

Classified Personnel Council Meeting
Tuesday December 17, 2019 12:00pm-2:00pm
Regular Monthly Meeting
LSC 382



**CLASSIFIED
PERSONNEL COUNCIL**
COLORADO STATE UNIVERSITY

Agenda

Call-to-Order

- Approval of CPC 11.19.2019 Meeting Minutes
- Adrian Financial Update
- Spring Meetings
- Any important CPC committee updates
 - Communications
 - Employee Engagement and Experience
 - Employee Recognition
 - Legislative

Guests

- Rep. Jeni Arndt – House District 53
- Rep. Cathy Kipp – House District 52
- Sen. Joann Ginal

Meeting adjourned – **Thank you!**

Dates to remember:

- University holidays Dec 23-27
- Campus closes at 2 pm on Dec 31
- New CPC Monthly Meeting date/time: January 9 1 pm – 3 pm
- Jan 13, 14 an 15 - 2020 University PDI January Sessions
 - CPC presentation on Jan 14th
 - Sign up at <https://tilt.colostate.edu/proDev/pdi/>



Agenda

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 checked="" 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 checked="" type="checkbox"/> Wayne Hall, ACNS | <input type="checkbox"/> Kristin Stephens, Statistics |
| <input type="checkbox"/> Kelly Hixson, Housing and Dining Serv. | <input checked="" type="checkbox"/> Kate Sherman, Political Science |
| <input checked="" 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 | <input checked="" type="checkbox"/> Alisha Zmuda, Student Disability Services |

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

Guests:

Corey Martin
Jeff Cornelius
Rachel Barrett
Steve Ross
Katie Paeklar

Call-to-Order

- Approval of CPC 10.15.2019 Meeting Minutes
Stacey emailed his suggested changes to the minutes. *Motion to approve by Nancy. Second by Laura. Motion Carried.*

Guest Speaker

Aaron Fodge – President’s Safety Task Force

- The President’s Safety Task Force was formed after a student was struck at a crosswalk. It was the first student fatality in 20 years at CSU from a traffic incident.
- President McConnell requested a deep look into traffic and overall safety on campus.
- Aaron is here today to present results of the work thus far and asking for feedback from the CPC.
- Infrastructure is not the only component of safety. The deeper issue is how do we build a better culture of safety on campus.
- Safe travel benefits everyone and is the responsibility of all.
- The problem – existing conflicts between all modes of transportation requires both infrastructure and behavioral intervention.
- Task force Focus:
 - People (Enforcement)
 - Programs (Education and Outreach and Social Media campaign to influence culture)
 - Policy (Creating comprehensive policy addressing enforcement and traffic control systems.)
 - Projects (Infrastructure prioritized location improvements both short term and long term.)
- Early actions – In house inspection for safety has been completed. We hired a consultant to do an analysis of intersections for compliance with traffic control devices for signs, striping, sign distance, etc. We also updated a Cordon Study of key intersections looking at both volume and movements of all modes of transportation and compliance of users to traffic control devices. (Report due in November)
- We have examined intersection traffic counts. This includes the number of cars, bikes and pedestrians for a number of intersections and what are the peak numbers at specific times of the day. Where are the interior campus intersections that are the highest volumes and at what times? Intersections by the stadium are the highest. We figure 70% of our students live on the west side of campus. It is very to get into campus from the west side, but when you get to the core of the campus, that is where we see the conflicts.
- The perimeter of campus has much different counts and is comprised mostly of vehicles.
- Reported crashes on campus – 10% of all CSU reported crashes involve an injury; 3% of those crashes requires treatment. The vast majority of crashes are cars hitting other cars.
- Lake and Pitkin Street intersections have the highest number of intersection accidents.
- We have also examined CSU Bike trail traffic counts and by mode of transportation – Old University avenue between the library and the Student Recreation Center is where we see the largest issue with bicyclists.
- Intersections we are reviewing. We have money to address these sections – Plum and Meridian is our highest activity. Other intersections and areas are: the Library; Hughes Way and Meridian; Stadium Ave and Meridian; Lake and Meridian.
- New student housing will add 3000 student beds on Lake Street across from the Stadium.
- Potential Solutions – protected lanes with barriers, better design, separate designs.

Meg – How are you addressing scooters? I’m watching people using them in bike lanes. How is that impacting your study?

