

# Classified Personnel Council Meeting

## Thursday, February 12, 2015 – Veterinary Teaching Hospital, A234

### Meeting Minutes

**Members present:** Geri Baker, Stacey Baumgarn, Carol Carroll, Sandy Dailey, Debra DeVilbiss, Kelly Hixson, Anthony King, Clint Kranz, Deb Parker, Terri Pecora, Terri Ratzlaff, Laura Snowwhite, Kristin Stephens, Jeff Sturgeon, and Marvin Withers

**Absent:** Sheela Backen, Jesse Epstein, Eric Gardner, Shami Loose, and Tammy Perez

**APC Representative:** JoLynn Troudt

**Ex officio members present:** none

**Guest presenters:** Lanai Greenhalgh – Office of the Ombuds

**Other guests:** Tracy Hutton – HR; Annette Murdock-Tangye – HR; Michele Bradley – Clinical Sciences; Karina Ferrer – Clinical Sciences; Maggie Seymour – Art & Art History; Joanna Holliday – APC

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

**Guest Speakers:** Lanai Greenhalgh – the Employee Assistance Program (EAP)

Lanai began by assuring the Council that she and the EAP is working hard to hire a Community Resource Coordinator (aka Navigator). HDS has provided half of the funding and the Office of the Vice President for University Operations put forward a budget request to fund the other half. The position will eventually be housed in the EAP office.

What is the EAP? The Employee Assistance Program (EAP) is a no-cost, confidential assistance program to help address the personal issues faced by employees and their dependents. This service, staffed by experienced clinicians, is available by phone 24 hours a day, seven days a week. A Guidance Consultant will refer employees to a local, licensed psychotherapist or to resources in the community. CSU's EAP provider is [ComPsych Guidance Resources](#) and they can be contacted by calling 800-497-9133.

CSU's campus contact is Lanai Greenhalgh, MS, MA, LCSW. Lanai provides services such as in-person crisis assessments, assistance in locating local resources, assistance with work-related issues and problems, specialized trainings, and traumatic event debriefing for individuals and departments who have experienced a crisis or loss. She is located in Johnson Hall Room #104 and can be reached by phone at (970) 491-1527 or by email [Lanai.Greenhalgh@ColoState.EDU](mailto:Lanai.Greenhalgh@ColoState.EDU).

From the Employee Assistance website: <http://www.ombudsandead.colostate.edu/eap.aspx>

The EAP has been around since the 1980's and offers a wide array of services. Based on the premise: the "healthier" you are – the better employee you can be. What started as an assistance program for substance abuse has since expanded to include: counseling, financial planning, legal guidance (for landlord/tenant issues, small claims, and divorce), etc. Best of all – EAP services are FREE!

Did you know there was a "work-life" service? This service can help you to save time and money – by helping you by doing research on your question or need. Perhaps you need assistance with: vacation planning, elder care, should I lease or buy my next car? – this service can help! This unique service is provided through the contract with ComPsych – give it a try and call 800-497-9133.

Lanai oversees our contract with ComPsych, receiving quarterly reports (in aggregate) on the utilization of the program services. Lanai also serves a resource of support for any of us (or others we work with) in crisis – perhaps an illness, a death or any type of impactful situation – Lanai can help a unit process. *Calling Lanai is confidential.* If you are concerned about the mental health or safety of a co-worker, or a student, please “Tell Someone” and call 491-1350 or use the online referral form at: <http://supportandsafety.colostate.edu/tell-someone>

And there’s more – Lanai is the Ombuds for faculty and staff. The Office of the Ombuds is there to help with workplace conflicts or for you to speak on any issue of concern. You can talk through a situation with the Ombuds to understand “what are my options here”. Again, *calling the Ombuds is confidential.* Office of the Ombuds can be reached at 491-1527.

CPC can help spread the word that the Office of the Ombuds is there when you need it and don’t forget the suite of services available to us all through the Employee Assistance Program. Thanks Lanai for all you do!

### **Presentation/Discussion: CSU Volunteer Admin. Leave Benefit Recommendation**

Debra DeVilbiss and Joanna Holliday (APC) reporting.

- The CSU Volunteer Admin. Leave Benefit Recommendation is intended to provide a way for employees on campus to give back (to the community).
- The conversation initially began in an APC Employment Committee looking at the VIPS program as a model of service – and asked, can we expand this? – to non-public schools? It was then decided to leave VIPS as it is but use it as a general model for volunteer service – and make sure that an expanded model would fit under the State rule of “Other Admin. Leave”.
- A white-paper has been drafted containing a recommendation and we are now seeking Council feedback and support. This paper is not a policy – but a recommendation – that could support future development of a policy.
- This process has been a great example of shared governance in action.

**Welcome Annette Murdock-Tangye** – newly hired HR Associate Director. Annette is off to a fast start working with Records, the Employment Section, the Talent Management System (TMS), Grievances, Employee Relations, and Trainings (for Hiring Authorities). Wow. Welcome to CSU and best of luck.

