

# Classified Personnel Council FY16 Retreat

Thursday, July 9, 2015

Tamasag Retreat Center, Bellevue, Colorado

## Meeting Minutes

**Members present:** Geri Baker, Stacey Baumgarn, Carol Carroll, Sandy Dailey, Debra DeVilbiss, Eric Gardner, Brian Gilbert, Kelly Hixon, Anthony King, Clint Kranz, Shami Loose, Debra Parker, Tammy Perez, Ed Schwab, Megan Skeeahan, Laura Snowwhite, Kristin Stephens, Marvin Withers, Cathy Anderson Mathern, Thao Biel, Leah Bosch, and Jeff Sturgeon.

Absent: Anthony Langlois, and Terri Ratzlaff

**Guest presenters:** Guy Arnesen

**Other guests:** Lynda Hoffmann, Debbie McClelland, Veronica Nicholson, and Toni-Lee Viney – APC Chair

**9 a.m.** – Welcome, snacks and announcements

**9:30-10:30** – Get to know ya – Fun times with Guy Arnesen

**10:30** Call to Order by CPC Chair, Stacey Baumgarn

**10:30-11:45** – **Meeting Location** was discussed – Liked the past movement around campus but noted the ease and convenience to have one location. This year meetings have already been booked in the LSC.

### Discussion of speakers and times for meetings:

- Debra DeVilbiss mentioned she liked the speakers, specifically if they are timely and or need to hear our discussion topics
- Kristen Stevens mentioned that often speakers take up a lot of time during our meeting and we are unable to get to CPC business
- Clint Kranz suggested we take another time outside of our meetings to invite speakers. Quarterly lunch time and or quarterly scheduled speakers were mentioned by both Eric Gardner and Geri Baker
- Marvin likes that we get our reports ahead of time and can possibly arrange verbal reports every other meeting
- Jeff Sturgeon mentioned someone could notify the secretary prior to the meeting if they had business to discuss. One of the important reasons to have guest speakers is for them to get to know us and build awareness of CPC and shared governance

Stacey took a poll to ask about adding a speaker to the beginning of the scheduled CPC meeting and overall everyone agreed they would be able to attend the lunch. The conversation of opening up the speaker presentation to all Classified members was discussed and agreed it was important to include all Classified employees.

Geri Baker asked about rescheduling the times we meet and could we meet later in the day. Stacey asked if it was worth sending out a poll to see if other times would be better. Jeff reminded us that we all signed and agreed to attendance and it specifically mentioned the meeting time and dates. It was decided that a poll would be sent who you would like as a guest speaker and what other times you would like to meet.

**Guest speakers to consider inviting:** Sandy Dailey mentioned Rick Miranda. Kristen Stevens mentioned Lori Smith was retiring and whomever takes over her position. Megan Skeeahan mentioned Irene Vernon. Marvin

said it was important to invite heads of departments with a lot of Classified employees. HR employees solution partners as well as others from HR.

**Discussion of new and existing Initiatives:**

- Deb DeVilbiss and Eric Gardner expressed success of the annual Employee Appreciation event at the Trial Gardens
- Parking and stadium discussions. Kristen Stephens mentioned it was okay to have a different opinion from our partners and our main focus needs to be representing Classified employees
- Anthony King – Supervisor training is focused on a rating system and are first time supervisors and need the tools for more training
- Clint Kranz discussed the accomplishment – Benefits Fair and the importance of having this for CPC each year
- Jeff Sturgeon – A subcommittee has been created to determine ways to help employees better understand our international constituents

**APC President Toni-Lee Viney:**

- Looking for a closer relationship with Tony Frank. More involvement in the Budget discussion including SPARC Fest and Budget Hearings
- AP Framework is new (3-4 yrs.) needs more career progression and retention efforts. Consistent evaluation process and equal across the board and salary exercises
- Parking and the importance of shared governance wanting follow up meetings before the next plan is released in two years
- Service and outreach committee is looking to use more CSU events for outreach. Will not be engaged in the fall and spring outreach events with CPC
- APC is looking at parental leave policy and may mimic the Faculty Council policy. Faculty can take the semester off
- APC is looking at offering funding for professional development training and help support colleagues in professional development opportunities

**1 p.m. – July 9, 2015 – Official Business Meeting:**

- Jeff Sturgeon presented the FY15 CPC Annual Report: Brian Gilbert moved to approve the Annual Report and Debra DeVilbiss seconded the motion. Motion carried.
- **Minutes from June 2015 meeting:** Eric Gardner moved to approve the minutes and Kelly Hixson seconded the motion. Motion carried.
- Carol Carroll presented the proposed **FY16 CPC Budget:** Discussion of proposed FY16 Budget. Debra DeVilbiss moved to approve the proposed FY16 Budget and Marvin Withers seconded the motion. Motion carried.

**Jeff Sturgeon Parking memo:**

- CPC desires to be a part of the decision and discussion process
- More transparency and acknowledgement to the investment we are making to the university
- Low-income and high need employees need to be considered and full consideration for their needs
- Decision was made to send Jeff revisions by July 16<sup>th</sup>. Any revisions will be reviewed by the Executive Committee and the memo will be sent

Thank you notes and *100 Years of Shared Governance* poster was circulated.

Stacey awarded an appreciation plaque to Jeff Sturgeon for his two years of service as CPC Chair.

Business Meeting adjourned at 1:30.

**1:30-3 p.m. CPC Committees work time:** Expectation that each CPC representative will serve on at least one CPC Committee.