

Classified Personnel Council Meeting
Tuesday October 15, 2019 10:00am-12:00pm
Regular Monthly Meeting
LSC 304-306



**CLASSIFIED
PERSONNEL COUNCIL**
COLORADO STATE UNIVERSITY

Agenda

Call-to-Order

- Approval of CPC 9.17.2019 Meeting Minutes
- Welcome to CPC Alisha Zmuda, filling an open term that expires June 30, 2020.

Guest Presenter: Debbie Mayer, Housing Navigator (Formerly Neighbor 2 Neighbor)

CPC Committee Breakouts (10 mins)

- Get into groups and catch up

CPC Committee Reports:

- Communications – Leah Bosch
- Employee Recognition – Nancy Cowley
- Legislative – Brian Gilbert
- Employee Engagement & Experience – Kelly Hixson
- Executive – Meg Skeehan

Reports / Updates:

- Adrian Financial Update
- Creating a new working group to focus on Employee Climate Survey data from 2018 – Adrian will chair this committee
- Meeting in December – lunch meeting, can we move our meeting to 12-1? Lynn will also be able to present
 - We need to shift our regular meetings moving forward as it currently happens during the Executive Leadership Team (formerly Cabinet) regular meetings.
- Letter to the Governor

Meeting adjourned – **Thank you!**

Dates to remember:

- Oct 14-18 - Diversity Symposium
- Oct 24 – Flu shot at LSC 382 9 am – 3 pm for state classified employees
- Oct 31 – deadline to donate hours to leave bank and be entered to win raffle items!



Agenda

- Jim Abraham, Environmental Health Services
- Stacey Baumgarn, Facilities Management
- Leah Bosch, CVMBS
- Nancy Cowley, Lory Student Center
- Emily Farrenkopf, College of Liberal Arts
- Joseph Gallegos, Facilities Management
- Brian Gilbert, ACNS
- Magdeline Golnar, College of Liberal Arts
- Wayne Hall, ACNS
- Kelly Hixson, Housing and Dining Serv.
- Randy Lamb, Housing and Dining Serv.
- Valerie Lewis, Health Network
- Amber Lobato, Housing and Dining Services
- Anselma Lopez, VP for Enrollment Acc.
- Adrian Macdonald, Statistics
- Rachel McKinney, VP for Diversity
- Dustin Pothour, Facilities Management
- Chuck Richards, CSU Police Department
- Meg Skeeahan, Dept of Accounting
- Laura Snowwhite, Business and Financial Serv.
- Kristin Stephens, Statistics
- Kate Sherman, Political Science
- Lourdes Zavala, The Access Center

Ex-Officio Members & CPC Volunteers:

- Steven Dove, APC Representative
- Paige Flores, Department of Biology
- Eric Gardner, Housing and Dining Serv.
- Diana Prieto, Human Resources
- Robyn Fergus, Human Resources
- Robert Schur, Policy and Compliance
- Guest – Kalie McKenna

Call-to-Order 10:01 AM

Guest Presenter: John Engelking presenting on Microsoft *Teams*. IT Client Services Manager for Business Services.

- Microsoft *Teams* is a new hub for communications and managing tasks. It builds on platforms Microsoft already has including Word, OneNote, etc. It is a social platform and has a robust Chat platform.
- You set the tone for how it behaves. It's social and like a forum. It replaces Skype for Business.
- You can highlight what information is most important to everyone. It keeps resources focused on the task.
- You can be in many *Teams*. A team is the top of the hierarchy. It can be based on a departmental team or an ad hoc membership.
- You can develop channels for conversation and organizing content based on topics.

