

Classified Personnel Council FY16

DATE: 02/11/2016

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

Meeting Minutes

Members present: Cathy Anderson Mathern, Stacey Baumgarn, Thao Biel, Leah Bosch, Carol Carroll, Eric Gardner, Brian Gilbert, Wayne Hall, Kelly Hixson, Clint Kranz, Veronica Nicholson, Debra Parker, Megan Skeehan, Marvin Withers

Absent: Geri Baker, Sandy Dailey, Anthony King, Tammy Perez, Terri Ratzlaff, Ed Schwab, Laura Snowwhite, Kristin Stephens, Skyley Thimens, Diana Prieto

Guests: Bob Schur (Ex-Officio), Tracy Hutton (HR)

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

Call-to-Order / Announcements:

- Welcome members and guests – thanks for visiting
- Approval of 1-14-16 Meeting Minutes – with two clarification updates – minutes were approved
- Treasurers Report: We have money to spend. Creative Services is holding up approval on some items for Earth Day. We no longer have the original vector file of the CPC logo. Carol and Stacey are going to write a proposal to Creative Services to re-do the logo or to provide us with the vector file electronically so that we have high resolution images for use in PR materials. One recent expense was to cover the making of new certificates for employee milestone recognition.

Old Business:

- Policy review: Stacey thanked the Council for its input on the recent reviews of the Alcohol and Drug Policy and the Protection of Minors Policy. Stacey received and compiled feedback from 11 CPC Representatives. Bob Schur now has that feedback and will send the notes to the policy working group for their consideration. These policies will be presented to cabinet sometime in March.
- Bob Schur also wanted to clarify the Policy development process and clarify who gets to review a policy? The four-step process begins with an interest to propose a new policy or revise a current policy. Followed by a Draft and Edit process, then Review, and Final Action. Full details of the process can be seen at: <http://opc.prep.colostate.edu/policy-development-and-implementation>. Cabinet identifies the most appropriate stakeholders but, if CPC is not identified as a stakeholder, we (or individuals) can still provide feedback to the policies currently being reviewed. Bob recommends that we check the policy site every so often <http://opc.prep.colostate.edu>. Email Bob Schur or if you have any questions or need clarification regarding policy development and review.
- CPC Bylaws proposed changes:
 - (1) Constitution Article III – size of the Council and distinction of “alternates”. After substantial debate the Council opted to consider the question of size of the Council separate from the issue of maintaining the distinction of “alternate” members. Issue 1 would deal specifically with the number of Council members and, Issue 1a would remove the classification of alternates beginning July 1, but, would not affect current alternates
Motion to expand the Council to 30 made by Brian Gilbert, second by Carol Carroll (Approved 14-0).
Changes to the Constitution requires approval of ¾ of the voting Council members.

- (1a) Constitution Article III – remove distinction of “alternate” members (motion that all elected members of the Council will be “voting” members and we will no longer have “alternates”) *Motion by Clint Kranz, second by Wayne Hall (DENIED; 9-no’s to 5- yes). Changes to the Constitution requires approval of ¾ of the voting Council members*
- (2) Constitution Article IV (motion to allow proposed changes to the Constitution by the Executive Committee) *Motion by Clint Kranz, second by Megan Skeehan (Approved 14-0).*
- (3) Bylaws – Article 1, Section C (motion to remove Items 4 and 7 from section C since there will no longer be a provision for “alternates”) *Motion by Clint Kranz, second by Eric Gardner (Approved 14-0).*
- (4) Bylaws – Article 1, Section D (motion to add the word “three” before the word Committee – to clarify that a member could miss 3 regular meetings and 3 CPC Committee meetings before getting attention from the Exec. Committee) *Motion by Clint Kranz, second by Eric Gardner (Approved 14-0).*
- (5) Bylaws – Article 1, Section E – recall (motion to simplify language) *Motion by Brian Gilbert, second by Debra Parker (Approved 14-0).*
- (6) Bylaws – Article VII – University Committees (motion to removing the list of specific committee names) *Motion by Megan Skeehan, second by Marvin Withers (Approved 14-0).*

Meeting adjourned due to time restraints– **Thanks for attending** – see you next month!

Next CPC meeting: Thursday, Mar. 10th, 2016 – 1-3 pm, Lory Student Center, Room 304-306

Due to voting process taking majority of the meeting with discussions, the following information was discussed over email via Stacey:

Email from Stacey on 2-15-16:

Guess what? I made a mistake. You’re going to love it. You know that long discussion we all shared last week about the proposed changes to the CPC Constitution and Bylaws ... I made a mistake. Because of my oversight, we will need to revisit three items we considered during the meeting on 2-11-16. Throw rotten eggs and any questions you have my way.

