

**Classified Personnel Council FY16**

**DATE: October 8, 2015**

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

**Meeting Minutes**

**Members present:**, Cathy Anderson Mathern, Geri Baker, Leah Bosch, Stacey Baumgarn, Carol Carroll, Sandy Dailey, Debra DeVilbiss, Eric Gardner, Brian Gilbert, Kelly Hixon, Anthony King, Clint Kranz, Shami Loose, Debra Parker, Megan Skeehan, Laura Snowwhite, Kristin Stephens, Marvin Withers, and Terri Ratzlaff, Ed Schwab & Jeff Sturgeon.

**Absent:** Thao Biel & Tammy Perez

**Guest presenters:** Bob Schur

**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 – thank you
- Communications received
- Approval of 9-8-15 Meeting Minutes. Brian Gilbert put forth the motion and Carol Carol seconded the motion.
- Review of Treasurers Report: Approved for the Homecoming and balance is currently at \$9,369.61. Still waiting for Trial Gardens invoiced of \$1,500.
- Membership update
  - Review “Letters of Interest” to fill alternate member positions. We have three open alternate spots and three open seats. We received two letters, one from Veronica Nicholson and one from Wayne Hall both interested in alternate spots. Stacey Baumgarn read the letters of interest.
  - Debra DeVilbiss put forth the motion for approval and Kelly Hixon seconded the motion. Motion was passed to accept both candidates.
  - Veronica will be the number three alternate and Wayne will be listed as the fourth alternate.

Old Business:

- Update – employee evaluations; distribution of 1-2-3’s data for CSU: Stacey Baumgarn notified the CPC that he has asked Diane Prieto for a listing of how many 1’s, 2’s and 3’s were given throughout CSU by department to see if there were no 3’s given, signifying a pattern or common theme. Brian Gilbert asked if this data was only from the past year or several previous years. Debra Parker mentioned you might see a system of quotas. Megan Skeehan wanted to see if the same person was always getting 3’s. Diane Prieto will provide a report at the next meeting. Stacey Baumgarn wants us to find if there is a normal distribution of ratings. Dependent on what we find, we will address any issues. Kristin Stephens is hopeful HR will remind supervisors about coaching employees to know what a 3 looks like and what the expectations are for each rating. Advising supervisor’s tools for fair evaluations. Classes should be offered including a reminder that there are not quotas. Supervisor training is what we are advocating for. In June, the three councils put in a budget request to financially support supervisor training.
  - Clint Kranz mentioned the importance of learning how to be a supervisor with room to grow. There should be oversight for the first year or two. Be sure people are being coached the right way.
  - Brian Gilbert reminded us we are looking for a theme and that’s why we are looking at data to validate a theme.

- Stacey Baumgarn reminded us this is a continual process that takes thoughtful consideration and time.
- Kristen Stevens also wanted us to remind our fellow employees that there are not quotas or if they have a problem with a supervisor that they need to advocate for themselves or let us know so we can help to advocate for them.
- Stacey Baumgarn reminded us that if anyone is experiencing discrimination, then we need to reach out to HR directly to seek help from HR or the Ombudsman.
- Stacey Baumgarn mentioned at the last meeting there was a lot of conversations about themes. The Work Life Committee was tasked with gathering information. As the Campus Climate Survey comes out, that is a good time to be open and honest about problems and themes around campus.
- Debra DeVilbiss reached out to Mary Ontiveros about how best to gather data. Reaching out to Mary Ontiveros will help to develop strategies.
- Jeff Sturgeon said the last Campus Climate Survey did not include an executive summary but the open forum following the survey did address supervisor training leading up to the new supervisor training currently being offered. He mentioned it would be helpful if HR would send performance evaluation guidelines.
- Sandy Dailey mentioned Diane Prieto is interested and is taking action to common themes.
- Debbie McClelland said even if you sign your evaluation you can check that you do not agree with the evaluation and there are steps in place to disagree with your evaluation.
- Anthony King said it was more important to focus on improving the individual and focus less on the rating. The mid-term is your time to evaluate and make determination to focus on their rating. That's when you have that conversation about where you stand and how to improve.
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- Update – CPC Survey to Classified employees – Community Resources Fair
  - Stacey Baumgarn mentioned the survey has been translated into Spanish (hard copies). How should we distribute the hard copies and collect that feedback? Megan Skeehan advised we use admins of each department.
- Review – FY16 CPC Calendar
  - Stacey Baumgarn wanted to remind us to review our CPC calendar. Keep checking to make sure we haven't missed anything. We usually have a Presidents CPC visit so when that is scheduled he will let us know.

