

## **Classified Personnel Council FY16**

**Date: December 10, 2015**

**Location: Colorado State University, Office of International Programs**

### **Meeting Minutes**

**Members present:** Cathy Anderson Mathern, Stacey Baumgarn, Thao Biel (alternate), Carol Carroll, Sandy Dailey, Debra DeVilbiss, Eric Gardner, Brian Gilbert, Wayne Hall (alternate), Kelly Hixson, Clint Kranz, Shami Loose, Veronica Nicholson (alternate), Debra Parker, Tammy Perez, Terri Ratzlaff, Megan Skeeahan, Laura Snowwhite, Kristin Stephens, and Marvin Withers

**Absent:** Geri Baker, Leah Bosch (alternate), Anthony King, and Ed Schwab

**Guest presenters:** Carmen Rivera, INTO CSU; and Shannon Archibeque, College of Agriculture

**Other guests:** Debbie McClelland, Diana Prieto (ex-officio), and Bob Schur (ex-officio)

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

- Approval of 11-12-15 Meeting Minutes: Motion to approve by Tammy Perez and seconded by Brian Gilbert; motion passed.
- Review of Treasurers Report: Currently under budget and discussing any possible costs or needs that we want to fund this fiscal year.
- Election of new Secretary: Debra DeVilbiss proposed we elect Megan Skeeahan by proclamation, the motion was seconded by Tammy Perez; motion passed.
- Discussion regarding increasing the number of CPC members from 20 members to 25. Would we be interested in modeling CPC similar to the APC; representation by area? Would we have better and more equitable representation and/or how could we achieve that? Debra Parker mentioned that historically CPC was set up like APC and we were not able to fill all of the seats on the Council. Kristin Stephens mentioned it might be challenging to get back into the APC system and we should simply look to recruit more members. Terri Ratzlaff suggested we might want to look at the current committees and see if there is an increased need there – recruit more volunteers for committees. Carol Carroll mentioned when someone volunteers for a CPC committee, they often participate more in CPC too. Debra DeVilbiss mentioned a hybrid option might be best. Stacey Baumgarn suggested looking into changing the Bylaws to allow for increasing the number of voting members from 20 to 25. There is plenty of work to be done. Kristin Stephens agreed that we look into increasing numbers from 20 to 25. Clint Kranz proposed we send an email for feedback from the Council. CPC currently represents approximately 1,800 State Classified employees at CSU. There are currently about 3,200 AP's on campus with approximately 40 APC members. Faculty Council has approximately 100 members and represents around 1,700 Faculty. Megan Skeeahan mentioned AP's and faculty (may) have more flexibility in their schedules. And, Service is an expected component of AP and Faculty job descriptions. Diana Prieto mentioned Faculty Council does have higher numbers of representatives but, not all members are engaged. Stacey Baumgarn took a quick poll asking if the Council would like to increase membership and he and Wayne Hall will further discuss advantages and disadvantages to changing membership numbers. We will discuss more at the next meeting.

**Presentation:**

Principles of Community Statement – Carmen Rivera, INTO CSU; Bob Schur, Policy & Compliance Office; and Shannon Archibeque, College of Agriculture: There have been situations on campus where people may have been made to feel “less than”. Whether it is an event on campus or people visiting our campus from the community, how do we set expectations for all who live on, learn on, work on, or visit our campus?

