

# Classified Personnel Council Meeting

Thursday, March 10, 2016 – Lory Student Center Room 304-306  
Meeting Minutes

**Members present:** Cathy Anderson Mathern, Stacey Baumgarn, Leah Bosch, Carol Carroll, Sandy Dailey, Brian Gilbert, Clint Kranz, Debra Parker, Ed Schwab, Megan Skeehan, Laura Snowwhite, Kristin Stephens, Marvin Withers, Thao Biel, Wayne Hall, Debbie McClelland

**Absent:** Geri baker, Eric Gardner, Kelly Hixson, Anthony King, Tammy Perez, Terri Ratzlaff, Veronica Nicholson

**Guest presenters: None**

**Other guests:** Skyler Thimens (APC rep.), Diana Prieto (ex-officio), Bob Schur (ex-officio)

## Call-to-Order / Announcements:

- Welcome members and guests – thanks for visiting
- Approval of 2-11-16 Meeting Minutes (including email follow-ups) – motion to accept as presented by Brian Gilbert, seconded by Laura Snowwhite – motion approved
- Treasurers Report – nothing has gone through since January. \$8,000.46 remaining in our account. Upcoming expenses: Recognition Luncheon – plaques, gifts, CPC service recognition items; legislative visit to Denver in April (vans and lunch); website redesign; pre-spend on some employee appreciation event giveaways.

## Old Business:

- CPC Constitution & Bylaws proposed changes (**Item 1**):
  - Item 1) Constitution Article III – and size of the Council

### Current language of CPC Constitution:

#### ARTICLE III – MEMBERSHIP

The Council shall consist of up to twenty (20) members elected from the certified State Classified employees, plus up to five (5) alternates as determined by election. The alternates shall attend all Council meetings and functions and be eligible to vote on Council issues, if any regular Council member is absent. The President or the designee of the President may appoint *ex-officio*, non-voting members to the Council.

### Motion:

Kristin Stephen moved that ARTICLE III – MEMBERSHIP of the CPC Constitution be changed to read:  
The Council shall consist of up to thirty (30) members elected from the certified State Classified employees, as determined by election. The President or the designee of the President may appoint *ex-officio*, non-voting members to the Council.

**Discussion:** Because of the increasing load of meetings/committees on council member's plates, it would be beneficial to have more members. Having 30 full/voting members would allow for better distribution of tasks and more even distribution of committee assignments (CPC and University).

Clint prefers to retain the "alternate" member status because he believes it allows for people to figure out if they want to be full members of the council. This year, with alternates, we have had individuals who could fill vacated "voting" seats. Without alternates, what happens when voting members leave/retire? Clint was also concerned about people becoming full members without knowing the reality/expectations of the Council, then wanting to leave. And, volunteers/guests are not guaranteed permission to leave their jobs/work areas to come to CPC meetings, whereas alternates/full members have letters signed by supervisors guaranteeing time to go to meetings.

Stacey points out that no one runs to be an alternate on the CPC, there is no language in the nomination form about alternates, and alternates only exist when we have more Council nominations than we have voting member positions. The Bylaws should still allow for us to fill an empty seat on the Council, “off cycle” to the nomination/election process. This is the first year in a long time that we have had a full Council and a number of alternates. This did allow us to move alternates into empty seats due to retirements/job changes, etc., however we then found ourselves without a clear process to fill empty alternate seats. The Bylaws outline an expectation of involvement for all CPC representatives (voting or alternate) and yet alternates cannot vote on matters before the Council.

Kristin feels that the serving as an alternate should not be considered a trial run or introduction to the Council. Maybe the Executive Committee can work out a way to help SC get “hall passes” to visit or participate in our meetings if they are interested.

**Motion passed: 15 yes, 1 no vote**

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- CPC Constitution & Bylaws proposed changes (Item 2):
    - Item 2) Bylaws Article I, Section C – removing items referring to “alternates” and clarify process for filling vacancies on the Council

Current status of Bylaws – Article I, Section C, Part 4 & 7:

4. The non-elected candidates shall be appointed as alternates in the order of number of votes received. In the event of a Council vacancy, the alternate with the highest number of votes from the most recent election shall be appointed by the Council to serve the unexpired term. If no alternate member remains on the Council at the time of the vacancy, the Council may make an interim appointment of any eligible State Classified employee based on a motion from the Executive Committee or may call for nominations of and/or letters of interest from eligible State Classified personnel to serve on the Council. The member so appointed shall serve until the expiration of the vacant term of office.

7. Alternates seated to fill an unexpired term may run for reelection.

**Motion:**

Kristin Stephens moved to remove parts 4 and 7 from Article I, Section C of the CPC Bylaws as they are now unnecessary. Please re-number the remaining parts of Article I, Section C appropriately following this adjustment. Laura Snowwhite seconded. Following brief discussion, a friendly amendment was accepted: [following the removal and re-numbering of Section C], create a new Part 6 to read:

In the event of a Council vacancy, the Council may make an interim appointment of any eligible State Classified employee based on a motion from the Executive Committee or may call for nominations of and/or letters of interest from eligible State Classified personnel to serve on the Council. The member so appointed shall serve until the expiration of the vacant term of office.