- Documents and notes are saved in *Teams* are available to all members by default. Documents can be edited real time and have multiple people edit the same document at the same time without having multiple versions of the same file. Only one file is edited with all changes tracked in the document and labeled by user.
- You can self-govern your *Teams*. You can have a maximum of 5000 people per team.
- You can create some restrictions to content but those functions are deep in the program and not easily available.
- You can create channels of discussion that keeps topics at the forefront of what you are looking to do.
- There are email channels and you can bring email into a channel for discussion. *Teams* is not designed to send emails and is not email based.
- You can do group emails such as a distribution list from *Teams*.
- You can bring in guests from outside CSU. If they have Microsoft 365, they are easily added.
- It is an informal chat platform and good for collaboration. Chat conversations stay internal to the team.
- Need to break old habits if you are going to switch to *Teams*.
- You should start to use *Teams* instead of Dropbox or Slack. Those programs are not approved or supported by the University
- Your University OneDrive account allows for 5 TB of storage for each person. 1 TB of storage for each "Team". Storage can be increased to 25 TB of storage
- There is a web version of the application and a mobile apps are available
- Customization is available for the *Teams* app. Many options. You can manage employee shifts in *Teams*. *Teams* does not integrate with *TimeClock* (the University's program for managing shift work and Annual and Sick Leave requests).
- There are many resources to learn about *Teams*. YouTube and Twitter have help resources available for *Teams*. CSU has a "white gloves" *Teams* program manager (A dedicated help-specialist from Microsoft for individual issues that come up using *Teams*). Live on-line classes are available as well.
- Teams.microsoft.com is where you can view the on-line version of *Teams*.

Jim – We use OneNote to track projects with 5 people. How would we integrate OneNote into *Teams* ?

John – I would set up a Team for those 5 people and move content from OneNote to *Teams*.

Jim – What's the benefit of integrating OneNote into *Teams*? Each member has their own folder in OneNote and we can view everything we need to in OneNote.

John – The benefit would be if you wanted the other functions that come out of *Teams*. *Teams* can integrate your OneNote folders into different channels, and the increased functions such as chats may or may not work well for your organization.

Robyn – I come from Google organization – How do I integrate into *Teams* ?

John – I don't know all of the ins and outs of Google. The chatting function is more robust in *Teams*. *Teams* allow everything to move to one platform and communications follow documents and it is all accessible from one platform.

Leah – Does everyone have Microsoft 365?

Brian – There are different versions of 365. *Teams* will work with previous versions of Office 365.

Lourdes – I need to create webinars, can I record and share later? Some team members not at CSU.

John – There is a streaming video service in *Teams*. You might want to look at Youtube to make that work to your advantage. *Teams* can store the video and you can share a link. There are

some tools that might work well within *Teams* to do what you would like to do. You can set up a meeting that would allow everyone to view the video.

Leah – How are documents tracked if one person makes a change to a document at the same time you are?

John – You can see changes to the documents as they are made and it shows who has made changes. *Teams* auto saves as changes are made.

Meg – We could use this especially for the Communicator so we could work on the same document instead of sharing six different versions of the same document.

Kelly – What are the security risks using *Teams*?

John – You are moving your data to Microsoft, but it is a trusted source. There is a risk of people walking off with the files. One *Teams* member person could delete all the files, but ACNS could recover.

Leah – Is there a backup?

John – Currently it is not backed up. You would want to make sure you have your important documents backed up.

Stacey – This looks great, but how do you utilize this as an asset because right now it's another inbox to check.

John – there are many different settings to figure out how you want to make it work for your organization.

Meg – Does CPC want to try this? We'll start with a general CPC *Teams* and then see if individual committees want to start their own *Teams*.

Brian – We can start with a general CPC *Teams* and then as channels come on line, we can add different committees to the same Team with a different channel for each committee.

CPC Committee Breakouts (10 mins)

- Get into groups and catch

CPC Committee Reports:

- Communications – Leah Bosch – Getting the *Communicator* ready to send out next week. There is a new look to the *Communicator*. We did get a CSU Life article out in September on parental leave. Rachel is working on an article on faith, belief, and observances of religious holidays. We have contacted communications chair of the APC so we can get on the listserves so we can reach out to more people, but we haven't heard back as of yet. Rachel has made some updates to our CPC website. It is a work in process.

Rachel - Wanted to make the website more user friendly. It was very text heavy. We now have a cleaner menu and look. We are adding the dates of every CPC meeting so that everyone knows when the next meeting is and that they are welcome to come. If you have any suggestions for the website, please pass them on.

Leah – Rachel will be the primary contact for the website. I will be the secondary contact. Anyone is welcome to send important announcements to Rachel and Leah so that it can be posted to the website.

- Employee Recognition – Nancy Cowley – Last month we announced we had 3 Education Assistance Awards, and they have received their checks. We had another Everyday Hero this month. We're up to date with our budget. We will start working on our communications for the education assistance award for the Spring.

