

Classified Personnel Council Meeting
Thursday, October 9, 2014 – Lory Student Center Room 304-06

Meeting Minutes

Members present: Stacey Baumgarn, Carol Carroll, Sandy Dailey, Jesse Epstein, Eric Gardner, Kelly Hixson, Anthony King, Clint Kranz, Shami Loose, Deb Parker, Terri Pecora, Terri Ratzlaff, Laura Snowwhite, Kristin Stephens, Jeff Sturgeon and Marvin Withers

Absent: Sheela Backen, Geri Baker, Debra DeVilbiss, and Tammy Perez

APC Representative: JoLynn Troudt

Ex officio members present: Bob Schur

Guest presenter: Robert Jones, Kyle Henley, and Kayla Green

Other guests: none

1:00 p.m. Call to Order by CPC Chair Jeff Sturgeon

Changes to CSU Strategic Plan: Robert Jones - Associate Provost, presenter.

An update to the CSU Strategic Plan is underway. The new Campus Labs software recently implemented by the University to guide program reviews also provides tools for tracking and integrating strategic planning and budgeting. Also, the last revision to the Strategic Plan happened ten years ago, so the Provost's Office feels it is time for a refresh.

The guiding philosophy for the Strategic Plan is that it should enunciate the big, bold, primary University priorities and be supported by system-wide initiatives to help CSU become the best place to learn, work, and discover. The current 2006-2015 Strategic Plan includes 37 goals; for this iteration the Provost's Office is targeting 15 goals within five strategic priorities:

1. Student learning and success
2. Research and scholarship
3. Engagement and outreach with communities
4. Valuing our people
5. Operational excellence

Diversity will no longer be a stand-alone priority/goal, but instead embedded within all the strategic priorities of the University.

The Strategic Plan Area Review Committees (SPARCs) will be also reorganized, as part of the process. In the future, the SPARCs will serve as more of a review group and not necessarily be charged with development of specific initiatives. It is expected that the SPARC's will review the Strategic Plan but the planning and budgeting will take place more at the division level.

Planning and Effectiveness (P&E) Groups – groups that represent the broad interests of the University through membership representing multiple divisions and/or colleges – will be identified and included in the review process.

SOURCE Presentation: Kyle Henley & Kayla Green - External Relations

Kyle and Kayla gave us an update and overview of the changes from Today @ Colorado State to the Source. This reflects a change in philosophy of how CSU is doing public relations. Today @ Colorado State did not have the tech tools required to support the desired delivery model. External Relations spent one-year to develop the Source.

The Source is helping CSU to tell its own story. Leveraging our own channels, and de-emphasizing the traditional press release – the Source will include high quality writing, journalistic photos, video’s and be more engaging. External Relations is pointing the press towards the Source. The Source is a blended internal and external communication platform including: latest headlines – focusing on teaching and learning; campus announcements – these internally focused stories may include topics such as the proposed on-campus stadium, parking, HR models, etc.; Ram Family – will include feature stories about faculty, staff, students, and alumni; and an Events section. Readers will notice social media streams on the sidebar and quick-links at both the top and bottom of the layout.

Phase II of the Source roll-out is coming in the next few months. This will include integrated news (releases) along with streaming content – in a manner that we are not competing with ourselves.

Kayla indicated the CPC should submit information to be posted on the Source to her and allow for a 72 hour lag. Kayla hopes this too will be further streamlined in the near future.

A question was asked about the quality and content of CPC submittals. The fact is, the better we do, the higher the quality of writing, this higher billing we are likely to receive on the Source. The Source will be working to get information we submit in the right place to achieve the goal of the submittal. Perhaps we should route our information through Dell Rae for her assistance and guidance.

CPC Executive Committee Reports, Updates & Announcements:

Approval of the September 11, 2014 minutes:

A motion to accept the minutes as presented in the 10-9-14 meeting packet was made by Eric Gardner, with a second by Terri Pecora. Motion passed unanimously.

Treasurers Report:

Carol Carrol presented her report, pointing out the far ride-side of the spreadsheet now contains a column for “summary/recap” as a “budget at a glance” section. There were no questions. The Treasurers Report was accepted as presented.

Welcome to JoLynn Troudt:

The new APC representative to CPC. Welcome!

Announcements from the Chair, Jeff Sturgeon:

- Jeff was appointed to the Stadium Review Leadership Team (a committee of eight people), at Dr. Tony Frank’s request. A Community Leadership Team has also been established. Jeff will provide information to CPC, and will appreciate the Councils ongoing input and feedback.
- Jeff will forward a recent Op Ed piece from the Fort Collins Coloradoan – regarding the recent riots. In case any Council members receive questions or hear comments about these events – the Op Ed piece provides a few useful perspectives.
- There were no questions from the Council regarding the Chair’s Report included in the 10-9-14 meeting packet.
- Two assignments for Council members:
 - 1) Help update the Resources List posted on Google Docs, which involves adding links, short descriptions, and additional resources available to CSU employees. This list was started with the Campus-Community Connect Resource Fair in mind but may have broader uses and applications by various CPC and campus committees helping link employee needs to community resources. Please contribute in the areas you have knowledge or interest

- 2) Regarding the Tobacco Task Force:
 - What began as a student initiative/question about the possibility of banning smoking on CSU campuses has been re-framed as a straightforward review of the existing CSU Smoking Policy
 - Our charge: review the current Smoking Policy. Make recommendations for any/if any changes, updates to be made to this policy
 - Please also collect input from five other constituents (please try to speak with Classified Personnel). Council members will be provided with an introduction to the issue/question, a process outline, and a short survey. Ask at least five colleagues in your area and please be sure to capture the information requested in the questions

Employee Needs Committee update; Kristin Stephens reporting. At the last meeting it was announced that this committee would disband – based on a feeling that employee needs were being met through (several other) existing programs or committees. This announcement was unexpected. Kristin will be following-up to determine if/how this committee should continue or be re-formed to better serve employee needs across campus.