**Motion passed: 16 yes, 0 no**

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**Motion:**

Clint Kranz made a motion to: restore 5 alternates within the membership in addition to the 30 standing members (Constitution, Article III), seconded by Marvin. Proposed change would read:

The Council shall consist of up to thirty (30) members elected from the certified State Classified employees, in addition it would allow for up to five (5) alternates as determined by election.

The alternates shall attend all Council meetings and functions and be eligible to vote on Council issues, if any regular Council member is absent. The President or the designee of the President may appoint *ex-officio*, non-voting members to the Council.

**Discussion:** Marvin feels that we should craft language for when members leave, the Council could decide if we need to nominate members to fill those open positions. Questions: can a supervisor prevent someone from participating on a committee or from being a guest at CPC? Can the CPC Chair write a letter to a supervisor if an employee expresses interest to visit the council? Diana Prieto or the CPC Chair could reach out to a supervisor. While supervisors can indicate it is a bad time, they may need to justify that. Cons: alternate member status creates inequity, housekeeping issues, and additional administrative work. Other comments: let's make all members feel equal; no one runs for an alternate position; without alternates our membership is easier to explain.

**Motion failed: 1 yes, 15 no**

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**CPC Committee Reports:**

- **Communications** – Megan Skeehan – Committee is developing a new google form for publication submissions (i.e.: CSU Life, *CPC Communicator*, etc.). There is a new centralized website being developed for CSU Shared Governance, CPC's site would be linked. Committee is also considering a new template/look for the CPC website (similar to Faculty Council).
- **Employee Recognition** – Stacey Baumgarn – Five Outstanding Achievement Awardees have been selected. The first announcement of the winners will be at the Celebrate CSU Event on April 19<sup>th</sup>. We will of course recognize them at our Luncheon too. The deadline to apply for an Educational Assistance Award has been extended until April 7<sup>th</sup> due to a low number of applications. Nominations for the Positive Action Award is open through April 18. (CPC members are encouraged to submit nominations).
  - The Annual CPC Recognition Luncheon will be held May 10<sup>th</sup>, 2016 – Dr. Roger Culver will be the featured speaker, need to choose catering menu, Carol has last year's plan, neither Tony Frank or Lynn Johnson can attend, we extended an invitation to Rick Miranda, also invited CPC members who retired/left CPC earlier this year. Our guest list is coming together and just waiting on final award information.
- **Legislative** – Brian Gilbert – The CPC Legislative visit to Denver takes place on April 20<sup>th</sup>, 2016 – 15 members will be attending. The visiting delegation of CPC members will be introduced from the floor of the House. State Representative Jenny Arndt will host us over lunch and we will also be meeting with State Senator John Kefalas. Brian will send menu choices to those attending so that he can arrange the catering.
- **Outreach Events** – Carol Carroll – the Committee has been working on the Spring Outreach Event; hosting an afternoon of entertainment featuring short movie clips, popcorn, and door prizes! Movie clips are being put together, archive information from the library is being put together for a little CSU presentation. Between the CSU clips, Marvin is going to throw in little shorts (Charlie Chaplin, 3 stooges). Recognition Luncheon may be the same day as the Benefits Fair (?), if so, we may need to scrap participation at the Fair for a couple of hours while we are at our Luncheon. Welcome to Sheila Durnil, a new volunteer/member of the Outreach Events Committee!
- **Work Life** – Kelly Hixson – discussed concerns related to parking. Ed is contacting the manager of the CSU Meat Lab to ask about a small discount for State Classified employees.
  - What is happening with the literacy need (when we sent out the CPC Community Resource survey, it was brought to our attention that some employees have literacy challenges), Kristin and Stacey are working with a small ad-hoc committee at this time but nothing to report yet.
  - Thao Biel brought up a question regarding the maternity leave benefit provided to faculty and AP's; State Classified employees do not receive this benefit. Diana Prieto mentioned that benefits for State Classified employees are determined by the state, and will provide clarification of the maternity leave allowance for State Classified employees. Kristin asked if

we could set up a leave bank donation that could be used for maternity leave since changing the state is harder.

- Leah Bosch was wondering if some sort of communication was going to go out to supervisors providing training and information about the rating system and evaluation process for State Classified's. Diana mentioned training has been offered this spring. Another question was asked about the conversations between HR and CPC regarding the number/distribution of 1-2-3's during the annual evaluation process. Deb DeVilbiss had been working on drafting an analysis, Stacey now has the material Deb had collected but lots of work still needs to be done to get something compiled into one document.
- **Executive** – Stacey Baumgarn – Kristin reported that the Community Resource Coordinator Search Committee has narrowed to 3 candidates, decision will be made and announced soon (maybe in the next two weeks).
  - The State budget and therefor the CSU budget is still uncertain. If you are so inclined, it's time to contact your elected officials – remember, you must do it on your own time and do not use state resources!
  - CPC Elections – the call for self-nominations has gone out via email, the CPC website, SOURCE, and the State Classified listserv.
  - Stacey and Kristin will be meeting with Dr. Frank on April 12<sup>th</sup> – if you have particular ideas, concerns, priorities, please let Stacey know. The Chairs of APC and CPC will be drafting a memo to give to Tony prior to meeting. EMAIL INPUT TO STACEY

**New Business:**

- There was no new business to come before the Council at this time.

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

**Next CPC meeting:** Thursday, April 14th, 2016 – 1-3 pm, Lory Student Center, Room 304-306