

Classified Personnel Council Meeting
Thursday February 13th, 2019 1:00pm-3:00pm
Regular Monthly Meeting
LSC 372-74



**CLASSIFIED
PERSONNEL COUNCIL**
COLORADO STATE UNIVERSITY

Agenda

Call-to-Order

- Approval of CPC 1.9.2020 Meeting Minutes

Guests

- Lynn Johnson, Vice President of University Operations (and more) – Business and Operations Task Force
- Lynn Johnson, Vice President of University Operations – Budget Update

CPC Announcements and Updates

- Adrian Financial Update
- FY21 CPC Membership –
 - Please submit executive committee self-nominations to Brian Gilbert by February 28, 2020. Note that Wayne is terming out of the vice-chair position.
 - Please submit self-nominations for CPC membership by February 28, 2020
- Update on benefits/insurance provider for SC employees
- JBC Update – 3% recommendation for SC raises in FY21
- CPC Leadership meeting with DPA, Ramona Gamol, Cathy Kipp soon

CPC Committee Reports:

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

Meeting adjourned – **Thank you!**

Dates to remember:

- February 14 – nominations for the Outstanding Achievement Award are due at 12 pm!
- February is Black History Month – check out the list of events at baacc.colostate.edu
- AARP Tax Aide – free tax filing! Saturdays starting Feb 8 – April 4 (closed March 14 & 21) 11 am – 3 pm in Rockwell Hall basement

Classified Personnel Council Meeting
Thursday January 9, 2019 1:00pm-3:00pm
Regular Monthly Meeting
LSC 372-74



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COLORADO STATE UNIVERSITY

Agenda

- | | |
|--|---|
| <input checked="" type="checkbox"/> Jim Abraham, Environmental Health Services | <input type="checkbox"/> Amber Lobato, Housing and Dining Services |
| <input checked="" type="checkbox"/> Stacey Baumgarn, Facilities Management | <input 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 type="checkbox"/> Emily Farrenkopf, College of Liberal Arts | <input 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 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 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 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:

Call-to-Order at 1:02 PM

- Approval of CPC 12.17.2019 Meeting Minutes
Stacey motion to approve minutes with no changes. Second by Laura. *Motion Carried.*
- Adrian Financial Update – the only money we've spent was for the December lunch and that was ~ \$500. If you're looking to spend money in your committees, please let me know. We have \$1800 in roll-over money but we're not sure where that money came from as we overspent our budget last year.
- FY21 CPC Membership – We will open up the application on the website this week. Elections will be in March 2020. The executive committee will be also be up for election. Brian will collect information for nominations.
 - Who can collect executive committee personal nominations? Brian?

Nancy – Do we have any partial memberships open ?

Meg – Yes, we have 2 seats that are vacant.

Stacey – How many additional seats do we have open?

Meg – We have two additional seats open and 5 CPC current members whose terms expire this year.

Stacey – Has it been decided when the applications for new members will be due?

Meg – We're looking at March 1st for the due date.

Stacey – So we can vote to approve in March for the executive committee as well as these members?

Meg – Yes.

Guests

- Lynn Johnson, Vice President of University Operations – Business and Operations Task Force – Lynn requested to postpone and present the Task force information in the February meeting.

CPC Committee Breakouts (10 mins)

- Get into groups and catch up – The CPC as a whole opted to end the meeting early.

CPC Committee Reports:

- Communications – Leah Bosch – No report
- Employee Recognition – Nancy Cowley – No report
- Legislative – Brian Gilbert – No report
- Employee Engagement & Experience – Kelly Hixson – No report
- Executive – Meg Skeehan – No report

No further committee business. Meeting adjourned at 1:17PM

Meeting adjourned – **Thank you!**

Dates to remember:

- New CPC Monthly Meeting date/time: January 9 1 pm – 3 pm
- Jan 13, 14 and 15 - 2020 University PDI January Sessions
 - CPC presentation on Jan 14th
 - Sign up at <https://tilt.colostate.edu/proDev/pdi/>

CPC Chair Report for February 2020

By now you are all very familiar with this report! I wanted to highlight a couple of things that are not necessarily meetings that I have been working on over the last month:

