

Classified Personnel Council Meeting
Thursday March 12, 2020 1:00pm-3:00pm
Regular Monthly Meeting
LSC 382



**CLASSIFIED
PERSONNEL COUNCIL**
COLORADO STATE UNIVERSITY

Agenda

Call-to-Order

- Approval of CPC 2.13.2020 Meeting Minutes

CPC Elections

- FY21 CPC Member Election
- FY21 CPC Executive Committee Election

Guests

- Sam Houghteling – CSU Straayer Center for Public Service Leadership
 - Discussion on civic engagement sessions and collaboration with Staayer Center

CPC Announcements and Updates

- Adrian Financial Update
- Bob Schur – Workplace Violence Policy update review

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:

- AARP Tax Aide – free tax filing! Saturdays starting Feb 8 – April 4 (closed March 14 & 21)
11 am – 3 pm in Rockwell Hall basement
- March 14-22 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
- 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

Classified Personnel Council Meeting
Thursday February 13th, 2020 1:00pm-3:00pm
Regular Monthly Meeting
LSC 372-74



**CLASSIFIED
PERSONNEL COUNCIL**
COLORADO STATE UNIVERSITY

Agenda

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|--|---|
| <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 checked="" type="checkbox"/> Anselma Lopez, VP for Enrollment Acc. |
| <input checked="" type="checkbox"/> Leah Bosch, CVMBS | <input checked="" type="checkbox"/> Adrian Macdonald, Statistics |
| <input type="checkbox"/> Nancy Cowley, Lory Student Center | <input 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 type="checkbox"/> Randy Lamb, Housing and Dining Serv. | <input 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: Julia Innes, Cameo Banks, Kathy Dahlin

Call-to-Order

- Approval of CPC 1.9.2020 Meeting Minutes – January minutes. Motion to approve by Stacey. Second by Adrian. *Motion Carried.*

Guests

Lynn Johnson, Vice President of University Operations – Business and Operations Task Force
Task force members – Assoc. VP for Human Capital, Human Resources for VTH, Sponsored Programs, Human Resources for CSU, College Business Officer Liberal Arts, Director for Business Operations for VTH.

- Guiding Principles – Our goal is to build confidence in processes and systems. We want to avoid external action against the University resulting from audits and making sure our business operations are consistent where funds are easily tracked for research. We want to avoid layoffs while streamlining our business operations, build shared accountability, and

develop continuous loop communication between central and units. We are looking to manage risks across all units and levels of the University.

- Current structure for business operations is chaotic, messy and very convoluted. There is a lack of consistency on common standards. We need to create more efficiency in our system. Multiple touch points lead to inefficiency and potential for increased risk. We want people to feel like they can grow in their positions. There is an inability for staff to develop deep levels of expertise.
- We are looking to envision a structure that will make CSU more efficient and more effective. We are not necessarily trying to centralize all business operations. Some centralization would involve subject matter expertise in Human Resources, Accounting/Budgeting, Procurement, and Research Administration.
- Desired outcomes –
 - Develop Common Standards - Improve client service levels
 - Provide Effective Oversight - Become more effective and efficient. Create reporting layers that minimize risk to the University with a focus on University policies, not department needs.
 - Promote Ensured Advocacy – Programmatic and compliance requirements.
 - Provide Clear Career Paths - Involve individual with key responsibilities earlier
 - Become More Proactive
- There will eventually be a new HR system that should help with our mission.

Elements of Business Operations Triad - John

- Roles for employees – must be clearly defined, fixed by the University, bound by common and shared expectations.
- Specific Positions – must be shaped by the needs of the unit.
- Person – Embodies experience, skills and education to fulfill assigned roles.

All of this brings together Effective, Well Communicated processes keep all elements working together.

Task Force Progress to date

- We have collected input from responding college deans and business officers on internal and external processes.
- We have conducted extensive research of peer institutions on implementation challenges. Reached out to 18 institutions.
- We developed structure model examples to achieve effectiveness – looking for different ways to do things here.
- We initiated a procurement improvement project and included organizational assessment. We hired The Trebuchet Group to do an organization assessment with staffing levels and expertise. We also looked at process mapping, and process improvement. One of the results was for the University to raise automated purchase order to \$10k, reducing the number of approvals for certain purchases.

Human Resources Update - Diana Prieto

- We received a lot of constructive criticism a year and a half ago. HR had not been meeting the needs of campus.
- CSU hired Robyn Fergus as Executive Director.
- Asked outside Denver based company HRQ to look at CSU's processes for HR, not only for our main HR functions, but at the department level.
- HRQ shared recommendations and video is posted on our HR website – please look into viewing the video online. HRQ recommended Establishing HR values focused on customer experience. The video can be found here - http://www.hrs.colostate.edu/hr-liaisons/hrq_presentation.html

- A few items we learned from HRQ. Customer service had faltered. Background checks were not completed in a timely manner. Observation is that CSU needs to create “one HR”. Communicating across campus and understanding where we need to go as the HR group for campus.
- CSU struggled with background checks. Included now is a form in Oracle. Added a staff position to deal with staff background checks. Reengineered the background check process and the average turnaround time is now 2-3 days. There is more information under the HR Liaison Meeting on our website.
- Modified HR liaison meeting structure to include collaboration toward outcomes. More can be found here - <http://www.hrs.colostate.edu/hr-liaisons/index.html>
- Piloted Onboarding Training for new HR liaisons.

Sponsored Programs Progress – 5 strategic areas we examined. Those areas included the following:

- Align Campus policies and procedures.
- Build campus training and infrastructure.
- Build or refine campus systems.
- Build a research administration staffing structure for campus and central units.
- Decrease faculty administrative burden and increase transparency of processes.