Stacey – We may want to send out an article in the *Communicator* how award winners are utilizing with their awards.

Laura – I have put the application on line as open for spring. There is an award announcement for January 21st on line. Do you want me to keep that January 21st open or take it down for now?

Stacey – I think pull it down for now as we still have questions on how we want to screen our applicants to make it more competitive.

- Legislative – Brian Gilbert – I will get invite out to our representatives to invite them to our November meeting. We presented our annual leave data to Jeni Arndt and Kathy Kipp. They were surprised at how far we are behind compared to the nation. The compensation report has been released but leave data is not matching our data. Jeni has suggested us talking to Colorado Wins to present the information and see if they will take up our cause. Jeni indicated that they have a lot of pull with the State. This would be the right time to do this. Our data is painting a much more difference of leave balances compared to the State’s compensation report.

Leah – Is Colorado WINS still active? I’ve tried to contact them in the past with no response.

Brian – They are still active.

Jim – The State’s report is pulling a market value comparison, where we looked at averages across the nation’s state governments. Our data is a much more apples to apples comparison.

Kristin – the methodology should be spelled out as to how they are arriving at their conclusions. Either way, we’re still behind whether you look at our data or the State’s. We can still make the case.

Brian – The reports states that State Classified is still within the “competitive range”, but that is defined as +/- 15% which is a large range. The state is 17% behind the market for medical insurance; 2.7% behind for dental insurance; 20% behind for retirement contributions.

Stacey – this may be a good time to pay attention to who is on the JBC so we can see how their early conversations are going toward funding our priorities. If we have all of these underfunded priorities, we need to think about what priorities we would request and in what order.

Adrian – Jeni did take our data and will look to present to the JBC.

Brian – She met with the JBC chair and they are looking more at increased salaries for next year.

Meg – The state is looking at a 3% merit based pay this year for SC.

Kristin – To me, the compensation report is a game changer. To be 15% off of our peers combined with the retirement contributions discrepancy and the increased employee contributions to PERA – merit based pay seems to not address the main issues SC will have next year. Salaries are not keeping up.

Brian – I would like an explanation on how they are arriving at their numbers. Average based salary we’re 4.8% behind, retirement 20% behind, medical 17% behind – but the total for all of that is 11% behind the market? If we’re 20% behind on one item, and 17% on another – and we’re not ahead on anything ... how are we only 11% behind the market. We still have a lot to read into on the report.

Robyn – I have not gone through the whole report yet. I did have a conference call with DPA and Meg and Wayne sat in on that call. We received the preliminary numbers but we haven’t had a chance to really look into the numbers. I will be happy to follow up on these questions once we have a chance to look at the full report.

Adrian – We’ve discovered that leave is a very minimal cost.

Stacey – Leave can have a positive impact on our employees, but the fact that it doesn't cost anything could be used as a reason for not giving salary raises. It can be a cheap option for the legislature to say they've done something good for us.

Kristin – The 3% raise in a merit-based system is not a full 3%, as employees do not always get the full 3%. It costs the state less to give a merit based raise vs. a COLA raise.

Nancy – Where are we with the 5-point rating system?

Meg – The 5-point system has been brought up again in the DPA.

Nancy – There is an unspoken rule that goes through state classified that no one is a "3". Switching to a 5-point system goes hand in hand with the downside of merit-based pay, as the 3-point system used now is broken and your "3" rating depends on who your supervisor is.

Jim – Robyn, is there a way your office could send out something to all supervisors stating there is no quota system?

Robyn – Yes, absolutely. I think there is an education on this issue that needs to happen. Most organizations I've worked in have had this myth that you can't give out the highest rating and that is not true.

- Employee Engagement Committee – Kelly Hixson – Employee appreciation event went well and was really appreciated by employees. Our outreach in the Work/Life event was great but was cut short by lightning. Some of the items became costly as well, but I think we'll be better prepared for next year.
- Executive – Meg Skeehan – Working on a letter to the governor. Was waiting for the annual compensation report. I believe in asking for everything we feel we need and not watering it down. I know there is an argument for not putting in not asking for everything, but we have enough telling data showing that we're behind in many areas.

