

Classified Personnel Council Meeting
Thursday March 12, 2019 1:00pm-3:00pm
Regular Monthly Meeting
LSC 372-74
Agenda



**CLASSIFIED
PERSONNEL COUNCIL**
COLORADO STATE UNIVERSITY

- | | |
|--|---|
| <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 type="checkbox"/> Dustin Pothour, Facilities Management |
| <input type="checkbox"/> Joseph Gallegos, Facilities Management | <input type="checkbox"/> Chuck Richards, CSU Police Department |
| <input checked="" type="checkbox"/> Brian Gilbert, ACNS | <input checked="" type="checkbox"/> Meg Skeeahan, Dept of Accounting |
| <input checked="" type="checkbox"/> Magdeline Golnar, College of Liberal Arts | <input checked="" type="checkbox"/> Laura Snowwhite, Business and Financial Serv. |
| <input 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 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: Donovan Loveless, Nicole Schmidt

Call-to-Order

Diana Prieto announced that with her promotion, she would not be able to attend CPC meetings in the future. The CPC thanked her for all of her time and effort and offered congratulations on her new position.

- Approval of CPC 2.13.2020 Meeting Minutes. No changes to the minutes were presented. Motion to approve by Stacy. Second by Kelly. Motion Carried.

CPC Elections

- FY21 CPC Member Election

Meg – The meeting packet listed all candidates for membership. Are there any questions?

Stacey – Could you explain partial terms? There are two people requesting partial terms?

Meg – We had enough people self-nominate to fill all full terms on the council. We had some people that are left before their terms expired, so we're looking to replace vacated member spaces (one for 1 year, one for 2 years). One was Laura Snowwhite. Kristin from Chemistry reached out and offered to fill one of the terms. We were one person away from a campus wide ballot, but because we have a full member list, we will have a full CPC membership. How do you want to proceed with voting? We can go through each member and their self-nomination, or we can vote all candidates in with one vote.

Kristin – Voting all at once seems equitable.

Each candidate's name was read by Meg. This are full term memberships expiring in 2023. Motion to approve these members by Nancy. Second by Kelly. Motion Carried.

Meg – Next up is the vote for the partial term that expires in 2022. One member to approve. *Motion to approve this member by Stacey. Second by Kristin. Motion Carried.*

Meg – Last is a term that will expire in 2021. Laura was looking to give someone else a chance to be on CPC.

Motion to approve this member by Anselma. Second by Kristin. Motion Carried.

- FY21 CPC Executive Committee Election

Meg – We had 3 self-nominations. I was the only person to self-nominate for the chair position. By CPC rules, you are permitted to self-nominate from the floor. I will leave the room to let you decide if there is another nominee and to vote.

Brian requested a motion to approve Meg as Chair. Motion by Anselma. Second by Jim. Motion Carried.

Meg – We had two self-nominations for Vice Chair, Jim Abraham and Adrian Macdonald. *Each person gave a short speech as to why they would be best to serve in the position of Vice Chair. Both Jim and Adrian left the room. Jim Abraham was elected as the new Vice Chair with his term starting on July 1.*

Meg – Due to Jim being selected, the position of Secretary for the upcoming year has been opened. Would anyone like to self-nominate?

Magdeline Golnar self-nominated for the Secretary position and was elected by the CPC to serve in the position with her term beginning on July 1st.

Adrian Macdonald self-nominated for another term as Treasurer and was elected by the CPC to serve in the position with his term beginning on July 1st.

CPC Announcements and Updates

- Adrian Financial Update – Web redirect fee was refunded to us. We may have more money to spend this fiscal year.
- HR COVID-19 information on website and other questions or concerns – Meg Shared the FAQ from HR on Covid-19. <https://safety.colostate.edu/covid-19-human-resources-faqs/> This will be updated regularly as the global health situation changes. The University is actively ensuring that if you are sick, that your time will be covered. The

governor has also addressed this issue about paid sick leave. If you are sick, please stay home. The University is working to ensure that employees have support. Please feel free to reach out with any questions.

Kelly – We have been ensured our jobs are safe, but the concern is taking time off.

