

Classified Personnel Council Meeting
Tuesday November 19, 2019 10:00am-12:00pm
Regular Monthly Meeting
LSC 324



**CLASSIFIED
PERSONNEL COUNCIL**
COLORADO STATE UNIVERSITY

Agenda

Call-to-Order

- Approval of CPC 10.15.2019 Meeting Minutes

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
- Spring meetings – discussion about scheduling etc.
- Letter to the Governor/Governors Budget Proposal
- Race, Bias, and Equity Initiative Proposal – Living Wage submitted by Stacey Baumgarn.
- Spring election process for FY21 CPC membership
 - Proposing to open nominations end of January/beginning of February, hold elections in March 2020

Meeting adjourned – **Thank you!**

Dates to remember:

- University holidays: Nov 28 and 29
- Dec 4. – Deadline for educational assistance award

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

- | | |
|--|---|
| <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 checked="" 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 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 | <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

Steve Ross
Jeff Cornelius

Call-to-Order

- Approval of CPC 9.17.2019 Meeting Minutes. No additional items or changes to the minutes were presented. Motion to approve by *Stacey*. *Laura second*. *Motion Carried*.
- Welcome to CPC Alisha Zmuda, filling an open term that expires June 30, 2020. Alisha is filling a vacancy and per our by-laws, we can appoint eligible members.

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

Debbie Mayer - Housing support for Faculty and Staff - CSU's Housing Navigator. Her position is the result of the Housing Task Force. Debbie used to work with Neighbor to Neighbor (N2N), now she is directly with CSU. Can meet for one on one counseling in the LSC, Palmer Center, and General Services Bld. N2N can still be used as a community resource.

Some data from a recent conference she attended ...

- A home is considered affordable and it is a defined term from the Dept. of Housing and Urban Development as 30% of the Area Median Income or less. Spending above 30% of your salary is considered “cost burdensome”. Above 50% is considered “severely cost burdensome”.
- Housing + transportation is ~ 60% of someone's income.
- Average Rent in Fort Collins is ~ \$1,365 per month.
- Current Fort Collins (first quarter) vacancy rate is 2.5 %
- Fort Collins median home price August 2019 is \$425k, daunting or impossible without significant savings or down payment assistance. This is where Debbie can help.

Leah – Is this data for Ft. Collins or all of Colorado?

Debbie – This is Ft. Collins.

Kristin – Is that rent for what size bedroom?

Debbie – That is average rent. You can go to Colorado Division of Housing’s website (<https://www.colorado.gov/pacific/dola/division-housing>) and they will break it down per room.

Stacey – What are the costs for housing?

Debbie – For renters, it is rent and utilities. For homeownership, it is principal, interest, mortgage, HOA, utilities, and insurance.

- 2015 data. Just over 50% of fulltime all CSU employees earn no more than 100% of the Area Median Income (AMI) or \$55,600 in Fort Collins. The AMI is now listed at \$61k in 2019. This is for a single-family income.
- Three quarters of CSU’s State Classified employees over earn at or below the 100% AMI index.
- Just over 30% of all employees fall within the very low income to low income as defined by the U.S. Dept. of Housing and Urban Development (HUD) classifications.
- If part-time employees with their much lower earnings are considered, the number of CSU employees who struggle to find affordable rental housing within a reasonable commuting distance to CSU is even greater.
- Mission - work directly with university staff. Following other universities in what they do. Provide information, and education. - Improve housing stability and economic growth.
- We are building a web-page as a CSU resource that focuses on Renters, Future Renters and Homeownership. <http://ocl.colostate.edu/faculty-and-staff>. We are also focusing on financial awareness and local as well as campus events that will educate interested persons. I can do lease reviews for renters. We’re also looking to make connections to other programs on campus.
- There is a realization more and more that affordable housing should be the first priority of any community as it promotes increased personal health benefits, stability and overall economic health.

Stacey – Where else are you hoping to have the information posted? - post to the University calendar?

Debbie – Info now is just on our website, but posting to the University calendar would be a good idea. It may be that we move some of these items under the CARE program.

Stacey – What are some of the biggest challenges? What do people need most so far regarding housing resources?

Debbie – Information is the most requested item from new hires. The other issue most expressed is affordability and cost. Some people don’t know they qualify for particular programs. Bringing that information is an opportunity for us to assist. Lastly would be questions on homeownership and what opportunities for down payment assistance may exist.

