

Classified Personnel Council FY16

DATE: 01/14/2016

LOCATION: Colorado State University, Lory Student Center Room 304-306

Meeting Minutes

Members present: Cathy Anderson Mathern, Geri Baker, Stacey Baumgarn, Thao Biel, Carol Carroll, Sandy Dailey, Eric Gardner, Brian Gilbert, Wayne Hall (CPC alternate), Kelly Hixson, Anthony King, Shami Loose, Veronica Nicholson (CPC alternate), Terri Ratzlaff, Megan Skeehan, Laura Snowwhite, Marvin Withers, and Diana Prieto (ex-officio)

Absent: Leah Bosch, Clint Kranz, Kristin Stephens, Debra Parker, Tammy Perez, Ed Schwab, Skyler Thimens (APC representative), and Bob Schur (ex-officio)

Guest presenters: Mike Rush (University Architect, Facilities Management)

Other guests: Cheryl Archer (HDS), Karl Bendix (HDS, alternate APC rep. filling in for Skyler), Debra McClelland (Library, CPC volunteer), Jeff Morton (HDS), Julie Sadd (HDS), and Lori Seabolt (HDS),

1:00 pm – Call to Order by CPC Chair, Stacey Baumgarn

Presentation:

- **Mike Rush, University Architect** – seeking feedback on a proposed project to remove an existing bridge connecting the Engineering Building and the Lory Student Center.

The bridge is being looked at by different groups, as it is in disrepair, we either need to find resources to maintain and revitalize it or deconstruct it. Looking for feedback to share with central administration; how many use it, how often, opinions on what we could do: fix or deconstruct?

Eric asked if Facilities would help fund the repair/removal? Mike said it is not high on the Facilities priority list... if we can't maintain it then we should deconstruct it. However, there are some funds remaining from the LSC remodel that could be utilized for the removal.

If the bridge stays, there is an opportunity from a branding/graphics stand point, while removing the bridge could help open things up in this area. Thao asked, it is slippery when water is dripping down, what is causing that? Mike says the water is cascading off the roof and it not going to the intended drains.

Majority think we should deconstruct it, but those who use it would rather it be revitalized. Eric asked about reusing/recycling the materials... Mike said we would as much as we can, but concrete is not very needed now.

Announcements:

- Welcome members and guests – thanks for visiting
- Approval of 12-10-15 Meeting Minutes – one change on second page from Stacey (minor). Eric moved to approve, Shami seconded the motion, motion approved.
- Review of Treasurers Report – We still have money to spend! Stacey asked about employee appreciation event, have we been billed? About \$7,200 left.

Old Business:

- Reminder – send your input to Stacey on the pending *Alcohol and Drug Policy* and the *Protection of Minors Policy* – it was sent out on 12/21/2015. Recall at the last meeting, Bob Schur shared the policies in development, and requested our feedback. Stacey will send it out again as a reminder, any comments, questions, feedback, suggested language changes, please send to Stacey via email. He will combine all CPC comments into one “track changes” document to submit to Bob. Policies have been revised with CPC suggestions in the past, they can be complicated but our input is important. Bob has asked for changes by the end of January 2016.

CPC Committee Reports:

- **Communications** – Eric Gardner: the first CPC Communicator of 2016 was sent on 1/8/2016. There will be a new Editor for CSU Life this semester. Last Friday, Eric was contacted by the new Editor and invited her to attend a Communications Committee meetings. Veronica is working on the February CSU Life article now. Stacey thanks the committee with all of the work on different projects: CSU Life, the website, and the CPC Communicator (~330 people on the distribution list and, Stacey is always adding names. Each time the CPC Communicator goes out we get new subscriber requests. A lot of people use personal email accounts, that’s OK – give us the email address that works best for you, subscribe and unsubscribe as you wish).
- **Employee Recognition** – Anthony King: spring awards, gearing up for Outstanding Achievement Award (nominations due 2/26/16) and the Positive Action Award (nominations due 4/18/16). Committee will meet at the end of February for selection of the OAA. Working on advertisements for different avenues as well. Educational Assistance Awards are also open, (application deadline is 2/29/16). Received a new Everyday Hero Award recommendation that will be done soon. Working to revamp our awards page with pictures/make it more exciting. Hurry up and wait for applications at this time. CPC Awards info at <http://cpc.colostate.edu/annual-cpc-awards>
- **Legislative** – Brian Gilbert: how to respond to the latest email from Kim Burgess. Following an analysis completed by Jeff Sturgeon, CPC immediate past-Chair, and his research showed that a majority of SC employees here at CSU fall into the bottom of the salary ranges. Ms. Burgess acknowledges that the middle of the range is intended to align with the “prevailing wage”, yet we argue, since most SC employees seem to be grouped toward the bottom of the range, many of us do not realize a salary in alignment with the prevailing wage. At a loss as to where to go next, Brian and Stacey are trying to connect. Ms. Burgess is invited to come to the February CPC meeting. Jeff Sturgeon’s original email encouraged making the ranges smaller or pushing the base of the ranges up, Ms. Burgess indicated that by doing so, it would also push up the prevailing wage.

