

Classified Personnel Council Meeting

Thursday, November 13, 2014 – Green Hall Training Room

Meeting Minutes

Members present: Geri Baker, Stacey Baumgarn, Carol Carroll, Sandy Dailey, Debra DeVilbiss, Jesse Epstein, Kelly Hixson, Clint Kranz, Shami Loose, Deb Parker, Terri Pecora, Tammy Perez, Laura Snowwhite, Kristin Stephens, Jeff Sturgeon and Marvin Withers

Absent: Sheela Backen, Eric Gardner, Anthony King, and Terri Ratzlaff

APC Representative: JoLynn Troudt

Ex officio members present: none

Guest presenter: Forrest Andersen

Other guests: Lynda Hoffmann, and Deborah McClelland

1:00 p.m. Call to Order by CPC Chair Jeff Sturgeon

CSU Police Department Presentation: Officer Forrest Andersen presenting
Officer Andersen has been at CSUPD for one year but brings 20+ years of experience from California. Here are a few other tips and tidbits:

- Safety at CSU: we, you, I – have to call right away! If you see something suspicious or out of the ordinary, call right away!
 - We can help by providing a great description – start from the head and work toward the toes – a great description gives the police the information they need to find the suspect. Do not get involved but, give as much detail as you can and, call immediately.
- If you have an emergency, call 911 – if you call 911 from here on campus, it rings to CSUPD
- If you accidentally set off an alarm in your building, please call the CSUPD non-emergency dispatch 491-6425
- CSUPD needs us all to be the eyes and ears – if you see or hear something suspicious or unusual, call 491-6425 and let CSUPD investigate
- Learn about what to do and how to respond to an emergency in your building

A question was asked about officers opinions of implementing a Citizen Review Board. Officer Andersen was supportive of the idea, providing there is sufficient training to the citizens to understand the policies and procedures of police work. The police are continuously reviewing and evaluating their actions – what are they doing right, wrong, where can they improve next time, etc. – this process takes place following each (significant) occurrence. We have a fine group here at CSU – it is small but striving to be one of the best police departments in northern Colorado. Thanks for your work Officer Andersen!

CPC Executive Committee Reports, Updates & Announcements:

Approval of the October 9, 2014 meeting minutes:

A motion to accept the minutes as presented in the 11-13-14 meeting packet (following the correction of three spelling errors) was made by Kristin Stephens, second by Sandy Dailey. Motion passed unanimously.

Treasurer's Report:

Carol Carroll reporting. There were no questions. The Treasurers Report was accepted as presented.

Campus-Community Connect Resource Fair update; Kristin Stephens reporting. Kristin and Stacey will be meeting with Amy Pezzani, Executive Director of the Food Bank for Larimer County on Nov. 18 to learn about how local service providers feel about this (type of) event and to discuss the best ways to help employees connect to the appropriate services. Updates from this meeting will be provided.

Jeff asked for volunteers to assist with reviewing, updating, and expanding to resource list of service providers. Thanks to the following volunteers:

- Tammy Perez – care (child, elder, pet) providers
- Carol Carroll – mental health services
- Lynda Hoffmann – housing, food, and emergency assistance providers
- Jesse Epstein – education and transportation assistance
- Laura Snowwhite – CSU benefits and services, and other community programs for children
- Shami Loose – State Classified employment information/organizations

PDI sub-committee; Carol Carroll reporting. The Outreach Committee will present a 1-hour session, *“Why the Classified Personnel Council Matters to You”* to be held January 13, 2015. All are welcome to attend – we will use this opportunity to promote and recruit for CPC. Thanks Jesse Epstein and Kristin Stephens for volunteering to help review the power point slides and further plan for the session.

This led us into a conversation about **membership** and the possibility of growing our Council. We could use more members, with more members we could get more done. We need to change the view that our efforts (service on the Council) are a burden to a department or supervisor, it is in fact a service to the campus. We need to help others understand the value of the service of participation in the Council.

Other discussion:

- We should be at 30 members – there is a lot of work to do
- We need more outreach events - but, we need more volunteers to help out with these events
 - Have simplified (1-hour) special events at specific locations to inform and recruit
- We should write an introductory letter to provide to supervisors – this is the value of service
- Question from member: is anyone else running into the issue of spending more than 10/hours/month on CPC related activities – responses; yes
- We need a letter from Amy Parsons to give to supervisors thanking them (and the Council member) for allowing participation – and reiterating the importance of this service to campus
 - Jeff will follow-up on this item with Amy Parsons

Chair reports & updates:

- Athletics has made 200 free tickets available for one men’s basketball game (January 2015) and one women’s basketball game (February 2015) – these tickets will be given out during the APC/CPC Fall Outreach Event on Nov. 20 at the LSC
- The Leadership Committee for the proposed new on-campus stadium will give its recommendation to Dr. Frank on Nov. 14
- The Tobacco Task Force will be formulating their recommendation at their next meeting
- The chairs of the CPC / APC / and Faculty Council have convened a committee on the 100 years of Shared Governance and will be submitting a proposal to Amy Parsons to promote recognition of those who serve on the Councils
- There were no follow-up questions from the Council regarding the Chair’s printed report

Follow-up discussion of Special CPC Meeting with Parking Services; CPC hosted a special meeting to learn more about the process and future of parking here at CSU on October 14. CPC provided a series of questions for Parking & Transportation Services (PTS) to respond to in addition to their presentation. Council members' responses to the special meeting included:

- Presentation was still too long
- We have never heard; I am hearing you – here is how we are taking your interests into consideration, etc. What of our input has actually been incorporated into the plan?
- Do not feel PTS was interested in our questions (do not feel like PTS understands our concerns)
- Seems as if decisions are already made
- If these meetings/presentations are just “informational” then we do not actually have the opportunity for input
- Often felt dismissive (of low wage earners) and belittled (for our perspective and concerns)
- How can this process be more iterative?