- Tracking the Collective Bargaining discussions at the capital (driven by Colorado WINS and supported by Gov. Polis) – we don't know enough yet about how it will truly shape up but this would theoretically give SC employees an change to negotiate for salaries and benefits with the state collectively. I have been looking at what the population distribution is for SC employees in the state of Colorado looking at the 2018-2019 Workforce Report: 45.6% (13,051) SC employees are in the Denver metro area, the four other regions have 15,336 SC employees total. Collective bargaining can have many positive benefits, but until we know the details about how it will work in Colorado, we will remain neutral.
- I have been contacted by assistants/ reps for Kathy Kipp, Jeni Arndt, DPA and Ramona Gomoll (Chief Human Resources Officer, CO) about setting up a meeting in Denver to discuss sick leave and other leave benefits. The executive team and Brian Gilbert will attend this meeting and will report back. We will share our findings that Jim and Adrian pulled together in the analysis of leave benefits in CO compared to other states, and continue to push for front loading sick leave and expanding leave benefits for SC employees.
- Thanks to everyone who volunteered to review the performance management training modules and provide feedback. This is the start of changing the culture on campus around performance management for all employees, but especially State Classified employees. Stay tuned for more updates!
- Last week UNC – Greeley announced that they would be eliminating 65 full time positions to address budgetary issues. <https://bizwest.com/2020/02/07/unc-to-lay-off-65-employees-in-spring/> - UNC will be implementing an Administrative Service Center and this will be the source of most of the lay offs (no faculty will be impacted). I will be tracking this story, as I am curious if any state classified employees will be impacted
- I am working with Teri Suhr and PERA to get reps on campus for 2 general presentations to PERA employees in the next month or two.
- **CPC Member and Officer Elections:** I have reached out to CPC members who's term is expiring in June, please remember to submit your personal statement and self-nomination form to operations@colostate.edu by February 28th (<https://cpc.colostate.edu/interested-in-joining-cpc/>). If you want to run for an executive/officer role, please submit a personal statement of interest to Brian Gilbert by February 28th!



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– Meg Skeehan, CPC Chair for FY20.

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

Where has Meg been?

Meetings and activity:

- Jan 9 – HDS Training CPC presentation 9 am – 10:15 am
- Jan 9 – Monthly CPC Meeting 1 pm – 1:20 pm
- Jan 14 – CPC PDI Session at 9 am

- Jan 14 – PCDI special presentation by Dr. D-L Stewart: The Language of Appeasement
- Jan 23 – Trans and Non-Binary Oversight
 - Talked with IT and ACNS reps about needs for students and employees, requested a map of how systems interact with one another
 - Final feedback on collecting student information and how to integrate the “third-gender/gender X” legal marker
- Jan 27 - CPC Chair and Vice chair with HR/OEO
 - Melissa Emerson – new OMBUDS starts today. Jan Pierce is still doing EAP. We will invite them both to a CPC meeting.
 - New senior HR solutions manager
 - Pay roll manager starts Feb 3
 - We will be going to Cigna, waiting on RFP for dental/vision and HSA – Kaiser will also be available still.
 - A lot of support coming from the state, there will be sessions in Fort Collins and will be coordinating with Teri Suhr’s group.
 - Cigna agreed to open 14 additional medical services centers across the state to serve state employees.
 - I request a count for how many SC employees at CSU paid into Colorado WINS – curious about the numbers of CO WINS members at CSU. This is somewhat tied to the conversation about Collective Bargaining as Colorado WINS is leading that at the state level.
- Jan 28 – CSU Strayer Center Conversation
 - Jeni Arndt connected Sam with CPC
 - New on campus (4th semester on campus) – public service on campus and with community.
 - Giving students the tools to be better at service
 - Masters in Public Policy and Administration
 - Sam has a background in public organizing/service, US senate, City of Fort Collins
 - How can we work with Strayer on campus
 - Community event, lecture or research project – focus for CPC
 - Civics 101 – work with APC and FC as well. Local and state levels, clicker tech, interactive pieces, asking for ideas that we can plan for future events.
 - March – outreach and planning
 - Early June – first presentation – City and State gov? Civics 101
 - Late July/Early August – take more education out to CSU community
- Jan 29 – APC/CPC with Lynn Johnson and Nic Olsen
 - Wayne and Catherine are core members for president’s council on culture
 - Strayer Center conversation
 - Nic Olsen said RBI has pressure to do civic engagement presentations
 - Work with presidents office on structuring program
 - Lynn will pay for an ad in CSU life for APC and CPC to write something up – who we are, what we are doing
 - Contact Emily: Meeting with Joyce, include Lynn and Nic
 - CSU construction updates/master plan – coming to APC April meeting, Stacey will present through CPC
 - Collective bargaining