Aaron – I was pretty adamant about not having scooters. However, it is an equity issue. It appeals to a lot of people and it is reducing vehicle traffic. It is another audience that we need to reach out to with training and they need to learn the rules of the road. We haven’t had too many complaints about scooters. The big issue is where they are parking the scooters. We started a campaign called “Rams Ride Right” by giving out cash to those who do the

right thing, and an officer writing tickets for those who don't follow traffic laws. Scooters are exploding in use way more than bike share companies. We have to figure out what our responsibility is in educating our students and staff about use.

Stacey – What are the recommendations coming out of the committee?

Aaron – Coming up with programs that provide life skills. Looking for a mandatory life skills class required for all incoming freshman. Some campus require driver safety class if you check out a fleet vehicle.

Katie – How much interaction are you having with the city of Fort Collins on these issues?

Aaron – A lot of interaction. It is in my job description to work with the city on transportation issues.

Nancy – How much collaboration is happening with the City? especially the signal at Rockwell where students can activate a signal to cross, but they don't seem to use it much.

Aaron – The city has looked at that intersection quite a bit. They've had 3 different solutions for the at intersection, but I can look further into that with the City.

Meg – Meldrum vs LSC Lot – People are going everywhere on bikes as well as pedestrians. Our Parking lots can get chaotic. I think those areas are pretty bad and I would recommend taking a look at that in your next round of reviews.

Glen – You're saying the study involved all of the modes of transportation?

Aaron – Yes. It's important to note that 70% of our students do not drive onto campus. We see a spike in hourly parking during cold weather.

Joseph – Are scooters limited to speed? I didn't know that scooters are programmed to slow down.

Aaron – Yes, all scooters are limited to 8 mph. All scooters are limited to 7PM for use. This is a pilot program that could change.

Joseph – Where is the best resource to see the bike and scooter policy.

Aaron – CSUPD has updated its policy on these issues. Only difference between city and CSU is that the city allows you to ride on the sidewalk. CSU does not.

Joseph – What about pedestrian overpasses?

Aaron – Two issues – one is expense. Two is cultural – people prefer to use an underpass than an overpass.

Leah – Have you looked at our other campuses, south and foothills?

Aaron – More for bike trails, the foothills is kind of a blank slate right now. The VTH is doing their own analysis, but I think you will see that campus become more restrictive. We don't have the volumes of people for us to focus on those issues.

Stacey – Want to express my broad general support for this issue and encourage my colleagues to get involved with this issue so that our employee voice is heard. We can help with promotion and I think it is very valuable for employees. I would like to be part of that help.

CPC Committee Breakouts (10 mins)

- Get into groups and catch up

CPC Committee Reports:

- Communications – *Leah Bosch* – We Did not meet this month. Rachel made some updates to the website. Please review and let us know what you think. We wrote an article for the *Source* that was not published yet. We are not sure how we want to advertise new awards.

Meg – We have a meeting next month to talk about communication of awards.

- Employee Recognition – *Nancy Cowley* – We have 2-3 applications for the employee recognition award, and it closes on December 4th. The Positive Action Award is posted on our website. Please encourage people to apply. We are starting to look at our recognition luncheon, and due to expense, we will look to hold the event in the LSC if we can. We are planning for April 30th for the luncheon, but we will be looking into beginning of May if necessary.
- Legislative – *Brian Gilbert* – We haven't met this past month. We've discussed sick leave in our breakout session. General Council has denied our request to front load sick leave for new employees. A DPA rule states that an employee must earn sick leave. We're looking to see if it's possible to get the rule changed. We are going to reach out to Ramona Gomoll – Chief HR officer for the State Department of Personnel Administration. Ramona would be the person to figure out how we could look to change the rule.

Stacey – When we have a clear message on this issue, we should reach out to the State Wide Liaison Council to get their support as well.

Steve Ross – In dining services, we sign a waiver saying that we will stay home if we get sick. But we don't have sick leave. Front loading 3-5 days would be a big help.

Nancy – I believe there is a policy in our manual that you cannot forcibly require an employee to take Leave Without Pay.

