

Classified Personnel Council Meeting
Thursday April 9, 2020 1:00pm-2:30pm
Regular Monthly Meeting
Microsoft Teams



**CLASSIFIED
PERSONNEL COUNCIL**
COLORADO STATE UNIVERSITY

Agenda

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| <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 Skeehan, Dept of Accounting |
| <input checked="" type="checkbox"/> Magdeline Hall, 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.
- Robyn Fergus, Human Resources
- Robert Schur, Policy and Compliance

Call-to-Order

- Approval of CPC 3.12.2020 Meeting Minutes – Jim indicated that edits were provided from Kelly Hixson, Leah Bosch, Bob Schur and Stacey Baumgarn. Conditional approval of the minutes with edits was proposed. Motion to approve by Kelly. Second by Nancy. *Motion Carried.*

CPC Announcements and Updates

- The importance of continuing to do our work right now: committees should still check in, planning for FY2021

Meg – We should try to continue to work as we can depending on your situation. I'm trying to gather information as much as possible and compiling a list of resources. We're trying to get a one-stop shop for resources for all employees. Even though we're not all on campus, please keep committee meetings going. Thanks to everyone who has been serving the University by being on campus. The state budget is completely up in the air. We're spending money at the state level much faster than normal due to COVID-19.

Nancy – Pam Norris in SLiCE has a list of resources I can share if you would like.

Meg – Please send those resources to Tammy Hunt.

- Adrian Financial Update – In March we paid a little bit for our trip to Denver. We spent \$90 on the car for the trip. For the awards luncheon, we have ~\$400 in expenses for awards. We're not going to have our Luncheon this April and we'll be looking for that to occur in July if possible. We also had a charge for our meeting room of \$50 for the March meeting. We will have much more money in our budget and Lynn has indicated that we can have a carryover to next year.

Meg – With respect to the luncheon, we're looking to reschedule that for July. I spoke with Lynn about that we'll have her support at that time. Our legislative trip to the capital has also been cancelled.

Adrian – We can allocate our expenses from our Denver trip to the Legislative committee budget to that expense.

Stacey - I would be interested in shifting some of our overall CPC budget to providing PPE to folks working on campus that need it. All this advice to make your own mask, great - but, can we provide them? Would that be an allowable expense?

Kelly – We could contact Housing Buyers?

Meg – We can look into that. It will be a question if we could even buy PPE with health care workers needing so much of it right now. Amazon is not shipping any medical supplies to households right now.

Lourdes - Will CPC incur any financial losses that the University is trying to assess total impact to University? Our department has been asked to identify additional expenses we would not be able to reclaim. I'm curious if the CPC is facing the same situation?

Meg – I don't think we've incurred any charges. The LSC has freed up any future charges for room rental. It hasn't been implied to me that the CPC would be losing money, but I will check with Lynn. I will ask if CPC can route funding toward PPE purchases.

- FYI – Health Insurance Mandatory enrollment to begin April 14.

Meg – An email was sent out to let everyone know that mandatory enrollment starts on April 14th – May 18th. HR is offering sessions to help people move forward with that process. If you do not enroll, you will not have benefits starting July 1st. United Health Care is no longer an option. It will be Cigna with an option to utilize Kaiser.

Kristin – I hope HR is going to do extensive outreach. This is a horrible time for mandatory sign up.

Meg – I agree it is a horrible time. I did receive a postcard about mandatory sign up for the health insurance.

Rachel – I'm thinking about FM and how Tom Satterly recently told our CPC group that 60% of FM employees don't regularly have access to their email. How can we provide assistance to FM in making sure that these employees hear that they must log in for this?

Meg – That's a good question. Let me note that to follow up.

Leah – How are people without email access being notified?

Kristin – There are a lot of people who are struggling with connectivity. Or have had theirs cut off because of not paying bills

Meg – That's a real problem. We can try to connect people to resources available. I know Comcast is offering free internet for the time being. I also talked to Emma Chavez about the enrollment period so she can communicate that to those she assists.

Jim – Maybe HR needs to consider reaching out to all supervisors and try to create some accountability to ensure all employees are informed and assisted in enrollment.