Leah – Where do the metrics such as rental vacancy rates come from? Are there any metrics on affordable housing as defined by the government or all rentals?

Debbie – Those metrics come from what all is available at the time. 5% is considered a comfortable spot for the economy. The laws have changed for the better to protect potential renters regarding rental applications. As for government affordable housing – there are no known metrics that I’m aware of that show vacancy rate or demand.

Kristin – What about Spanish speaking services?

Debbie – I have help in the Palmer Center and I have student staff assistance that are Spanish speaking. I also work with Emma Chavez if necessary.

Kristin – Leases not being in Spanish especially for mobile home parks seem to be an issue. Have you seen that problem?

Debbie – I haven’t run across that problem.

Lourdes – There is an issue as there is sometimes many people (multiple families) living in one location and they don’t want to rock the boat by questioning anything on their lease.

CARE Program

Emma Chavez is working abroad. Debbie is filling in while she is gone.

Care program connects and refers employees to local health and social services.

- We look to build effective relationships. One on one relationships.
- We help employees navigate work-life challenges.

News and Updates.

- Discounted programs
- Care program newsletter is in English and Spanish
- Community classes and events for Northern Colorado residents are advertised.
- See the website for a variety of resources. <https://care.colostate.edu/>

Meg – I send out the Care and Diversity Newsletter every month, but please sign up to receive the newsletter. There are a wide variety of great programs many of us are not aware of that are outlined in the newsletters.

CPC Committee Breakouts (10 mins)

- Get into groups and catch up

CPC Committee Reports:

- Communications – Leah Bosch – We put out an article on parental leave. Our next issue will be on voting and how SC employees can reach out to voting officials. Anselma and Meg will get an article to the Source and Communicator. We would like to update the website on who is on what University Committees.

Stacey – The last communicator and website are looking great.

- Employee Recognition – Nancy Cowley – Anselma Lopez – we are writing an article for the new employee assistance awards. Please encourage your colleagues to apply. It is open until Dec. 4th. Looking at the recognition luncheon and looking at spaces on campus where we can meet without having to rent.
- Legislative – Brian Gilbert – We met to look at our numbers on leave to include in Meg’s letter to the Governor. We’re waiting on Jeni Arndt to get back to us about going down to Denver to present our information. The next big issue will be the Governor’s budget release will be on Nov. 1st.

Meg – The compensation report has been released and that would be good reading for everyone if you are interested.

Brian – One item I would like to discuss. Robyn, the salary survey range has increased in the past 5 years it has jumped from 5% +/- on average to 15%. Where does that number come from? That range has tripled in 5 years – in other words, the acceptable range

- increases giving the appearance that SC personnel are within the range when their salaries have not kept pace.
- Robyn – I don't know, but I have a meeting with DPA on Friday and I can ask that question.
- Kristin – Some of the data we say today would be good to put in Meg's letter to the Governor's letter.
- Meg – I was thinking the same thing.
- Employee Engagement & Experience – Kelly Hixson - Our employees are not getting information on some of our programs. We're looking at how we can get the information to filter down to individual employees. Regarding the budget – we're still figuring out how we will manage our budget since we have never had anything in the past.
- Meg – One of the thoughts we had would be to support unit functions with drinks from the CPC and just introduce ourselves. We're trying to come up with some new ideas for outreach to campus units.
- Leah – Have we looked into Onboarding (How we bring new hires into campus)?
- Robyn – We're looking into that and other places I've been we've put together a packet for different units. We're trying to figure out what's working well. Looking to have a University Onboarding "kit" that can be given out by the end of the year. We want to make sure that new hires feel welcomed and have the information needed to incorporate into CSU smoothly. We want to make it a uniform process. Right now, it's based on your Unit's leadership in how smoothly that transition goes. Onboarding should take about a year to complete. It should be consistent throughout the year, not just done within the first couple of weeks.
- Executive – Meg Skeehan – We've been working on the Governor's letter. We had thought about having the Employee Engagement committee look at the Campus Climate Survey data and parse more of that data out. Jennifer Schneider has left her position. We think that an ad-hoc committee would work better and Adrian has volunteered to head up the committee.
- Adrian – With the fact that the Jennifer has left and that they initially said we would need to take a lead in examining the data, we thought we should start to look at this data - otherwise, people will never take a survey again.
- Meg – The next survey will not be until 2021. I'm on the committee who helped write the survey. We're talking about doing pulse surveys on more specific details on bias, bullying, racial or sexual orientation. That working group will help inform us in moving forward.
- Adrian - Can we get the comments that were provided in the survey?
- Rachel – I've reviewed the data as part of the committee. The raw data will never be given out. An analysis will be done by college and division and provided as an aggregate where they are very careful not to reveal a person. It will be a long process taking months to complete.
- Stacey – I would suggest the Council has a role to play in this. A lot of data is collected. There are many people responding to the data. But the average employee doesn't get the communication that particular concerns have been addressed due to the time it takes to evaluate the data. Many of those concerns are lost due to time. Is there a role the CPC can play to remind our members of the time line and the processes so that people keep the faith that the University and the Councils are doing something.
- Adrian – That's the goal. We will need to look at the data and show that we're looking to address concerns.