- Employee Engagement & Experience – *Kelly Hixson* – Lourdes presented – We didn't meet this month, but we're looking to create an action plan to identify departments around campus where SC employees are located and then asking for time to present CPC goals. Gaining feedback from departments around campus would be helpful in ensuring we are moving in the direction our colleagues are expecting.
- Executive – *Meg Skeehan* – I will be speaking at 4 different admin meeting groups about CPC and what we're doing. I am looking to present at the CSU PDIs in January and will be looking for volunteers as well for to present. This semester, CPC and APC partnered with Canvas Credit Union to provide financial literacy sessions for employees. Canvas provided 2 separate classes on two different days for employees. Looking to schedule more of these sessions for the next semester. University Policy Committee – two representatives from the CPC are requested to participate in the committee. Adrian and Jim have volunteered to be on the committee.

Reports / Updates:

- Adrian Financial Update – not much spending going on this time of year. We have our lunch next month which will be our next big expense.
Meg – we will have reps coming and possibly Lynn Johnson.
- Spring meetings – discussion about scheduling etc. Committee decided 2nd Thursday from 1-3 PM. *Motion to approve by Leah. Second by Brian. Motion Carried.*
- Letter to the Governor/Governors Budget Proposal. Letter has been sent to Governor Polis. Meg adjusted the letter to address the new budget proposal by the Governor. The governor's office is proposing an 8 week paid family medical leave. State of Colorado is providing an additional 1-week leave up to 13 weeks. Current modeling for our budget is a loss of \$1.7M in budget for this next year. This will impact AP and faculty raises.
- Race, Bias, and Equity Initiative Proposal – Living Wage submitted by Stacey Baumgarn. Stacey wrote a letter of support for the CPC supporting the Race Bias and Equity Initiative.

Stacey – The intent of the initiative is establish a mechanism or process where CSU evaluates annually the local cost of living for all employees. All campus stake holders have a way to

provide input. I was able to get a letter of support from Mary Ontiveros (VP for Diversity). There is no current process for this issue – the reason being is that in 2016 we were looking to get all employees up to 30k salary by 2020. Because we were able to get there early in 2018, the annual review was never examined, hence the reason for the letter requesting an annual review process for the Living Wage Initiative.

- Spring election process for FY21 CPC membership
 - We are proposing to open nominations at the end of January/beginning of February, hold elections in March 2020. We have been holding elections in April and with the Luncheon, that does not give us a lot of time to get this done in a thoughtful manner. APC holds elections in March. We Would like to open self-nominations earlier in January. That would allow us to start the process earlier and have enough time to recruit new council members. We currently have 3 openings and 2 open terms. We would also have two partial terms that need to be fulfilled. There are a handful of people who would have to run for re-elections.

Meeting adjourned – **Thank you!**

Dates to remember:

- University holidays: Nov 28 and 29
- Dec 4. – Deadline for Educational Assistance Award

CPC Chair Report for December 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:

- Nov 13 – Assessment Group for Diversity Issues
 - Update on presentations, focus group updates (still coding the conversations)
 - November Student Campus Climate survey review – in December/January look to get more details information colleges/areas, on/off campus, etc.
 - Membership discussion for next climate survey writing session.
 - Discussed 2020 activity, what pulse surveys might look like – 6 – 10 questions, 8 preferred. Factors: culture, sense of belonging, favoritism, leadership and accountability. Will be random asks, not widespread. Race/bias questions (possibly check all the apply to get more detailed information).
 - Follow up with units and departments what they are doing with the 2018 results. Brit Heiring (new communications director for VPD) will help highlight stories.
- Nov 14 – President Joyce McConnell Inauguration at the UCA
- Nov 18 – CPC Chair and Vice chair with HR/OEO
 - Work with the president’s office to speak with the personnel board (it is similar to going to legislature). CSU HR/OEO will discuss with Ramona at DHR on what it might look like to move forward with SL and AL assessment
 - Robyn will be getting more clarity on the 15% spread in benefits/compensation from the 2020-2021 compensation report from the state.
 - Employee job reviews for state classified employees
 - Rachel Barrett on SC position reviews, currently training two more people in HR to be certified for this process. We discussed the need to demystify the process and make it clearer. Brief discussion on the IT classification review at the state level.
 - SC Evaluations – Working on addressing myths and changing the culture on how we approach all evaluations at CSU, especially SC. Robyn and Jeff are working on expanding training and conversations on campus.
- Nov 18 – CPC and APC with Canvas Credit Union
 - Discussed spring financial literacy courses. These are scheduled:
 - Tuesday, January 28 Budgeting classes at noon and 3 pm
 - Monday, February 24 Student Loan classes at noon and 3 pm

