

Classified Personnel Council Meeting
Tuesday August 20, 2019 10:00am-12:00pm
Regular Monthly Meeting
Rockwell West 220 – GLC Conference Room



CLASSIFIED
PERSONNEL COUNCIL
COLORADO STATE UNIVERSITY

Agenda

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|--|---|
| <input checked="" type="checkbox"/> Jim Abraham, Environmental Health Services | <input checked="" type="checkbox"/> Amber Lobato, Housing and Dining Services |
| <input checked="" type="checkbox"/> Stacey Baumgarn, Facilities Management | <input checked="" type="checkbox"/> Anselma Lopez, VP for Enrollment Acc. |
| <input checked="" type="checkbox"/> Leah Bosch, CVMBS | <input checked="" type="checkbox"/> Adrian Macdonald, Statistics |
| <input checked="" type="checkbox"/> Nancy Cowley, Lory Student Center | <input checked="" type="checkbox"/> Rachel McKinney, VP for Diversity |
| <input checked="" type="checkbox"/> Emily Farrenkopf, College of Liberal Arts | <input checked="" type="checkbox"/> Dustin Pothour, Facilities Management |
| <input checked="" 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"/> Meg Skeeahan, Dept of Accounting |
| <input checked="" type="checkbox"/> Magdeline Golnar, College of Liberal Arts | <input checked="" type="checkbox"/> Laura Snowwhite, Business and Financial Serv. |
| <input checked="" type="checkbox"/> Wayne Hall, ACNS | <input checked="" type="checkbox"/> Kristin Stephens, Statistics |
| <input type="checkbox"/> Kelly Hixson, Housing and Dining Serv. | <input checked="" type="checkbox"/> Kate Sherman, Political Science |
| <input checked="" type="checkbox"/> Randy Lamb, Housing and Dining Serv. | <input checked="" type="checkbox"/> Lourdes Zavala, The Access Center |
| <input checked="" type="checkbox"/> Valerie Lewis, Health Network | |

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
- Guest – Kalie McKenna

Call-to-Order 10:05 AM

How is everyone doing?

Check in with CPC members

CPC Committee Group work for 30 minutes – Committees met for 15 minutes to review budgets as well as priorities. Topics covered were:

- Review and plan budgets
- Finalize meeting date/times if you haven't done so already
- Next steps, anything you need from executive committee

CPC Committee Reports:

- Communications – Leah Bosch – Getting *Life* Article together. We are doing an article on what our committees are doing vs. tying into what the CPC is working on in a larger sense.. Looking to get a CPC article in the communicator out by the end of September. We've been speaking about Microsoft Teams as this is where the University is going for

communicating in groups. We currently have our CPC drive, but we may be looking to move to Teams. We should at least start looking at how Teams works. Wayne and Brian will look to set something up to demonstrate Microsoft Teams and set something up for the CPC as well as committees.

Wayne – *Teams* works great, let's look further into it in how it would work for the CPC.

Leah – Let's look to do a presentation on Teams so we can see what it's about and make a decision from there.

Laura – If you have department newsletters go out, please look into having our committee push out CPC news through your department newsletter. We are also looking at a "Comment Box" at the employee appreciation event. As well, looking to add a comment box on the communicator so we can get feedback from personnel who read the communicator once they are done.

- Employee Recognition – Nancy Cowley – We've awarded 3 awards for the Employee Assistance award and those people have been contacted. We have also two Everyday Hero Awards. I will get Leah the article after the start of classes. We're looking to change up the Employee Assistance award application per suggestions from Stacey. Looking to make sure activities are funded prior to awarding the assistance. Looking to also invite awardees to the October meeting.

Stacey – the hope we have is that we would give 5 awards instead of 3 awards. We have donor funding so we want to make sure we're utilizing those funding. We would like to get the word out more so we can use that award and use it for anything educational. It is a no-strings attached award, unique and special. Let us make sure we're using the funding we've been given for the award.

Rachael – have we thought of asking for testimonials from awardees?

Stacey – Yes, we have submitted *Source* articles to highlight what and how people are using the awards.

Nancy – There is an effort to request a follow up on how they've used the award.

Meg – I want to make sure we're not asking for too much info afterwards so that SC personnel feel trusted as the money can be used for anything that supports their education, not necessarily for class costs.

- Legislative – Brian Gilbert – Adrian, Jim, Kristin and myself met with representatives Jeni Arndt and Cathy Kip regarding leave practices. We presented the data to them and they are looking to move forward through the legislature through the long-bill. They are in favor in moving forward to add leave to SC through the legislature. They are in the research process now, but are hopeful in the prospects of adding leave. On Sick Leave, we tie for last place in all 50 states. They are looking into that issue as well. Jeni will be meeting with the Chair of the JBC and look into how we may get that addressed.