Robyn – The information is changing minute to minute. There is a link to the State DPA website where they are addressing leave concerns. The State is covering an employee who is sent home – the period of time the employee is out is covered, but if they test negative, they would be utilizing their own leave after that point.

Diana – Will there be a medical document for a return to work requirement.

Kelly – I'm considered vulnerable due to a recent illness.

Robyn – If you can work remotely, we are encouraging people to stay home.

Kelly – Unfortunately our workers are on the front line, so that might not be option.

Meg – We do have people that cannot work remotely, so there is a concern that we need to address.

Robyn – Payroll is a critical function and will continue to operate as normal. Everyone on payroll can work from home.

Anselma – Has the University had discussions about employees who might take public transportation to utilize parking on campus instead of being exposed to larger groups of people?

Robyn – That question has not come up, but I will bring that up.

Nancy – Has there been discussions for those of us who have immune compromised family members of them staying home with them to reduce the chance of spreading COVID.

Robyn – That issue is being addressed.

Leah – Are we still required to bring in a doctor's note if we're gone for more than 3 days?

Robyn – There will be flexibility on that.

Leah – What about the paperwork for FMLA. Is it good still from 3 years ago?

Robyn – FMLA paperwork is relative to an individual issue, so you would have to submit new paperwork.

Leah – What about flex work hours or telecommuting?

Robyn – We will be publishing guidance in the next several days on that topic. It will be situation dependent.

Kelly – If we have a family member at risk, should we be doing FMLA paperwork now?

Robyn – I don't think that's a bad idea going forward.

Adrian – Will there be any computers available for personnel who don't have one if they would like to telecommute.

Robyn – There hasn't been much talk of that issue, but we've been working with Surplus to purchase computers for their department.

Kristen – What will happen if schools start to close and employees that will need to stay home?

Robyn – There is guidance on that where I sent out a recent email on that topic.

Meg – We will be sending out a communicator this afternoon with updated information on COVID.

- Athletic Ticket survey
 - Lynn Johnson will still provide 2 tickets to every home game.
 - 11 responses to survey, 63.6% did not want to renew football tickets
 - The top suggestions was to do another sport or to use it for something else
 - Discussion

Meg - Nick Olson has offered to reach out to Athletics to provide a contact for a package deal for CPC members. You already get 2 free tickets to go to a UCA event, but we'll explore more options for different sporting events.

Stacey – It would be great if Athletics would make a package a gift certificate package to use for any event. Someway to allow for flexibility in what event to choose.

Positive Action Award Nominees

Robyn Fergus

Rams Against Hunger Group.

Both Robyn and "Rams Against Hunger Group" were voted on and selected as Positive Action Award Recipients.

Meg – Luncheon is tentative due to virus for April 30th. We will move forward as if it will be.

CPC Committee Reports:

- Communications – Leah Bosch – Did we get permission to send out information through the state classified distribution list? A new communicator is ready to go out and we'd like to distribute it through the state classified listserv as well. Given the current situation with Covid-19, it is unclear as to whether there will be a *CSULife* publication for the month of April. Laura has put together an article regarding the lack of hours in the Employee Leave Bank. If it is not published through *CSULife*, we will get an article out through the *Source*.
- Employee Recognition – Nancy Cowley. I got the everyday hero articles in.
- Legislative – Brian Gilbert. We will be heading down to the Denver to meet with our representatives as well as members from the State of Colorado's Dept of Personnel and Administration. The topics we'll look to cover will be sick and annual leave and the front loading of sick leave.
- Employee Engagement & Experience – Kelly Hixson. The EEE Committee is working on identifying resources for all faculty and staff during the Covid shutdown and in the future. C2C is updating their website with these resources. The committee is still working on a Resource Fair for August.
- Executive – Meg Skeehan

Meg – We will be cancelling the AARP Tax Aide sessions in COB/on campus for the remainder of the season. PERA will still be on campus, but we'll be looking to use *BlueJeans* so we can limit the number of people who attend in person.

Guests - Bob Schur – Workplace Violence Policy update and presentation on Service

Animal/Support Animal policy

Bob – I wanted to start off by saying that we typically open professional development awards around this time of year – we are holding off on those awards for now due to University restrictions on travel, etc.

Stacey – What about utilizing the award for on-line training? Would that be an alternative so we can still utilize the award?