Adrian – Hopefully it's not as much of an issue for SC employees who should all be getting paid still.

Meg – I agree. If Robyn can address these questions when she presents later that would be great. If there is something that the State can do, or if there is some mechanism to verify employees are getting the message to enroll.

Robyn – We will look at available avenues and get back to the CPC.

Meg – Great. We'll look for any updates from HR on his issue. If we can extend the period of enrollment, that would be great.

- Collaboration with APC and CPC to create standard 5 question survey/information gathering:

Meg – We're looking at sending out a survey to all staff at CSU. We wanted to ask how people are doing, but also wanted to see how are people doing their jobs. I know some would like to give others a space to vent, but we want to focus on the positive of what is being done. A draft of the questions are as follows:

- 5 Questions:
 - What opportunity/good has come out of this in your unit/dept/college?
 - What do you think the university has done well? *Maybe we ask this after we go back to "normal"*
 - What are we missing (communication, resources, access)?
 - What resources do you need professionally/personally?
 - What concerns do you have with the current virtual campus situation, or are work related?
 - How are you personally?

Meg – We want to be able to share this information with administration so they understand the needs of our employees. What do you think about the 5 questions? Any thoughts?

Stacey – Did I miss you saying how we plan to ask?

Meg – We don't have our delivery method set up yet.

Kristin – I think the questions are good

Alisha – Who is going through the responses when we get information back? The executive council?

Meg – They will be shared with the executive committees from both APC and CPC. We would create a theme summary of what we're getting. We would share that out with our councils and the administration. It would not be shared widely. The questions will be asked in Spanish as well. There will be open ended questions.

Stacey - If they are all asked as open-ended questions - that's great but, it will be a huge effort to go through. So, if anything, think about how to word them that best helps give you responses that CPC/APC could take action on...

Meg – We will look at how we can get those into a format that make it easy to process and actionable. We can also do keyword searches within the answers to help define the responses we get.

Rachel – I'm grateful for this ideas and the questions that have been drafted. As with all surveys, I'm fully supportive as long as we have the bandwidth to conduct not only an analysis but a report out to the folks who took the time to take it.

Meg – I agree.

Lourdes – I am wondering if a question to potentially ask is "What do you need to be able to do your job?" or something like that?

Meg – I think the question on resources you would need personally and professionally would address that question.

Stacey – It just depends, if the info is going to be used as something that CPC/APC will be or wants to take action on. otherwise, who do we expect to take the action... based upon the responses... It is great to ask people what they need but, if we, or the departments aren't able to take action - it can backfire a little - asking, then not doing. Just a thought. Though - I do want us to ask and help!

Meg – That is a good point and something we've thought of. I've dealt with people asking questions on our website and me pointing them in the right direction.

Adrian - Maybe our Employee Climate Survey group could take this on?

Lourdes – I agree! It takes a great deal of effort to help set up folks to gain access to networks, how to use new technologies they are not used to, etc.

Nancy – Right now I am hearing the inconsistency between departments across campus. Some are working on campus some are required to participate in remote training some are required to do nothing. This may be reflected in this survey. You may want to have an answer for them.

Meg – Absolutely. We'll need for people to give that specific information so we can address it.

Rachel – We know now that Joyce will be reporting out to campus once a week re: COVID-19 and it's relationship to campus. Our report could be something that we give to the Prez's office and encourage her to report out on in those emails? I think that level of accountability could help with your concerns, Stacey?

Stacey – Yes Rachel - giving it to the President is good. Asking on behalf of the President is even better! But, like Nancy said - things are really different across the departments. Some are really high performing, and some seem to be leaving people in the dark (practically).

Leah – Brian, is ACNS providing one on one assistance for accessing network resources?

Brian – The Help Desk is taking question and dealing with problems connecting

Kelly – I have some staff that are at 5th grade level.

Meg – We always have to manage employees' expectations. Especially when they think the CPC should be able to do more. It is an interesting process we have to go through. As there are many people that don't understand the purview of the CPC. There are many questions that are asked, such as raises, that can only be addressed by the State Legislature. So communicating our limitations while providing information to access of resources is always the balancing act.