Stacey – President's sustainability commission looked at where we are for the living wage initiative and we are already behind the initial data that was used for the initiative. I'll be happy to help in looking into any data.

Nancy – Aren't we already dealing compressions issues for hourly wages ?

Kelly – I agree with asking for everything we would like to have, but if we had to vote, I would say that compensation would be our top priority.

Kristin – With the increase in PERA and the increase in Parking as well as other issues, wages are a pretty big issue for SC personnel.

Meg – beyond the CPC letter, I would also encourage everyone to send their own letters to the Governor.

Kristin – We used to have document or article on how to write your legislators. We could look to post that to our website.

Leah – This would make a great CPC announcement. Using a summary of the compensation report stats, we could post that and then provide information to contact your legislature. Might also make a great article in *Source*.

Jim – We probably need to come up with a recommendation on our own to define how our leave data should be used and what we are asking. For example, we could indicate we would like annual leave to be increased by 2 hours per 5-year bracket and SL increased to 10 hours per month. Give them something that they can work on, or they will decide for you on what they think is reasonable.

Leah – We've done articles in the past on how to contact your legislator, so maybe we look at that and also look at when to contact your legislator. When is the best time to contact a

legislator. That may be something worth looking into. Brian, if you could get a summary of the compensation report, that may be a good thing to put in the *Source*.

Brian – I can look into that with the Legislative Committee.

Reports / Updates:

- Approval of CPC 8.08.2019 Meeting Minutes – Stacey had one sentence correction. Laura had a misspelling that needed to be addressed. Motion to approve by Kristin – Second by Brian. *Motion Carried.*
- Adrian Financial Update – Not discussed.
- Wayne – University Committees and CPC Committees – Not discussed.

Meeting adjourned – **Thank you!**

Dates to remember:

- Sept 18 – Canvas Credit Union Ram Staff Financial Seminar – The Psychology of Money
12 pm LSC 328-220 and 3 pm LSC 304-306
- Sept 21 – C2C Football Game – Purchase your tickets online (go to commitmenttocampus.colostate.edu)
- Oct 14-18 - Diversity Symposium

CPC Chair Report for October 2019

With each *CPC Chair Report* I intend to share a few highlights and mention things that are not likely to be discussed at the regular meeting. I hope to give you a sense of where I am going, who I am meeting with, and the topics under discussion. I expect you will have questions or input to these conversations. If/when you do, send an email – I am happy to provide additional information, context or details.



– Meg Skeehan, CPC Chair for FY20.

They/Them/Their <https://www.mypronouns.org/what-and-why>

Where has Meg been?

Meetings and activity:

- Sept 11 – Assessment Group for Diversity Issues
 - Last meeting with Jennifer Schneider present
 - Discussed upcoming presentations, how we will move forward without Jennifer on campus or a connection in Internal Reporting
 - Looking into partnering with new collaborative on campus - [IRISS](#)
 - Curious if IRISS is something CPC may consider partnering with in the future.
- Sept 12 – CPC/APC with Lynn Johnson
 - Thanks Lynn for the football tickets – this means we have 4 tickets to every game for raffle
 - Talked about the appreciation event – suggested we call it an “open house” next year
 - Leave update: Lynn is confident the proposal to front load sick leave for new state classified employees will move forward once approved by Office of General Counsel. Annual leave is being taken to the system office as an issue to work on.
 - AP employees are eligible for a 24 day payout, Lynn is wondering how this should be managed over time
 - Leave bank: we discussed a possible form an employee could sign to “auto sweep” expiring annual leave into the bank. Question was posed if we have ever had more requests than hours available.
- Sept 17 – Employee Appreciation Debrief
 - Approximately 1500 employees attended
 - The gift was well received, we know we didn’t have enough for everyone, but we intend to keep the price point at \$3 per employee gift next year
 - Last year we want to keep the same lay out – perhaps call an open house instead.
 - Talked about communication, how we get this done and get the word out more effectively.
 - Under budget this year, we may see if we use some budget funds next year to purchase more gifts.