Key Steps taken thus far:

- Redesigned OSP website for improved usability.
- Roles and responsibilities matrix added to award lifecycle for transparency.
- Increased communication between Office for the Vice President for Research and related units.
- Provided additional training for research administrators.
- Created a Certified Research Administrator study section. It is now a certificate program that can be awarded. We’re trying to get more information out there to anyone who wants to further their education in this area.
- We have a Senior Research and Education Officer who sends out weekly blogs and information on different training that is available.
- On-demand learning modules are listed on Office for Sponsored Programs website.
- Quali infrastructure reports and processes were re-examined.

Stacey – Who does the Office of Sponsored Programs report to?

Lynn – The Vice President for Research. They are a one-stop shop with respect to the accounting functions required for tying in the research and accounting processes that go with funding research.

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

Task Force Near Term – HR – Robyn Fergus

- We need a new HR system. Will take 4-5 years for that new system to come on-line.
- We 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. Coordinate communications with Central and University-wide HR partners. We are learning what is working well and what is not working.
- AP Framework Project (Fully Implement in December 2020). We’ve been working on this for several years.
- Streamline Pre-Hire Paperwork Experience and University Onboarding Kit.

- HR Website Revamp Project (Kickoff January 2020). Team is trying to reduce clicks to get to the information CSU personnel need. We also have a teammate who is building HR training into our website.
- Tailored Onboarding Training for HR Liaisons. We have increased the number of meetings with our HR Liaisons.
- We are looking to roll out a new communications strategy.
- Working on defining service expectations. There is a gap of continuity in services if you look across campus, especially if you are looking to post jobs and get a uniform turnaround time.
- Working to define a consistent set of HR roles and competencies. Looking to see how we can combine functions on our team.
- We are in the process of staffing of key roles. Just hired a Senior HR Solutions Partner. Looking also to post a Compensation Specialist and an HR Analyst.

Lynn – Diana, could you talk about the Ombud's position?

Diana – We have a new Ombudsman as the position was recently filled. She is willing to come speak to the CPC.

Task Force next steps - Finance /Sponsored Programs

- Improve procurement pre-approval process and implement training across the University to reduce rework and delays.
- Define Roles, Skill Sets, Training with consistent defined qualifications for key roles
- Smart implementation roll-out:
 - Interview unit by unit to determine best structure.
 - Determine roles supporting the business office, procurement and Sponsored Programs.
 - Determine skill sets and training needed.
 - Pilot with unites and incorporate improvements.

Budget Status – Lynn Johnson

- The Governor's model for funding would result in a 20% reduction in funding for CSU.
- The JBC directed the Dept of Higher Education to develop a new funding model.
- CSU presented the same budget as last year to the Board of Governors, but that budget indicates currently a \$9.5M budget shortfall for next year.
- The State is also proposing a 3% increase to State Classified employees, so that will factor into our budget.
- Our student enrollment is also flat this year and may decline next year, so that is not helping with funding projections.

Leah – How do you still plan on implementing the work of the Budget Task Force with a potential reduction in funds?

Lynn – So far the work that has been done doesn't have an associated cost. If we come across systems that need to be fixed such as a new HR system, that will incur costs to move forward. I don't have a complete answer for that issue yet.

Stacey – With a potential decrease in funding, in the past, units have had to submit a reallocation exercise. I'm curious if units have had to identify where they may have to cut costs this upcoming year? And another question – Do you anticipate it is President McConnell's intention that salary increases in one group would be applied to all other groups?

Lynn – That is something I can't say for sure, but I do know she is committed to there being salary increases. We haven't discussed it much as we don't know what our budget is going to be next year. The state mandates what we can do with State Classified, so we must honor

whatever the state tells us to increase SC employees. With Administrative Professionals and Faculty, we have different scenarios we must consider. For every 1 % of salary increase we provide, it costs the University and additional \$600k. For Admin Professionals and Faculty – that 1% increase costs the University an additional \$4M. That's a pretty big number. What we may consider from what we've done in the past is give a 2% increase, then using the last 1% and cutting in half (\$2M) and using that money to use in a pool for managers to give incentive raises for exceptional employees. That seems to me to be a fairer way to distribute those resources, than just give a everyone a 3 % across the board. I don't that that is the way we should be going. I've started having conversations with President McConnell about finding language to change the expectation of personnel always getting a 3%. There should be funds for personnel who are performing at a higher level.

As far as reallocations – The University as a whole has not been asked to identify cuts, but many departments are doing that anyway because of the experience we've had in the past. I took it upon myself to request that information from my directors about what cuts they may have to make. I wanted to be prepared and make sure we were fair to everyone if we had to make cuts, they were prepared as well.

Meg – Thank you Lynn for the information on the budget. If anyone has additional questions, please feel free to email myself or Wayne and we'll forward those on to Lynn.

CPC Announcements and Updates

- Financial Update - Adrian
We spent \$400 on CPC Web hosting and web redirect fee - \$48. We need an explanation for the web-redirect fee.
- FY21 CPC Membership – Meg
 - I have reached out to people where their terms are expiring to see if they will re-up their terms. We have two self-nominations that will be submitted at the next meeting.
 - If you are interested in the executive committee, you are welcome to run for those positions. Please submit executive committee self-nominations/ statement of interest to Brian Gilbert by February 28, 2020. Note that Wayne is terming out of the vice-chair position.
 - Please submit self-nominations/ statement of interest for CPC membership by February 28, 2020.
 - You can also self-nominate on the floor at the time of the election.
- Update on benefits/insurance provider for SC employees - Meg
This year will be a mandatory year for benefits enrollment. The State is switching from United Health Care to Cigna. Kaiser will still be an option. Cigna agreed to open other medical service centers around the State. There will be sessions on our new health care options coming up. Active enrollment is required, and everyone has to re-enroll. We'll need to get the word out as we're used to a passive enrollment the past several years. There will be robust communication from the State as that time comes closer for enrollment. If you are really attached to your doctor, there are 95% of physicians of the United Health Care that are available on Cigna. If your doctor is not on the list, please reach out to Terri Suhr and those physicians can be contacted to be invited to take Cigna. An effort can be made to keep your doctor.