- Thursday, March 26 Credit Score classes at noon and 3 pm
- Nov 20 – CLA admin meeting CPC presentation
 - Presented to CLA staff, almost all SC employees
- Nov 20 – President’s Commission on Diversity and Inclusion
 - Presentation on intersectionality by Cori Wong. Review of proposed presidential commission structure
- Nov 21 - Trans and Non-Binary Oversight Committee Meeting Prep
 - Worked on preparation for trans and non-binary oversight committee meeting agenda and discussed some necessary items to be addressed.
- Dec 3 – Department of Human Resources webinar on System Maintenance Study of IT classes
 - DHR information presentation on the State’s Department of Personnel & Administration System Maintenance Study on the IT Professional class series. The anticipated implementation date of these proposed changes will be July 1, 2020. The information is available on the State of Colorado’s website at www.colorado.gov/dhr/sms
- Dec 4 - Trans and Non-Binary Oversight Committee
 - Curious about the RAMweb Legal Gender Marker Instruction Language that Marianna Walsh asked for feedback on (RE: Feedback Requested - RAMweb Legal Gender Marker Instructional Language). She got a few thoughts on it, just wondering how the wording is now and if it is official/moving forward.
 - Able to move forward. Instructional language should be good. Rolling out in test phase, and working with student legal services. Banner being informed that they will be rolling forward with changes to legal gender marker, starting to think about access to legal gender marker.
 - Updating eID and email for folks
 - McConnell listening session with students: student from Pride. We are hearing that it is difficult to change the email and eID. When students log into RAMWeb they get deadnamed. How do we leverage the fact that Joyce knows? ACNS owns eID and email system. Email you can change your alias, but eID there is some gap. ACNS may be looking at a new system to support eID, but we are unsure what the implications would be for eID in the future.
 - When creating an eID, you are prompted to be thoughtful about the creation.
 - Get ACNS folks into this meeting space. Kathy with email and give context and ask the question so that they can prep for our next email. Brian B. and Josh Clark
 - Health Network working on setting up a way to let students sign with preferred name. There are issues with insurance, as they must use the legal name. In their system, clients can add preferred name, gender marker is getting complicated with the e-document system.
 - Dora is working on figuring out some language to help students navigating the health center. Educating our students on our locus of control, the interaction with external vendors limits out parameters.
 - Anthem-Blue Cross is the provider for students and for some employees. SC employees have United or Kaiser for their options, no trans and non-binary direct care.
 - Create an FAQ page for students to learn how things might be coded (particularly if they are on parents health insurance but not out)

- Winter break – students who aren’t allowed to go “home” or will be going back to very hostile environments; the need for short-term housing what are on/off-campus options
 - First year on-campus students are struggling. Two students got last minute housing over fall break, these students are on radar for winter break. There are probably more. \$35 a day in housing on campus. Almost 3 weeks for winter break so about \$700. HDS covered one of the students (emergency housing), the other one financial aid supported.
 - Host family network (similar to DACA student support). We need a more formal system.
 - HDS fund is limited as well, looking at a fundraising effort.
- Updates
 - Dr. Z Nicolazzo visit in the spring – Feb 6 and 7. Trans in College text and researcher. School of Ed on the 6th, on the 7th Z will do more work with SDPS office. 2-3:30 Feb 6 there will be a session – North Ballroom.
 - Leah Memorial Scholarship – this fund can be used for emergency housing fund. It is not an endowed fund though, so it is limited. Pride resource has discretion.
 - LGBTQ+ Scholarship Fund – changed name, removed the GPA requirement (just in good standing) and opened it up to grad students and part time or full time students
 - Massachusetts now officially recognizes a non-binary gender option (X), that puts us at... 14 states that have this (with New Hampshire, Hawaii, Rhode Island, and Pennsylvania starting in 2020)
 - How FAFSA works for transgender and gender non-binary students – addressing how gender questions should be asked/answered in the system. Particularly about selective services (it is a mess).
- Working Group/Committee Updates
 - Trans Health Care group – should the group shift, become more advisory than “update” session, it is good to have medical and counseling together can help discuss issues... who leads the meeting. If advisory shift it to quarterly as there is a lot of real time discussions occurring. Focus more on process and consistency.
- Morris Price added to CSU Foundation Board. Leverage some of the new opportunities with discussions on fundraising moving forward.
- Dec 4 – APC/CPC Chairs and Vice-Chairs
 - CSU Online Presentation on 12.5.2019
 - Mentoring Network – just a little idea
 - Award committees – CPC needs an APC member on our Outstanding Achievement Award committee, does APC need anything? General awards collaboration this year and in the future
 - Collaboration ideas
 - Collaborating with Joyce
 - Reach back out to Emily about meeting with Joyce APC and CPC in Spring.
 - Speakers:
 - Marsha Benedetti
 - Aaron Fodge
 - Lynn Johnson in January for CPC, Feb for APC
 - Notice and Respond Training