Diana Prieto mentioned at the last HR Directors of State Agencies meeting, Kim Burgess reported that the Colorado Joint Budget Committee discussed possible merit increases for State Classified employees. Diana asked what are the options for higher ed? Ms. Burgess replied that *if* the JBC would approve a merit increase, CSU *could* undertake a salary exercise. In this way, the JBC would just be approving an opportunity. As or until the FY17 budget becomes clearer, Stacey reminded the Council about how to personally contact elected officials: do not use CSU email, computers, paper, resources, etc. This is related and similar to policy of the general counsel's office regarding campaigning. (Please remember Stacey's email sent on 1/6/16 – "How to contact your elected official".) As a Council we can make a statement, as long as we follow the rules too.

- **Outreach Events** – Carol Carroll: HDS training, PDI event was this week. Meeting on 28th, a Thank-You card is going around for Jesse Parker who helped us organize the Scott Bioengineering building tours. Working on planning spring event. Stacey extends an extra thank you to the committee and Carol, the presentation about the CPC presentation at HDS training, and the PDI training were great. Lots of questions, good dialogue, Marvin did a great job with the slides.

- **Work Life** – (new committee Chair needed, TBD) Kelly Hixson will send an email about the next meeting. Stacey encourages people to step up to consider the role of committee Chair or to join the committee, they could use one or two more members. (Debra DeVilbiss was serving as the Work Life Committee Chair and she retired from CSU in December, 2015.)

- **Executive** – Stacey Baumgarn

- Kristin is serving on the search committee for the new Community Resource Coordinator position in the Ombuds office. They have identified the top 5 candidates, on campus interviews will happen soon and hopefully someone will be in that position in the next 6 to 8 weeks. This new position is ½ time funded by HDS and ½ time funded by the Office of the Ombuds.
- Emails from DPA (Colorado Department of Public Administration): in November when we heard about the Governor's Proposed FY17 Budget, some Classified employees received an email directly from the Governor on 11/2/15. Tony Frank sent a campus-wide email on 11/3/15. Stacey is under the impression that no one, or very few people received the 11/2/15 direct email from DPA on behalf of the Governor. Tried to find out if it was blocked, it was not blocked at HR, or ACNS. Stacey asked DPA why CSU employees did not get the email, got a response today, and DPA reports to only have 6 emails that end in @colostate.edu. Stacey is going to keep on this and figure out why we didn't get the Governor's email.
- Work Life and Employee Recognition could use a member or two, there are updated "who's on what committee" sheets for everyone in the meeting packet. Overall, the CPC committees are looking good and doing good, real good.
- There are a few openings for representation or alternates on a few University Committees. If you are interested in any of them let Stacey know.

- New Diversity Initiatives Committee – Megan Skeehan appointed as CPC rep. Related to Multicultural Staff and Faculty Network and Megan is representing CPC there as well.
- Updates and messages to be sent via the List Serve. [Reminder: Stacey doesn't control the State Classified List Serve (from CSU), nor does he have direct access to the CSU main list – just the right and opportunity to utilize it.]. Recent and future messages include:
 1. How to contact your elected officials – this email was sent to help employees go through the proper channels to contact elected officials. Toni Lee also sent it to APC members.
 2. Hospital Provider Fee. CPC did an email vote on sending a letter taking a position regarding the HPF issue. The Governor is interested in making the change, the CSU Board of Governors took a position, ASCSU took a position, APC, and CPC now have all sent letters. Sent to The Governor, Senator John Kefalas, Representative Jenny Arndt, Representative Milly Hamner (as Chair of the Joint Budget Committee), and Tony Frank, Lynn Johnson, Amy Parsons
 - Something distracting from this conversation is new legislation proposing changes to the Colorado Open Records Act (CORA). The bill (SB 16-037) requires local governments to provide requested data in the same database or other file format in which the records are maintained. The bill requires local governments to remove or redact confidential data, but not permit local governments to recover the costs for carrying out this work. The bill is also opposed by the Colorado Municipal League and Colorado Counties, Inc. has serious concerns. Megan brought up the fact that this information can currently be accessed in the library in a printed paper format yet, employee privacy is the biggest concern here.
 3. Results of CPC Community Resources Interest Survey to Classified employees – we will post results on the website and Stacey will send an email regarding results.
 4. Nominations for 2016 Outstanding Achievement Awards / Positive Action Award are open!
 5. CPC Elections – call in February to all SCs to considering running for election.

New Business:

• **Membership update(s):**

- Electing alternates to “voting” seats [fill Debra DeVilbiss seat][fill Shami Loose seat]
 - Shami is leaving CSU and taking a position with Semester at Sea! We will miss you, Shami!
 - Thus, we have two vacancies for voting members. Upon approval, Leah and Thao to move from “alternate” to “voting” members. Eric made a motion to approve, Marvin seconded. Motion passed. Congratulations to Thao and Leah!

