

# Classified Personnel Council FY17

DATE: October 13, 2016

LOCATION: Colorado State University, LSC 322

## Meeting Minutes

**Members present:** Ed Schwab, Eric Gardner, Kelly Hixson, Veronica Nicholson, Sheila Durnil, Leah Bosch, Jim Abraham, Kristin Stephens, Megan Skeehan, Debra Parker, Clint Kranz, Sandy Dailey, Adriann LaRue, Laura Snowwhite, Derick Rau, Marvin Withers, Dan Kelso, Wayne Hall, Diana Prieto, Jeb Stuart, Debbie McClelland, Carol Carroll, Brian Gillbert

**Absent:** Anthony King, Bob Schur, Geri Baker, Tammy Perez, Stacey Baumgarn

**Guest presenters:** Emma Chavez – CSU Community Resource Coordinator

**Other guests:** Anselma Lopez (VPEA), Joey (HR Records)

**1:00 pm** – Call to Order by CPC Vice Chair, Kristen Stephens

Call-to-Order / Announcements / Reports:

- Welcome members and guests – thanks for visiting
- Approval of 9-13-16 Meeting Minutes
- Treasurers Report – waiting on invoice from employee appreciation event. Parade expenses \$225

Presentation:

- Emma Chavez – CSU Community Resource Coordinator – CaRe Program, counseling background helps her communicate with employees
  - Working on connecting employees to resources – CaRe Program
    - Communications, Caring, Competence, Collaboration, Confidentiality are the foundation of the program
  - Discount offers in the CPC Communicator- Safeway and Albertsons offer a 10% discount w/ employee ID (ONLY Fort Collins stores) – can be used with coupons, Sprouts – double ad Wednesday, Old Navy have discount programs 10% discount, Spoons offers a discounted meal on Saturday's free grilled cheese for kids, parking discount applicable to employees who make \$35k or less – 50% off campus parking permit
  - Refer employee to Emma – access website [care.colostate.edu](http://care.colostate.edu) (Tuesday 10/18 it goes live) – referral form, list of resources available, spotlight on agencies and other opportunities; send Emma an email [emma.chavez@colostate.edu](mailto:emma.chavez@colostate.edu) or call her (she will pass out cards)
  - Where is she? MWF General Services OMBUDS & Employee Assistance Program office, TR 212 Palmer Center
  - Big concerns about housing and medical access and needing to address serious medical issues.
  - About 25% of employees needing Spanish language assistance. Newsletters are translated to Spanish; it gives employees an option to choose how they access the information.
  - Affordable housing (Diana) – talking about making minimum wage for SC employees to be \$30,000 a year – to help employees afford housing. This is complex because it will challenge certain job classifications maximum wage does not meet that minimum, wage compression, and it will impact wages greatly as far as funding.

General Updates / Reports:

- Advocating for raises for State Classified employees – Stacey sent a letter to Gov. Hickenlooper, Lynn Johnson, Tony Frank and state reps were copied on the email copy. Gov submits a proposed budget on Nov 1<sup>st</sup>, hopefully around then we will know if there is a proposed number for salary increases.

- What's next regarding 1-2-3 change to a 5-point scale – Legislative committee meeting with legislators and other reps. Tracy will be there for HR – CSU HR is very supportive of the 5-point scale – may involve a change in the state constitution
- Translation services – Megan Skeehan – Educational assistance award application being worked on, and Everyday Hero award... eventually other projects will begin but we felt these awards/scholarships were the most valuable to start. After Phase I we will focus on CPC communicator projects and other translation ideas are welcome
- Results: location / ideas for December CPC meeting – Avogadro's Number is the winner!!!! Kristen

#### New Business:

- Future of campus parking – open sessions for feedback – who attended?
  - Alternative transportation costs are footed by parking services
  - Talking about doing a tiered system based on salary
  - Classified staff biggest audience
  - Concern that more input from other groups on campus
  - Most support for income based scale, removing retiree permits, escalating fine structure (parking violators impacted the most)
  - Periphery campus parking is the current trend.
  - Results in the next couple of months – a new plan will start to form
  - Parking permit sales are down this year, but when the weather gets colder it will likely change and parking lots will fill up
  - Derek – donation fund for parking permits
- Campus Climate Survey is out! Please fill it out and encourage others to do the same!

#### CPC Committee Reports:

- Communications – Veronica Nicholson – CSU Life article is coming
- Employee Recognition – Anthony King – Every Day Heroes are pending; Educational Assistance Award is due Oct 14.
- Legislative – Brian Gilbert – going to Denver in a couple of weeks for the 1-5 scale meeting
- Outreach Events – Carol Carroll – next meeting will be planning a Fall event – brown bag lunch idea, Spring event, help with December lunch
- Work Life – Kelly Hixson – did not meet this month but will be working with Emma on some planning.
- Executive – Kristin Stephens
  - BARC assignments (Budget Area Review Committees): Stacey, Megan, Kelly, Brian, Adriann, Kristen, Carol
  - Supervisor training – Marsha Benedetti's office (Training and Organizational Development) has hired on two new employees to help with training. Pilot sessions in November and December, course development scheduled to be completed by Jan 2017. Hoping to get several hundred through in the spring 2017 sessions. We will get some feedback about the program and how it is working.
    - HDS has a new supervisor training program – replacement for Guy Arneson – some of their new program overlaps with T&OD
  - Any concerns or news about university committees? Are we meeting regularly, are you not getting any communication?
    - Leah can't get in touch with her group
    - Eric's physical development group just met
- Background checks

- Numbers have gone up in background checks, a lot of July and August created a challenge. Got behind because only one full time position dedicated to them. Some OT has been happening, and a non-student hourly is helping with getting caught up
- Student employment background checks – for every employee or just selective checks? Revisiting the plan and policy on student background checks.

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

**Next CPC meeting:**

Thursday, November 10<sup>th</sup>, 2016 – 1-3 pm, Lory Student Center, Room 324