- VPD – APC will have two sessions (Ria and Tori are working together). Jan and March
 - What’s going on on campus
 - What is diversity what is inclusive membership
 - PERA
 - Rachel Barrett – SC Position Review
- Dec 5 - CSU Online staff meeting CPC/APC presentation
 - Co-presentation with Catherine Douras of APC on our councils and the work we do on campus.
- Dec 9 – Committee on Strategic and Financial Planning (CoSFP)
 - Program proposal presentations: BFA in Dance, Major in Agricultural biology.
- Dec 11 – CPC Executive Meeting

Coming soon:

- Dec 11 - Assessment Group for Diversity Issues
- Dec 12 – CPC Recognition Committee – Educational Assistance Award Selection
- Dec 16 – APC/CPC/FC Chairs and Vice Chairs monthly meeting
- Dec 17 – Monthly CPC Meeting – 12 pm – 2 pm
- Dec 19 – CPC Chair and Vice chair with HR/OEO
- Dec 19 – C2C Advisory Committee
- Dec 23 – APC/CPC/FC Chair and Vice-chair meeting
- Jan 9 – HDS Training CPC presentation 9 am – 10:15 am
- Jan 9 – Monthly CPC Meeting 1 pm – 3 pm
- Jan 14 – CPC PDI Session at 9 am
- Jan 15 – HDS Supervisor Meeting presentation
- Jan 23 – Trans and Non-Binary Oversight
- Jan 27 - CPC Chair and Vice chair with HR/OEO
- Jan 29 - President’s Commission on Diversity and Inclusion
- Feb 5 – APC/CPC Chairs and Vice Chairs
- Feb 12 – Assessment Group for Diversity Issues
- Feb 13 – Monthly CPC Meeting 1 pm – 3 pm

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: [cpc secretary](#); [cpc chair](#)
Subject: New submission from CPC Committee Report
Date: Thursday, November 14, 2019 12:12:33 PM

CPC Committee
Employee Engagement & Experience
Email:
Kelly.Hixson@colostate.edu
Date of Meeting
11/04/2019
Time of Meeting:
02:00 pm
Location of Meeting:
Administration rm 316
Members Present:
Tammy Hunt, Emily, Valerie, Deborah, (Lourdes, Kate went to the old meeting site)
Topics/Issues Discussed:
More ways for CPC to get the word out about what CPC is working on, make available flyers & info on benefits. Talked about how to reach out to VTH Talked about Brown Bag or Lunch & Learn, would like to see if we can still provide this service; but how to market better
Action Items:
More ways for CPC to get the word out about what CPC is working on, make available flyers & info on benefits. Talked about how to reach out to VTH Talked about Brown Bag or Lunch & Learn, would like to see if we can still provide this service; but how to market better
Do you wish to provide a verbal update at the next regular CPC meeting?
No
Next Meeting:
12-02-2019

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: Tuesday, November 19, 2019 8:03:36 AM

CPC Committee
Communications Committee
Email:
leah.bosch@colostate.edu
Date of Meeting
11/07/2019
Time of Meeting:
02:00 pm
Location of Meeting:
n/a
Members Present:
n/a
Topics/Issues Discussed:
We did not meet this month
Action Items:
n/a
Do you wish to provide a verbal update at the next regular CPC meeting?
No
Next Meeting:
December 4th, Dazbog Coffee at 2pm

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

From: [CPC Website](#)
To: [CSU CPC](#)
Subject: New submission from University Committee Report Form
Date: Thursday, November 14, 2019 12:14:44 PM