- Sept 19 – Fall Address at the Oval
- Sept 20-22 – Pride Resource Center Retreat as a small group facilitator and presenter
- Sept 23 – Committee on Strategic and Financial Planning (CoSFP)
 - Presentation by Cell & Molecular Biology (CMB) Graduate Program to become a Special Academic Unit.
- Sept 23 - APC/CPC/FC Chair and Vice-chair meeting
 - Discussed a letter of support for Joyce
- Sept 24 – CPC w/ HR and OEO
 - Discussed the compensation report from the state. It is a total compensation analysis, so looking at the overall benefits offered and how that aligns with the market comparison. Not all pieces will align since state classified system is so unique
 - PERA as a defined benefit is so unique compared to the market, hard to do a direct comparison.
 - Current conversations around salary increases for FY21 are a 3% merit and 2% range increases across the board. Governor budget proposal comes out in November, so we will see what is in there.
 - Sick leave with Office of General Counsel, hoping that moves on soon.
 - Evaluations for state classified employees – the conversation has started again! A date of April 1, 2021 has been set for the implementation of a 5-point rating scale. We are currently on hold as the system at the state level for performance management is implemented.
 - State level talking about a biweekly pay schedule again, this will not impact CSU employees
 - Fair Labor Standards Act is changing, new threshold is \$25,568, HR has until January 2020 to do the salary and duty test.
- Sept 30 & Oct 3 – CPC/APC/VPD Listening Sessions on Bias on Campus
- Oct 2 – Trans and Non-Binary Oversight Committee Meeting Prep
- Oct 7 – CPC Employee Engagement meeting
 - Provided details about the cost of the work life event in August
 - Brain stormed how to move forward, new initiatives and ways we can engage with state classified employees on campus
- Oct 9 – Trans and Non-Binary Oversight Committee
 - Discussed how changed for students can help spark discussions of changes in HR systems – since all employees are in the central HR system. The main conversation point being that there is a gender marker X in Colorado now, but the federal level does not recognize that. So we must determine how to meet federal reporting standards.
 - Using the employee survey data to help move forward discussions on trans and non-binary employee experiences at CSU.

Coming soon:

- Oct 9 – Assessment Group for Diversity Issues
- Oct 14 - CoSFP
- Oct 16 – CSU Inspire – I'll be presenting on my service work on campus!

- Oct 17 – Diversity Symposium presentation on pronouns 12 pm – 1 pm in LSC 382
- Oct 28 - CPC w/ HR and OEO
- Oct 28 – CPC Committee Chair/Vice-chair meeting
- Oct 28 – CoSFP
- Oct 28 – APC/CPC/FC Chair and Vice-chair meeting
- Oct 30 – Presidents Commission on Diversity and Inclusion
- Oct 31 – November 8 – I will be in Japan and NOT WORKING.
- Nov 11 – CoSFP
- Nov 13 – Assessment Group for Diversity Issues
- Nov 15 – Policies and Practices to Support Trans and Non-Binary employees
- Nov 19 – CPC Regular Meeting
- Nov 20 – CLA admin meeting CPC presentation
- Nov 20 – President’s Commission on Diversity and Inclusion
- Nov 21 - Trans and Non-Binary Oversight Committee Meeting Prep

Reminders / Resources:

- EAP Benefits – Jan Pierce is now official contact for EAP benefits – 970-491-1527.
 - ComPsych (counseling, legal advice, financial planning and work-life balance support) 1-800-497-9133

Training & learning opportunities:

- As always, Talent Development has a full offering of training opportunities for the semester. Be sure to check out the courses available and register early or get on the waitlist!

Any questions? Give a call 970-491-5102– thanks 😊 – Meg

From: [CPC Website](#)
To: [CSU CPC](#)
Subject: New submission from University Committee Report Form
Date: Tuesday, September 17, 2019 8:55:01 AM

University Committee Name:
Dependent Care Committee Meeting
Date of Meeting:
09/11/2019
Name of CPC Representative
Leah Bosch
Email of CPC representative
leah.bosch@colostate.edu
Meeting Highlights Pertinent to CPC and SC employees:
The meeting was cancelled at the last minute. The committee was advised to cancel the meeting per direction from the President's Office. All work done by this committee has been put on hold.
Do you wish to provide a verbal update at the next regular CPC meeting?
No
Next Meeting:
unknown

Sent From: Classified Personnel Council - <https://cpc.colostate.edu>

From: [CPC Website](#)
To: [cpc secretary](#); [cpc chair](#)
Subject: New submission from CPC Committee Report
Date: Wednesday, October 2, 2019 4:49:26 PM