Kristin – I don't think it would be a bad idea to keep this issue alive through articles in the source and to keep pushing all of our issues we're working on with different forums such as the PDIs for campus.

Reports / Updates:

- Adrian Financial Update – Charges for our employee event came through – we spent \$1100 for tent rental. That with the money from VP Johnson we were charged \$634 for the employee work/life event. We don't tend to spend money this time of year. Lynn would cover a total of \$861 to help us cover the event.

Meg – Only group we are waiting to here from on budget is recognition ?

Adrian – Yes.

- 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 an update on the Business Task Force

The December CPC meeting is scheduled for 10 AM. Lunch at that time would be too early. What would work best for 11AM or Noon for a start. The CPC decided as a group that we will schedule our December CPC meeting from 12 to 2.

- We need to shift our regular meetings moving forward as it currently happens during the Executive Leadership Team (formerly Cabinet) regular meetings.

We will look to change the time of day and possibly the day for our spring meetings. Time and Day as our current schedule does not allow any CSU cabinet members to attend a CPC meeting. We will be looking to have President McConnell attend one of our meetings in the spring.

- Letter to the Governor – I was looking for your feedback on the draft letter. Thoughts?

Leah – I think we should ask for more.

Meg – I agree, but we have to walk the line with respect to asking for something and lobbying.

Magdeline – We could we ask for 1-5 rating system?

Robyn – We have an update from the DPA that they will be moving to a 1-5 system in 1 April 2021 will be the effective date for that change.

Jim – Just to clarify, the April 2021 date would be when we end up grading employees on a 1-5 scale or where we are planning for the following year?

Robyn – My understanding is that you would be grading on a 1-5 scale in 2021.

Jim – So we would start that planning for the 1-5 scale in 6 months?

Robyn – Yes.

Stacey – Finding a way to acknowledge service at CSU so that it is used for the grading process would be a great way to value and recognize employees for their work. Too often, serving on outside committees is regarded as a distraction from the job we should be doing. Let's think about ways we could value employees and level the playing field and recognize the work we're doing as a whole.

Jim – If I could add to Stacey's statement, when I attended the statewide liaison council meeting, one University did use service work as a way to evaluate State Classified employees.

Lourdes – On the 3rd paragraph for leave benefits – Didn't see the clarity of the 2 points of increasing the leave and front loading the leave. Is the intent to ask for both of those items to the State?

Meg – I'll look at clarifying those points a bit more. We think that is something we can do the front-loading the sick leave at the University level and not the state level.

Lourdes – Removing the one sentence about an employee having to go to work if they are sick may be the way to go as that addresses the front loading.

Meg – I'll look into that and make the change.

Brian – Regarding the graph, the legend in the very bottom says Estimate of Average. Can we drop the "Estimate" of Average and just call it Average.

Jim – Yes, we can do that. The reason we had that was because in comparing all 50 states, there were other factors that had to be considered as states grant leave differently with respect to sick or annual leave.

Lourdes – One item I want to point out the first sentence here is that we are saying we're addressing morale, when I think what we're really addressing is the gap in benefits, not necessarily the morale of our employees. Focusing on closing the gap and equity in employment in pay and benefits might be a better argument.

Meg – I chose "morale" in that sense because most people don't know the comparative data like we do. Utilizing numbers in that sense I think might not get the best response from our legislators. I just want to make sure we're not being too aggressive in showing where our numbers are vastly different than other states.