### **CPC Executive Committee Reports, Updates & Announcements:**

- **Approval of the January 8, 2015 Meeting Minutes:**  
The minutes as presented in the 2-12-15 meeting packet were accepted with two minor changes suggested by Jeff Sturgeon.
- **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.  
Continued work with Institutional Research to develop a survey that will assess/determine the specific needs of CSU employees (State Classified in particular). Targeting a survey that can be completed within 5 minutes. Survey will be online in English. Printed in Spanish and English.
- **100 Years of Shared Governance at CSU;** Jeff Sturgeon reporting.  
Carol Carroll and Shami Loose are serving on a subcommittee working on programming and CSU Events is leading the effort. The events include an expanded employee appreciation event at the Trial Garden.
- **Chair Report & Announcements:**
  - Ripple Effect Proposal winners – announced February 11, 2015 – find out more at: <http://source.colostate.edu/ripple-effect-announces-grant-recipients>

- Dr. Frank to provide letter to supervisors to acknowledge work and importance of service given by elected Council members - and thanking the supervisor for their support. Jeff circulated a list for members to indicate the name and address of their supervisor(s).
- CPC Elections and Awards Season are upon us. It is time for all of us to recruit new members and help to identify / nominate colleagues for potential recognition.
- Jeff had submitted ideas from the CPC to the Vice President for University Operation Amy Parsons for recent CSU Budget Hearings including support for establishing the Community Resource Coordinator position.
- Jeff has heard of many new proposed changes from NCAA – there are many new possible expenses on the horizon for collegiate athletics programs.
- Jeff, Carol Carroll and Stacey Baumgarn met with two members of CoNTTF (Committee on Non-Tenure Track Faculty) to discuss shared employment considerations and interests.
- Jeff reported on the proposed Parking Plan. Vice President for University Operations Amy Parsons continues to investigate different ways of funding (alternative approaches).
- Jeff circulated an information sheet for CPC University Committee representatives – to collect name and contact information of the Chairs of each of those University Committees.
- CPC member Eric Gardner is on the path of speedy recovery following recent surgery – yippee!

**Discussion: Statewide Liaison Council feedback regarding Colorado WINS:**

Debra DeVilbiss reported on the findings of an email poll she conducted of other member institutions of the Statewide Liaison Council regarding Colorado WINS. Findings helped to identify both pros and cons but not necessarily a consensus of opinion. In order to better create our own perspective, the Council decided to invite Colorado WINS to a future (or special) meeting but included strict expectations that this conversation is not a recruiting opportunity.

- A motion was made by Debra Parker with a second by Terri Ratzlaff to allow Jeff to contact Colorado WINS and open a line of communication. The motion passed unanimously.

**CPC Committee Reports:**

- **Communications Committee;** Jeff Sturgeon reporting.
  - An issue of the CPC Communicator was sent out today February 12, 2015, please forward on to others in your area and encourage them to subscribe.
  - Another nice article from CPC (thanks Jesse Epstein) appeared in the February edition of CSU Life “CPC accepting Outstanding Achievement Award nominations”.
- **Legislative Committee;** Kristin Stephens reporting.
  - There are a few bills this Legislative session of interest to CPC including: a bill to limit tuition increases (died in committee); and a bill regarding PERA benefits (still in committee).
  - Stay tuned for the annual visit day to the Capitol – date to be determined soon.
- **Outreach Events Committee;** Carol Carroll reporting.
  - Next CPC/APC shared outreach event will be held April 27, 2015 at the Animal Sciences building with special guest Temple Grandin. Dr. Grandin will be available to sign copies of any of her books. Buildings tours will be provided and of course; there will be snacks.
  - The HDS and PDI info sessions about CPC received positive reviews and feedback.
  - April 22 is Earth Day – CPC is looking forward to participating again this year!
  - We will be preparing business cards and mints “You’re worth a mint to us!” to pass out for CPC new member recruiting.
  - We have a subcommittee with Eric and Communications Committee to prepare a video to be utilized for CSU University Employee Orientation.
  - Next Outreach Events Committee meeting is February 24, 2015.
  - National Employee Appreciation Day is Friday, March 6<sup>th</sup>.

- **Employee Recognition Committee;** Terri Ratzlaff reporting.
  - The checklist / scorecard for the Outstanding Achievement Award have been refined.
  - Please help to promote the Educational Assistance Award and others!

**University Committee Reports:** A few reports were provided, see below for details.

- **Administrative Professional Council** – Terri Pecora  
More information at: <http://ap.colostate.edu>
- **Colorado Statewide Liaison Council** – Debra DeVilbiss  
Planning continues for the Statewide Liaison meeting at CSU April 3, 2015 – to be held at the Durrell Center. As the host institution, we provide the venue and daily parking permits. The meeting is open to all State Classified. Debra will send out information specific to sessions we are encouraged to attend.  
More information at: <http://www.slccolorado.org>
- **Commission on Women & Gender Equity** – Kelly Hixson  
A further update on the Ripple Effect proposal awardees: all applicants will be invited to a reception where selected proposals will be formally announced. The selection committee was very impressed with the quality and variety of proposals. 47 were submitted and seven were selected for funding. Vice President of Operations Amy Parsons may try to pick up a few of the remaining proposals to fund through other channels.  
More information at: <http://cwge.colostate.edu>
- **CSU Employee Appreciation Board** – Carol Carroll  
More information at: <http://www.csueab.colostate.edu>
- **Faculty Council Committee on Strategic & Financial Planning (CoSFP)** – Jeff Sturgeon  
More information at: [http://facultycouncil.colostate.edu/index.asp?url=committees\\_chairs](http://facultycouncil.colostate.edu/index.asp?url=committees_chairs)
- **Internal Advisory Committee** – Deb Parker  
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](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  
More information at: <http://rippleeffect.colostate.edu>
- **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 and Marvin Withers  
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](http://www.fm.colostate.edu/fm_info/safety_team.cfm)

Meeting adjourned 3:04 pm.

**Next meeting: Thursday, March 12, 2015 – 1 pm, Lory Student Center, Room 304-306**