

Classified Personnel Council Meeting

Thursday, April 9, 2015 – Durrell Dining Center, Poudre Canyon Room

Meeting Minutes

Members present: Sheela Backen, Geri Baker, Stacey Baumgarn, Carol Carroll, Sandy Dailey, Debra DeVilbiss, Jesse Epstein, Eric Gardner, Kelly Hixson, Anthony King, Clint Kranz, Shami Loose, Deb Parker, Terri Pecora, Laura Snowwhite, Kristin Stephens, and Jeff Sturgeon

Absent: Tammy Perez, Terri Ratzlaff, and Marvin Withers

APC Representative: JoLynn Troudt

Ex officio members present: Bob Schur

Guest presenters: Lynn Johnson, CSU Chief Financial Officer

Other guests: Lynda Hoffmann – Libraries; Debbie McClelland – Libraries; and Veronica Nicholson – Physics; Diana Prieto – HR

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

Special Congratulations to Kristin Stephens on her successful election to the Fort Collins City Council – representing District 4. Kristin is the first CPC member to sit on the Fort Collins City Council.

Guest Speaker: Lynn Johnson, CSU Chief Financial Officer

Lynn joined us today to present the [FY16 Incremental E&G \(Education & General\) Budget version 5.0](#) and discuss how the budget is “built” through the year. In a message from CSU President Tony Frank on April 7th, 2015 – he stated, “The incremental E&G budget ... is key because it is the budget that funds the nuts and bolts of the academic backbone of our university – and it is the budget that drives such critical items as tuition increases and salary increases and increases in faculty lines and expenditures on campus safety.” (<http://www.president.colostate.edu/campus-messages/2015-4-7-budget.aspx>)

The previous FY budget is always the starting point and working document for the next FY budget. Today the FY16 budget is in version 5.0. Version 1.0 actually began in June 2014. By August 2014, version 2.0 was prepared; as numbers, figures, and projections become available or clear, they are put into the budget and thus it evolves through the year. Significant inputs include expected enrollment, the state economic forecast, State of Colorado budget contributions, and the requests received through the SPARC’s (Strategic Plan Area Review Committee). A helpful summary of the process can be found at: <http://www.president.colostate.edu/budget>.

There are two main categories to balance: New Resources in relation to New Expenses. **New Resources** include: tuition (e.g. anticipated to rise 5.5% for FY16), facilities and administration, and state funding impacts. The **New Expenses** include things such as: enrollment growth, financial aid inflation, salaries and benefits (e.g. this line item is likely increasing \$6.9 million for FY16), fringe benefit enhancement, other mandatory costs, and commitments/quality enhancements, etc.

Lynn explained several of the base assumptions and how those impact the development of the versions through the year. Of note, there are several key new investments in version 5.0 of the FY16 Incremental E&G Budget including: 1) Critical academic initiatives - \$9.62 million; 2) Programs: student programs - \$1.44 million and outreach programs - \$1.43 million; 3) Support infrastructure - \$2.76 million.

Thanks Lynn – and good luck in the final preparations – you have a lot to “balance”!

CPC Executive Committee Reports, Updates & Announcements:

- **Approval of the March 12, 2015 Meeting Minutes:**

A motion to accept the minutes as presented in the 4-9-15 meeting packet was made by Debra DeVilbiss with a second from Kelly Hixson. The motion passed unanimously.

- **Treasurer's Report;** Carol Carroll reporting.

Following a few clarifying questions, the Treasurers Report was accepted as presented.

- **Chair Report & Announcements:**

- At the April 7th Faculty Council meeting, five executive committee members resigned over issues concerning shared governance, see Rocky Mountain Collegian article: <http://www.collegian.com/2015/04/breaking-five-members-of-executive-committee-of-faculty-council-resign-in-protest/120790>
- In an April 6th meeting with Amy Parsons, Vice President for University Operations, regarding the parking permit forums recently hosted by the Center for Public Deliberation – the decision has been made to maintain the current “hunting permit” system for the next two-years. Parking & Transportation Services (PTS) will go ahead with the creation of a \$50k fund to assist low-wage earners afford parking (the fund will be distributed similar to the Emergency Hardship Loan program). PTS will also be creating a “punch-card” option – an XX-day pass to be used at the discretion of the holder
- In a meeting with Diana Prieto (HR), Jeff learned that CSU will have a Benefits Fair; date TBD. Open enrollment begins April 14th. Please help HR to spread the word this year, individuals **must** select specific options. There is no default option this year
- CPC member election ballots are currently out and voting is underway. This is the first election held to select Council members since 2007
- There is a CPC Archives Collection (1972-1992) held in the Morgan Library Archives – check it out sometime to learn more about the history of the CPC. We will continue to add to this archive

Discussion: Stipends for APC/CPC Chairs and Vice Chairs

There has been a quiet tradition in place that the Chair of the APC and CPC has each received a \$5,000 stipend for their year of service. Jeff and Toni-Lee Viney (APC Chair) brought it up with Amy Parsons and plan to make a recommendation for each Chair to receive \$6k and each Vice Chair to receive \$3k. A *draft* memorandum was distributed. Per Deb Parker, the \$5k originally went to the home department of the sitting Chair as compensation for the time away by the Chair. The use and distribution of the stipend has changed through the years and is now given to directly to the Chair(s).