Meg – One more thing, if you can donate to the leave bank, please consider donating at least 4 hours by October 31st. There are prizes available for those who donate.

Meeting adjourned – **Thank you!**

Dates to remember:

- Oct 14-18 - Diversity Symposium – Meg will be presenting a talk.
- 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!

CPC Chair Report for November 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 Skeeahan, CPC Chair for FY20.

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

Where has Meg been?

Meetings and activity:

- Oct 9 – Assessment Group for Diversity Issues
 - Discussed the concerns about the cost of using IRISS for this survey, it would be incredibly expensive.
 - Discussed potential future membership for the group who will advise the 2021 survey process.
 - Update on presentations completed and upcoming, as always you can look at presentations at <https://diversity.colostate.edu/2018-employee-climate-survey/>
 - Presented some results from the CSU Student Monthly Campus Climate survey from September. Looking variations between white students and students of color. There are significant differences for safety, comfort, and sense of belonging at CSU (Black/African American students have the lowest scores in these categories). There were also questions asked about what actions students think would improve the campus climate – significant differences between white students and students of color for recruiting more diverse faculty and staff, providing diversity education for students faculty and staff, and having more multicultural events.
- Oct 9 – Trans and Non-Binary Oversight Committee
 - Pride Resource Center is getting a program coordinator.
 - Legal gender marker X (which is an option in Colorado now) – how do we code this in our systems? In banner/ramweb students are listed as “not available” and for federal reporting data they are randomly assigned the M or F based on the last number of their CSU ID. Discussing who sees the legal gender marker (HR/registrar/financial aid, etc). Still navigating other places where this is necessary – offices/people/systems. Will need to work on HR options, but there is a disconnect between federal standards and state standards so we must navigate this.
- Oct 16 – CSU Inspire – I presented on the importance of service work at CSU.
- Oct 17 – Diversity Symposium presentation on Pronouns and why they matter
- Oct 23 – Meeting with Robyn Fergus and Jeff Milton on SC Evaluations
 - Discussed issues with the SC evaluation philosophy at CSU. Concerns brought up: that there are caps on how many 3’s can be awarded, the overall process

- (minimal follow through, instead just checking boxes), supervisor involvement and effort in the process, the current system at CSU (all paper), and over all culture around evaluations at CSU
- Discussed a communication piece to come from HR, Robyn has experience with revamping evaluation process approach. Soon, start trainings to change the conversation and expectation around evaluations, long term goals of shifting the entire culture of how we complete and then check in on goals and other topics in evaluations. Need to calibrate the concept of what a 1, 2 and 3 are. Also, with the pending update to a 5-point scale, how do we define those ratings more efficiently for all SC employees to be rated.
 - Looked at CU Boulders approach to evaluations, I will be reviewing their performance management user guide to try to find some possible immediate solutions to how we can better evaluate employees.
 - Oct 28 - CPC w/ HR and OEO
 - Anticipating a 2% salary increase proposal from the Governor in November. JBC may do something different. Overall financial picture not looking great as K-12 is the priority not higher education. The proposed higher ed funding model indicates CSU will have a \$1.7 million budget decrease
 - PERA automatic adjustment could keep recurring, and the state can look to increase employer contributions more.
 - Evaluations – making sure we are promoting a culture of feedback. Training/conversation skills and aligning/calibrating expectations is important for supervisors.
 - The governor will likely announce two additional state holidays, CSU looking to apply those on Dec 23 and 24.
 - Oct 28 – CPC Committee Chair/Vice-chair meeting
 - A chance for chairs and vice chairs of committees to share updates and needs from Wayne and myself.
 - Oct 28 – APC/CPC/FC Chair and Vice-chair meeting
 - Oct 30 – CPC/APC with Lyn Johnson and Nik Olsen
 - Talked about the upcoming gov budget proposal. Again, concerns around the \$1.7 million in base budget loss.
 - Letter to the governor review – send to Nik, once approved we can send out.
 - Discussed the ad hoc committee CPC has created to analyze the employee climate survey data for SC employees.
 - First Amendment series, what happened to this? We need tools on how to engage, and would like to keep these conversations moving forward.
 - Bystander Intervention Group – Catherine is going to connect me with this group.
 - Bias and racial incidents groups – website for feedback and ideas, also will put up posters and paper forms.
 - Nov 11 – CPC Recognition Committee
 - Discussed the Recognition Luncheon, locations, dates, etc. Trying to help get a head start. We will work at identifying locations and catering options to help, we would like to expand the event if at all possible – allow awardees to invite a guest of their own perhaps.

