

Classified Personnel Council FY16

DATE: September 8, 2015

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

Meeting Minutes

Members present: Stacey Baumgarn, Carol Carroll, Sandy Dailey, Debra DeVilbiss, Eric Gardner, Brian Gilbert, Anthony King, Shami Loose, Debra Parker, Megan Skeehan, Laura Snowwhite, Kristin Stephens, Marvin Withers, Thao Biel, and Jeff Sturgeon.

Absent: Cathy Anderson Mathern, Geri Baker, Leah Bosch, Kelly Hixon, Clint Kranz, Tammy Perez, Terri Ratzlaff, Ed Schwab.

Other guests: Lynda Hoffmann, Debbie McClelland, Veronica Nicholson

1:05 pm – Call to Order by CPC Chair, Stacey Baumgarn

Call-to-Order / Announcements:

- Welcome members and guests
- Approval of 8-13-15 Meeting Minutes (Eric Gardner approved / Carrol Carroll second the motion)
- Review of Treasurers Report
- Membership update
 - Seeking “Letters of Interest” to fill three Alternate member positions
 - Please send letters of interest including supervisor approval letter to Stacey.
 - Deborah McClelland and Holly Fiedler to serve as volunteer “historians” of the CPC Archive held in the Morgan Library. Stacey has asked their help to get a better understanding of what’s available and what’s missing. Materials will continue to reside in the archives.

Old Business:

- Memo to Parking and Transportation Services – update
 - Stacey and Kristin met with Lynn Johnson and University Operations and have started the conversation regarding Parking Services. Now is an ideal time to suggest a timeline including steps and possible outcomes.
 - Stacey emailed Brian Grube for an update regarding how many people have utilized the parking assistance fund, in addition to how many types of permits have been sold.
 - Jeff Sturgeon wanted to thank Stacey for keeping parking on the radar and to ask about the discount. Is it annual or for the next two years?
 - Stacey Baumgarn would also like to see more incentives for employees to not drive to campus.
 - Brian Gilbert mentioned with the new parking structure open spots and parking will be recorded.
 - Megan Skeehan also wanted us to mention that handicap parking also needs to be addressed.
 - Anthony King also mentioned the frustration that staff needing to park in Moby during events have been turned away and told to park elsewhere.
- CPC Survey to Classified employees – Community Resources Fair – update
 - Stacey Baumgarn wanted to thank CPC for taking the survey. The committee was able to use many of the comments and the questions related to dependents. Caregiver question was removed since it was a focus group question that may not be an option.
 - Jeff Sturgeon is working to get the survey translated into Spanish through a contact in Housing & Dining Services and is hopeful the survey can be sent out in October.
 - Kristin Stevens also mentioned she appreciated the feedback and that language is clearer.
- FY16 CPC Calendar review
 - Stacey Baumgarn wanted to remind the committee to review the calendar and see if anything is missing or need updated.

CPC Committee Reports:

Stacey Baumgarn mentioned that we have a different list of Committees than APC and should we look to make sure we have representation across campus.

- Executive – Stacey Baumgarn
 - Commitment to Campus (C2C) Advisory Committee update
 - Stacey Baumgarn attended the first meeting of C2C, they discussed what is being utilized, how it was started, and how some of the funding for C2C programs works. Next meeting will be in six weeks. If anyone has ideas or comments, please contact Stacey.
 - Affordable Housing Task Force update
 - Clarification on title of task force, “affordable” is part of the official title. A very basic survey will be sent out early next week specifically regarding housing issues/concerns. This is a different survey than the one we will be sending out to Classified staff.
 - Question to CPC – how to continue discussion of evaluations/wages/etc.
 - Continued discussion with Diane Prieto and will continue to follow up with questions.
 - Stacey Baumgarn has asked Debra DeVilbiss with the Work Life Committee to consider taking on the project of identifying common themes so we can advance the conversation forward.
 - Kristin Stevens mentioned the need to identify themes across campus and to find a way to document and address concerns. Recording individual stories and common concerns in specific departments and or areas.
 - Eric Gardner mentioned the information from the last meeting was great but also overwhelming.
 - Stacey and Kristin wanted to identify what some of the categories are and who do we need to talk to? Who can we partner with regarding similar concerns? This may reinforce the identified need for mandatory supervisor training.
 - Jeff Sturgeon believes HR wants to help and be involved in working with CPC. Maybe a survey or request information from constituents.
 - Brian Gilbert would like to see the statistical information on the number of 3’s and 2’s given out in departments. This may help to make the case for “quota” policies. Stacey will request this information from Diana Prieto.
- Communications – Eric Gardner
 - Would like to know of possible CSU Life article titles or themes for this year’s stories. The Executive Committee will review past articles and make suggestions.
 - Remember if you are a chair of a committee on the website, be sure to notify Eric Gardner or Megan Skeehan regarding updates.
- Employee Recognition – Anthony King
 - The Education Assistance Award applications are coming in and there is now a rating scale to select awardees. Names will not be included when applications are shared with the selection committee.
 - Everyday Hero has one submission
 - A request form must be filled out to post an article on the SOURCE.
 - Let’s use the CPC website and consider the ListServ to communicate to Classified personnel.
 - Jeff Sturgeon wanted to remind them to follow up calls and emails when working with the ListServ.
 - Work with Stacey Baumgarnto utilize the ListServ.
 - Megan Skeehan also said we could use the “Work at CSU” Facebook page.
- Legislative – Brian Gilbert
 - The invitation has been sent to Joann Ginal, our State Rep. and we have not had a reply yet.
 - Jeff Sturgeon has the mean and median salary data information comparing CSU to the State Employees. If you would like this information, please contact him.

- Jeff Sturgeon discussed there is an 18% difference between the min and mid-point. At a 2% increase each year, it would take 9 year to get to the mid-point range.
- Outreach Events – Carol Carroll
 - Thank you Sandy Dailey for typing the minutes
 - We came in under budget for the Trial Gardens event and had the debrief meeting this morning.
 - The Homecoming parade is coming up October 16th. Looking at popcorn as a giveaway and more information will be coming up.
 - School is Cool went well and we're looking at joining other events in the fall.
- Work Life – Debra DeVilbiss- Everything is on the report
- Other reports

New Business:

- Discussion – explore the idea of combining the Employee Appreciation Event at the Trial Garden with the CSU Community Ice Cream Social
 - We still want to preserve the “Employee Appreciation” in the event if we join forces. Possibly an employee appreciation gift?
 - Cara Neth sent an email to Tom Milligan’s office regarding the Ice Cream Social
 - Debra DeVilbiss and Debra Parker would like to keep the events separate.
 - Kristen Stevens also mentioned it is primarily employees and those with close connections to CSU who attend the Ice Cream Social.
 - Marvin Withers and Jeff Sturgeon also want to keep the “appreciation” feel to the event.
 - Megan Skeehan liked the idea of joining events and making it a better “wow” event that also has a better budget to work with.
- VanGo vanpool info – Veronica Nicholson attended an information session – ask her for info
- Suggestions for speakers you would like to have join us at CPC? Lunch-n-Learn format?
- Other business?

Meeting adjourned