

# Classified Personnel Council FY16

DATE: 04/14/2016

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

## Meeting Minutes

**Members present:** Geri Baker, Stacey Baumgarn, Sandra Dailey, Eric Gardner, Brian Gilbert, Wayne Hall, Kelly Hixson, Anthony King, Clint Kranz, Debra Parker, Ed Schwab, Megan Skeeahan, Laura Snowwhite, and Kristin Stevens

**Absent:** Cathy Anderson Mathern, Thao Biel, Leah Bosch, Carol Carroll, Veronica Nicholson, Tammy Perez, Terri Ratzlaff, and Marvin Withers

**Other guests:** Crystal Cole, Bob Schur (Ex-Officio – Policy), and Diana Prieto (Ex-Officio – HR)

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

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

- Welcome members and guests – thanks for visiting
- Approval of 3-10-16 Meeting Minutes – two minor changes from Stacey, fixes made on site. Eric motioned to approve with corrections, Debra second, motion carried
- Treasurers Report – update provided by Stacey; Recognition Luncheon will generate expenses, CPC is providing snacks for State Classified Benefits Fair May 3<sup>rd</sup> (~\$900), and looking at spending \$500 to purchase new website template for CPC (similar to Faculty Council)

### Old Business:

- CSU FY17 Budget update: no final decisions have been made yet on the state budget – still moving through the process. Currently there is no cost of living or merit based raises anticipated for classified employees, however health insurance premiums will not change because the State will absorb any increased premiums. Diana reported that CSU cannot provide raises to State Classified employees unless the state is providing raises. Parking on campus will increase ~28% next year – new rates start July 2016. The state will be contributing money to HSA's if employees are on the high deductible insurance plan – a \$720 annual contribution.

Dr. Frank is aware of the challenges State Classified employees are facing with not getting raises, while facing higher costs of living in Fort Collins and the increase in parking expenses in FY17. There are several ongoing conversations about what can be done to help State Classified employees: CPC (and CSU) could/should be taking an official stance with the state legislature about providing raises for State Classified employees; continue our examining of wage compression issues; and, establish a \$30k floor for any/all State Classified employee at CSU by 2020.

We should continue to encourage State Classified employees to send letters and to call their elected representatives. Emma Chavez has been hired as the new CSU Community Resources Coordinator. Stacey has asked her about the various literacy challenges we are seeing in State Classified ranks. After she gets more settled in, we will invite her visit a CPC meeting.

### **New Business:**

- CPC Election for FY17 – motion to approve slate self-nominations. Motion made by Kelly, second by Eric. No discussion about the applicants. Motion carried. Welcome new members to the Council: Crystal Cole, Dan Kelso, Adriann LaRue, and Derek Rau. Congratulations also goes to our continuing members (elected to serve another term): Stacey Baumgarn, Carol Carroll, Wayne Hall, Veronica Nicholson, and Marvin Withers
- CPC Officer Elections for FY17
  - Call for self-nominations – email your self-nominations for an officer position (Chair, Vice Chair, Secretary, or Treasurer) to Geri Baker who volunteered to be the election manager. Email your self-nomination to [geri.baker@colostate.edu](mailto:geri.baker@colostate.edu) by April 22, 2016
- Request from Dr. Frank for a formal position on access and open records to salary database information (CORA) – topic deferred until June meeting
- Bob Schur sent the Accessibility of Electronic Information and Technology policy for our review to Stacey, who will send an email to CSU CPC members and requests that we respond as soon as we can. Information about Policies, the Policy Library and other policies under development are available on the policy website, <http://opc.prep.colostate.edu>. This policy impacts students, employees, and the community, creating equal access to information and the CSU experience for all people on campus and in the community. We are legally responsible to provide equal access with any information or communication that is used or distributed by the university. Currently, students move through Resources for Disabled Students, and employees move through Office of Equal Opportunity and that will remain the same

