

Classified Personnel Council Meeting
Thursday April 11, 2019 1:00pm-3:00pm
Regular Monthly Meeting
LSC 304-306



CLASSIFIED
PERSONNEL COUNCIL
COLORADO STATE UNIVERSITY

Agenda

Agenda

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

Ex-Officio Members & CPC Volunteers:

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

Call-to-Order 1:00 PM

Guest : Martha Zook, Access Center

Announcements:

- *None*

Special Guests:

- Bob Schur and Tammy Hunt
- Policy and Commitment to Campus (C2C) website updates. Commitment to Campus encompasses a wide range of programs, discounts, and special benefits available to CSU faculty and staff. (<https://commitmenttocampus.colostate.edu/>)
- New York Times Offer – All CSU personnel now have access to digital New York Times. The print version is no longer available on campus. Access is 24/7 to the NYT. You can sign up for the New York Times using your eid on the C2C website:
<https://commitmenttocampus.colostate.edu/media/sites/129/2019/03/NYTimes.com-Activation-Guide-domain.pdf>

- You can now get C2C email updates through a C2C listserv. The sign-up form is on the C2C website as well. Policy updates will be coming out through the listserv as well as updates to the C2C website.
- There has been great feedback to bringing “TSA Precheck” to campus. Tentatively, the date for TSA to be on campus is May 20-24.
- Canvas Credit Union has new offers for CSU employees.
- Office of Policy and Compliance - website changes (<http://opc.prep.colostate.edu/>). There is new newsletter to announce policy changes or updates for the University. The newsletters and policy announcements can be found under “Policy News”. You can sign up for the newsletter on the website. There is a new Electronic Signatures policy highlighted in the newsletter. Other policy updates as of January 1st include: Public Art, Wheeled Conveyances, International Travel, FERPA, Vehicle Safety and Access, Information Collection, Campus Safety, Classified Research, Building Access and Security, Central Communications, and Smoking, Vaping and Tobacco Use. Newsletters will be issued quarterly.

Kristin – Can a department use their own signature program, or do they have to use what is mandated in the policy ?

Bob – The policy does not mandate a particular signature program be used, it does mandate what you can purchase which are *Adobe Sign* and *Docusign*. The intent behind the policy is to modernize and to streamline what we can use.

Carrol – The University Architect has been told by the State that electronic signatures are not permitted.

Bob – I know that's been an issue for a long time; we have people working on that issue, but I don't know what the status is on electronic signing with the state.

Jim – What is the status of the TSA event?

Tammy – TSA would come to campus between May 20 – 24 where our personnel can apply directly to the program. The employee benefit would include family members.

- Jennifer Schneider, Shannon Archibeque-Engle, Rachael McKinney – Employee Climate Survey Presentation
Shannon Archibeque Engle
 - The survey started in 2012 and has been done every 2 years.
 - Guided by two foundations – No one sees the data until everyone sees the data. This is for transparency. Tony Frank does not see results until it is posted on-line. There is never a review or approval prior to it being published.
 - Another is we honor the confidentiality of the data. Only one person sees all of the data. We guard the data to ensure that no one would be able to identify a person from the data. The committee that reviews the survey sees redacted data to protect employees' information.
 - We also look at gender and race identities.

Jennifer Schneider

- Survey went out in the Fall of 2018. New this past year was that the survey was sent out at the division level.
- Willing to provide custom data analysis. You just have to ask and request the information.
- We recommend there be a committee that examines the data and really dives into the information. We have so much data and we would like to see it utilized at the council level. Our office would be willing to provide assistance in examining the data.