And, at the last University Parking Services Committee meeting, the committee did not give verbal approval for the plan. Do we want to continue to collect information and concerns? YES. Tammy Perez will collect information from Council members to be utilized in a next letter to PTS.

CPC Committee Reports:

- **Employee Recognition Committee;** Kristin Stephens reporting.
This fall, the committee was able to award eight Educational Assistance Awards! The guidelines need to be refreshed – encouraging applicants to provide more information and context with their request for assistance. Applications for spring are available on the CPC website.
- **Work Life Committee;** Debra DeVilbiss reporting.
Welcome to Deborah McClelland, a new member to this committee! There will be a VIPS meeting on November, 14
 - Nanny Board: website is currently in very early stages of development.
- **Outreach Events Committee;** Carol Carroll and Shami Loose reporting.
Welcome to Veronica Nicholson, a new member to this committee! The APC/CPC Fall Outreach Event will be held November 20 at the Lory Student Center. There will be a scavenger hunt to learn more about the newly remodeled LSC and we will have lots of basketball tickets to give away. Everyone is invited, hope to see you all there.
- **Communications Committee;** Jesse Epstein reporting.
The committee is working on an article for the December issue of *CSU Life*. The Communications committee would like the Recognition committee to write a promotional article about the Outstanding Achievement Awards for the February issue of *CSU Life* (due January 23, 2015).
- **Legislative Committee;** Kristin Stephens reporting.
While there is \$73 million in Governor Hickenloopers proposed budget (for raises and insurance), it may be difficult to get it through a split House and Senate. State Senator John Kefalas and State Representative Jeni Arndt will join us for the December 11, 2014 Holiday potluck and meeting.

University Committee Reports: Some reports given, see below for details.

- **Administrative Professional Council** – Terri Pecora
JoLynn Troudt mentioned that Mary Ontiveros presented at the previous APC meeting. More information at: <http://ap.colostate.edu>
- **Childcare Taskforce** – Farrah Bustamante
More information at: (no specific website)

- **Colorado Statewide Liaison Council** – Debra DeVilbiss
There are many campus construction programs across the state. There is a great diversity of activities and involvement in Councils across the state; we have a very strong Council, there are some campuses with only three Council members. Regarding the Statewide Liaison meeting at CSU in April 2015 – focused on arranging speakers for the event.
More information at: <http://www.slccolorado.org>
- **Commission on Women & Gender Equity** – Kelly Hixson
The Commission recently assisted in reviewing the Ripple Effect proposal application form – to ensure the language was easy and approachable - enabling everyone to apply.
More information at: <http://cwge.colostate.edu>
- **Community Design Development Advisory Committee** – Terri Pecora
More information at: <http://csudesignadvisorycommittee.com>
- **CSU Employee Appreciation Board** – Carol Carroll
The EAB will now be recognizing all CSU employees who earn a degree while working at CSU (Classified, Admin. Pro. or Faculty).
More information at: <http://www.csueab.colostate.edu>
- **Employee Needs Committee** – Kristin Stephens
More information at: <http://cpc.colostate.edu/about-cpc/university-committees>
- **Faculty Council Committee on Strategic & Financial Planning (CoSFP)** – Jeff Sturgeon
More information at: http://facultycouncil.colostate.edu/index.asp?url=committees_chairs
- **Internal Advisory Committee** – Deb Parker
Committee working on draft of the Diversity section of the Strategic Plan. Diversity will no longer be a stand-alone SPARC. The Classified Council is interested in more information about the 2014 Climate Survey. Perhaps we can invite Mary Ontiveros to the January 2015 meeting.
More information at: <http://diversity.colostate.edu/committees.aspx>
- **Multicultural Staff & Faculty Network** – Sheela Backen
More information at: <http://msfn.colostate.edu>
- **Physical Development Committee** – Eric Gardner
More information at: http://www.fm.colostate.edu/fm_info/pdc.cfm
- **President's Sustainability Committee** – Sheela Backen
More information at: <http://www.green.colostate.edu/committee.aspx>
- **Ripple Effect Core team** – Debra DeVilbiss
Thanks to a generous donation, the Ripple Effect has \$50,000 in funding to support great ideas that can make CSU a better place for women to work. Everyone is encouraged to submit proposals, due by Friday December 19, 2014.
More information at: <http://rippleeffect.colostate.edu>
- **Tobacco Taskforce** – Jeff Sturgeon (See Chair's Report)
More information at: (no specific website)
- **University Benefits Committee** – Jeff Sturgeon
More information at: <http://www.facultycouncil.colostate.edu/files/manual/sectiond.htm#D.2.1>
- **University Parking Services Committee** – Terri Pecora
More information at: <http://cpc.colostate.edu/about-cpc/university-committees>
- **University Safety Committee** – Sheela Backen
More information at: http://www.fm.colostate.edu/fm_info/safety_team.cfm

Meeting adjourned 3:00 pm.

Next meeting: Thursday, December 11, 2014 – 12-2 pm, Laurel Hall – Holiday Potluck