Following brief discussion, Geri Baker moved to accept the drafted memo and its intent, a second was provided by Laura Snowwhite; the motion passed unanimously. Jeff and Toni-Lee will submit the memo to VP Amy Parsons.

Call for CPC Officer Petitions

- The Roles & Responsibilities of the CPC Executive Committee members has been updated (and was previously emailed to Council members for review)
- All current Council members are eligible to run
- Details of the election process will be emailed and voting will take place via email

Follow-up Discussion: Volunteer Admin Leave Proposal; Debra DeVilbiss leading.

CPC established the VIPS (Volunteers in Public Schools) program in 1995. The APC has desired a similar program. At this time, APC and CPC are working together to put forward a proposed recommendation change. A memo dated April 15th to Amy Parsons and Diana Prieto was included in our meeting packet and has been updated since the last CPC regular meeting. Following a dynamic conversation and several questions, Jeff made a motion to support the intent of the memo and the expansion of this program, Kelly Hixon provided the second. The motion supports the *draft* memo with additions that address:

- Mechanisms for tracking usage and preventing misuse/abuse
 - To avoid current issues with VIPS, the program should set clear expectations and accountability. For example, CPC representatives suggested:
 - Employees should be expected to receive prior approval from their supervisor
 - Employees should be expected to prove they actually volunteered
 - HR liaisons should be expected to report the number of admin hours being used to central HR
 - Central HR should have a way to calculate how many admin hours are paid out as part of the program (current issue with VIPS). This would help highlight CSU's commitment to employee volunteerism and service to the communities they live
 - The program should specify if it is an annual benefit (96 hours available to use whenever) or a monthly one (8 hours available to use per month). The implications of an employee volunteering a few hours a month are much different than if they are out of the office multiple days in a row
- Demonstrate documented support for the recommended changes outside of the councils
 - The potential impacts on various stakeholders should be studied/considered, and there should be documented support from those who might be affected
- Verification program meets State requirements and applies to all employees
 - Diana Prieto has reiterated that she will not support a recommendation change that does not apply equally to State Classified employees
 - CPC representatives expressed concern about the legality of volunteering in private schools, especially if they are religious-based or do not explicitly contribute to the "good of the state"

The motion passed: 13 yeas, 4 nays.

CPC Committee Reports:

- **Communications Committee;** Eric Gardner reporting.
 - Planning the next article for CSU Life
- **Legislative Committee;** Jeff Sturgeon reporting.
 - The annual visit day to the State Capitol has been scheduled for April 15th – RSVP to Jeff. Details of the day are still in motion, 13 CPC members signed-up so far
- **Outreach Events Committee;** Carol Carroll reporting.
 - April 22nd, 10 am-2 pm is the Earth Day Festival – to be held in the Lory Student Center Sculpture Garden. Volunteer sign-up sheet circulated
 - April 27th, 3-5 pm is the next CPC/APC shared outreach event and will be held at the Animal Sciences building with special guest Temple Grandin. Dr. Grandin will be available to sign copies of any of her books. Buildings tours will be provided and of course; there will be snacks. Volunteer sign-up sheet circulated
 - Date TBD, CSU Benefits Fair, committee will be looking for volunteers to staff our outreach table

- **Employee Recognition Committee;** Kristin Stephens reporting.
 - The Educational Assistance Award recipients have been selected
 - April 16th is the Celebrate! Colorado State awards ceremony, the CPC Outstanding Achievement Award winners will be recognized
 - The Positive Action Award language / description were updated on April 7th. Who can you nominate? Would like to see nominations from the Council
- **Work Life Committee;** Debra DeVilbiss reporting.
 - Preparing a brochure to hand-out at events
 - Working with ACNS (Academic Computing & Networking Services) to post a list of volunteer opportunities

University Committee Reports: No verbal reports provided

- **Administrative Professional Council** – Terri Pecora
More information at: <http://ap.colostate.edu>
- **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>
- **CSU Employee Appreciation Board** – Carol Carroll
More information at: <http://www.csueab.colostate.edu>
- **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>
- **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 and Marvin Withers
More information at: <http://cpc.colostate.edu/about-cpc/university-committees>
- **University Safety Committee** – Sheela Backen
More information at: <http://safety.colostate.edu/public-safety-team.aspx>

Meeting adjourned 3:06 pm.

Next meeting: June 11, 2015, 1-3 pm, Ram's Horn – 2nd floor

(No business meeting in May – CPC Recognition Luncheon – May 12, 2015)