- Nov 11 – CoSFP
 - Approval of prior meeting minutes, and listened to a presentation on a Special Academic Unit proposal from SAMD.

Coming soon:

- Nov 13 – Assessment Group for Diversity Issues
- Nov 14 – President Joyce McConnell Inauguration at the UCA
- Nov 15 – Policies and Practices to Support Trans and Non-Binary employees
- Nov 18 – CPC Chair and Vice chair with HR/OEO
- 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
- Nov 25 – APC/CPC/FC Chair and Vice-chair meeting
- Dec 4 - Trans and Non-Binary Oversight Committee
- Dec 4 – APC/CPC Chairs and Vice-Chairs
- Dec 11 - Assessment Group for Diversity Issues
- Dec 12 – CPC Recognition Committee – Educational Assistance Award Selection
- Dec 17 – Monthly CPC Meeting – 12 pm – 2 pm
- Dec 19 – C2C Advisory Committee
- Dec 23 – APC/CPC/FC Chair and Vice-chair meeting

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



**CLASSIFIED
PERSONNEL COUNCIL
COLORADO STATE UNIVERSITY**

November 11, 2019

To the CSU Race, Bias and Equity Initiative Committee,

The Classified Personnel Council is excited to provide this letter of support and endorsement to the RBEI Proposal for a Living Wage. The Council has worked hard over the course of several years to secure the initial implementation of the living wage at CSU. We are grateful for the leadership and partnership with the CSU Administration, the Department of Human Resources, the President's Sustainability Commission, the office of the Community Resource Coordinator, and the various CSU departments where the majority of employees are working who were the direct beneficiaries in 2018.

However, now is the time and opportunity to formalize CSU's commitment to providing a living wage for all employees. Three-quarters of state classified employees in Fort Collins are at or below the 100% Area Median Income of \$61,100 for a one-person household. The cost of benefits and general cost of living in Fort Collins and surrounding communities continues to grow as a strain for take home pay of all employees. The longer we wait to address these very serious concerns, the harder it will be to adjust the living wage on campus in years to come to meet the needs of our employees.

To meet this goal, the Classified Personnel Council supports this RBEI proposal and the idea of creating a mechanism or process by which CSU Administration, CSU HR, and all appropriate campus stakeholders, including our Council – annually review the living wage and, through a transparent process, determine if and how adjustments will be made to employee wages to sufficiently meet minimum standards relative to the local cost of living. We also believe a best practice of such a process would be outlined and formalized in (or as a part of) a University adopted policy.

Thank you for your consideration of the Living Wage proposal.

Meg Skeehan
Chair, Classified Personnel Council FY20

From: [CPC Website](#)
To: [CSU CPC](#)
Subject: New submission from University Committee Report Form
Date: Monday, October 14, 2019 2:01:12 PM

University Committee Name:

Administrative Professional Council

Date of Meeting:

10/14/2019

Name of CPC Representative

James Abraham

Email of CPC representative

james.abraham@colostate.edu

Meeting Highlights Pertinent to CPC and SC employees:

Oct 14

Debbie Meyer - Housing support for Faculty and Staff - CSU's Housing Navigator. Product of Housing task force - new position. Used to be with Neighbor to Neighbor, now directly with CSU. N2N can still be used as a community resource.

- A home is considered affordable if it costs less than 30% of their income.
- Housing + transportation is ~ 60% of someone's income.
- Average Rent in Fort Collins is ~ \$1,365 per month.
- Current vacancy rate is 2.5 %
- Just over 50% of fulltime CSU employees earn no more than the median income in Fort Collins.
- Mission - work directly with university staff. Provide information, and education. - Improve housing stability and economic growth.
- Building a web-page that focuses on Renters, Future Renters and Home ownership. Also focusing on financial awareness and events that will educate interested persons. Making connections to other programs on campus.

Council leadership including faculty, CPC, and APC letter going to Dr. McConnell, will be sending out to all APC for review.

- Nov 11 meeting - Two guest speakers - Teams presentation. (APC will be moving to TEAMS). Second presenter will be Robyn Fergus will present on any upcoming issues for HR.

