

# Classified Personnel Council FY17

DATE: September 13, 2016

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

**Members present:** Jim Abraham, Stacey Baumgarn, Carol Carroll, Sandy Dailey, Brian Gilbert, Wayne Hall, Kelly Hixson, Dan Kelso, Adriann LaRue, Veronica Nicholson, Deb Parker, Diana Prieto (ex-officio), Bob Schur (ex-officio), Megan Skeeahan, and Kristin Stephens

**Absent:** Geri Baker (excused), Leah Bosch, Sheila Durnil (excused), Anthony King (excused), Clint Kranz, Tammy Perez, Derek Rau (excused), Ed Schwab, Laura Snowwhite, Jeb Stuart (excused), and Marvin Withers (excused)

**Guests:** Eric Gardner (volunteer), Tracy Hutton (HR), Anselma Lopez (VPEA), and Skyler Thimens (APC Representative)

**Guest presenter:** Tracy Hutton – CSU Human Resources – State of Colorado Annual Compensation Report

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

## Call-to-Order / Announcements / Reports:

- Welcome members and guests – thanks for visiting
- Diversity Symposium announcement, please check out the list of speakers and events
- CaRe Program Newsletter from Emma Chavez (still waiting for her website to go live)
- 8-11-16 CPC Meeting Minutes approved as drafted
- CPC Treasurers Report
  - Current balance: ~\$9,000. Employee Appreciation event hats have not yet been paid
  - Educational Assistance Award fund balance: \$3,830

## General Updates / Reports:

**Presentation** from Tracy Hutton: What is the State of Colorado Annual Compensation Report FY 2017-18 and how do I read it?

- The Colorado Department of Personnel and Administration (DPA annually analyzes various local compensation surveys (or regionally, and nationally if needed) to determine the total compensation ‘market’ and to assess if adjustments are warranted for State of Colorado employees. The results of this assessment are published in the annual compensation report. This report reflects the state’s relative position to market of employee wages (and other aspects of total compensation), makes recommendations for various adjustments and estimates the “costs” when adjustments are required for total compensation to remain competitive in the marketplace. Salary components of the survey and report include:
  - Base Pay: compare actual salaries
  - Pay Structure: six broad occupational groups
  - Pay Ranges: compare midpoint
  - Individual Class Adjustments: 238 Classifications are benchmarked (+/- 7.5% for two years indicates need for adjustment) –for FY17 pay ranges for Custodian and Police Officer classes were adjusted (minimum and maximum of pay ranges increased)

- Salary Increases can come in various ways: across the board / cost of living adjustment (COLA), in response to the Salary Survey, or Merit Pay
- Colorado State Classified total compensation is currently -2.4% below the market in total compensation (+/-5% is considered an 'acceptable variance')
- Base Salary (on the whole) is -5.7% below the market
- Depending on the occupational group, Pay Ranges varied from +2% – -9% compared to market
- 2017-18 recommendations:
  - Given that there is an opportunity to align base salaries to market, two options:
    - Salary survey adjustment 1% increase across the board
    - And/or
    - Salary survey adjustments for those in occupational groups with greater variance than 5% (EPS, Healthcare, LTC)
  - Pay range adjustments – increase all min/max ranges
  - Individual class adjustments – none identified
  - Merit pay – 3% adjustment (varies based on performance rating and placement in pay range by quartile)
- Diana Prieto: Concern from HR/DPA perspective: if we don't start focusing on salaries then eventually this hole will be too deep to dig out of. These are concerns being brought up by many voices in Colorado
- Tracy Hutton: working on bringing people in above the floor of their pay range, there are some issues from state policies that say we have to start people on the floor, but CSU HR has made policy changes to allow for more flexibility
- [Read the complete State of Colorado Annual Compensation Report FY 2017-18](#)

