

Classified Personnel Council FY16

DATE: November 11, 2015

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

Meeting Minutes

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

Absent: Kelly Hixon & Tammy Perez

Guest presenters: Tracey Hutton,

Other guests: Sonya Gram, Wayne Hall, Debbie McClelland, Bob Schur

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

Call-to-Order / Announcements:

- Welcome members and guests – thanks for visiting
- Approval of 10-8-15 Meeting Minutes- Debra Parker, seconded by Marvin Withers
- Review of Treasurers Report: still under budget and looking to purchase give away items

Old Business:

- Update – CPC Community Resources Interest Survey to Classified employees – Community Resources Fair- Received 621 responses and 46 hard copy replies with a 40% return showing there is an interest on campus. Stacey Baumgarn wanted to thank everyone for their help in distributing and getting the word out about the survey. Jeff Sturgeon wanted to recognize a special thank you to Mary Stromberg for translating survey into Spanish. There was an additional survey from the State of Colorado, so hopefully there wasn't any confusion between the two. We will work with Institutional Research and they will help to compile results and work with Stacey Baumgarn.
 - Additional effort – literacy – Kristin Stephens
- We found that there were some employees that were unable to read the survey for unexpected reasons. Kristen Stephens contacted Tony Frank and Lynn Johnson to address literacy concerns. They are working to provide resources during work time for our employees. Tony Frank and Lynn Johnson are taking action to assist and make this a priority. Important to remember this is an ongoing need with a system in place that can help connect the dots and provide support.
- Discussion – employee evaluations; distribution of 1-2-3's data for CSU
 - Welcome Tracy Hutton – HR Associate Director – Tracey is already actively looking at trends regarding performance evaluations. TMS – People Admin, Tracy is the project manager to incorporate performance management.
 - State of CO has an employee guide and supervisor guide on their website. Performance ratings discussed how a 1, 2, 3 is labeled. Tracey meet with CPC in 2005 and the council disagreed with the 1-3 rating over the 1-4 rating. Needless to say, the State decided to go with the 1-3 rating. The level 2 encompasses a large array of performance. Debbie McClelland mentioned the concern that if an employee is working outside of their classification / working at a level 3 consistently / does this mean the person needs to rewrite their PDQ? Debra Parker wanted clarification of an employee working at a higher level beyond 9 months. Tracey Hutton said if you find the person is consistently working above their class, discuss with HR reclassification or supplemental pay, beyond 10%.
 - Tracey wanted to clarify myths.

- There is no quota or forced distribution. This is a concern at departmental levels that feel this is happening. Tracey has reviewed concerns and helped to articulate what a level three looks like. Improvement from previous performance does not make an employee a level three. A level three is a consistent, exceptional employee and Eric Gardner mentioned it should be relatively easy as a supervisor to recognize superior performance.
 - More Colleges are creating an HR department within their organization and there are a lot of high standards.
 - Resources and Support
 - Dispute resolution process (fewer than 10 annually)
 - HR Solution Partners
 - Train Supervisors – no quota – Jeff Sturgeon asked if HR could email supervisors regarding myths and expectations of reviews. Those employees that don't use email, HR will have in person conversations in these departments. Kristen Stephens agreed that more information needs to be shared across campus to advise and assist with disputes.
 - Investigate specific claims – HR will assist with employee and supervisors regarding resolution – Information is on HR Website.
 - TMS: Getting ready to build an online system. Currently it's not mandatory but the plan is to build it and it will be incorporated. Hope to have a more automatic system for both supervisors and employees. Evaluations will be completed in this system and the employee would also sign electronically. Bob Schur asked when this is expected to roll out, Tracey expects a trial in April of 2016. Anthony King asked if other Universities are using TMS for their evaluation systems. Tracey knows of smaller institutions but it hasn't been as widely adopted.
 - Statewide distribution mirrors what we see here on campus with in fact fewer 3's across the state in comparison to CSU.
 - Large CSU Departments seem to be consistent with campus wide distributions.
 - Facilities, HDS and Residential Dining are distributing 1, 2's and 3's with the majority of 2's, then 3's.
 - Variations in departments from year to year can be contributed to transitions from State Classified to AP and new management.
 - Tracey has not seen quotas, performance dependent on budgets and mentioned that the standards vary between departments.
 - Training for supervisors is still on a voluntary basis and it's not known when there will be mandatory supervisor training.

The City of Fort Collins has a new approach to evaluations. They have quarterly touch bases (Outcomes and Behaviors) that is not tied to their budget.

HR Recognizes our current system does not motivate our employees and has room for improvement.

Stacey Baumgarn asked what we can do a CPC members. Tracey said it's important that we help inform employees of resources and help to alleviate concerns. Thinking of offering self-evaluations and training for staff in addition to supervisor trainings.

Tracey said there isn't a list of supervisors, but rather an Oracle listServe. Kristen Stephens asked if we can put together a list of resources for employees and supervisors. Tracey said they would consider an email being sent out once the committee provides feedback.

Megan Skeehan wanted to stress the 1-3 system is not effective and employees need to take the initiative to work with their supervisor to set expectations of a 3.

CPC Committee Reports:

- Executive – Stacey Baumgarn
 - Report – BARC’s – let’s recognize our CPC reps: Budget Area Review Committees and Strategic Plan Area Review Committees (SPARCS) will continue to work in tandem. Stacey Baumgarn does not know yet when the committees will be formed and who will serve on them. Kristen Stephens said Rick Mirnada just sent an email before our meeting with invitations. Most work can be done online and with 2-3 face to face meetings. Hopefully information will be sent out in the near future. Stacey Baumgarn has also asked for a letter to be sent to CPC committee member supervisors.
- Communications – Eric Gardner
 - Discussion – CPC Committees listed on CSU Events Calendar – Colostate.edu events calendar should be utilized to communicate CPC meetings and events.
 - Stacey Baumgarn has requested a meeting with ----- to discuss when to use the Classified ListServe and Work at CSU Facebook page. We have an opportunity to work on a new process.
 - Leah Bosh reminded the committee that one person from each committee would need to make updates since it is tied to your eID. Megan Skeehan said she is willing to send screenshots to help members to post events.
- Employee Recognition – Anthony King- Educational Assistance Award received nine applicants and five were selected. The Every Day Hero Award received a new applicant that will be reviewed at the next meeting. Selection committee is looking for a faculty representative and an APC representative to help review.
- Legislative – Brian Gilbert – Everything is in the report. Take a look at the Governors email.
- Outreach Events – Carol Carroll
 - Nov. 19, 2015 – Outreach Event at the Scott Bioengineering Building
 - Email will be going out for the pot luck in December.
- Work Life – Debra DeVilbiss: Stacey Baumgarn has asked the committee to put together an email to help dispel myths and inform and educate employees.
- Other reports:
 - Cross-Cultural Training: Review recommendations memo from Jeff Sturgeon. We would like there to be a campus wide initiative for cross cultural competency training.
 - State Wide Liaison meeting – Governors letter was discussed and plan to draft a letter in response to decision. Council would like to coordinate a visit to the Capital and invite State Wide Liaison members.
 - Committee for the Stadium: Where tailgating will be and what a game day will look like for parking.

New Business:

- Membership update(s)
- Other business?

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

Next CPC meeting: Thursday, Dec. 10th, 2015 – Laurel Hall, Room 103

POTLUCK!

12-1 pm – potluck

1-3 pm – regular meeting (but more fun because we will have desert)