Leah – Brian, is there a large backlog of calls - how soon can people get assistance?

Brian – Email to help@colostate.edu. I don't know how big the backlog is.

Lourdes – Will these questions be asked in Spanish?

Meg – Yes. Emma Chavez will translate for us.

Meg – So some of the ideas I'm getting from your responses is who is going to be reviewing the information, making sure we're managing expectations. Generate a report of the findings, and make sure there is a follow-up that employees recognize. Please feel free to contact me with any further questions or comments in the next day if you think of something later today. I'll be collaborating with the APC on questions, so this draft will change in the coming days and weeks.

- CPC Luncheon
 - Hoping to reschedule this for late July or early August

Meg – We're hoping to reschedule this as I said before. I want to make sure we're being conscious of everyone's health.

- COVID-19 information and other questions or concerns – Meg – Anselma brought up if parking could be free, and I brought that up to Joyce. She made that happen. You will also get a credit on your parking permit for 20/21. The credit will be based on how long free parking is enforced. Parking is still enforcing J permits, handicap parking and those spaces where essential work is being done.
 - Parking –credit given to those who had parking permits in 2019-2020 for 2020-2021 calculated by how long the “free” parking is enforced for the rest of the FY2020
 - Currently parking is “free” on campus to support essential in-person employees who must come to campus.
 - HR items – Robyn Fergus
 - Critical Services Pay Differential – The University has acknowledged that there are critical personnel. We’re looking at collecting information for essential in-person. Essential in person are those people working on campus. Critical Service Pay is not the same definition as essential in-person. Critical Services pay applies to personnel who are on-site supporting student health. They have duties that support student and animal health. We are waiting for the information to come in. This would include health care workers, housing and dining, custodial, facilities. The roles in those categories must be directly supporting students and animals to receive that pay. This would be for employees who earn less than \$75,000 annually and would account for a \$2 per hour for those personnel. It would be retroactive to March 23rd. This would be for exempt and non-exempt employees as well.
 - COVID-19 Admin leave – When the crisis broke, the State of Colorado allowed institutions to use admin pay to deal with workers who don’t have work to do at home. The Federal Government passed a law specifically that addresses FMLA and expands it. It is called the *Families First Corona Relief Act*. It started April 1st and goes through December 31st. It allows employers to provide emergency sick leave to employees. It allows up to 80 hours of sick leave that is validated by a physician, or to care for a family member. CSU will allow for full pay to the employee during this time. There will be forms available on our HR website to apply for this leave. The second portion of the act is that if you can’t find care for your child, you can request leave time off to care for your kids. This is an extension of FML and will be available while the CVorona Virus is causing these disturbances. It does not apply to new born children where employees would have 12 weeks for their newborn. CSU is actually providing more than the law provides for by keeping full payment for the employee while out on this leave.

Meg – Is there a process for those who do not have internet access to get to the forms and complete them?

Robyn – They would be able to call into our service center and request the leave over the phone.

Kelly – What if they only need the leave for a few days?

Robyn – Assuming that is related to the childcare piece. There is a provision for intermittent leave. CSU has decided we will allow intermittent leave in half or full day increments.

Meg – Another question – what about adult children with disabilities or employees that can’t access services.

Robyn – Adult children are not provided for in the Act, but I will circle back on that if I can find information on that. The Act specifically addresses minor children. The parents would still be eligible for the 80 hours of leave to care for their adult child if medical documentation was provided for the reason of the leave.

Jim – Are there any provision for parents working from home who still must homeschool their kids.

Robyn – We have provided guidance to supervisors to be flexible with their employees. Examine opportunities to break up your day in different time chunks. We're asking our supervisors to think outside of the box in when work hours will happen when parents are trying to wear multiple hats. Parents can also apply for the child care portion of the leave to cover some of those issues.

Meg – What is the reasonable period of time for the medical certification and what if testing is not available for the person claiming to be sick?

Robyn – We are looking to be reasonable on all of this. If the tele commuting doctor can provide some documentation saying the person was seen and they agreed they were potentially positive. I can't provide a "reasonable" time period. It was not clearly defined.