- Changes to the Constitution require a ¾ approval of the voting Council members. We had 15 voting members present at that meeting. To “approve” a change we needed 12 “yes” votes.
- On the issue of whether or not to retain the concept of “alternates” in our Constitution – we had nine (9) “yes”; five (5) “no”; and one vote not accounted for. Therefore, this particular vote did not achieve the required ¾ yes votes to pass, was rejected by the Council and thus retaining the concept of “alternates”.
- However, two subsequent votes were taken – which should not been – because they are somewhat or completely contingent upon the decision regarding “alternates” (which failed to be approved by ¾ of the votes).

This mess is my fault and I apologize for not catching that important voting requirement during the meeting. Changes to the Bylaws only require a simple majority to pass – not so easy with changes to the Constitution. I realized my mistake this past weekend reviewing the discussion and outcomes at the meeting. I have discussed this problem with Bob Schur and...

With your permission – I am proposing that we revisit these three related items at our next regular Council meeting. We are not in any operational quandary since we discussed the fact that any approved changes would only be effective 7-1-16. So, we can talk through the options at the next meeting and determine if / how to re-take the vote(s). These are the three items to revisit:

- (1a) Constitution Article III – motion to remove provision for “alternates”, all members of the Council will be voting members (requires approval of ¾ of the voting Council members)
- (1b) Constitution Article III - size of the Council – motion that Council shall consist of up to 30 members (requires approval of ¾ of the voting Council members)
- (1c) Bylaws – Article 1, Section C – motion to remove Items 4 and 7 from section C since there will no longer be a provision for “alternates” (requires approval of a simple majority vote of the Council)

Some members were concerned that we need to disclose the numbers of “open” seats on the Council prior to announcing the call for new members and election. However, we have not advertised that in the past. If an individual desires to join the Council – their decision should **not** be based on whether there is one open seat or twenty open seats – it should be based on a desire to serve on the Council. FYI – Kristin and I will be calling each current member of the Council in the coming days to “get a feeling” of how many members will be continuing with the Council. Regardless, now is a good time to start recruiting new potential members – see how fun CPC can be! Thanks all – Stacey

Expect a second email from me soon – to cover items from the 2-11-16 Agenda we did not get to.

Email from Stacey on 2-20-16:

- General friendly reminder – please read the meeting packet prior to the meeting. I try to keep it interesting but sometimes it may be a slog to get through. Efficient use of our meeting time is enabled when we have all read the information in advance and ready to take action
 - If you have questions about the Agenda, Minutes, or Chair Report, please contact me anytime
 - Maybe Megan and I can work to get the meeting packet out earlier – that could help us all (?)
- **ACTION:** With the CPC Recognition Luncheon coming in May, I wanted to ask to form a special Luncheon Committee – to handle the basics of planning, coordinating, and organizing the event. **If you are interested in helping to produce the Annual CPC Recognition Luncheon**, please contact Carol Carroll; I also noted that Deb Parker, Cathy Anderson, and Veronica (?) are willing to help – **who else?**
 - Carol and team – be sure to coordinate closely with the Recognition Committee
- Nominations are rolling in for CPC awards and Educational Assistance but – there is still time to nominate someone great...
 - **Outstanding Achievement:** Nominations must be submitted by 5 p.m. on **Friday, February 26, 2016**
 - **Educational Assistance:** The application deadline for spring 2016 is 5 p.m. on **Monday, February 29, 2016**
 - **Positive Action:** Nominations must be submitted by 5 p.m. on **Monday, April 18, 2016**
 - **APC Awards: Distinguished AP Award:** Nominations must be submitted by 5:00 p.m. on **Friday, February 26, 2016**
 - **Other Campus Awards: MSFN Distinguished Service Award:** Nominations are due by 5 p.m. on **Wednesday, March 11, 2016**
- **ACTION:** A Childcare Task Force is starting anew. **If you are interested in serving on this University Committee**, please let me know
 - Leah Bosch is interested and ...?
 - Unfortunately, at this time, the CCTF has scheduled their meetings at the same time as CPC, hmmm
- **ACTION:** A Campus Safety Advisory Committee is forming (replacing/refreshing the prior Campus Safety Committee). **If you are interested in serving on this University Committee**, please let me know
 - Brian G., Cathy A., Veronica N., and Wayne H. has expressed interest so far ... (Kristin and I may need to choose?)

- **ACTION:** The VP for Diversity has requested a CPC member to join an Assessment Group Committee – to work on developing the next Campus Climate Survey. **If you are interested in serving on this University Committee**, please let Stacey know
 - Deb Parker is interested and ...?