

# Classified Personnel Council FY17

DATE: April 13, 2017

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

## Meeting Minutes

**Members present:** Jim Abraham, Stacey Baumgarn, Carol Carroll, Sandy Dailey, Sheila Durnil, Brian Gilbert, Wayne Hall, Kelly Hixson, Dan Kelso, Anthony King, Clint Kranz, Adriann LaRue, Veronica Nicholson, Diana Prieto (ex-officio), Derek Rau, Bob Schur (ex-officio), Ed Schwab, Megan Skeehan, Laura Snowwhite, and Kristin Stephens

**Absent:** Geri Baker, Karl Bendix (AP Rep.), Leah Bosch (excused), Jeb Stuart (excused), and Marvin Withers (excused)

**Guest presenters:** Mary Ontiveros (Vice-President of Diversity), Jennifer Schneider (Institutional Research)

**Other guests:** Gene Gloeckner (School of Education), Randy Lamb (HSC), Kaity Lewis (LLC), Anselma Lopez (VPEA), Will Schwab (Facilities), Lourdes Zavala (Access Center)

### Call-to-Order

**Guest Speakers:** Mary Ontiveros, Vice President for Diversity and Jennifer Schneider, Learning Research Analyst with Institutional Research – presenting on the 2016 Employee Climate Survey

- This survey is designed to be inclusive of all employment categories both on and off campus. It is a quantitative survey, intended to hold CSU accountable. The survey is not for comparison purposes between employment categories, but for informing university policy and initiatives
- There is a selection of rotating variables for each survey and several “static” questions. To develop the survey and determine the rotating variables for the 2016 survey, employee groups were asked to list their top 3 issues to address in the survey
- The 2014 version of the survey used eID to ensure accuracy in reporting. Because of concerns with anonymity – for 2016, no personnel data was requested
- Hard copies (<10 total) and Spanish versions were available – there was an increase in the number of Spanish version of the survey taken
- State Classified employees had the highest response rate in 2016 of any employment category – with 39.4% (up from 31% in 2014)!
- The survey framework included nine main categories. The results outlined below are often specific to (reflective of) the responses of State Classified (SC) employees
- (1) Workload:
  - 40% of employees feel the amount of work required interferes with quality
  - 39% I feel rushed
  - 37% I feel overburdened
  - 34% My workload is too heavy, I don't have time to finish my work
- (2) Work Respect: Overall SC reported lower feelings of work respect compared to AP
  - 67% I am respected at work
  - 62% my work contribution is appreciated, my supervisor supports me
  - 60% I am cared about at work
  - Only 36% of SC felt that they are respected by other employment categories

- (3) Leadership
  - SC reflected lower accountability standards, compared to other employment categories
- (4) Search committee:
  - 33% of SC employees have served on a search committee
  - Almost 50% of all employment categories said the power dynamics on the committee created an unfair balance
- (5) Physical Environment (work environment):
  - 20% of SC do not feel their physical environment supports their work
- (6) Perceptions of Diversity
  - Only 11 % of SC reported feeling that upper-level administrators respect cultural differences, and only 16% felt that CSU employees treat each other with respect
  - 23% SC feel pressure to act/dress/speak differently to “fit in” at CSU
  - Negative Treatment
    - 31% of SC experienced negative treatment because of their employee category
    - 28% of SC experienced negative treatment because of their job function
    - 17% of SC report being yelled at or sworn at (not necessarily by a supervisor)
    - 8% socioeconomic status
- (7) Campus training
  - 45% of SC reported that their job prevents them from attending
  - 60.5% of SC reported that CSU offers training for my job
  - 95% of SC felt supervisory training should be required of all supervisors
- (8) Campus/department perceptions
  - 69% of SC would recommend CSU as a place of employment
  - 48% of SC would recommend their department as a place of employment
- (9) Personal and employee characteristics
  - CSU alumni have overall more positive view of CSU – though, this finding was not significant for State Classified employees
- ❖ The Diversity Office held several focus groups after the survey to try to get more context on the survey results
- ❖ Kristin recommended we push the supervisor training to help supervisors get the tools and training to deal with situations that are impacting SC employees
- ❖ Diana reported there is a discussion going on right now on how to make Supervisory Training mandatory. There is also discussion of having the President’s Cabinet complete the training
  - Recommended to have follow up training (every 3-5 years?)
- ❖ Please email Jennifer Schneider if you have any questions or recommendations. This presentation was personalized for CPC, if you want to see additional information, other versions of this presentation, or complete survey data visit:
 