Jim – Is the child leave as passed on April 1st available in *TimeClock Plus* as an option to take?

Robyn – All of the leave options were loaded in the timeclock system yesterday. There is a classification called "Admin Leave – Pandemic". Under the project code there is the "Child leave FML". Directions for supervisors were sent out. Kristin posted those directions in the chat.

Meg – We are really lucky CSU is being generous for offering full pay during the leave offered.

Robyn – President McConnell was very supportive of that effort.

▪ Other HR specific questions?

Meg – Is there an update for student hourly or non- hourly pay?

Robyn – Students that are still working will receive pay. Students who can't work will still receive pay through the rest of the semester. Students who do not make themselves available for work would not be eligible for pay.

Meg – What if a person is at high risk and at home, do they use the Admin Pandemic Leave.

Robyn – Assuming that person is unable to work from home, yes – their supervisor would be responsible for entering that information into *TimeClock Plus*.

Kelly – I have an employee who works part time 20 hours a week part time. How do I complete the forms?

Robyn – It is prorated for the time she is able to work.

Meg – Please funnel any further questions through me so I can give those in one email to Robyn.

CPC Committee Reports:

- Communications – Leah Bosch – *No report for the meeting*
- Employee Recognition – Nancy Cowley – *No report for the meeting*
- Legislative – Brian Gilbert

Meg – We met with Ramona Gamal and Jack Wiley. Romana is the Chief Human Resources Officer for the State. Jack is the legislative liaison for the State Dept. of Personnel. Our state legislators couldn't join us. Ramona asked for our "pie in the sky" items – We asked for 10 hours per month for sick leave accrual, and 2 hours/ month for Annual Leave. They are working on a strategic plan that will focus on benefits, pay, etc. The plan will look at a long-term view of shaping SC employment. We talked about the fiscal impact of the Annual leave cap. We suggested giving a people an option to opt in for the more leave. We also advocated that there would be no change to the annual leave payout, but I think we would still need to address the potential increased payout of Annual Leave due to employees accruing more leave.

We also talked about 1-5 performance management. Ramona agreed the 3-point scale is not good. We talked about Robyn's performance management tools she's developed. Robyn indicated we could share those plans with the State. We also shared the leave data Jim and Adrian generated. They are going to take a look at the data. Jim emailed me the final data so we will send that down to them soon. They were impressed with the data we generated.

We also talked about collective bargaining and our concerns with Colorado Wins. We reached out to Colorado Wins to see if we can meet while we are in Denver, but we never heard anything back. Ramona stated that if Colorado Wins is a really good partner, they could really help. They could also slow down the process as well. There seems to be some apprehension at the State level if Colorado Wins is the best group to advocate for State employees. Ramona was very open to addressing State Classified employees at CSU in the future.

Adrian – Ramona was also advocated decreasing the time it takes before your annual leave jumps up, such as having your leave bump up after 3 years instead of 5 years. As well, we did also address front-loading sick leave.

Meg – Ramona was very positive about the idea of front loading of sick leave. We shouldn't treat employees as if they are going to abuse the system – we should trust them. There should be accountability, but trust as well.

Adrian – The tone of the meeting was really good. She was really interested in what we had to say and in working with us to try to improve the SC system.

Wayne – It was good that you brought up State Classified in Higher Education. Universities were not high on their list for who they were looking at with regard to the percentage of SC employees in the State.

Meg – Higher Education has the smallest base of SC employees within the State, yet CSU has the largest SC employee base than any other University in the state. We did make that point to them during the meeting. They were impressed that we had the information ready for them and that we offered to help facilitate meetings and getting information out to our employees.

Leah – Have you been able to follow up with them after the meeting?

Meg – Not yet. Jim was just able to get the updated information to me and we'll be sending that out to them soon.

- Employee Engagement & Experience – Kelly Hixson – Nothing during this meeting
- Executive – Meg Skeehan – Nothing during this meeting.

Meeting adjourned – **Thank you!**

Dates to remember:

- April 14 – Health Care mandatory enrollment for SC employees opens
- May 18 – Deadline for mandatory enrollment for SC employees for Health Care (if employees do not enroll they will not have health insurance)