APC Pillars and Goals (in no specific order)

Advocacy

- University budget discussions - Will be addressed by APC Exec committee
- Work-life balance
- Consistent AP evaluation system
- Salary/Compensation for on- and off-campus employees
- HR/OEO Processes

Engagement

- AP role on campus
- Supervisory training - Will be addressed by APC Exec Committee
- Inclusive membership/recruitment
- New member support
- University Business Operations Taskforce

Service

- Volunteer opportunities for all
- Employee appreciation
- Inclusive membership

President Joyce McConnell

- Wanted to know what progress has been made since the 2017 Voice Survey? APC - Many of the issues has filtered into the goals within the APC.
- President McConnell mentioned the CPC and the comparative work we did for leave for Colorado compared to other states - has that been done for AP ? APC - there has been work done for the majority of APs, but not for the research associates.
- Classification of APs are looking at bands with a goal of having fair salaries across the University.
- President McConnell supports all APC goals. Is familiar with the process of examining campus wide initiatives for faculty and staff as she did that as Provost at WVU.
- President McConnell asked to focus a portion of her remarks on bullying and bias and requested APC members to share stories (or concerns) of incidents of bias and discrimination.
 - o Issue of no campus resources for faculty and staff regarding bias. Many resources for students, none for employees. Nothing consistently communicated or provided on the web.
 - o One member shared there is no accountability for incidents that occur.
 - o One member shared that there is a sense that APC and CPC take a "rubber stamp" and back seat to Faculty Council.
 - o One member brought up the inequity of Faculty council in comparison to the APC and CPC. The Faculty Council has administrative staff and office support where APC and CPC do not. The Faculty Council also has representation on the Board of Governors where the APC and CPC do not have any representation.

- o President McConnell also spoke to the issue of bullying and takes bullying very seriously. Interested in the bullying policy. How do we get to where people feel comfortable reporting bullying without retaliation. A culture change needs to happen and she is very committed to improving this.
- o Need to figure out the transparency piece of informing a complainant of what actions have been taken because there are legal constraints in identifying employee matters that are considered confidential for those that are accused.
- o Dr. McConnell stated that A lot of work needs to be done on very basic policies. This is a reality at CSU. We don't know why, but it is evident that we have work to do. Information available on websites is confusing on policies.
- o A suggestion was made by a member to use a values based approach (CSU's Principles of Community) in employee evaluations and in the hiring process. Robyn Fergus stated that she came from an organization that used this approach and it worked very well.
- o Dr. McConnell wanted the APC to know that as Provost at WVU, she has terminated several tenured faculty for bullying. She takes the issue very seriously and is not afraid to address it.
- o For someone who submits a bullying complaint, she has heard there is breakdown in communication with the complainant of where the process is and where it is going once the complaint is made. It leaves a person wondering about the status and also dejected that their complaint is not being taken seriously.
- o Bob Schur - We really don't have a comprehensive code of conduct for all University employees including faculty. That piece really needs to be addressed.

Meeting adjourned at 10:40 AM

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

No

Next Meeting:

November 11, 2019

Link for more information about this University Committee:

<https://ap.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: Monday, October 14, 2019 10:27:59 AM

CPC Committee
Employee Engagement & Experience
Email:
Kelly.Hixson@colostate.edu
Date of Meeting
10/07/2019
Time of Meeting:
02:00 pm
Location of Meeting:
Administration Bldg
Members Present:
Valerie Lewis Tammy Hunt Joe Gallegos Emily Farrenkopf Kate Sherman Deborah Mayer for Emma Chavez Amber Lobato Megan Skeehan
Topics/Issues Discussed:
Talked about Employee Engagement & Experience August 2019 Resource Fair expenditures; give some thought to next years resource fair, do we still want to hold the fair and are there better ways to spend our money. Talked about Employee Engagement & Experience budget, Work Life never had a budget Talked about better ways for CPC to reach out to all Classified staff and ways to do it without using much of the budget
Action Items:
Members are contacting various Departments to see if Employee Engagement & Experience can have a info/swag table at their staff events. Maybe CPC could provide drinks, pop corn etc. at their event i.e. chili cook-off, Dining's Department Training or Housing's January Training etc.
Do you wish to provide a verbal update at the next regular CPC meeting?
No
Next Meeting:
11-4-2019