- There are many avenues for information such as focus groups and survey results.
- Rotate areas of focus every 2 years based on responses we receive. We contact difference constituencies around campus and try to examine areas of interests to different groups. We develop the survey and it is homegrown.
- On average, it took 15 minutes to complete and was completely anonymous. Hard copy surveys were available and over 100 people in Facilities took advantage of the hard copy distribution. There was a Spanish version of the survey this year in hard copy.
- We had a large response this past years - 59% respondents up from 30% in 2016. 4058 respondents took the survey.
- State Classified personnel (SC) accounted for 47% of the total respondents. SC was the highest employee group respondents.
- There is still fear associated with people who do not participate fully. The lowest respondents were from Housing and Dining.
- 66% of the respondents were women. Women comprise the majority of most surveys taken.
- SC is the highest group of minority respondents. SC minority response was 24% vs. 14% at the University as a whole.
- Culture Items such as feeling valued, work environment, equity, department transparency, employee input in department divisions – SC respondents had a lower agreement to all department culture items compared to the average CSU respondent.
- SC had a lower agreement to “sense of belonging” to a department, CSU, and division. SC had a lower agreement to all “sense of belonging” categories compared to the average CSU respondent.
- Admin Pro had a statistically significant higher sense of belonging than SC.
- Respect – SC was lowest sense of respect in comparison to all other employee groups.
- Favoritism – was defined as playing a role in who gets recognized, given resources, professional development opportunities, promoted and hired. SC respondents thought there was significantly higher levels of favoritism than other employee groups.
- Leadership and accountability items – was defined as acting ethically, honestly, addressing inappropriate behavior and inequity. SC were harsher on their leaders than other employee groups. SC respondents were harder on department heads vs. administration as a whole. All other employee groups were flipped where they were harder on administration vs. their department heads.
- Misconduct – SC had a higher percentage of respondents (10%) saying verbal assault was a problem in their department vs. the rest of campus respondents (7%). Bias and bullying perceptions however were highest factors listed as issues for all of CSU respondents. Bias was our highest response saying it was problematic. A higher number of SC indicated they would avoid someone to avoid being verbally assaulted (14%)

Bob – What kind of bias?

Shannon – We believe employees see it as employee type, gender, race and ethnicity based on how the other questions are framed.

- CPC – 82% of SC personnel were aware of the CPC. Minority SC were much lower than other SC ethnicity groups being aware of the CPC.
- CPC addresses issues important to “me” question – 10% strongly agree; 36% agree; 6% strongly disagree.
- Freedom of Speech – SC was significantly lower than other employee groups in feeling their free speech rights were honored.

- University Operations vs. other SC – Sense of Belonging and being unsatisfied with their department were higher factors with Operations SC vs. other campus SC.
- Work Stressors – Listed in order of top stressors to least: 1. Low Salary (60%). 2. Workload (24%) 3. Lack of growth or promotion -39% (- only 29% of other Non SC respondents indicated this).
- Key Findings – SC have less favorable perceptions for all factors except for CSU perceptions compared to the average CSU respondent. SC responded less favorably to the majority of items related to respect, Principles of Community, and Freedom of Speech.
- SC had higher perceptions of verbal assault compared to the average respondent.
- Minority SC were least aware of the CPC but felt the CPC were addressing issues important to them more so than other non-minorities.

Shannon

- How do we move forward with this data? We looked at 22 divisions and colleges with unique survey results. Going to use Multi-Cultural Organizational Development system to analyze the data – this system has been studied in higher education and is believed to be a pragmatic approach to analyzing data effectively. The system defines a “continuum” where we would move from a mono-cultural organization to Non-Discrimination organization to the goal of a Multicultural organization.

Lourdes – How do you ensure that a low number of SC personnel would be singled out in a department if the data were released for that department?

Jennifer – we do not release information for any SC respondents where less than 10 people were in a department. As well, particular types of data would not be released if it could be used to identify any one person.

Anselma – is there an overall recommendation on how we move forward?

Shannon – We are encouraging folks who request a data presentation happen with large groups, not small groups. Also looking to utilize the data for the Institutional Diversity strategic plan.

Jennifer – We recommend that CPC look into the results and make recommendations based on issues that are obvious that would improve SC employee experiences.

Kristin – Opportunities for advancement seems like an issue for SC and that has been an issue anecdotally for some time, and the survey supports that perception. I would encourage the University as a whole to dive into that specific data. This becomes an issue of retention as well as attracting talented employees. Our business is to educate people, and we're not meeting that goal if employees don't feel there is a way up when they improve on their education.

Jennifer – that may be an issue for a department to communicate that growth may not be available in a particular position. Communicating better would help that perception.

Kristen – While that may be true for a department, I would think we could figure something out within the broader campus.

Jim – I think the challenge would be how you would carve out time for low-income employees to be able to improve their education and utilize the resources at CSU during their work hours. How do you get them to a higher paying job? ... and that would be recognizing that their next job might not be at CSU.

Megan – Did we collect age range data?