• **CPC Bylaws** – proposed changes related to: size of the Council, filling vacancies of “voting” members of the Council, and filling vacancies of “alternates”.

- Stacey and Bob Schur worked together to draft the six proposed revisions. Details of the proposed changes were shared prior to the meeting. In general, there are two options for several of the proposed changes. The presentation and conversation today will serve as the 30 day notice of these proposed changes. The Council will vote to adopt or deny these proposed changes all or in part, at the next regularly scheduled meeting of the Council.
- **(1) Size of Council:**

- Option A: Change the Constitution of the CPC to increase the size of the Council from 20 to 25 members and retain the option to have up to five (5) “alternates”.
 - Option B: Change the Constitution of the CPC to allow for “up to 30 members” – and do not distinguish between “members” and “alternates”. If Option B is approved, all those elected to the Council will be members of the Council.
- **(2) Constitution Article VI**: proposed changes: add a #4 to allow changes to be proposed by the Executive Committee (same process as currently exists in the Bylaws section).
- **(3) Bylaws – Article I, Section C**:
 - Option A: rewrite Section C, Part 4, actually splitting it into two new sections ... First; the process of filling a vacancy on the Council with an alternate and the associated language to establish the term of service. Second; the process of filling a vacancy of an alternate and the (potentially) more complex consideration to establish the term of service.
 - Option B: eliminate Section C, Part 4 – unnecessary if we do not have alternates. This also allows us to eliminate section 7. We would not need a process to fill vacant seats on the Council, nor a process to fill vacant alternate seats. Becoming a member of the CPC would happen through a single annual election. By having up to 30 members, even with some amount of attrition, the Council membership is likely to remain strong and we avoid many complicated decisions and procedural steps throughout the year due to membership changes. And, all members would be equal (no alternate status)
- **(4) Bylaws – Article I, Section D – Attendance**:
 - Add the word “three” – this simple addition clarifies that a member can miss three Councils meeting OR three Committee meetings (not three in total) before they might receive a friendly call from the Executive Committee.
- **(5) Bylaws – Article I, Section E – Recall**:
 - The proposed changes simplify the process. We have never heard of a Council member being recalled. However, the changes proposed give the Council membership a more clear path in the unlikely event that such action need be taken
- **(6) Bylaws – Article VII – University Committees**:
 - We had listed the names of university committees here – well, they change, new ones appear, some go away, and listing them by specific name is not a best practice. The process and importance of service on university committees is not altered – just the list of such names.
- General considerations in choosing Option A or Option B where applicable / and other notes:
 - Currently, our Alternates contribute and participate equally on the Council but, do not have a vote. If we go with Option B, then we can have up to 30 members (all “voting” members), and we will only have new members once a year. We may run a risk of people leaving the Council and having lower numbers, but that is not be a big concern. Option B provides equity for all “members” and simplifies membership procedures.
 - Option A allows a slight expansion to the size of the Council (from 20 to 25) and retains the practice of having “alternates”.
 - Option A requires clarifications in the Bylaws to handle alternates moving into voting positions and the issues that come with “whose time on the council” do you follow.

Currently it says the alternate will take over the term of the voting member, which could cause some people to have to run for election two years in a row. Option A also clarifies that the alternate will keep/step into which ever appointment/tenure is longer. This eliminates the issue of “losing” years in ones term of service.

- We will take a vote during the next regularly scheduled Council meeting on the proposed changes.
- Should we need an election this year, Carol brought up the cost of ballots and the fact that last year we had to spend money on it.
- Of the twenty current voting members, five will see their position expire at the end of FY16. So they will need to run for re-election, so we have a recruiting opportunity to fill (and grow) the Council.

• **CPC Elections** – for FY17 – time to recruit. Talk to employees who might be interested, or who you think may be good on the CPC. Having an effective council depends on having a full and vibrant council.

• **Other business and announcements:**

- Carol asked about the legislative visit this year, is it in April? Yes, the Legislative Committee is planning the annual visit and the specific date is TBD.
 - Eric asked if we would utilize vans from CSU motor pool? Yes. This is how CPC traveled to the state capital last year and we will do so again this year.
- Can we communicate better with those not on the Council? Direct them towards information, websites, social media channels, share emails, or send them to Stacey. It is hard when people feel that we don’t share as much information as we could. For employees who *do not* work at a computer, utilize bulletin boards in different areas: asking different sections to print and post information.
 - Carol volunteered her son to help HDS employees get their CSU email on their smart phones to better connect employees to email communications.
- The Affordable Housing Task Force held two forums during the HDS January training, Stacey said that it was noted several times that employees were grateful for the discounted parking pass.

Meeting adjourned – **Thanks for attending** – see you next month!

Next CPC meeting: Thursday, Feb. 11th, 2016 – 1-3 pm, Lory Student Center, Room 304-306