University Committee Name:
CWGE
Date of Meeting:
11/20/2019
Name of CPC Representative
Kelly Hixson
Email of CPC representative
Kelly.Hixson@colostate.edu
Meeting Highlights Pertinent to CPC and SC employees:
Still on hold until President McConnell makes a decision about what the University needs.
Do you wish to provide a verbal update at the next regular CPC meeting?
No
Next Meeting:
12-18-2019
Link for more information about this University Committee:
https://cwge.colostate.edu/

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

From: [CPC Website](#)
To: [CSU CPC](#)
Subject: New submission from University Committee Report Form
Date: Tuesday, December 3, 2019 10:00:08 AM

University Committee Name:
CWGE
Date of Meeting:
11/21/2019
Name of CPC Representative
Kelly Hixson
Email of CPC representative
Kelly.Hixson@colostate.edu
Meeting Highlights Pertinent to CPC and SC employees:
The Committee is still on hold pending President McConnell's final decision. The Committee members met to process & share concerns about being put on hold for so long.
Do you wish to provide a verbal update at the next regular CPC meeting?
No
Next Meeting:
12-18-2019
Link for more information about this University Committee:
https://cwge.colostate.edu/

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: Tuesday, December 3, 2019 9:57:39 AM

CPC Committee

Employee Engagement & Experience

Email:

Kelly.Hixson@colostate.edu

Date of Meeting

12/02/2019

Time of Meeting:

02:00 pm

Location of Meeting:

Administration Bldg 316

Members Present:

Lourdes Zavala

Alisha Zmuda

Emma Chavez

Tammy Hunt

Topics/Issues Discussed:

The meeting began by updating Emma on what had been happening while she was gone; a review of the Resource Fair; and discussing events and plans moving forward

The group discussed the consolidation of the Work-Life Balance Committee into the EEE committee

As understood by the committee, Meg will be presenting at various meetings over the next few months concerning CPC

Multiple ideas were explored about how best to improve communication with State Classified employees about the various resources and benefits available to them, e.g.

Creating opportunities (possibly at existing meetings) to show employees how to add their email to their cell phones allowing them easier access to information from CPC and this committee

Possibly developing a short flyer with instructions on adding email to cell phones – something that could be distributed at various employee events, e.g. Housing and Dining Resource Fair (although there is a training class already scheduled for that fair). Tammy could share this at the C2C table, as well.

The group agreed that the Work-Life balance resource fair was well-received, although things like weather, ineffective marketing, etc., reduced the participation. There were also concerns about the expenses related to the fair (for this year, the Provost and VPUO covered the expense of the tents and the marketing materials)

It was decided that the group would like to move forward with another event next year

A full plan needs to be developed

A budget needs to be created

Tammy will research where else we might be able to accommodate the vendors and what it might cost

Emma will reach out to Lauri Loyd for ideas and organizational materials (that Lauri uses for her H&D event) that could be used to help structure this event

A budget would need to be developed, and if there aren't enough funds in the CPC budget there would need to be requests made to Provost and VPUO for assisted funding

A communication plan should be developed

There was discussion about how to find out where the larger groups of SC employees work to develop opportunities to meet with them and get them engaged with CPC and the benefits available to them. Tammy will work to get that information.

Moving forward, it was agreed that the group could use OneNote in Microsoft Teams to share the results of meetings with others in the group. Tammy is setting up OneNote (and added extra pages for future meetings)

Action Items:

Multiple ideas were explored about how best to improve communication with State Classified employees about the various resources and benefits available to them, e.g.

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

No

Next Meeting:

01-06-2020

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

From: [CPC Website](#)
To: [CSU CPC](#)
Subject: New submission from University Committee Report Form
Date: Wednesday, December 11, 2019 3:37:37 PM

University Committee Name:
Administrative Professional Council
Date of Meeting:
12/09/2019
Name of CPC Representative
Jim Abraham
Email of CPC representative
james.abraham@colostate.edu
Meeting Highlights Pertinent to CPC and SC employees:
APC (now along with CPC, the Office of the Vice a president for Diversity, and the Presidents Sustainability Commission have all written) letters of support for the RBEI proposal supporting an annual, transparent review of the current living wage threshold. At the time the living wage was adopted, no mechanism to review / adjust (as needed) was put in place. This request will formalize that review / adjustment process (if "accepted").
Do you wish to provide a verbal update at the next regular CPC meeting?
No
Next Meeting:
January 13
Link for more information about this University Committee:
ap.colostate.edu

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