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

From: [CPC Website](#)
To: [CSU CPC](#)
Subject: New submission from University Committee Report Form
Date: Monday, October 14, 2019 10:07:56 AM

University Committee Name:
Parking Committee
Date of Meeting:
10/09/2019
Name of CPC Representative
Brian Gilbert
Email of CPC representative
brian.gilbert@colostate.edu
Meeting Highlights Pertinent to CPC and SC employees:
<p>A safety task force has been formed to look at places where multiple types of traffic converge (foot, bikes, cars, & e-scooters). Transfort is working on a MAX 2.0 plan for an east-west MAX bus line. Hughes Way will be rebuilt and widened from Meridian to Shields. Meridian will be move east to line up with Meridian on the east side of the stadium. There was confusion around Homecoming and parking. Athletics and Parking will coordinate more closely next year so everyone is conveying the same message on where to park. Parking is working on streamlining the parking ticket appeal process to make it quicker and easier. Roads & parking lots around the Administration building will be closing starting in March through July 2020 for water line replacements. East Drive from the Admin building to Mason may close from August to December for water line replacement if funding is approved. Athletics will be removing the old football practice field along Shields for a soccer and softball complex. More to come on this.</p>
Do you wish to provide a verbal update at the next regular CPC meeting?
No
Next Meeting:
November 13, 2019 in the PTS conference room.

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

From: [CPC Website](#)
To: [CSU CPC](#)
Subject: New submission from University Committee Report Form
Date: Monday, November 11, 2019 10:02:43 AM

University Committee Name:

Administrative Personnel Council

Date of Meeting:

11/11/2019

Name of CPC Representative

James Abraham

Email of CPC representative

james.abraham@colostate.edu

Meeting Highlights Pertinent to CPC and SC employees:

November 11, 2019 APC meeting.

- Teams Presentation - John Engelking. Same presentation to APC as what was presented to the CPC.
- Works best with Office 365 Pro Plus. You should look to see if you have the latest version of Office to get full functionality of Teams.
 - All APC committees will be required to utilize Teams for committee business.
 - I've been added to APC Teams General Channel. All APC members have been added to an APC Teams group.
 - Sarah Olson will be APC rep in charge of Teams.

Regular Business

- Governor's budget proposal is a 2% across the board increase for SC personnel.
- Bioagricultural Sciences and Pest Management Dept is in the process of changing the department name to Agricultural Biology.

Robyn Fergus - Staffing update and update on personnel evaluations
Positions currently open with HR...

- Payroll positions. Bringing a candidate to campus this Wednesday.
- Senior HR Solutions Partner
- Benefits Administrator open
- Payroll Accountant
- Payroll Technician
- HR Service Desk position
- Future needs - HRHS Business analyst
- HR Leader Role (TBD). (Associate director for compensation recently resigned)

Classification and Compensation.

- As of July 1, a fully staffed team is in place. Currently cross training on the AP framework.
 - Working with an outside firm on the framework. CSU is trying to normalize certain job descriptions so that there is consistency in our positions. Trying to streamline where we can.
 - Looking to align with specific colleges and departments so they can better understand the business needs.
 - Working with AON Consulting firm. Will also look at the compensation framework.
 - Robyn and Diana see the compensation and classification framework as an absolute priority.
 - Have launched a set of core values within the HR department.
 - Also looking to update HR's website. Should see changes to the website in the first half of 2020.
- Looking to tailor the website to key groups. Trying to eliminate number of clicks to get to information.

- Performance management - Looking to enhance communication and debunk myths. Establish key priorities for senior leadership team to infuse for 20/21.

No further business - Meeting adjourned at 10 AM

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

No

Next Meeting:

December 9

Link for more information about this University Committee:

<https://ap.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: Monday, October 14, 2019 10:14:25 AM

University Committee Name:
President's Commission on Women & Gender
Date of Meeting:
09/18/2019
Name of CPC Representative
Kelly Hixson
Email of CPC representative
Kelly.Hixson@colostate.edu
Meeting Highlights Pertinent to CPC and SC employees:
The President has asked that all University Committees be on hold while she evaluates & assesses Campus' needs
Do you wish to provide a verbal update at the next regular CPC meeting?
No
Next Meeting:
10-16-2019
Link for more information about this University Committee:
https://cwge.colostate.edu/

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