- Discussion about what we know, etc
 - Holding a SLC meeting on campus once collective bargaining shapes more and details become more set
 - State budget
 - Tuition increase 2.5-3% increase
- Jan 29 - President's Commission on Diversity and Inclusion
 - Listened to a presentation about the Howard Hughes Medical Institute Driving Change proposal from CSU – request grant funding for a program that will support students interested in STEM fields from historically marginalized populations. We provided some feedback and asked questions.
 - Walked through a new filter on the interactive campus map showing instances of participation in VPD diversity training. Asked questions about the data and how we can better use this data to understand participation beyond base training counts - <https://col.st/5Gap8>
- Jan 30 – APC/CPC/FC Chairs and Vice Chairs
 - Regular meeting, talked a bit about the budget (so much we don't know this early in the legislative process)
 - Talked about enrollment rates and trends across the US and at CSU
- Feb 4 – CPC Executive Committee Meeting
- Feb 4 – Faculty Council
- Feb 4 – LGBTQ+ Faculty/Staff/Graduate Student Mixer
- Feb 5 – RBEI Working Group
 - Talked about how to rate proposals that have been submitted, thoughts and processes about how this will move forward. Retreat upcoming
- Feb 5 – APC/CPC Chairs and Vice Chairs
 - Discussion about topics for our joint meeting with Joyce McConnell
 - Lynn has offered us some money to pay for a half-page ad in CSU Life, need more information so that we can appropriately plan

Coming soon:

- Feb 11 – Meeting with new OMBUDS – Melissa Emerson
- Feb 12 – HR Liaison Meeting
- Feb 13 – RBEI Retreat
- Feb 12 – Assessment Group for Diversity Issues
- Feb 17 – APC and CPC Chair/Vice-Chairs with Joyce McConnell
- Feb 18 – CNS Presentation on CPC
- Feb 19 – HDS Supervisor Meeting presentation
- Feb 20 – APC/CPC/FC Chairs and Vice Chairs
- Feb 21 – DAPA Award Selection Committee
- Feb 24 – CPC Chair and Vice chair with HR/OEO
- Feb 24 – Trans and Non-Binary Oversight Committee
- Feb 26 – Presidents Commission on Diversity and Inclusion
- March 2 – CoSFP
- March 3 – CPC Executive Committee
- March 4 - Assessment Group for Diversity Issues
- March 12 – APC/CPC with Lynn Johnson and Nic Olsen
- March 12 – CPC Monthly Meeting 1 pm – 2 pm
- March 13 – *Tentative Meeting with DPA, Ramona Gomoll, Cathy Kipp, Jeni Arndt*

Reminders / Resources:

- **CPC Awards** Deadline for the Outstanding Achievement Award is Feb 14 at 12 pm!
- 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
- Canvas Credit Union Financial Literacy Classes (sign up online at <https://mylearning.colostate.edu/>):
 - Feb 24 – Living Your Best Life with Student Loans
 - March 26 – Crushing Your Credit Score Goals

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: Monday, January 13, 2020 10:35:56 AM

University Committee Name:

Administrative Professional Council

Date of Meeting:

01/13/2020

Name of CPC Representative

Jim Abraham

Email of CPC representative

james.abraham@colostate.edu

Meeting Highlights Pertinent to CPC and SC employees:

APC Meeting - January 2020

- Lynn Johnson will be speaking at the next meeting on the budget task force.

- Michael Buttram - Rams Against Hunger Resources.

Started by Jan Johnson and ASCSU.

- 20-45% of college students experience food insecurity.

- "Traditional" student is no longer traditional. Average age is 26.

- 22% of traditional students have children.