Leah – Where are we with the front loading of Sick Leave?

Brian – I've met with Diana on this and we'll need to look into it. The state statute say how much we can get, but not dictate "how" or "when" that would be applied. My point of view is that it can be added on the front end to SC personnel records. We believe CSU can add it.

Diana – I will bring this issue to Lynn and start that conversation with administration.

- Outreach Events/Work Life – Kelly Hixson – Reported by Lourdes – Last year we spent time to give information about resources and we did that through the lunches. We were not getting the turnout we wanted. This summer we planned and put on our first annual Discovery of Work-Life Resource Fair and this was our first annual fair. We had the event at the LSC plaza in August. We had to quit a bit early due to the rain. We had 28 vendors come and share information. The vendors were excited about doing it again next year.

Thank you for your help on everything as it was considered a great success. We had a great turnout and we believed more people would have come had it not been for the weather.

- Executive – Megan Skeeahan – The work life event was very expensive. We received money from the Provost’s office. APC covered half of the m~~a~~ssage chair costs. CPC covered printed mailers and postage, as well as catering. Wayne and I met last week and discussed University Committees. We did get Magdelene connected with the Campus Climate group. We are still trying to figure out committee membership.

Diana – Discovery Work Life event was really a good set up. There was great energy and it was a great event. Will this be done again next year?

Meg – We definitely want to, but we will have to look at our expenses. Largest expense was the tents and catering.

Diana – I wonder if Lynn would fund the tents.

Meg – I’ll be meeting with Lynn and providing a breakdown of expenses.

Reports / Updates:

- C2C – Tammy Hunt – Policy Office Assistant.
Work Life balance Resource Fair was a great experience. Thanks for setting that up. I’m here to discuss C2C (Commitment to Campus). University’s recognition of the value of their employees. Constantly evolving and growing including discounts to numerous vendors and services on campus.
Three components – Existing programs, Programs that receive special subsidies, Off campus vendor discounts. Some of the benefits include:
 - Free music and theater and dance tickets.
 - Athletic discounts - \$28 game day tickets with tee shirts and meals.
 - VTH discounts – 20% discount on services.
 - Career counseling discount.
 - Nutrition counseling/cooking classes
 - Fitness and recreation
 - Off campus Vendors – we have numerous participants through the State of Colorado as well.
 - Airport discount parking – almost 50% off on any of the companies that provide parking.
 - Alternative transportation
 - Heart Disease prevention
 - Diabetes prevention
 - USA Today/Denver Post/ NYT
 - Grocery Discount
 - Professional development award. Will only be done one time this year. We’ve given \$24,000 away for professional development.
 - Dependent tuition scholarship
 - Employee Study privilege. Employees who take classes can get further discounts as they are classified as students and can get student discounts from Amazon.
 - Advance care planning
 - Bike repair maintenance at the Spoke.
 - Adult Fitness – C2C pays 50% off for campus recreation
 - Individuals and Couples Therapy session
 - Campus Corp (mentoring for youth who are struggling) C2C pays half the cost.
 - City of Fort Collins recreation locations – between 25 – 70% off of fitness classes.

- Summer camps for kids – 15% off costs
- Safeway grocery store – Every Friday 10% off groceries.
- Employee Hardship Loan Fund for unexpected expenses. Can get a no-interest loan.
- C2C website – <https://commitmenttocampus.colostate.edu/>
- C2C Listserv – <https://colo.st.edu>
- C2C Email – C2C@colostate.edu

The money for C2C comes from University vendor rebate programs – buying food on campus provides money back into the program.

- Who develops the program? – Bob Schur is the chair. University Benefits Committee, Human Resources, Employee Appreciation Board. All programs are approved by Lynn. New programs are added every few months.
- We need ideas. Please feel free to contact me on what businesses you feel would be a good fit for C2C.

Kristin – Where is the information for buying tickets for Ag Day football game, tee shirts and vouchers for food?

Tammy – It is on the website, but we don't have times yet. There still needs to be clarification on some of the items on the website and I'll contact them .

Kristin – Some of the logistics have not been clear on how you receive the vouchers.

Stacey – Thank you for all of your work. It is really impressive what has been done in the last few years with this program.

Brian – Canopy parking is great. Very good benefit. Cost of the covered parking is now the same as exposed parking.

Tammy – Use the Canopy App as it makes it much easier.

