

Classified Personnel Council FY17

DATE: Nov. 10, 2016

LOCATION: Colorado State University, LSC 324
Meeting Minutes

Members present: Jim Abraham Stacey Baumgarn, Leah Bosch, Carol Carroll, Sandy Dailey, Sheila Durnil, Brian Gilbert, Wayne Hall, Kelly Hixson, Dan Kelso, Anthony King, Clint Kranz, Andriann LaRue, Veronica Nicholson, Debra Parker, Ed Schwab, Megan Skeehan, Laura Snowwhite, Kristin Stephens, Jeb Stuart, and Marvin Withers

Absent: Geri Baker, and Derek Rau (excused)

Other guests: Bob Schur (Ex-officio), Diana Prieto (Ex-officio), Debbie McClelland (CPC Volunteer)

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

Call-to-Order / Announcements / Reports

- Welcome members and guests – thanks for visiting
- As of 11-7-16, Tammy Perez has resigned her membership on the Council
- Approval of 10-13-16 Meeting Minutes – approved as presented
- Treasurers Report – Carol Carroll – waiting on invoice from employee appreciation event, otherwise everything on budget as planned

General Updates / Reports:

- The **Governors Proposed FY18 Budget** includes raises for State Classified employees! The **proposed** budget indicates a 2.5% increase for State Classified employees for FY18. The Governor's budget was submitted to the Joint Budget Committee on Nov. 1st. Several details are not clear at this time; will there be a merit increase, a cost of living increase, or both? Will healthcare costs change? (CSU Parking Permits will go up for FY18.) Diana Prieto said that HR uses the governor's proposed budget to work on various budget projections, as does the CSU Budget Office (to develop CSU FY18 budget models). Other notes:
 - The 251-page document is now available on the Governor's Office of State Planning and Budgeting (OSPB) <https://sites.google.com/a/state.co.us/ospb-live>.
 - In early December, the CSU Board of Governors will meet and discuss CSU's budget for FY18, looking at models with 2.5-4% increases across the board for different employee groups. While it is good news that salary increases are being modeled, the bad news (or challenge) is that raises for employees are likely linked to potential increases of student tuition. The Board of Governors will also review several models of tuition increase, looking at 4.5-6% increases.
 - Important to remember, this is the first step in the annual budget process. The Governor sends his proposed budget to the Joint Budget Committee, they discuss and debate the various proposal and send a recommendation to the State Legislature – where a whole new round of discussions and debate take place – the State of Colorado FY18 budget is only “approved” following the adoption of the long-bill – aka: the budget... We may not know the final outcome until May 2017.

- Changing the **1-2-3 rating scale** for State Classified employees to a 5-point scale – we had a great meeting on Oct. 24th to discuss the State Classified evaluation scale. This video conference was coordinated by Brian Gilbert. In attendance:
 - Senator John Kefalas
 - Representative Jeni Arndt
 - Representative Joann Ginal
 - Stacey, Kristin, and Brian (CPC)
 - Diana Prieto and Tracy Hutton (CSU HR)
 - Jack Wylie (Legislative Liaison, DPA [Department of Personnel and Administration])
 - Kim Burgess (Statewide Chief Human Resources Officer – DPA)
 - June Taylor (Executive Director – DPA, and member of Governor Hickenlooper’s Cabinet)

This meeting was intended to learn from DPA about their work to explore a 5-point rating scale. In 2014, DPA and a committee of agency volunteers had come to consensus that a 5-point scale was preferred. However, in the process of procuring a new HRIS (HR Information System) for DPA, and given a change in the DPA Directors Office, the change was delayed. The procurement of the HRIS is underway and hopefully will be in place during 2017. If all goes as planned, we should see a 5-point rating scale for State Classified employees in January 2018 – or, in time for FY18 reviews and evaluations! All of the necessary changes can be made administratively and no changes to statute are required. Having a room full of decision makers made the outcome of the meeting seem a foregone conclusion but, we should not underestimate the power and influence of gathering together for this conversation. The CPC Executive and Legislative Committees will continue to track progress on this issue. For now, success is on the horizon. Congratulations and thanks to all who have worked for this!

- **Translation services** – Megan Skeeahan – The CPC has begun a process to translate key pages of our website into Spanish. Right now we are having the Awards and Recognition pages translated. We are going to let Emma’s website care.colostate.edu serve as the central community resource site so we won’t invest in translating these and eventually will remove the “resources” page from our site and direct individuals to care.colostate.edu. Megan will create a language “switch/button” on certain pages.
- **December CPC meeting** – at Avo’s – food and fun. Kristin is working with Avo’s on reserving a space, and determining the menu. If any member has a concern about the cost, please speak with Stacey, we want everyone there. We will have a short business meeting.
- **Living Wage (30x20) Working Group** – A “*Report on the Living Wage Proposal*” was submitted November 1, 2016. The report provided to Dr. Tony Frank included seven main comments and recommendations. This would be an incremental plan with the goal to move all full time employees toward a living wage by 2020 (over the next four fiscal years). There was consensus that CSU should aspire to this goal. Considerations and challenges include: additional costs to the university, auxiliaries, and students; wage compression; a potential “cliff effect”; and State maximum wage ranges in a few job classifications. The Working Group has not had a reply from Dr. Frank just yet.
- The **Tobacco Task Force** is reconvening – Dan Kelso will serve as the CPC representative to this task force. The first (reconvening) meeting is later this month.