CPC Committee

Communications Committee

Email:

leah.bosch@colostate.edu

Date of Meeting

10/02/2019

Time of Meeting:

02:15 pm

Location of Meeting:

Dazbog Coffee House

Members Present:

Leah Bosch
Magdeline Golnar
Laura Snowwhite

Topics/Issues Discussed:

1. Communicator
 - a. Did this get sent out?
 - b. I think it looks absolutely fantastic!
1. CSULife/Source
 - a. I haven't seen the October issue as of yet, but it should see it soon – Thanks Dustin!
 - b. Rachel – are you still good for the November article – anything you need help with?
 - c. I'm working on an article for Source regarding contacting your elected officials. I'm hoping to send out a rough draft either today or tomorrow.
 - d. Ideas for the next CSU Life article?
2. Website updates
 - a. Still waiting to hear from Wayne regarding who serves on what committee so we can make these updates
 - b. Rachel's updates to the website look great! Very easy to navigate and appealing to the eye. Where do we want to add Magdeline's logo?
3. Any other business?
 - a. Still no word from the communications chair for the APC to see if they are currently adding any information to departmental newsletters as well. I'll be contacting HR to find out the best route to go for contacting different departments across the university. I don't want to miss any departments
 - b. Do we want to make Dazbog our permanent meeting spot?

Action Items:

1. Communicator
 - a. Did this get sent out? – Leah will contact Meg to get this sent out asap.
 - b. I think it looks absolutely fantastic!
1. CSULife/Source
 - a. I haven't seen the October issue as of yet, but it should see it soon – Thanks Dustin!
 - b. Rachel – for the November article, how are you doing? Would it be possible to use this article for

December? I'm putting together an article about contacting your state representatives and would like to get it out in November – the earlier the better so people will have the time to read the article and contact their elected officials. However, if you'd like to get this article out earlier – we can definitely do that as well.

c. I'm working on the article for contacting your elected officials. I'm hoping to send out a rough draft either today or tomorrow as time allows.

d. Ideas for the next CSU Life article?

2. Website updates

a. Still waiting to hear from Wayne regarding who serves on what committee so we can make these updates – Rachel have you had a chance to contact Wayne yet? Would you like me to reach out as well!

b. Rachel's updates to the website look great! Very easy to navigate and appealing to the eye. Where do we want to add Magdeline's logo? – We discussed this a bit in the meeting. What would you think about pulling the wording on the photo to a sub-bar (in red) and including the icon on the side (in blue)? Would you be interested in a tool I use for checking web accessibility standards? It's free and you can find it here: <https://chrome.google.com/webstore/detail/wave-evaluation-tool/jbbplnpkjmmebjpifedlgcdiloco>

Once the icon is ready to go, I'd like to remove the link in the about CPC column. What are your thoughts?

3. Any other business?

a. Still no word from the communications chair for the APC to see if they are currently adding any information to departmental newsletters as well. I'll be contacting HR to find out the best route to go for contacting different departments across the university. I don't want to miss any departments

b. Do we want to make Dazbog our permanent meeting spot? – Laura and Magdeline were good with that – Rachel and Dustin – what are your thoughts.

c. We also discussed the difficulties people have been finding with onboarding and finding the resources they need. I'm going to contact Meg and Kelly regarding these issues people are facing.

Do you wish to provide a verbal update at the next regular CPC meeting?

No

Next Meeting:

11/6/19 at 2pm - Dazbog Coffee

Sent From: Classified Personnel Council - <https://cpc.colostate.edu>

From: [CPC Website](#)
To: [cpc secretary](#); [cpc chair](#)
Subject: New submission from CPC Committee Report
Date: Monday, October 7, 2019 8:11:16 AM