Meg – Any communications I get on this topic, I will forward that on to the committee.

Anselma – Do we have costs for that change yet?

Robyn – Not yet.

Anselma – At the Health Center, would the UC Health network still be an option?

Robyn – I would believe you still have access, but I will have to confirm.

Anselma – UC Health is a United Health Care provider, so it would be bad if we couldn't use the Health Center on campus.

Leah – Do we know of any major changes to the benefits?

Robyn – Vision will be carved out of the health care benefits so you will have options to select for vision.

- JBC Update – 3% recommendation for SC raises in FY21, more than the 2% recommendation from the Governor. We don't know if that is across the board or merit based.
- CPC Leadership meeting with DPA, Ramona Gamol, Cathy Kipp soon. Executive team and Brian Gilbert will be meeting with DPA on sick leave and annual leave information.

Leah – Have you had any chance to meet with any other representatives from other Universities to discuss these issues?

Meg – We are going to reach out to the Statewide Liaison Council, but for another purpose. We haven't reached out for this issue. Regarding our purpose or angle with the DPA and our representatives is to discuss the State's desire to be an "employer of choice" as well as the Collective Bargaining bill that is going through the legislature. We are considering inviting the Statewide Liaison Council to one of our meetings, as well as Colorado WINS to discuss many of our issues including the push for collective bargaining. We feel we should be careful in the invite for Colorado WINS, so we'll be discussing that as we move forward.

Recognition Luncheon is on April 30th.

- We need volunteers to help organize for the luncheon.
- Anselma and Leah have volunteered to help.

Meg – Our Outstanding Achievement awards nominations are due February 14th, so please get those in. In March we will discuss the Positive Action Award, which is something where the Council votes on as a whole.

CPC Committee Reports:

- Communications – Leah Bosch – We have not met this month yet. Will meet next week and will look at the next Communicator and CSULife article.

Meg – Lynn Johnson in a meeting with APC offered to help buy a half page add annually to advertise CPC and APC events and membership to the committees

Leah – We could use advertising budget toward our website as well

Stacey – Do we have an opportunity to use the SC listserv to advertise membership opportunities on the CPC. I think it would be worth putting out a message since we don't use it much.

Meg – I can reach out and request a message go out for our elections. That should not be a problem.

- Employee Recognition – Nancy Cowley – Anselma for Nancy – Outstanding achievement awards are due on Friday. Everyday hero awards are coming up as well as the Luncheon. Educational Assistance Award is coming up this Fall.
- Legislative – Brian Gilbert – We met to discuss what we're going to talk about with DPA. We will ask about front loading sick leave. We would like to have them increase our sick leave

as well. We currently get 6.66 hours/month. We are going to ask for 8 hours per month, preferably 10. We would like to ask for 2 hours additional per band for increasing annual leave.

- Jim – To add to that, the 5, 10, and 15 year bands – the averages we’re asking for regarding the 2 hours per month align with other states. It’s not necessarily comparable to AP leave, until the 15 year band.
- Stacey – Any talk on the 5-point rating system?
- Robyn – They communicated this fall they were moving forward, but in the December meeting, the DPA doesn’t seem to be as forward thinking on that.
- Brian – We also want to talk about the Annual Compensation Survey, and how the percentages have changed over the last 5 years and how the percentages of salary range have increased from +/- 5% to +/- 15%.
- Brian – Coloradoan just published all CSU salaries. It is last year’s salary data; it didn’t include the 3% raise we received in July.
- Diana – I have received emails on that release, and there is nothing we can do about that release. We have no option on that front.
- Meg – It is already public information and we are state employees and we are a state institution.

- Employee Engagement & Experience – Kelly Hixson – Emily – Nothing new to report. Valerie – the new benefits information in switching to Cigna should be something to focus on moving forward.
- Executive – Meg Skeehan
Please submit nominations. Please read my chair report and about my talk with the Strayer Center on civic engagement. We are looking to have Sam, Program Director from Strayer Center in March. Also looking for him to give a presentation on local government and taxes in June. It will not be political. I did meet with Melissa Emerson, Ombuds for CSU – she will be State Classified and Administrative Professional support. They are truly neutral party to assist personnel with multitudes of different issues. Jan Pearce will also be coming to present on the Employee Assistance Program. Jeff Spole will be coming in May to present to CPC on PERA. Will be pushing to have PERA come to campus 2-3 times in the next several months.

Tax Information – College of Business offering to do tax filing for free. You have a guarantee that refiling is covered if needed. Check Meg’s report for information on taxes. We will be doing them from 11AM – 3PM on Saturdays Feb 8th – April 4th. It is done by students, but there is oversight from experienced professors. It’s a great opportunity to get your taxes done for free. It is community wide. There is no income requirement. We cannot do business taxes.

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

Full Term Memberships

Jeff Cornelius, HDS: My name is Jeff Cornelius and I am currently a DS IV cook at Durrell Dining Center. I have been employed there since August 2017. I cherish the opportunity to work on this campus and working with other State Classifieds and students. One of my most recent accomplishments is receiving the Respect Award in January 2019.

