LSC 300
- January 21<sup>st</sup> 2019 – Educational Assistance Award application for spring 2019 closes