CPC Committee
Employee Recognition Committee
Email:
megan.skeehan@colostate.edu
Date of Meeting
10/04/2019
Time of Meeting:
02:15 pm
Location of Meeting:
LSC
Members Present:
Stacey Baumgarn, Nancy Cowley, Anselma Lopez, Meg Skeehan
Topics/Issues Discussed:
<ul style="list-style-type: none">• EEA due date for spring – due December 4th. Meet Dec 12 – Anselma will send calendar invitation o Set up a ranking form for EAA that we can all share/access and enter our scores.• SOURCE article announcing the award – Anselma will get a draft out to our committee then we will send along to communications• Make it live – by Oct 11. Talk to Rachel about getting this done on the website, and let committee know when it is live.• Everyday hero interviews – Nancy, Anselma and Meg split• Another meeting in November to talk OAA, and other things
Action Items:
<ul style="list-style-type: none">*Ranking form for educational assistance award ratings - Stacey*SOURCE article draft announcing EAA - Anselma*Website update for EAA application live - Meg and Rachel*Everyday Hero Interviews - Nancy, Anselma, and Meg*Schedule November meeting
Do you wish to provide a verbal update at the next regular CPC meeting?
Yes
Next Meeting:
November 2019

Sent From: Classified Personnel Council - <https://cpc.colostate.edu>

DATE: October 2019

TO: The Honorable Jared Polis, Governor of Colorado

CC: Joyce McConnell, President, Colorado State University
The Honorable Jeni Arndt, Colorado House of Representatives
The Honorable Cathy Kipp, Colorado House of Representatives
The Honorable Joann Ginal, Colorado Senate
The Honorable Kent Lambert, Senator, and Chair, Joint Budget Committee

FROM: Meg Skeehan, Chair, Colorado State University Classified Personnel Council

RE: Increased Wages for State Classified Employees and Expansion of Leave Benefits

Dear Governor Polis,

I am writing as Chair of the Colorado State University Classified Personnel Council which represents approximately 1,800 full and part-time State Classified employees working for Colorado State University. The thoughts and comments below are mine on behalf of the council and do not represent the view of the University. With the FY 2020-21 Annual Compensation Report in hand from DPA, we aim to initiate a conversation regarding the Fiscal Year 2021 budget and address our interest in supporting salary increases and an expansion of leave benefits for State Classified employees.

The State of Colorado is supported by a foundation of State Classified Employees (SCEs) who work hard to keep the state running efficiently and effectively. At Colorado State University they work in housing, dining, facilities, our police department and across many of our academic departments supporting students, faculty, and researchers in all their endeavors. The 2021 Annual Compensation Report indicates that many of these employees' salaries need an adjustment to maintain or reach competitiveness in the workforce market due to the rising cost of living. Further upcoming increases to employee PERA contributions (a 1.25% increase for employee contributions starting July 1, 2020) will result in decreased take-home pay, therefore salary range and cost of living increases for SCEs become necessary to keep pace with private industry peers, increase morale and engagement, and to retain top performing employees.

Addressing Colorado's outdated leave benefits package would boost morale of current employees while attracting new talent to our classified personnel workforce. An SCE must work for a month to accrue 6.66 hours, not even a full day of sick leave. 94% of states provide more sick leave to their employees than Colorado does. If a State Classified employee is sick during their first month of work, they must go to work sick – particularly troubling for SCEs in dining services. This last year, I tasked my legislative committee to complete an analysis of leave policies of State Employees from all states, as well as the private workforce sector, to determine where the state of Colorado stands on leave benefit offerings. Improving leave benefits for SCEs to match our peers at the University and in private industry will attract new talent, recognize our current employees for their hard work, and overall, improve our productivity as a workforce. Increasing the amount of sick leave to 10 hours per month (15 days per year) and increasing annual leave by 2 hours for each leave step would improve recruitment, retention, and morale. We are not asking for any changes to the leave caps or leave payout at retirement. A graph has been attached for your review to this letter.

While the Classified Personnel Council remains concerned about the low level of funding provided to higher education in general, we greatly appreciate the hard work of you and your office and the Legislature in working to address this longstanding issue over the past few years. With recognition and appreciation of the many budget requests and constraints, we are asking that your proposed FY21 budget provide both salary range and across the board increases for SCE's that consider the impacts of PERA increases for employee contributions starting in July 2020. In addition, we hope that the expansion of leave benefits will be seriously considered as we feel it is an important component of state employment that is preventing Colorado from keeping pace with our private industry peers and other states.

We would be happy to meet with you or your representatives to support your efforts in this regard.

Sincerely,

Meg Skeehan
Chair, Classified Personnel Council, Colorado State University

DRAFT

Accumulated Sick Leave in Days State Classified Colorado vs. National Average