The main reason I want to join the CPC is to help better lives of those that I work with. I want to acknowledge those that work hard every day to make this University great, I also have a lot of interest in helping Classified's earn a good wage and being informed on Legislation actions that affect our lives.

In short, being a member of this committee would enrich my experience at Colorado State University and help others realize the importance of what your committee does.

Kathy Dahlin, HDS: Being a state classified employee at Colorado State University for over five years now, I have realized there is so much to learn about CSU. That's why I'm very interested in being on the CPC panel. I went to the CPC class in January and was amazed of all the opportunities they have to offer to everyone here. There are award recognitions to fighting to get state classified employees more annual and sick time per month added on their monthly checks. I know two supervisors that are in CPC and they are very happy being a member here. I like to see adjustments in our work place so I feel being on the panel for CPC would be a great opportunity for me. I went to the CPC meeting in February and was very excited about all the topics that were discussed. Also had a guest speaker, Lynn Johnson whom had shared a lot of important information of the activities going on at CSU. I would really like to be a voice on the panel for CPC.

Tammy Hunt, Operations/Policy and Compliance: Please accept this correspondence as my letter of interest to become a member of the Classified Personnel Council.

I first came to CSU in August 2018, as an Administrative Assistant working in Campus Recreation. A year later I had an opportunity to join the Office of Policy and Compliance as the Policy Office Assistant where I continue to work today.

My position with OPC and my connections and responsibilities to the Vice President of University Operations have afforded me many opportunities to interact with departments and personnel across campus as well as interactions with this committee. These interactions, in addition to my participation on the Employee Engagement and Experience committee, have shown me some of the great work done by the CPC. I believe that I bring a skill set that will be of benefit to the committee, as well as this being an excellent opportunity for me to continue to grow my campus relationships and to give back to a community that has become very important to me.

Eva Hybiak, Campus Recreation: It would be an honor to be a CPC Representative. I have worked at CSU for a little over a year in the Campus Recreation Department as an Accounting Tech II and HR Liaison. Before

this I worked for many years as a paralegal specializing in litigation. I am currently attending for my Masters in Industrial/Organizational Psychology and in my service to the Department and my interactions across campus, I have found that not many newer state classified employees are

aware that this council exists or what it accomplishes. I feel with my past experiences have

prepared me to fulfill the duties of the CPC Representative and would enjoy the new experience.

Julia Innes, Facilities Management: As a new iteration of my service and learning experiences at CSU, I am interested in joining the CPC.

Previously from 2004–2008, I worked within the CSU English Department. I've been at CSU Facilities Management (FM) for 4.5 years. I primarily assist the FM landscape architect/master planning team. We facilitate an assortment of committees: Master Plan Committee, Physical Development Committee, Pollinator Friendly Campus Committee, Campus Arboretum Committee, etc. I've participated in leadership roles within FM departmental-level committees: Employee Recognition Committee, FM Diversity Team, and Newsletter Committee. I also participated with FFC@CSU Engagement Group.

Over the next 6 months, I will scale back my roles on some FM committees, passing on responsibility to newer members. Service on a committee encourages positive relationship-building across units and departments. It makes employees more knowledgeable about processes and complexities outside of their everyday focus. Importantly, it connects employees to their organization, inspiring workplace investment.

Chuck Johnson, Facilities Management: My name is Chuck Johnson and I'm the supervisor of the plumbing shop at Facilities Management, I'm writing this letter to express my interest in joining this committee because I feel like the trade department have a lot of insight to give on various subject matters that this committee tackles on a regular basis like reviewing bills before the State Legislature that has a big impact on our university community and other topics that might arise like in range pay raises and possibly getting increases on state wide benefits. Since I've been the supervisor I have worked very hard to create a positive environment for everyone here on campus, I've completed my supervisory training and was awarded my certificate for that training, I've also just recently attended the APPA's training program for Facility Management in Sand Diego last month which I personally think was a great training for individuals looking to improve everyday life for employees, students our higher and CSU as a whole . I hope that I'm fortunate enough to be considered for a seat on this committee and if so I promise I'll do my very best to give insight from a trade perspective that will help us all get our mission accomplished. Thank you very much!

Alisha Zmuda, Student Disability Center: My name is Alisha Zmuda. I work in the Student Disability Center as their Coordinator of Alternative Testing. In my position, I work with students on campus to provide access and equity in the classroom and throughout the university. In my work with the SDC, I have had the opportunity to work with many faculty and staff across campus and I have seen some of the issues that arise for state classified employees. As one of a handful of state classified employees in my department and Student Affairs, I have personally experienced the differences that exist between state classified staff and admin professional staff. I feel that this is important work and I would like to continue on the Classified Personal Council to help enact change on campus while being a resource for the state classified staff in my department.

Partial Term Memberships

Kristin Berthold, Chemistry: My name is Kristin Berthold and I've been a part of the CSU and state classified employee community since June 2014, specifically in the Department of Chemistry. The past five years have allowed me better to understand the makeup and processes at CSU and where I can put my skills and talents to use.

I'm interested in joining the Classified Personnel Council because I want to positively effect change for our classified employees. I believe I can contribute and provide an additional voice to current issues and help advocate for various changes to improve the workplace. I can also cheerlead for the programs and benefits already in place so employees can fully realize the resources available to them. I want to help bridge the

known/unknown gaps in hierarchy and between units, colleges, and departments to make this a better place to work for all.