Adrian and Anselma – The QR code is not working for Canopy parking.

Tammy – I didn't know that was an issue. I'll reach out to them and let them know there is a problem.

Meg – Tammy has made a lot of improvements to the website. Please check out the website as there are many benefits that people are not aware of.

Meg – Thanks Tammy! On to our regular agenda. Kalie is looking to fill a vacancy but has not been here a full year. We need to examine our bylaws to see if we can add Kalie as a member. We still need to review this issue with our executive committee

- Approval of CPC 7.10.2019 Meeting Minutes – Stacey provided changes to the draft. We were talking about the Housing task force land swap deal for property near Timberline. Motion by Brian. Second by Laura. *Motion Carried.*
- Financial Update – Adrian – The tents are around \$1200 for the work/life event. We spent \$1000 on event planning and catering. Lynn will give \$861 to cover estimated costs for printing for our work/life event in August. The provost will transfer \$1500 for tent rentals. We went a little over budget on the retreat breakfast. We have ordered gifts for the employee appreciation event in September as well.
- Wayne – University Committees and CPC Committees, computer/email access and training – No updates
- Statewide Liaison Council update – Jim – Went to Colorado Springs on July 22nd. The Statewide council doesn't have money. Most statewide councils have little to no money for support. We are lucky to have the support we do from administrations. Many councils are combining their professional staff with their state classified personnel, diluting the voice of SC personnel. The Statewide council is currently down by 9 members. Diana

Regan is the president of the Statewide council but will be leaving this next year. I presented the data we've collected on leave to the Council and it is clear CSU's CPC is better organized and supported to address the issues of our staff. They did address some changes to their by-laws. They pay for their meetings by charging \$35 for attendees to come to the meeting. The State Wide Council sends a letter to the Governor just as we do every year.

Stacey – Their website has not been updated in some time. I didn't see anything on the by-laws.

Jim – I don't know about the website, but Diana came prepared to address the by-laws. It is obvious they need to inject some new energy into the council as Diana has been the president for quite some time.

Meg – I would like to be cautious in what energy we provide to the council. We will need to be strategic on what information we share and how much energy we give the statewide council. We may look to invite the statewide council to a CPC meeting.

Jim – Six people attended the meeting, so we may have an easy time with inviting them. Although they are down by nine members.

Stacey – We should put some energy into the group as we would need to rely on the statewide council in times of need. If we had a significant budget crunch or a dramatic change, it would be great to have access to a well-run statewide council to advocate for all of us. While we may not need to run it, when we need each other, we need each other.

- Voting on changes to constitution and by-laws (pages 7 and 8 of the bylaws/constitution document)

Language changed to update the following

- Merging Work life with Outreach
- Writing in "vice-chairs" as a requirement for committees – ensuring continuity within our committees if the chair leaves.

Meg - We can go section by section to approve each section or we can approve the changes as a whole.

Stacey – I would like to put a motion on the floor to approve changes as presented in the meeting packet. Second by Kristin. *Motion Carried.*

Meg – I will get the changes updated and sent to Bob for final approval.

New items (Not on Agenda)

- Meg chatted with President Joyce McConnell for 45 minutes. I was on her schedule. She is excited to work with the Council. Joyce has a lot of experience working with SC employees in West Virginia University. Top issues we discussed were climate survey data such as wages, promotion, and affordable housing. Currently our CPC meetings are at the same time as the executive leadership meetings on her schedule. She will not be able to make a CPC meeting this fall. We may change our meeting times in the spring to accommodate her schedule. She would like to attend a meeting. Please attend the 'meet and greet' with Joyce that is coming up and introduce yourself as a member of the CPC.
- Football tickets – We have 4 tickets. Rocky Mountain Showdown tickets on August 30th. How do we want to do that?

Leah – How about a random drawing of our Everyday Hero Awardees?

Meg – We will do one random drawing for CPC members, and we'll do a raffle for the Everyday Heroes.

Meg – Anything else?

Brian – Forgot to bring up that Jeni complimented the CPC and is well known at the capital for being very well informed and a great voice for State employees. Our opinions and data research is highly regarded.

Chuck - CSUPD is doing a community meet and greet on August 28th with close to 100 police cars from Fort Collins, CSUPD and Larimer County. We'll be going door to door to introduce ourselves to the surrounding campus neighborhoods.

Meeting adjourned at 12 noon – **Thank you!**

Dates to remember:

- August 27 8:30 am – 10:30 am – Meet and Greet with President Joyce McConnell
- Sept 4 11 am – 1 pm – Employee Appreciation Event (we will have a table and will need volunteers!)