

Classified Personnel Council Meeting
Tuesday September 17, 2019 10:00am-12:00pm
Regular Monthly Meeting
LSC 372-374



CLASSIFIED
PERSONNEL COUNCIL
COLORADO STATE UNIVERSITY

Agenda

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

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