Laura Snowwhite, BFS: I am interested in continuing my service on the Classified Personnel Council. I am currently an Administrative Assistant III for Business & Financial Services, reporting to the Executive

Director/Controller. I have been with CSU in a State Classified position for the past 8 ½ years.

In the six years that I have served as a CPC member, I have learned a great deal about the university and the State Classified system. The council has done amazing work and it has been a pleasure to be part of a group of such passionate, hard-working individuals. I believe I have made a worthwhile contribution to the council through solid attendance at monthly meetings and diligent committee work. I would be honored if you would please accept my self-nomination for another term.

Meg Skeeahan – Self-Nomination for Chair of CPC FY21

It would be an honor to continue to serve a 3rd and final year as chair of the Classified Personnel Council. This last year provided an opportunity to move forward on new focuses at the state level (such as sick and annual leave accruals and front-loading sick leave) with the help and support of my executive team, and all committees and members of the CPC. I have started and continue to work on getting out in front of the campus community doing CPC informational sessions, and I believe that I have inspired many on campus to volunteer and even become members of CPC. I am highly focused on continuing to share out about what CPC does for the campus community and to recruit new members this year and moving forward – because the work we have done and continue to do should be celebrated. This next year I hope to have the opportunity to continue this work, and to also focus on how to help shape CPC to be a more diverse space so that we can be more representative of our SC population in the CSU community. I believe strongly in the work of not just myself, but that the entire council does, and I hope that I have and can continue to lead the council forward into this next year. It would be a sincere privilege for me to continue to lead, listen, and be a better individual because of the work leading this extraordinary council forward.

Jim Abraham – Self Nomination for Vice Chair of CPC FY21

Dear CPC Members:

I would like to self-nominate for the position of Vice Chair of the Classified Personnel Council. Being involved with the Executive Committee and learning more about our administration as well as different employee groups on campus has been very rewarding. I was first joined the council in 2016 and ran for Secretary in 2018. I currently serve as Secretary of CPC and as the Liaison for the CPC on the Administrative Professional Council. Serving as our APC liaison has given me another view of employment issues at CSU. I think having served as APC liaison would be an asset as Vice Chair when working with administration where priorities of both groups would have to be considered. As a member of the Legislative Committee, I've looked at addressing our State Classified leave benefits by comparing our benefits to those of the 50 states. I've also been vocal in trying to advocate for change in the 1-3 performance rating scale to a 1-5 scale statewide. It is my desire to try and represent the different voices of State Classified Employees by raising issues of concern with our administration, and to search for solutions that work best for our employees.

If selected, my main goal would be to work with the Chair on CPC priorities and to further our communication with CSU employees ensuring we are addressing issues that matter most to them. I hope you feel that I can serve you well as your Vice Chair and I would be honored to have your vote.

Sincerely,

Jim Abraham

Adrian Macdonald – Self Nomination for Vice Chair of CPC FY21

February 28, 2020

Dear CPC Members,

I would like to nominate myself to serve as Vice Chair of the Classified Personnel Council. In less than two years on the Council I have already proven myself to be an impactful member and think I could be even more impactful in this new role. So far I have served as the Council's Treasurer, on the Executive Committee, and as the co-chair of the Legislative Committee. More specifically, I have helped lead our effort to analyze State Classified Workers' anemic leave benefits by researching other state's benefits and our State's statutes and policies that would have to be changed. I have also led a task force to take on the Employee Climate Survey to make sure that we and our partners around campus are addressing the issues that employees raised.

In this new role I will continue to bring the insights into the financial workings of the University that I have gained in me "day Job" as the Financial Officer in the Department of Statistics. This knowledge helps us more effectively seek out potential areas of change. Knowing how a change, like a higher raise or improved benefits, would affect a department's budget is important so that we can make a financially feasible argument.

Lastly, my record of leadership and advocacy outside of the council as a board member of the Fort Collins Running Club, an AmeriCorps Volunteer, and a track and cross country coach have prepared me to work with and advocate for a variety of groups and interests. These are skills that would become necessary and valuable in my work as Vice Chair. I am grateful that the Committee entrusted me with the responsibilities of the Treasurer after such a short tenure and hope you will now let me bring my skills and enthusiasm to improve the State Classified experience at CSU in the Vice Chair position.

Thank you for your consideration,

Adrian Macdonald

POLICIES OF COLORADO STATE UNIVERSITY
UNIVERSITY POLICY



Policy Title: VIOLENCE IN THE UNIVERSITY COMMUNITY	Policy ID # 6-6023-009
Effective Date: 8/13/1996 Revised: 10/27/2015	Category: 6. Public Safety & Risk Management
Policy Owner: Office of the President	Contact(s): University Police (970) 491-6425 Support & Safety Assessment (970) 491-7407

Deleted: Violence in the Workplace

PURPOSE OF THIS POLICY

Colorado State University (CSU) is committed to providing a safe and secure environment for all members of the CSU community, in which students and employees can achieve their educational and career goals. Violence impedes such goals and endangers the entire community; therefore, violent behavior is prohibited on all university property and while participating in any University activity.

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APPLICATION OF THIS POLICY

This policy applies to everyone while on university property, or anywhere in the context of a university program, activity or event. Students who violate this policy are also subject to the CSU Student Conduct Code.

Deleted: all employees, including faculty, administrative professionals, state classified employees, student employees, volunteers, affiliates and all other persons under the jurisdiction of the University to impose sanctions for behavior in the employment context. Agents, contractors and subcontractors are subject to this policy while engaged in activities in the scope of their relationship to the University. It is not intended to cover CSU students who are not employed by CSU (although a similar policy applies under the [Student Conduct Code](#)). Student employees...

It is the responsibility of all persons covered by this policy to know and follow it.