Bob – Most applications due include travel for conferences. I'll be happy to talk to Lynn about limiting the applications to non-travel training.

Office of Policy and Compliance.

- On our website you can find a list of policies under development.
- Violence in the workplace – We have broadened the scope. It is now called Violence in the University Community. It used to be only applied to students in the past. We have expanded it to everyone. We revised the examples. Please review the policy and provide any comments or edits.

Lourdes – Does this address the concerns brought up by the meeting requested by the students on Monday.

Bob – I am not sure as I wasn't there. I will check with Ann Claycomb.

Rachel – I know that the meeting covered mostly hate speech.

Stacey – There is a spot where the bullying policy is referenced, but there has not been any change to the bullying policy.

Bob – There can be instances where both policies apply. Supervisors or HR personnel will have to determine which may apply or if both apply.

Nancy – Statement of saying you are “getting” a weapon. Could that be taken out of context and have it applied in an improper way? It is under the context of threat?

Bob – That would be taken into account. I'll consider adding some verbiage to make that clear.

Kelly – There can be non-descript actions where one person considers a threat where someone else may not.

Bob – I recognize that, but we have to look at it on a case by case basis. There is an objective component, what would a reasonable person perceive to be a threat.

Stacey – I appreciate the effort to update the policy. It was a good clean-up of language.

Bob – All policies are reviewed every 3 years, so this one was due.

Service Animals and Emotional Support Animals.

- ADA definition of an individual with a disability. Limiting a major life activity such as work or grooming. The law looks at 3 factors.
- When you see a person with a service animal – do not assume that if you can't see a disability, that they don't have a disability.
- Only dogs can be defined by the ADA as a “Service Animal”. If it is not a dog, it is not a service animal. Dogs must be trained very well in basic commands before they can be certified as “service dogs”. Only other possible service animal is a miniature horse, which is rare.
- Emotional support animal – must be certified by the University as providing emotional support to a person who has an emotional disability. There are many different terms, but we use “Emotional Support Animal”
- Therapy Dogs – are obedience trained but provide comfort to more than one person.
- Companion or Comfort animal – don't have a specific definition.
- Psychiatric dogs are service dogs.
- What kind of disabilities do dogs help with? Autism, Seizures, PTSD, etc.
- Common problems with service dogs on campus – People tend not to believe they really need a service animal. Colorado passed a law to deal with people who interfere with a service dog and prohibiting misrepresentation of a dog as a service dog.

Lourdes – Are individuals required to have documentation to have a service dog?

Bob – No, it is not required, but they can carry documentation the animal is a service dog.

- Service dogs have variety of abilities they can be trained for.
- If speaking to the owner of a service animal on campus, there are only 2 questions an employee can ask.

1. Is this a service animal?
2. What work or tasks do they do?

(Do not ask these questions if the need for the animal is apparent or if the animal is not causing any problems.)

- In 2018 there were 139 emotional support animals or service dogs in CSU residence halls.
- Where can a service animal go? Just about anywhere, except for food preparation, medical areas, clean rooms, and mechanical areas.
- Emotional support animals are meant to reside with their owner, not on campus academic buildings. There may be exceptions where OEO makes that distinction.
- There are handler responsibilities that are expected of owners utilizing a service animal.

Nancy – Has there been an issue with allergies to dogs where people complain?

Diana – we work to address those issues when they come up.

Leah – Is there a checklist questionnaire for new students applying for housing if they have a service animal?

Bob – I don't know.

Kelly – There is a screening program to address the animal and why they are bringing them into a housing space.

- Owners are responsible for behavior of animal, clean-up, and explaining for use.
- Look at the dog's behavior, not the disability.
- When to call the police? Behavior related.
- You can contact Student Disability Services for more information.

Meeting adjourned – **Thank you!**

Dates to remember:

- March 14-24 Spring Break
- March 24th PERA on campus – two info sessions 10 am and 1 pm in Grey Rock LSC
- Smart Money Week – April 6-9 Morgan Library *waiting to hear about this event*
- April 9th CPC meeting, we will have Rachel Barrett and Tracy Hutton in to talk about SC position reviews
- April 16th Celebrate! CSU 3 pm – 5 pm LSC Ballrooms