A lot more minority students on PELL grants coming to college, but PELL doesn't cover food, housing, etc.

- Food insecurity affects ~ 30% of CSU students. Based on two different surveys; one completed 4 years ago and one completed in 2017.

- Women, racially minoritized, and 1st generation students more highly represented.

There are several Food Insecurity Programs at CSU.

- Meal Swipe program - Students apply online and 75 meals loaded on their Ram Card.

Over 800 applicants this year. ~ 250 students accommodated last year. Paid for primarily through donations

1500 served since the inception of the program.

- SNAP Benefits. CSU looking to streamline process for students applying for federally supported SNAP (Supplemental Nutrition Assistance Program). If a student has a work-study job, they are eligible for SNAP. CSU has recently figured out how to complete paperwork for the program. A new SNAP specialist has been hired.

- Pocket Pantries - There are 6 pantries on campus. Stocked and paid for by ASCSU. WE work through the food bank for food. These are grab and go items and are free to anyone. They are heavily utilized. The one near the ALDS is used the most.

- Mobile Food Pantry - Available to all members for the CSU community with a valid CSU ID card. Pantry parks on University Ave and Meridian Once a month from 4-6 PM.

Last year there were 2,768 people who utilized the mobile pantry.

- Ram Food Recovery (pilot year). Leftover food from catered events available for pick up. Students register for a text alert when food is available.

- Purpose of the Mobile Food Pantry. Goal is to distribute high quality food to members of the CSU community experience food insecurity in away that affirms their dignity and humanity . Work in partnership with the Food Bank for Larimer County.

- Michael is in the SLICE office if there are any questions.

Dr. Cori Wong - Assistant Vice President for Gender Equity (Vice President for Diversity)

- Intersectionality was coined in 1989 by Kimberle Crenshaw. Intersectionality was a prism to bring to light dynamics within discrimination law that weren't being appreciated by the courts. The term came about with the intersection of sex and race.

- See TED talk on "urgency of intersectionality". Kimberle Crenshaw

- The error of single axis frameworks - If we're only approaching gender or only approach race, then we are missing broader issues.

- Intersectionality is about recognizing, prioritizing, and addressing intersections of oppressions. It is overwhelming to consider how we end all forms of oppression at once. This can lead to apathy, complacency, or resignation that it is not possible.

- If efforts instead began with addressing the needs and problems of those who are most disadvantaged and with restructuring and remaking the world where necessary. Then others who are singularly disadvantaged would also benefit. Examples would be African American women, or transgendered African American women.

- Review of 2018 Employee Climate Survey: Intersectional Takeaways.

Trans-Non Binary folks of Color is probably the most marginalized group.

Women have a more negative view of CSU

Women of Color have the most negative experiences.

White men feel more positive about experiences on campus than any other group.

This is the first time CSU has looked to review any intersectional data. There are more questions that could be asked that would parse out intersectional topics.

- Dr. Wong's opinion is that the survey should be a reminder that we all look to view our CSU systems and groups from an outside perspective. Try to put yourself in other's shoes. We should focus our resources on real equity and address the margins of the margins.

- Low hanging fruit would be to examine our language with how we are addressing each other in our policies. If you're putting together a program, ask the question of who "can't" access the program.

- Don't wait to hear from oppressed groups before coming up with solutions or trying to make change.

Take the time to educate yourself on the structure of causing oppression. Distracting energy slows down action.

- What are the next steps ? Maybe look at who is accessing programs where the marginalized utilize it (such as the food pantries) and see where there may be overlapping applications of these issues. There has to be a practice of thinking of these issues to make sure we're keeping these problems at the forefront of our actions.