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DEFINITIONS USED IN THIS POLICY

- Violence or violent behavior means any act or threat of causing physical harm to a person or animal or damage to property. Threats may include veiled, indirect or direct threats in verbal, written, electronic, or gestural form that may reasonably be expected to cause an individual to fear for their own or others' safety. Examples include, but are not limited to:

Deleted: "CSU," "University," and "Colorado State University" mean any campus, department or unit, program, association, or entity of Colorado State University.¶
 "Violence" or "violent behavior" includes any physical assault, threat of assault (written, electronic, verbal, or otherwise) occurring in the Workplace setting.¶
 "Workplace" means any place in which a CSU employee is engaged in activities of his or her employment with CSU, including off-campus offices and facilities.¶

- Fighting or physical assault, to include hitting, kicking, pushing, shoving, biting, throwing objects or use of a weapon against another;
- Stalking, relationship violence which includes dating violence, and domestic violence (as defined in the CSU Policy on Discrimination, Harassment, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation);
- Intentionally destroying or defacing property;
- Engaging in verbal or physical behavior that creates a reasonable fear of injury to another;
- Threatening to injure an individual or group or to damage property;
- Brandishing a weapon or making statements that one will go and get a weapon;
- Exhibiting rage or being out of control as exemplified by yelling, screaming, or throwing objects in a dangerous manner; and
- Retaliating against someone who reports a violation of this policy or seeks help in addressing concerns arising under this policy.

POLICY STATEMENT

Colorado State University strives to maintain an environment free of intimidating, threatening, or violent behavior. Violent behavior and related conduct that threatens personal safety or seriously disrupts the learning, working and living environment or University's ability to execute its mission will not be tolerated. Anyone covered by this policy who engages in violence will be subject to discipline, exclusion from campus and/or criminal prosecution.

POLICY PROVISIONS

1. Each member of the CSU community is responsible for reporting acts or threats of violence which they witness or of which they have knowledge. When violence is imminent or occurring, the report should be made by calling 911 to reach CSU Police (CSUPD) or the local law enforcement authority. After any emergency report, and in non-emergencies, incidents shall be reported to the Office of Support and Safety Assessment (970-491-7407).
2. Reported incidents of threats and violence will be investigated and reviewed by the CSU Police Department and/or the Office of Support and Safety Assessment and may be referred to the Student Consultation Team or Employee Consultation Team as appropriate. Members of the university community shall cooperate with the investigatory process. The Office of Support and Safety Assessment will determine

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when incidents warrant further investigation and review, and whether they should be referred for action at the unit level. In certain instances, the Office of Support and Safety Assessment may impose interim measures for the duration of the review process including, but not limited to, campus exclusion. For more information about the review process, please contact Support and Safety Assessment (970-491-7407).

3. Bullying in the Workplace

The University is committed to maintaining an environment that is conducive to working and learning, and the University prohibits bullying, as described in the University’s separate [Bullying in the Workplace policy](#).

4. Stalking and Relationship Violence

The University understands that incidents of [stalking and relationship violence](#) can intrude upon or impact the workplace [and the campus community](#). [These include, but are not limited to, incidents of domestic violence and dating violence](#). [When this conduct occurs](#), CSU will take [reasonable action to protect the safety and well-being of the University community](#), as well as to provide necessary resources to those who are victims of [interpersonal violence](#).

University employees who are victims of [relationship violence](#) outside the workplace are encouraged to report the incident or situation to [law enforcement authorities and the Office of Support and Safety Assessment \(970-491-7407\)](#). [Employees are also encouraged to utilize the Employee Assistance Program for support](#). Employees are encouraged to notify [the Office of Support and Safety Assessment](#) if they are a protected party to a protection order [so personal and workplace safety can be reviewed](#).

5. See the University’s policy on [Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, Stalking, and Retaliation](#) for more information about [stalking and relationship violence](#).

6. Freedom of Speech in the Workplace

The University values and promotes freedom of expression and inquiry in a nonviolent manner. Please refer to the University’s policies referenced below. Nothing in this policy is intended to limit or restrict a person’s First Amendment rights or rights to academic freedom; however, such rights do not include the right to engage in [violence](#).

7. Retaliation

Deleted: <#>Examples of prohibited, violent behaviors include:¶
 <#>Threats or any expression of intent to cause physical or mental harm, whether made directly to the victim or to another. A threat may be communicated verbally or nonverbally. Verbal threats include those made by any method of communication such as speech, email, comments posted on websites, or other paper or electronic media. Nonverbal threats include, but are not limited to, making gestures that convey threats.¶
 <#>Assault or any action which puts a reasonable person in fear or apprehension of immediate bodily harm. Assault may include verbal or non-verbal acts.¶
 <#>Physical violence, or any unwanted physical contact such as hitting, kicking, pushing, shoving, biting, fighting, throwing objects or use of a weapon against another person which is intended to or may result in bodily injury.¶
 <#>Any intentional damage of property, including property owned by the University or its employees, students, visitors or vendors. Property damage includes, but is not limited to, such acts as vandalism, arson or sabotage.¶
 <#>Display or use of a weapon in an aggressive or threatening manner, other than by a law enforcement officer in the course of his/her duty or in self-defense under state law.¶

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Deleted: Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Colorado or other jurisdiction in which this policy applies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.¶

Deleted: **domestic**

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The University will not tolerate retaliation against those making good faith reports as provided for in this policy, even where the concerns are ultimately unsubstantiated, and such retaliation is a violation of this policy that may be grounds for disciplinary action.

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False reports of prohibited behavior that are found to have been made intentionally are a violation of this policy and may also result in disciplinary action.