<http://diversity.colostate.edu/campus-climate-survey>

### **Announcements / Reports / Updates:**

- Welcome to our members and guests – thanks for attending / visiting
- Clint Kranz made a motion to approve the 3-9-17 CPC Meeting Minutes as presented in the meeting packet; Carol Carroll seconded. Motion approved
- Treasurers Report – Carol Carroll
  - Pending expenses: Legislative visit, Recognition Luncheon – gifts/awards, cell phone buttons and ear buds for give-away, treats for the annual Benefits Fair
- Dates to remember:
  - CPC Legislative Visit to State Capitol – Thursday, April 20<sup>th</sup>, 2017
  - CPC Annual Recognition Luncheon – Monday, April 24<sup>th</sup>, 2017 – 11:30 am
  - State Classified Benefits Fair – Tuesday, May 2<sup>nd</sup>, 2017 – 9-2 pm – LSC
    - We will need volunteers – watch for a sign-up sheet from Outreach
    - Email from HR should be coming soon to all State Classified employees

### **Election of CPC Member Representatives** our candidates include:

- Anthony King (returning) / Housing & Dining Services
- Clint Kranz (returning) / Housing & Dining Services
- Kelly Hixson (returning) / Housing & Dining Services
- Ken Young (new) / Facilities Management
- Laura Snowwhite (returning) / Business & Financial Services
- Maria De Lourdes Zavala (new) / Access Center
- Randy Lamb (new) / Housing & Dining Services
- Will Schwab (new) / Facilities Management

Megan Skeeahan made a motion to approve the slate of self-nominated candidates; Brian Gilbert seconded. Motion carried unanimously. Welcome to our new and returning CPC members! New members, your 3-year term officially begins July 1, 2017. An orientation for new members will be held in June.

### **Election of FY18 CPC Executive Committee Officers – results:**

- Chair – Stacey Baumgarn
- Vice Chair – Wayne Hall
- Secretary – Megan Skeeahan
- Treasurer – Anthony King

### **CPC Committee Reports:**

- Communications – Veronica Nicholson – no report
- Employee Recognition – Anthony King
  - Positive Action Award: Stacey and Kristin made a motion to nominate Erika Borges and Kellie Rainwater a co-recipients; Veronica Nicholson seconded. The motion was approved unanimously
- Legislative – Brian Gilbert
  - Looking forward to the Legislative visit on April 20<sup>th</sup>

- Outreach Events – Carol Carroll
  - Will be seeking volunteers to assist at the Benefits Fair on May 2<sup>nd</sup>
  - Committee is looking at hosting a summer outreach event
- Work Life – Kelly Hixson – no report
- Executive – Stacey Baumgarn
  - Seeking volunteers to serve on the Parking Services Appeals Board. Kelly Hixson has volunteered and we need one more – Dan Kelso / Jim Abraham (?)
  - Stacey asked Lynn Johnson and Cara Neth if they have heard anything on raises. Right now it is looking like 1.75% Cost of Living and .75% merit (this should result in an average 2.5% increase overall for all State Classified employees). Stacey proposed writing an email to campus State Classified employees when things solidify about FY18 raises

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

Next CPC meeting – Thursday, May 11<sup>th</sup>, 2017 – 1-3 pm. Location LSC 304-306  
Featuring Diana Prieto and information regarding the Salary Equity Study