

**Classified Personnel Council
Thursday, September 11, 2014**

Meeting Minutes

Members Present: Carol Caroll, Sandy Dailey, Debra DeVilbiss, Jesse Epstein, Eric Gardner ,Kelly Hixson, Lynda Hoffman, Clint Kranz, Debra Parker, Terri Pecora, Tammy Perez, Laura Snowwhite, Kristin Stephens, Jeff Sturgeon and Marvin Withers

Absent: Sheela Backen, Geri Baker, Stacey Baumgarn, Anthony King, Shami Loose, and Terri Ratzlaff

HR Representatives: Diana Prieto and Lyn Martin

APC Representative: not present

Guest: Holly Fielder

Call To Order 1:00 p.m.

Job Evaluation in 10 Minutes (see attached slides)

Rachel Wilkinson

- PDQs- We are moving away from this language, now called Position Descriptions
- Creation means creating a new position, reallocation for changing a level or class for new position, audit is changing the class or level for an encumbered position, update , simple changes to new or encumbered position takes the longest because it doesn't affect pay or change in class
- Important to keep descriptions current to ensure equitable pay
- No changes should be made if there are more of the same duties
- Mary Ann Valdez looks at job evaluations and will alert you if corrections are needed
- Typical problems with evaluations include not including percentages of each duty, percentages not equaling 100%
- Employee should not do their own PD, but should work with their supervisor. Make sure you include org chart and all required signatures
- For training purposes you can have two people assigned to the same position number for up to 30 days
- Should submit PD when new duties are being performed, don't wait
- Evaluation never negatively impacts status, pay or tenure. We don't downgrade jobs
- Contact Rachel with questions about selection and recruitment. Contact Mary Ann Valdez for questions about Position descriptions

HR Updates

Diana Prieto

- Revised policy on harassment, stalking and dating and domestic violence is now on the policy website and the OEO website.
- Working on possibly expanding VIPS to allow for paid leave for volunteer work in daycares, preschools and private schools. APC and CPC are helping to craft new policy

Chair Report and Announcements – Jeff Sturgeon

- Trial Garden may be expanded to a university event since it is getting too big for just APC and CPC.
 - Chairs of APC, CPC and Faculty Council will meet to discuss
 - CPC will still be involved, but we may not need to budget for this event

- Bob Jones will share information about the Strategic Plan at our October meeting
- Fall Leadership Forum
 - Good because it allowed for extended conversation between CPC and APC
 - During Globalization presentation, Jeff asked about basic language and culture training for staff
 - Attended presentations on the Brand, Supervisor training and Leadership Academy, Diversity training, the Brand, and legal issues
- We need to find a time for a group photo. We can use this for our website and for our CSU Life article
- CPC Communicator will go out this month. Please forward to people in your area and encourage people to sign up
- Want to do “Ram Tracks”, a campus tour. Please let Jeff what you would like to see on campus
- Campus Community Connect document is available through Google Docs. Please continue to update
- We will be working on an orientation video for new employees since the New Employee Orientation was cut from 4 down to 3 hours. Eric and the Communications Committee will be working on this
- Stacey and Kristin will meet with some local non-profits to discuss the feasibility and logistics of the Campus Community Connect Resource fair
- Jeff will be sending out a Doodle poll to look for a time for our meeting with Parking
 - Meeting will be 30 minutes of presentation, 30 minutes addressing predetermined questions and 30 minutes of Q & A
 - This meeting is separate from our regular meeting
 - Update since meeting: Meeting has now been scheduled from 10:00-11:30 a.m. on Tuesday, October 14 in the Grey Rock Room (LSC)
- Tobacco Task Force
 - Jeff wrote up some preliminary questions for a survey for employees. He will run the survey idea by the task force
 - Want to know what inspired the idea for a tobacco free campus. Is there a simpler way to solve the problem of tobacco smoke on campus?
 - Want to make sure that this is a systemic problem and not just a crusade. Want to help people quit smoking instead of punish them
 - Let Jeff know if there are any other questions or concerns