COMPLIANCE WITH THIS POLICY

Any person who violates this policy may be subject to disciplinary action under applicable University policies and procedures (including section E.15 of the Academic Faculty and Administrative Professional Manual for tenured faculty, and for all other employees, as set forth in the Human Resources Manual), up to and including termination from the University, exclusion from university property, and arrest and prosecution under criminal laws.

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Any visitor or affiliate who commits or threatens to commit prohibited behavior may be subject to exclusion from campus, termination of any business relationship with the University and/or other appropriate action, up to and including arrest and prosecution.

Deleted: Student employees who are in violation of this policy are also subject to the procedures detailed in the CSU Student Conduct Code.¶

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This policy is not intended to preclude or supersede any other policy that might subject a violating party to disciplinary review, including but not limited to the CSU Policy on Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, Stalking, and Retaliation, CSU Policy on Bullying in the Workplace, the CSU Student Conduct Code, the Academic Faculty and Administrative Professional Manual, and Human Resources or departmental conduct policies.

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Deleted: CSU Policy on Bullying in the Workplace.

Deleted: CSU Student Conduct Code.

Compliance assistance is available from the Office of Support and Safety Assessment, (970) 491-7407.

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REFERENCES

[CSU Policy on Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, Stalking, and Retaliation](#)

[Student Conduct Code](#)

[Colorado Governor's Executive Order D 023 09, Establishing a Policy to Address Workplace Violence, including Domestic Violence Affecting the Workplace](#)

[CSU Policy on Bullying in the Workplace](#)

[Academic Faculty and Administrative Professional Manual sections D.9.c, E.14, E.15.](#)

[CSU Human Resources Manual](#)

Deleted: <#>[Student Conduct Code](#)¶
<#>[Colorado Governor's Executive Order D 023 09, Establishing a Policy to Address Workplace Violence, including Domestic Violence Affecting the Workplace](#)¶
<#>[CSU Policy on Bullying in the Workplace](#)¶
<#>[Academic Faculty and Administrative Professional Manual sections D.9.c, E.14, E.15.](#)¶

APPROVALS

[Approved Aug. 13, 1996](#)

[Approved by Anthony A. Frank, President, Oct. 27, 2015](#)

CPC Chair Report for March 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.
- The executive team and Brian Gilbert will be meeting with Ramona Gomoll, Cathy Kipp, Jeni Arndt, and hopefully some other folks in DPA on March 13th. We are taking a small group this time, but hope to extend an offer to meet again when CPC goes to the capital in April.
- PERA will be on campus for two information sessions on March 24 – 10 am and 1 pm in Gray Rock in the LSC. Please share out and encourage folks to attend!



– Meg Skeehan, CPC Chair for FY20.

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

Where has Meg been?

Meetings and activity:

- Feb 11 – Race, Bias, Equity and Inclusion proposal review retreat
 - Reviewed proposals with several working groups, presented and ranked our thoughts on proposals to move forward to the next part of the process.
- Feb 11 – Meeting with new OMBUDS – Melissa Emerson
 - Discussed how to help connect employees with Melissa moving forward. Opportunities for her to engage with employees (SC Benefits Fair, etc).
- Feb 12 – Assessment Group for Diversity Issues
 - Discussed the history and context of the group and employee climate survey with new members
- Feb 18 – CNS Presentation on CPC
- Feb 19 – HDS Supervisor Meeting presentation
- Feb 21 – DAPA Award Selection Committee
 - Selected the DAPA awardees for the 2019-2020 award cycle
- Feb 24 – CPC Chair and Vice chair with HR/OEO
- Diana will be taking on Title IX (this has been announced in SOURCE and via email from Joyce McConnell)
 - Role will be shifting. Equity, Equal Opportunity and Title IX will be the name of the new division.
 - Will hold OMBUDS still
 - Shift will happen March 1

- Won't be working with employee councils directly, Diana will be at the March 12 meeting. (Positive Action Award)
 - Robyn will become CHRO (Executive Director AND Chief Human Resource Officer). Benefits will be fully assumed.
 - HR has been given some money to add positions, Robyn has been looking at the restructuring and strategically create positions she can delegate to
 - EAP, CARE and Talent Development will report to HR (Robyn is examining the reporting structure)
 - Eric Ray will start to join CPC meetings (add to CPC list)
 - Robyn has asked about the compensation changes
 - 3% is the current push for the cost of living
 - Paid leave is in limbo now after failing in a key committee
 - CHRO and HRQ meeting
 - Robyn lead a session on Performance Management. Across the board is happening in private sector as well.
 - How do you join performance with recognition? What are the processes for salaries based on performance? What is the difference between higher ed/public with private sector?
 - Some of the conversations mirrored out conversations about SC employees. Number scales, equity between the ratings (2 border line 1 vs 2 borderline 3).
 - Move away from a number rating to a verbiage-based description in conjunction with performance.
 - Slowing down the 5-point rating scale switch. In reaction to the attention shift with the negotiations for collective bargaining with Colorado WINS – established the 5-point scale as they move into the new HR system at the state level.
 - Carve out a part of the orientation to talk about working in a unionized work environment (CO WINS)
 - If it passes, SC employees will be able to opt in to being dues paying members
 - Covered members vs dues paying members not distinguished in the bill)
- Feb 24 – Trans and Non-Binary Oversight Committee
 - Presentation from Canvas coordinators on ability to integrate pronouns into Canvas system for students/faculty/staff. Broader discussion on impacts and creating a bigger list.
 - RamWEB will see the implementation of a place for students to upload documentation on their own for gender change, including Gender X/third gender identification if they live in a state that allows for this.
- Feb 26 – Presidents Commission on Diversity and Inclusion
 - Presentation on CSU becoming a Hispanic Serving Institution
- March 2 – CoSFP
 - Presentation on new PhD in Music Therapy. Recommendations and overall vote.
- March 3 – CPC Executive Committee
 - Planning for Denver trip on March 13th. We will provide a full report on this meeting.