- A “**Period Products Task Force**” has been formed – Kristin Stephens will serve as the CPC representative to this task force. An introductory meeting was held 11/9/16.

New Business:

- **Bereavement Policy** question – an employee contacted Stacey via email to ask if the current policy can be reviewed to provide a higher number of paid leave days when the loss is a family member. Right now bereavement leave provides 5 days (40 hours) – but is flexible according to Diana. It is a case by case basis, and because it is usually handled appropriately by the department; the CPC felt pursuing a change was not necessary. Additional comments: catastrophic event leave – is un-paid – but could be used at the discretion of the department. State Classified employees can donate annual leave to specific employees. Employees can also use the leave bank option for pre and post death needs as “unforeseeable event not under the employees control.” CPC can be sure flexibility is covered in supervisor training, and knowing how to help connect employees to resources.
- As it is time to start planning the annual **CPC Recognition Luncheon**, Stacey is seeking volunteers to plan and organize. May 2nd, 2017 is the tentative date. Laura, Leah, Debbie, Adriann, and Carol (will sit in to help) volunteered to be our committee! Anthony and Stacey are meeting with APC to plan the nomination deadlines and the coordination with the Celebrate! CSU event (April 19th).
- **Parking** – After two years, it is time to select the next iteration of the parking permit pricing and system. Parking Services hired a consultant to do research and collect data; the Parking Services Committee has met monthly; there were focus groups for employees in October; and the three employee Council leadership meet regularly with Parking. There are now four basic plan options (with variables of course!). **[Highlights of CPC discussion in red]**
 - Current model – +3% increase for FY18 – **selected as a preferred option by the CPC**
 - \$582 for AP, Faculty and SC (For State Classified, we will see FY17 increase plus 3%)
 - \$536 commuter students
 - \$628 residential students (FY17 increase plus 3%)
 - \$250 research Blvd.
 - Employee earns \$35,000 or less they automatically get the discounted parking rate
 - Current model plus changes – **selected as the top preferred option by the CPC**
 - \$400 – Moby lot as a reduced parking permit price. \$182 below A, \$150 above Research Blvd. lot. (discussed the need to move cars by 4 pm on game day is a potential challenge)
 - ✓ Connected to the Around the Horn on campus shuttle
 - ✓ Moby lot for faculty, staff, and commuter students only
 - ✓ Moby lot hourly/daily rates will change – \$1.25/hour
 - ✓ Cars have to be out by 4pm on game/event days
 - \$582 for AP, Faculty, and SC – but you can “park down”
 - \$400 – a new discounted lot at Ingersoll for residential students
 - Reserved parking – demand based (currently available only to VP & Deans ~\$2,357)
 - ✓ Staff and faculty?
 - ✓ Commuter students? – **no**

Continued...

- Retiree permits – over 900 issued, with 84/day utilized on campus (Could this be a 50% discounted permit type? Or, free to park at a distance? Need to distinguish between “retiree” and retired and returned to work. Need to find a different funding source – not PTS?)
 - ✓ Eliminate completely? ✓ Restrict to Research lot
- 30 year employees – receive free permits (215 issued FY17) (Ave. salary is \$105K) (No one wants to change this, after 30 years, you deserve it. Some discussion about pay equity – is it fair that people who make \$100k get a free permit? Also, interesting to note that there are employees with 30+ years of service and make less than \$50K.)
 - ✓ Keep as is?
 - ✓ Eliminate?
 - ✓ Provide to only people who make less than 50K?
 - ✓ Provide a half price permit instead
- State and Service vehicles (This was a contentious piece, some change needs to happen. There are state vehicles that seemingly don’t move on campus – taking up valuable parking spaces.)
 - ✓ Pay for using “customer” spaces
- Elevated Fines Most everyone seemed to think this was reasonable
 - ✓ 1st citation receives a “warning” then, the 1st violation (each year) – regular price
 - ✓ 2nd citation – 150% of original price
 - ✓ 3rd citation – 200% of the original price
 - ✓ 4th citation – 300% of the original price
 - ✓ Resets annually
- MWF permit or TR permit – per semester A&Z only This is worth trying
 - ✓ This might benefit adjunct faculty group more
- Salary model (permit prices based on salary bands) Not supported by CPC (as no significant savings [reduced pricing] is realized through this model)
 - \$20,256-34,999 – \$267 permit price (reflects existing discount for employees earning less than \$35K)
 - \$35,000-49,999 – \$490
 - \$50,000-79,999 – \$730
 - \$80,000 – 119,999 – \$970
 - \$120,000+ – \$1,210
- SP+ model (consultant proposed model) Not supported by CPC (too much change)
 - You would buy a permit for a designated lot, permits not oversold (by much) so you would likely have a spot but, you can only park in that lot. The cost per lot will vary and be determined by demand/location. This is a common system used at other universities but a very complex permit system.

Meeting adjourned at 3pm.

Next CPC meeting: Thursday, December 8th, 2016 – Noon-2 pm
 Avogadro’s Number – 605 S. Mason Street, Fort Collins, CO 80524