- What are our values on campus and what are our principles of community? Vice President for Diversity, Mary Ontiveros formed a committee from various areas on campus in order to have voices representing everyone across campus. Research surveys were distributed across campus that resulted in five identified principles: Inclusion, Integrity, Respect, Service, and Social Justice. There was deliberation over every word in the development of the Principles of Community Statement – in order to ensure buy-in from all stakeholders. The committee engaged in honest and authentic conversations and accepted each word only upon consensus of the entire group.
  - Principles of Community (see handout). Bob Schur said that after presentations are complete across campus, the Principles will be shared with Tony Frank for campus approval.
  - How is the community welcoming and affirming to all people and utilizing people’s full potential?
  - The free speech space on campus will still remain. Without it, people may try to sue the University for the Infringement on their free speech. Bob Schur said we would like the principles to be shared with everyone on campus as well as with those visiting.
  - These principles would be applicable to guest speakers in the classroom and yet would not be used to regulate content. It is more about creating expectations of how we treat each other.
  - Marvin Withers served on the committee, and mentioned the document has been vetted extensively and, with a lot of effort.
  - Clint Kranz asked what the purpose of the Principles will be. Shannon Archibeque suggested many people on campus are already doing this but not everyone on campus is engaging in the same way. How can we coach others in these expectations? What tools do we have to create a culture of our collegiality? Bob Schur mentioned some of the Deans are looking to incorporate these principles into their departmental standards.
  - Diane Prieto said the other part of the conversation is how this may be shared with admissions for prospective students; and OEO would like to put these principles on their website as a recruiting tool for people to self-select if CSU is the right place for prospective new employees.
  - Carmen Rivera said this may help to shape culture and serve as a reminder to everyone on campus about what our expectations as a community are.
  - Hope that this will play a role in professional development plans.
  - This is a living document that may change and morph.
  - Clear expectations include being proactive rather than reactive.

### **Old Business:**

- Update – CPC Community Resources Interest Survey to Classified employees – Community Resources Fair. Kristin Stephens and Stacey Baumgarn will send out information about the Housing and Dining Resource Fair, Friday, January 8<sup>th</sup> at the Pavilion from 2-3:15 pm.
  - Plan to send results of our survey via the ListServe and post to the CPC website.

### **CPC Committee Reports:**

- Executive – Stacey Baumgarn.
- Communications – Eric Gardner: Working on the next CSU Life article and would like to send out a Communicator in January 2016.
- Employee Recognition – Committee member mentioned it would be great to get the word out during our CPC meeting. Announce upcoming awards and also, recognize recent awardees.
- Legislative – Brian Gilbert: Kristin Stephens has talked with the committee and so far there hasn't been any changes to the State Budget. There is an important news article regarding the Hospital Provider Fee and how it relates to the State Budget situation. Stacey Baumgarn said there will be a meeting including the APC Chair, Lynn Johnson, Amy Parsons, and two CSU lobbyists, and he will email next steps to better understand what we can and should do to engage with our State Representatives. It's okay to reach out but important to do so properly. Brian Gilbert said there is a website that can tell people who their representative is. Kim Burges responded to Jeff Sturgeon and Brian Gilbert's email and it didn't appear she understood (or agreed with our assessment of) our campus situation. Diane Prieto said it would be easier for CSU as an employer to consider inequities. Is there money to start salaries at a higher level without salary compression?
- Outreach Events – Carol Carroll: Everything is in the committee report and reminders will be sent out for the HDS Conference Style Training and the University PDI presentations.
- Work Life – Debra DeVilbiss: Rating for performance evaluations report is being pulled together and this may be a bigger issue. Kelly Hixson said it was important to educate the employee as well. Please ask employees who dispute their rating to contact an HR Solutions Partner directly.

### **New Business:**

- Bob Schur: New alcohol and drug policy and protection of minors' policy. Large working groups have created the policies. Alcohol policy will state that it is not okay to be impaired on campus in class or at work. These are lengthy policies that take time to consider. Stacey Baumgarn will send out the drafty policies seeking CPC feedback and he will combine to share with Bob Schur. Bob Schur very much appreciates the feedback and has changed wording in previous policy reviews based on CPC feedback.

### **Other Business:**

- Kristin Stephens said in lieu of a holiday gift for each CPC member Stacey Baumgarn and Kristin Stephens made a \$100 donation to Rams against Hunger.
- Stacey Baumgarn gave a 6 month CPC update including each of the six CPC committees.

Meeting adjourned.

**Next CPC meeting:** Thursday, Jan. 14<sup>th</sup>, 2016 – 1-3 pm, Lory Student Center, Room 304-306