“Coffee with a Cop”; Kristin Stephens and Stacey Baumgarn attended the September 18, 2014 event held at McDonald’s on Elizabeth Street. They had the opportunity to discuss campus safety considerations and the importance of general awareness of your surroundings for safety. The current force is spread thin due to a few open positions. Kristin will invite the CSU Police Department to give a presentation at a future CPC meeting – good information for all!

Mandatory Supervisor Training; Jeff Sturgeon reporting. Recently 16 State Classified and 4 Administrative Professionals (17 men and 3 women; 12/20 from Facilities Management) attended a voluntary pilot session for the new Supervisor Development Program. CPC remains committed to the idea of mandatory training for all supervisors at CSU, which will be a part of this new program.

Special CPC meeting with Dave Bradford; CPC has established a special meeting to learn more about the process and future of parking here at CSU. The special meeting will be held October 14, 2014 and open to the first 90 employees that RSVP. CPC has provided a series of questions for Parking & Transportation Services to respond to in addition to their presentation. This special meeting has been called to better facilitate and involve state classified employees voices in the decision making process regarding the future of parking (and transportation services) here at CSU.

Discussion of CPC Chair/Vice Chair to be designated as Ex-officio members of all CPC Committees: Discussion, no action taken.

CPC members to serve as volunteers on various SPARC’s:

This commitment will last during the months of October, November, and December 2014.

1. Teaching & Learning– Shami Loose
2. Research & Development – Terri Ratzlaff
3. Engagement & Outreach – Sandy Dailey
4. Faculty & Staff – Jeff Sturgeon
5. IT & Infrastructure – Terri Pecora

CPC Committee Reports:

- **Employee Recognition Committee;** Terri Ratzlaff reporting. The Committee will be meeting again soon to select individuals to give out more awards.
- **Work Life Committee;** Jesse Epstein reporting.
 - Discussing FY15 Topics to address, the committee is looking at Meet-up (type) groups – organized around shared interests.
 - The VIPS Subcommittee is involved in a discussion / consideration of expanding VIPS

- Nanny Board: Kristin Stephens reporting. The Nanny Board has been looking at the Care Provider website, looking at options for care: daycare, eldercare, spousal care, etc. Committee in very early stages of formation.
- **Outreach Events Committee**; Carol Carroll reporting. CPC will be participating the Homecoming Parade on October 17, 2014 – the Outreach Committee could use more volunteers from the Council. Working on a new video explaining CPC to be included in the revised model for University Employee Orientation. APA & CPC will be hosting a Fall Outreach event – APC taking the lead, more info to follow.
- **Communications Committee**; Eric Gardner reporting. There was a nice article in the October 2014 edition of CSU Life “Look at us now – History of the Classified Personnel Council 1973-Present” by Laura Snowwhite. Next months article to be about the Everyday Hero Award. The Committee could use the help of other volunteers to write future articles.
- **Legislative Committee**; Kristin Stephens reporting. Hopes some will be attending the ticketed Gubernatorial debate to be held at the LSC Theatre on 10-9-14. And, please note that State Senator John Kefalas will join us for our December meeting.

University Committee Reports: No reports are given during meeting unless there is a follow-up item that is time-sensitive, relevant, and specific to Classified employees. The CPC representative to University Committees should email all CPC members meeting minutes, reports or updates following any these meeting. Please ask the CPC Secretary for a copy of the email template if you need.

- **Administrative Professional Council** – Terri Pecora
More information at: <http://ap.colostate.edu>
- **Childcare Taskforce** – Farrah Bustamante
More information at: (no specific website)
- **Colorado Statewide Liaison Council** – Debra DeVilbiss
More information at: <http://www.slccolorado.org>
- **Commission on Women & Gender Equity** – Kelly Hixson
More information at: <http://cwge.colostate.edu>
- **Community Design Development Advisory Committee** – Terri Pecora
More information at: <http://csudesignadvisorycommittee.com>
- **CSU Employee Appreciation Board** – Carol Carroll
More information at: <http://www.csueab.colostate.edu>
- **Employee Needs Committee** – Kristin Stephens
More information at: <http://cpc.colostate.edu/about-cpc/university-committees>
- **Faculty Council Committee on Strategic & Financial Planning (CoSFP)** – Jeff Sturgeon
More information at: http://facultycouncil.colostate.edu/index.asp?url=committees_chairs
- **Internal Advisory Committee** – Deb Parker
More information at: <http://diversity.colostate.edu/committees.aspx>
- **Multicultural Staff & Faculty Network** – Sheela Backen
More information at: <http://msfn.colostate.edu>
- **Physical Development Committee** – Eric Gardner
More information at: http://www.fm.colostate.edu/fm_info/pdc.cfm
- **President’s Sustainability Committee** – Sheela Backen
More information at: <http://www.green.colostate.edu/committee.aspx>
- **Ripple Effect Core team** – Debra DeVilbiss
More information at: <http://rippleeffect.colostate.edu>
- **Tobacco Taskforce** – Jeff Sturgeon
More information at: (no specific website)

- **University Benefits Committee** – Jeff Sturgeon
More information at: <http://www.facultycouncil.colostate.edu/files/manual/sectiond.htm#D.2.1>
- **University Parking Services Committee** – Terri Pecora
More information at: <http://cpc.colostate.edu/about-cpc/university-committees>
- **University Safety Committee** – Sheela Backen
More information at: http://www.fm.colostate.edu/fm_info/safety_team.cfm

Meeting adjourned 3:00 pm.

Next meeting: Thursday, November 13, 2014 – Green Hall