Jennifer – Age was not utilized at all.

Shannon – We just want to make clear that we will not reveal a given demographic within a department. But by doing so, we also may be silencing their voice. We are erring on the side of protecting their identities.

Megan – All three councils will be writing a report on the survey to present to our new president.

Reports / Updates:

- Approval of CPC 3.14.2018 Meeting Minutes. No edits presented. Motion to approve by Brian. Second by Kelly. Motion Carried.
 - Financial Update. Adrian – Not much spending so far. Plan on spending on the awards luncheon next week and we will look at using Benefits Fair. We carried over \$1000 from last year. We'll look to use those funds within this fiscal year. We received \$1500 back from defective water bottles. In addition, the legislative visit coming up will use some of our funds. We can also use funds for a different awards luncheon next year.
- Megan – we will also be providing snacks for the brown-bag lunch series. We've also paid for our website this year ~ \$500.
- Benefits Fair May 7th (9 am – 2 pm). Megan – we will look to provide coffee and tea for our table. We will look for to provide some small gifts as well. We will be looking for volunteers for sign up. Set up will be at 8:30 am.
Looking for 1-hour slots and for CPC members to fill those slots and staff the table.
 - Special Election for CPC members beginning July 1, 2019

Megan – Our election is today and we'll also vote on the Positive Action Award. WE have two returning and three new nominations. We will have 21 members going into next year and we have room for 30 members. WE would like to do an additional election cycle to try and bring our membership up to 30 people if possible. I'll be looking to have another vote before our retreat in July.

Kristin – Last year we had a pizza lunch where a member could bring a friend. We ended up having people sign up for CPC then. Maybe a luncheon event to recruit members would be good.

Megan – That's a good idea. We're also going to update our time commitment from 10 hours per month to 5-8 hours.

- Vote Positive Action Award – Internal submission by Megan for the Living Wage Committee. We wanted to recognize the Living Wage Initiative. Jean West and Lori Boyd in Housing and Dining services were also submitted as nominees for the award. We can look to grant more than one positive action award. *Motion made by Kelly to nominate all for the award. Second by Brian. Motion Carried.*
- Election: CPC Members
Wayne Hall and Stacey Baumgarn voted to another 3-year term.
Magdeline Golnar, Emily Farrenkopf and Kate Sherman – new members – all three persons are from Liberal Arts. All members approved.
- Election: CPC Executive Committee – All officers re-elected.

CPC Committee Reports:

- Communications – Laura Snowwhite (for Leah) – We have one more CSU Life article coming up as well as one more communicator article.
- Employee Recognition – Nancy Cowley – Everyday Heroes – We've had 9 people so far. Recipients have been very receptive to the meal cards and coffee cards. We still need to talk about the educational assistance award.

- Legislative – Brian Gilbert – The committee is looking at our leave benefits. We’re reaching out to our legislators and DPA representatives on what can be done. Our legislative visit has 6 people going to Denver. Cathy Kipp and Jenni Arndt are hosting us. Also, the State’s Department of Personnel and Administration has a new executive director. The interim director was promoted by Governor Polis.
- Outreach Events – Megan Skeehan – we will be looking at the benefits fair and as well the pizza luncheon.
- Work Life – Kelly Hixson – Brown Bag Lunches have been good overall. Several of those meetings have had no-shows, but we are expecting that attendance will improve. We need to get some more advertising out so that people know about these events. Events are just getting started, so hopefully as we do more of these, the word will get around.
- Executive – Megan Skeehan – Shannon Wagner and I met with Neil in the Ram Card office about financial literacy courses that are available for Students, Faculty, and staff. It would be available on-line. They are in Spanish and English. Canvas Credit Union is looking to partner with CPC and APC to give financial seminars for staff. Employee Councils will look to sponsor Canvas for these seminars. See the meeting packet for more information. Canvas will have a physical presence in the LSC. Next month we have PERA coming to our CPC meeting. Lynn Johnson is going to present an update on the Business and Financial Services Task force.