Meeting adjourned at 10:30 AM

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

No

Next Meeting:

February 10

Link for more information about this University Committee:

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: Friday, February 7, 2020 4:40:21 PM

CPC Committee
Legislative Committee
Email:
brian.gilbert@colostate.edu
Date of Meeting
01/30/2020
Time of Meeting:
01:00 pm
Location of Meeting:
USC Rm 602
Members Present:
Jim Abramham, Adrian Macdonald, Wayne Hall, Brian Gilbert
Topics/Issues Discussed:
Discussed topics we want to discuss with DPA: Front loading sick leave policy change Sick leave accrual so low that people are force to use annual and then can't take vacations. 18 states have 10 or more hours of sick a month. Colorado is dead last at 6.66/month. Annual Salary Survey - who sets the percentage and why has it gone from 5% to 15% over the last 5 years.
Action Items:
Schedule meeting with DPA - Meg is working on this.
Do you wish to provide a verbal update at the next regular CPC meeting?
No
Next Meeting:
March 5, 2020 at 2-3pm in the USC Rm 602

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, February 10, 2020 10:39:40 AM

University Committee Name:

Administrative Professional Council

Date of Meeting:

02/10/2020

Name of CPC Representative

James Abraham

Email of CPC representative

james.abraham@colostate.edu

Meeting Highlights Pertinent to CPC and SC employees:

Feb 10, 2020 - APC Meeting

- Employee evaluation training from HR will be rolled out March 1st.
 - Marsha Benedetti coming to APC in May to talk about the supervisor training and provide an update.
- VP Johnson Task Force Update

- Current structure for business operations is messy and very convoluted.
- Looking to envision a structure that will make CSU more efficient and more effective.
- Desired outcomes-

Improve client service levels

Become more effective and efficient

Build a career lattice

Involve individual with key responsibilities earlier

Become more proactive

- Build Confidence
- Avoid layoffs
- Build shared accountability
- Develop continuous loop communication between central and Units
- Manage a level of healthy risk across all units.
- There will be a new HR system.

Task Force Progress to date

- Collected input from responding college deans and business officers on internal and external processes
 - Conducted extensive research of peer institutions on implementation challenges.
 - Developed structure model examples to achieve effectiveness
 - Initiated procurement improvement project
- Included organizational assessment.
Raised automated purchase order to \$10k

HR has not been meeting the needs of campus

Asked outside company HRQ to look at CSU's processes for HR.

HRQ shared recommendations and video is posted on our HR website.

- Reengineered Background Check Process average now 2-3 days
- Modified HR liaison meeting structure to include collaboration toward outcomes
- Piloted Onboarding Training for new HR liaisons.

Sponsored Programs Progress

- Redesigned OSP website for improved usability
- Roles and responsibilities matrix added to award lifecycle for transparency

- Increased communication between OVPR and related units
- Provided additional training for research administrators
- Certified Research Administrator study sections
- Weekly blogs and information distributed
- On-demand learning modules on OSP website
- Quali infrastructure reports and processes re-examined.

Started out looking at 4 different structure areas. Realized that we needed to move into functional side of Finance, HR, Procurement and Sponsored Programs to look at how to build efficiencies.

Concerns with existing structure

- Lack of consistency and common standards
- Multiple touch points lead to inefficiency and potential for increased risk.
- There is an inability for staff to develop deep levels of expertise.

Envisioned structure

- Common Standards
- Effective Oversight
- Ensured Advocacy
- Clear Career Paths

Elements of the Business operations triad - Role Person, Position

- Roles must be clearly defined, fixed by University Standards, Bound by Common, shared expectations
- Person Embodies experience skills and education to fulfill assigned roles
- Position - Collection of roles determined necessary to accommodate the unique needs and resources of the unit it serves and the University as a whole.

Tie all of this together with Best practices

Illustrative Examples

- We are not centralizing business operations into one business unit.
- One example would be looking to have a HR Business Partner and Chief Business Officer, with support from an HR support Person and Finance Manager.

Task Force Near Term - HR

- Formed HR Functional Team Onboarding (10 subgroups) for systems and process and skills and training.
- Campaign to Unity - "One HR". Establish shared values and accountability
- AP Framework Project (Fully Implement in December 2020)
- Streamline Pre-Hire Paperwork Experience.
- HR Website Revamp Project (Kickoff January 2020)
- Tailored Onboarding Training for HR Liaisons.
- Rolling out a new Communications Strategies
- Define Service Expectations
- Define Consistent Set of HR Roles and Competencies.
- Staffing of Key Roles

Sr. HR Solutions Partner

Sr. Compensation Manager

HRIS Analyst

Special Projects/Communications.

Meeting Adjourned at 10:35 AM

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

No

Next Meeting:

March 9

Link for more information about this University Committee:

ap.colostate.edu

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