Coming soon:

- March 12 – APC/CPC with Lynn Johnson and Nic Olsen
- March 12 – CPC Monthly Meeting 1 pm – 2 pm
- March 13 – Meeting with DPA, Ramona Gomoll, Cathy Kipp, Jeni Arndt
- March 19 – APC/CPC/FC Chairs and Vice-Chairs
- March 23 – CPC Chair and Vice chair with HR/OEO
- March 24 – PERA info sessions, 10 am and 1 pm in Grey Rock LSC
- March 25 - Presidents Commission on Diversity and Inclusion
- March 25 – AP Celebration
- March 26 - Trans and Non-Binary Oversight Committee
- March 31 – APC/CPC Chairs and Vice-Chairs with Joyce McConnell
- April 1 – APC/CPC Chairs and Vice-Chairs
- April 7 - CPC Executive Committee
- April 8 - Assessment Group for Diversity Issues
- April 9 – CPC Regular 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
- OMBUDS – Melissa Emerson is our new full time OMBUDS
 - The Office of the Ombuds offers confidential assistance to university faculty, administrative professionals, state classified, and other employees of Colorado State University who seek help in resolving workplace issues. Phone calls are encouraged for setting appointments.
 - University Ombuds: (970) 491-1527
For administrative professionals, state classified personnel and other employees
Website: ombuds.colostate.edu
Address: 316 General Services Building
- Canvas Credit Union Financial Literacy Classes (sign up online at <https://mylearning.colostate.edu/>):
 - 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: [cpc secretary](#); [cpc chair](#)
Subject: New submission from CPC Committee Report
Date: Wednesday, February 19, 2020 8:48:13 AM

CPC Committee

Communications Committee

Email:

leah.bosch@colostate.edu

Date of Meeting

02/18/2020

Time of Meeting:

03:00 pm

Location of Meeting:

Dazbog Coffee House

Members Present:

Leah Bosch
Magdeline Golnar
Dustin Pothour
Laura Snowwhite
Rachel McKinney was excused

Topics/Issues Discussed:

Meeting rescheduling
CSU Life
Source
Communicator

Action Items:

*Rescheduled the recurring meeting for the third Thursday of the month at 3 pm to accommodate everyone's schedules.
*Depending upon what happens with the legislative committee meeting and where things go, we would like to do an article on the findings regarding PTO. It might be best to do this article in May once more information has been gathered. Laura will be tasked with April's article regarding the absence of hours in the leave bank.
*The employee appreciation committee received new nominees for the everyday hero. We will get this article published in the Source.
*Discussed perhaps making some major changes to the communicator. First of all, we would love to work on getting the communicator submitted through the state classified distribution list to reach all state classified employees. We would also like to shorten the communicator to include only items that pertain to state classified employees - no more event notifications as we feel employees are already bombarded with so much information, the article can get a bit overwhelming and be redundant. The reformat would include important information for state classified employees only and items the CPC is working on. The issue would be distributed 3 times a year rather than 4, unless a special issue needed to be sent out. Laura will discuss more with Meg.

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

No

Next Meeting:

March 17th 3pm-4pm at Dazbog Coffee

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, March 4, 2020 5:17:36 PM

University Committee Name:

Physical Development Committee

Date of Meeting:

02/21/2020

Name of CPC Representative

Stacey Baumgarn

Email of CPC representative

Stacey.Baumgarn@colostate.edu

Meeting Highlights Pertinent to CPC and SC employees:

First - my apologies for not being so great at sending a report following my attendance at Physical Development Committee (PDC) meetings. Just so ya know - I find these meetings really interesting. Admittedly, not much of the Agenda has direct impact on CPC or State Classified employees but, I am glad to be in the room - just in case.

At the 2/21/2020 meeting, we had two Agenda items:

1) Consideration(s) for adding additional solar PV to campus building rooftops (and maybe carports if we build some). While the PDC wanted to review a list of buildings where solar panels might be installed before they actually installed (as an aesthetics review more than anything), the committee had no reservations or reasons that CSU Facilities Management shouldn't pursue installing more solar PV on campus. Improves our sustainability performance and does the planet a good turn.

2) Starship Delivery Service Robots - you read that right - robots. Well, look it up <https://www.starship.xyz/>

This was a presentation from HDS exploring the possibility of adding these robots and this service to campus - to deliver food/meals. Of course, students love it. Of course, others just can't understand "why"? The discussions are early but HDS would like to start a pilot program by this fall. There are a lot of people who need to say YES before this proposal moves forward so, I have no guess if it will happen or not. It's just fun to think about. Rest assured - no State Classified employees will be displaced by the addition of these robots to our campus (if it happens).

And - one bonus reminder - Campus Construction. In a previous meeting, the PDC had a great presentation about the next coming wave of campus construction and traveling across campus impacts. Since then, the SOURCE has re-launched a Construction website to keep us all up-to-date. Check it out - it is good: <https://source.colostate.edu/the-return-of-campus-construction-a-guide-to-getting-around-csu/>

Let me know if you have any questions about any of these topics - I am happy to share more or point in the direction of more information. Later gators

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

No

Next Meeting:

4/17/2020

Link for more information about this University Committee:

<https://www.fm.colostate.edu/pdc>

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