Treasurer Report – Carol Caroll

- Report was sent out by email
- Right now we are under budget in some areas
- We are renegotiating the trash fees for the Trial Garden event since they seemed high

CPC Committees:

Outreach Committee-Carol Carroll

- October 17 we will participate in the Homecoming parade. We can ride in the car or walk alongside the green and gold cars. Carol will send out more details
- Needed more help at the Trial Gardens and also need a bigger budget
- We might like to get CPC aprons for anyone working the popcorn machine

Work Life Committee-Debra DeVilbiss

- Deb will email list of projects from brainstorming

Communications – Eric Gardner

- Met with CSU Life editor. They will be giving us a whole page in this year's papers
- Will work on new employee orientation video with Training and Organizational Development

Employee Recognition Committee-Kristin Stephens for Terri Ratzlaff

- Will try to pull together intent of awards by December meeting
- CPC reminded committee that Everyday Hero awards need to be updated on website
- Received 11 applications for Educational Assistance Award. Seven of these were received after Jeff sent out message on listserv. Deadline is September 30. Committee will meet in early October to decide on awards. Will do "blind" vote, in case members know applicants

Legislative Committee- Kristin Stephens

- Will ask Senator John Kefalas to attend the December potluck meeting

University Committee Reports -emails with summaries are sent out as committees meet**AD Search Committee- Jeff Sturgeon**

- News release will come out soon

APC – Terri Pecora

- Guest Speaker: Mike Ellis, LSC Updates.
- Erin (APC Representative) will discuss moving the AP Appreciation event to late May instead of August.
- Next Meeting: October 13, 2014
- Link for more information about this University Committee: <http://ap.colostate.edu/index.html>

Community Design Development Advisory Committee (CDDAC) – Terri Pecora

- Tony Frank attended the meeting and thanked us for our participation and said how much he appreciates the work we have done.
- The consultants walked through the changes to the studies since our last meeting.
- The committee went through each of the areas and made recommendations. Here are some of the recommendations I made:
 - Complete a study of parking and transportation an event during the week. They only did the study for a Saturday football game.
 - For an event during the week, be conscientious of the hours of student supported services. I brought this up because all of the parking is around campus in spots that we all park in. So if as an example the Registrar Office closes at 5 and they have an event start at 5, then there could be chaos with people coming in and faculty and staff leaving.

- Be conscientious of weekday events and classroom scheduling. They are planning on 80k of classroom space in the new stadium. If classes are scheduled for a weekday or night, and an event occurs these classes will need to be relocated.
 - Block lots for event parking where employees work 24 hour shifts (CSU PD).
 - Ensure that activities and the library are not impacted by events. The library has later hours.
 - Implement building and dormitory security or at a minimum ensure they are locked down.
 - Build a parking structure as part of the stadium build.
 - Ensure that activities and the library are not impacted by events. The library has later hours.
 - Build a parking structure as part of the stadium build.
 - Look at assigned/pre-paid parking on campus. Look at non-assigned off-campus parking with shuttle service.
 - Have a campus advisory group to provide feedback once the stadium is built and events have started.
- Tony Frank will present to the Board of Governors on October 1st. We will be providing the committees report 10 days before.
 - The report will be available on the website.
 - Next Meeting: Nothing scheduled at this time. Everything else will be handled through email.
 - Link for more information about this University Committee:
<http://csudesignadvisorycommittee.com/>

CSU Employee Appreciation Board – Carol Carroll

- Will start recognizing groups in October
- Board has a new chair

University Parking Services Committee - Sandy Dailey

- Meeting next week

Employee Needs- Kristin Stephens

- Meeting next week

Ripple Effect – Debra DeVilbiss

- \$25,000 budget for speakers
- Debra will send email about voting for top 3 choices for speaker

Meeting was adjourned at 3 p.m. Next meeting is Thursday, October 9, LSC 304-06