#### Updates:

- A bit more about advocating for raises for State Classified employees as individuals, it is good to add voices to the conversation. A 1% raise for State Classified employees at CSU would increase the budget by approx. \$2 million (per Diana and Tracy)
- What's next regarding 1-2-3 change to a 5-point scale? Brian will explain in his committee report
- President's Fall Address – CSU takes action – that is CPC too. You can listen to the President's address here: <http://source.colostate.edu/fall-address>
- Fall Leadership Forum attended by Stacey and Kristin – Teaching, research, and curriculum were the major topics in focus. The value and opportunity at the Fall Forum is to meet people. In Dr. Franks closing comments he mentioned how we balance the budget may require trade-offs, it is important to see the larger picture of the budget from time to time, wage increases (which are needed) may impact another area of the budget
- Policy update from Bob Schur: (Reminder, you can review any/all policies on the policy website <http://policylibrary.colostate.edu>)
  - Alcohol/Drugs Policy – approved by cabinet in May, but it isn't effective until October 1
    - Impairment while at work: it is not permissible for employees to be impaired by alcohol/drugs while at work. Based on reasonable suspicion, working on forms and procedures to create fair and predictable process to implement the reasonable suspicion assessment. This form will walk the supervisor through the process

- No drug/alcohol policy for employees that are not commercial drivers. There must be a way for employees to disprove the reasonable suspicion, so now, an employee will be able to elect to have a drug/alcohol test. There will be a firm that can do an onsite drug test – won't require transportation, 24/7 service estimated. If onsite is not available, then employees must be transported to an area where they can be tested
- Bullying Policy – across campus there remains a perceived need for procedures and guidelines for supervisors to follow when bullying is reported. The development of this process is still ongoing, there is a focus on making sure the policy is fair and complete

### **New Business:**

- Translation services – Megan Skeehan
  - The Communication Committee has been discussing how to make more of the CPC website, forms, and information available to Spanish speakers
  - Megan has been in contact with Prof. Silvia Soler Gallego. Dr. Soler Gallego is creating some internship opportunities for students, after that we could employ Silvia or a graduate student to translate our documents at a rate of .07-.10 per word. That is an incredibly good deal
  - Permanent documents are a priority – award forms, Constitution/By-laws (Emma's website too?)
  - Could we ultimately have the majority of the CPC website with a dual language function?
  - Megan will find out total cost of the effort – this could be a reasonable project to ask Lynn Johnson for additional funding. Be strategic, but find the most useful options
  - Ongoing budgeting – after we translate our basic/permanent documents, perhaps we could translate the *CPC Communicator*
- Location / Ideas for December CPC potluck and meeting – Megan will send a poll to ask:
  - Do you want a potluck? (yes/no) If yes, where? (not the LSC or Durrell – we cannot bring in outside food) Maybe off campus? (think about cost and convenience)
  - Or, maybe we not do a potluck? Go to a dining hall? Go out for lunch at a location off campus?

### **CPC Committee Reports:**

- Communications – Veronica Nicholson
  - Any suggestions for articles, let Communication Committee know! There is a form on the CPC website
- Employee Recognition – Anthony King
  - One submission (so far) for the Educational Assistance Award; four potential Everyday Hero Awards are in progress and waiting on replies for interviews
- Legislative – Brian Gilbert
  - Aug. 15 – met with State Representative Joann Ginal, Representative Jeni Arndt, and Senator John Kefalas regarding the State Classified employee evaluation rating scale. All are supportive of changing it to a 5-point scale. The Colorado Department of Personnel and Administration (DPA) had started an evaluation of the 3-point scale but stopped due to a Director change. Representative Arndt will contact DPA to figure out what had been

- learned and determined in that effort before it was put on hold. Changing the rating scale to a 5-point scale could take a year or two even if our efforts move along nicely
- This meeting also included a brief discussion of raises. All are supportive of increases for Classified employees. We are all however waiting to see the Governor's FY18 Proposed Budget, to be provided to the Joint Budget Committee on November 1
  - Outreach Events – Carol Carroll
    - Fall event ideas: North Aggie Village apartment open house (?), CPC Open Forum – asking questions to CPC
    - Homecoming parade – Friday, Oct. 7, save the date will be sent out soon. 2016 Homecoming theme: “Capture your Moment”
    - Committee decided to not attend Earth Day event in 2017 – as the event is mostly attended by students, we can have more impact at other events
  - Work Life – Kelly Hixson
    - No meeting held – scheduled monthly meeting was a holiday
  - Executive – Stacey Baumgarn
    - Letter to Governor Hickenlooper – still working on it but will send after final revisions (this letter is a request for wage increase for State Classified employees to be included in the Governor's FY18 Proposed Budget)
    - FY17 BARC process update – review of Commitments and Quality Enhancements funded – Provost Miranda sent out a list of items that were funded via the BARC process this past spring. Stacey will send out the list for members to review

**Meeting adjourned 2:55pm**