#### CPC Committee Reports:

- Executive – Stacey Baumgarn
  - Report – Fall Leadership Forum – Kristin Stephens
    - The first night APC, ASCSU and Faculty Council in addition to Rick Miranda met to discuss what shared governance looks like and discuss expectations.
    - Breakout sessions: Stacey presented at the Shared Governance session and mentioned it was nice that the Shared Governance session went well and was first in the session line up.
  - Request – Classified ListServ and other communication channels
    - If you have something that you want sent on the ListServ, please send to Stacey Baumgarn. He can keep track of how often we use the ListServ and how and why we are using it.
  - Update – Commitment 2 Campus (C2C) Advisory Committee – football tickets
    - Great first meeting. Football tickets were distributed.
    - Bob Schur reminded us it takes time to get free tickets out into the campus community and C2C would like to find a way to get tickets out. This helps Athletics and campus community members. Other ideas to distribute future tickets include:
    - Giving tickets to everyday heroes or those that nominate.

- Draw names from the CPC Communicator ListServ.
    - Use social media tools (Facebook) post your “Crazy Ram Fan” photo for free tickets.
  - Update – Meeting with Lynn Johnson, VP for University Operations
    - Stacey Baumgarn and Kristin Stephens meet with Lynn and discussed the parking memo. Cara Neth let them know they are already working on a video that explains what Parking Services does and where our parking permit money goes.
    - Lynn Johnson is talking to Dave Bradford who is looking at the Parking Services Committee as a conversational dialog with input. Kristin reminded us of Parking Services bylaws that include open communication.
    - Stacey Baumgarn mentioned Rick Miranda discussed the SPARC’s committees and the need for CPC representation. As soon as Stacey has a list with descriptions, he will notify the committee for representation.
  - News – Search Committee for Associate Vice President – Facilities Management
    - Stacey Baumgarn is on the search committee for the new Facilities Director. Timeline is hopeful to have a selected candidate by the end of the year.
    - Kristin Stephens is on the search committee for the Community Resource Coordinator.
- Communications – Eric Gardner
  - Great job on the Communicator! The Outstanding Achievement Award article might be better in December with a reminder in February. Jeff Sturgeon gave some background why the article was in the February, in coordination with mail and email reminders. We wanted to give enough time before the Awards banquet.
  - Carol mentioned it might be nice to announce it on the ListServ first, then the Communicator in February.
  - Poverty simulations for HDS supervisors December 3<sup>rd</sup>. Would CPC members be interested in attending the simulation if there is availability?
- Employee Recognition – Anthony King
  - Accepting Employee Recognition award and getting ready to accept Everyday Hero nominations in November.
  - November 6<sup>th</sup> in CO Springs will be the next Statewide Liaison Council meeting. Anthony is our representative and Megan will be the alternate member.
- Legislative – Brian Gilbert
  - Consider Joann Ginal as a possible guest before the next CPC meeting.
  - Jeff Sturgeon distributed CO salary mean/median information. What to do?
    - Talking with HR
    - Communication from HR and encourage them to take action.
    - At State Level – Assistance available for training and enforcing training.
    - Implications and barriers regarding cost of living discussion.
    - Discussion of gap between the maximum and minimum wage range
    - Reach out to local politicians and possible initiatives
    - Empowering employees and constituents
    - Debra DeVilbiss mentioned we could invite the DPA to a meeting to talk with Classified Employees.
- Outreach Events – Carol Carroll
  - Homecoming parade needs volunteers. Candy and balloons will be distributed and Eric Garner will have a pickup and flatbed. Parade starts at 3:30 please be at the float to help decorate at 2:30.
  - Earth, Sun and Fire tour emails will be sent out soon.
- Work Life – Debra DeVilbiss
  - Exploring Job shadowing

- International Cultural Literacy training committee continues to meet with international interest groups and gather feedback.

**Next CPC meeting:** Thursday, Nov. 12<sup>th</sup>, 2015 – Lory Student Center, Room 312, 1-3 pm