Meeting adjourned 3 PM – **Thank you!**

Dates to remember:

- April 16 – CPC Awards Luncheon 11:30 am – 1:30 pm
- April 19th - CPC Brown Bag Lunch Take Charge of your Credit. LSC 322 12:00pm-1:00pm
- April 22nd – Legislative Visit Denver
- April 23rd - CPC Brown Bag Lunch Money Management. LSC 322 12:00pm-1:00pm
- April 26th - CPC Brown Bag Lunch Home Buying 101. LSC 322 12:00pm-1:00pm
- May 7th 9 am – Benefits Fair 2 pm LSC Ballroom D
- May 9th – Regular CPC meeting – PERA will be a guest. Please feel free to share this within your units as this may be a great meeting for guests to attend.

CPC Calendar

APRIL

- COUNCIL Attend Spring Employee Appreciation Event
- COUNCIL Attend Celebrate! CSU
- COUNCIL Attend CPC Legislative visit to the State Capitol
- COUNCIL Participate in CPC member elections (if necessary) and CPC officer elections
- COUNCIL Attend CPC Recognition Luncheon
- EXECUTIVE Finalize arrangements for CPC Recognition Luncheon: send invitations, catering order, purchase and pickup trophies and gifts, print program, etc.
- EXECUTIVE Host CPC Recognition Luncheon

- **EXECUTIVE** Attend annual meeting with University President, VPUO, and APC leadership
- **CHAIR** Sign letters for Outstanding Achievement Award nominees, recipients, and nominators
- **CHAIR** Present Outstanding Achievement Awards at Celebrate! CSU Awards ceremony
- **CHAIR** Announce election results and contact new CPC members: invite them to June meeting, new member orientation, and July retreat, and obtain preferred spelling for nametag, and supervisor info for letter from University President, etc.
- **LEGISLATIVE** Host CPC legislative field trip to the State Capitol
- **OUTREACH** Host Spring Outreach Event
- **OUTREACH** Coordinate CPC participation for “I Love CSU Day”
- **OUTREACH** Arrange for CPC to have a table at the State Classified Benefits Fair
- **RECOGNITION** Present Positive Action Award nominations to the council for vote, tally the votes, select a winner, and notify CPC chair; purchase plaque; create, sign and send letters to nominees and winners; submit story to SOURCE and update website

MAY

- **COUNCIL** Attend State Classified Benefits Fair
- **EXECUTIVE** Reserve location, catering and speaker for CPC Retreat
- **EXECUTIVE** Plan new member orientation
- **CHAIR** Update CPC calendar
- **VICE CHAIR** Host final committee chairs meeting
- **COMMITTEE CHAIRS** Attend committee chair meeting: discuss accomplishments, challenges, lessons learned, and suggestions for improvement; if necessary, plan committee chair transition; prepare list of accomplishments / year-end report for CPC Annual Report
- **COMMITTEE CHAIRS** Review and update committee roles and responsibilities
- **LEGISLATIVE** Prepare summary of legislative session
- **OUTREACH** Start planning Annual Employee Appreciation Event; work with CSU Events, APC, Faculty Council, the VPUO and President’s Office: discuss date, agree on event budget, select employee appreciation gift, determine when to send invitations (and who will do it), discuss vendors / tables / booths desired, determine activities, music, sponsors, other (CPC) giveaways, door prizes, etc.
- **OUTREACH** Reach out to School is Cool organizers

JUNE

- **EXECUTIVE** Spend remaining funds and closeout year-end account
- **EXECUTIVE** Complete officer transition
- **EXECUTIVE** Plan next year’s budget
- **EXECUTIVE** Order name tags for new members
- **EXECUTIVE** Host CPC new member orientation: discuss Constitution & Bylaws, budget, goals, vision, member expectations, etc.
- **CHAIR** Prepare the annual report for approval by the Council before submitting to President and designee
- **TREASURER** Prepare a fiscal year-end Treasurer’s Report
- **SECRETARY** Collect CPC Representative plaques from non-returning members
- **SECRETARY** Schedule meetings / reserve rooms for the next year

- **VICE CHAIR** Assign representatives to CPC and University committees
- **COMMITTEE CHAIRS** Send a summary of committee activities and accomplishments and an updated list of committee roles and responsibilities to the CPC Chair
- **UNIVERSITY COMMITTEES** Send a summary of committee activities and accomplishments to the CPC Chair
- **RECOGNITION** Review and update (if necessary) award criteria and processes for next year
- **OUTREACH** Work with CSU Events to finalize Annual Employee Appreciation Event details
- **OUTREACH** Figure out volunteer shifts for School is Cool