### **CPC Committee Reports:**

- Communications – Eric Gardner. Website planning, Pam Jackson meeting with communications committee in May if possible to discuss some tactics to approach communications. Veronica will be the chair of the Communications Committee for FY17. CSU Life and the *CPC Communicator* both out this month. Laura Snowwhite is looking onto article guidelines for posting to SOURCE
- Employee Recognition – Anthony King
  - Recognition Luncheon, May 10th, 2016 – Met and voted on educational assistance award, awarding 10 this semester. Discussed increasing the reward total to \$750, it was voted down to remove stress from the award cap and total funds available. Discussed rating matrix and scale
  - Outstanding Achievement Award – discussed creating a specific matrix/set of topics that should be addressed, the format will be looked at and try something new to help with the selection process for FY17. No Positive Action Awards nominations to date
- Legislative – Brian Gilbert
  - What topics do we want to bring up with Rep. Jeni Arndt, Rep. Joann Ginal, and Senator John Kefalas? CPC Legislative visit to Denver, April 20th, 2016. Ideas: talk about salaries; 1-5 rating scale instead of 1-3 for employee evaluations; and strategize how we best advocate for ourselves to see movement on these things
- Outreach Events – no report
- Work Life – Kelly Hixson – nothing notable to share

- **Executive** – Stacey Baumgarn
  - Meeting upcoming with Dr. Frank (see memo provided) – send any thoughts to Stacey over the next few days, especially thinking about concerns related to the CORA question
  - Did you read the Chair’s Report? The Mandatory Supervisor Training initiative has been funded for FY17 – that is great news! Great work CPC in advocating for this important initiative

Meeting adjourned – Thanks for attending – see you next month!

**Next Month:** CPC Annual Recognition Luncheon, May 10th, 2016, 12-2 pm, Lory Student Center, Long’s Peak Room

**Next (regular) CPC meeting:** Thursday, June 9th, 2016 – 1-3 pm, Lory Student Center, Room 304-306

**2016-2017 (FY17) CPC Membership/Terms**

- 1) Cathy Anderson Mathern, Facilities Management (2015-2018)
- 2) Geri Baker, Veterinary Teaching Hospital (2014-2017)
- 3) Stacey Baumgarn, Facilities Management (2016-2019)
- 4) Thao Biel, Business & Financial Services (2015-2018)
- 5) Leah Bosch, College of Veterinary Medicine & Biomedical Sciences (2015-2018)
- 6) Carol Carroll, Facilities Management (2016-2019)
- 7) Crystal Cole, Veterinary Teaching Hospital (2016-2019)
- 8) Sandra Dailey, Graduate School (2015-2018)
- 9) Brian Gilbert, Academic Computing & Network Services (2015-2018)
- 10) Wayne Hall, Academic Computing & Network Services (2016-2019)
- 11) Kelly Hixson, HDS Operations Management (2014-2017)
- 12) Dan Kelso, Central Receiving (2016-2019)
- 13) Anthony King, Residential Dining (2014-2017)
- 14) Clint Kranz, HDS Operations Management (2014-2017)
- 15) Adriann LaRue, Procurement Services (2016-2019)
- 16) Veronica Nicholson, Department of Physics (2016-2019)
- 17) Debra Parker, HDS Operations Management (2014-2017)
- 18) Tammy Perez, CSU Health Network (2014-2017)
- 19) Derek Rau, Facilities Management (2016-2019)
- 20) Edwin Schwab, Facilities Management (2015-2018)
- 21) Megan Skeehan, Department of Ethnic Studies (2015-2018)
- 22) Laura Snowwhite, Business & Financial Services (2014-2017)
- 23) Kristin Stephens, Statistics Department (2015-2018)
- 24) Marvin Withers, HDS Residence Life (2016-2019)

- *Ex-Officio members:*
  - *Diana Prieto, Executive Director of Human Resources & OEO*
  - *Bob Schur, Office of Policy and Compliance*