

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



**CLASSIFIED
PERSONNEL COUNCIL**
COLORADO STATE UNIVERSITY

Call-to-Order

- Approval of CPC 3.12.2020 Meeting Minutes

CPC Announcements and Updates

- The importance of continuing to do our work right now: committees should still check in, planning for FY2021
- Adrian Financial Update
- FYI – Health Insurance Mandatory enrollment to begin April 14.
- Collaboration with APC and CPC to create standard 5 question survey/information gathering:
 - 5 Questions:
 - What opportunity/good has come out of this in your unit/dept/college?
 - What do you think the university has done well? *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?
- CPC Luncheon
 - Hoping to reschedule this for late July or early August
- COVID-19 information and other questions or concerns – Meg
 - Parking – likely to be credit given to those who had parking permits in 2019-2020 for 2020-2021
 - Currently parking is “free” on campus to support folks who must come to campus.

CPC Committee Reports:

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

Meeting adjourned – **Thank you!**

Dates to remember:

- April 14 – Health Care mandatory enrollment for SC employees opens

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



CLASSIFIED
PERSONNEL COUNCIL
COLORADO STATE UNIVERSITY

Agenda

- | | |
|--|---|
| <input checked="" type="checkbox"/> Jim Abraham, Environmental Health Services | <input checked="" type="checkbox"/> Amber Lobato, Housing and Dining Services |
| <input checked="" type="checkbox"/> Stacey Baumgarn, Facilities Management | <input checked="" type="checkbox"/> Anselma Lopez, VP for Enrollment Acc. |
| <input checked="" type="checkbox"/> Leah Bosch, CVMBS | <input checked="" type="checkbox"/> Adrian Macdonald, Statistics |
| <input checked="" type="checkbox"/> Nancy Cowley, Lory Student Center | <input checked="" type="checkbox"/> Rachel McKinney, VP for Diversity |
| <input checked="" type="checkbox"/> Emily Farrenkopf, College of Liberal Arts | <input 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?
- 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. Nothing to report at this time.
- 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

CPC Chair Report for April 2020

CPC in the Time of Corona – I am certain this is uncharted territory for CPC, and for many of our groups and work units on campus. I have felt a great deal of anticipatory grief, not knowing what the future holds, or when things may “get back to normal,” and I have been having rich conversations with my co-worker/supervisor (read: cat) working from home... which is maybe not a great sign? (I live alone, so I can’t wait to be around people again!)



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But what I have found that helps me is reminding myself that CPC is still important, by continuing to do this work, representing state classified employees, planning for what may or may not happen (which is frustrating and challenging). Now, more than ever, we have a job to be the best representatives and community members we can be – I cannot do this without the hard work of all of you, and I am so grateful to be surrounded by folks who care about me and who also do so much to support CPC.

If you need anything (a quick chat, ask a question, sourdough starter, advice on how to order groceries for delivery, etc.) please do not hesitate to reach out to me. I care deeply about you all, and about our institution CSU, and want to ensure that we can all be the beacons of information and hope that so many of our community members need right now. CSU is a resilient, and beautiful place, let’s not lose sight of that.

Be well,

– Meg Skeehan, CPC Chair for FY20.

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

Where has Meg been?

Meetings and activity:

- March 12 – APC/CPC with Lynn Johnson and Nic Olsen
 - Work Life Fair – Lynn said that once we have a sense for how much this event will cost to let her know.
 - Discussed the likelihood of rescheduling our recognition luncheon to FY21 and if we could move funds forward (we will need to provide an estimate)
 - Athletics tickets/CPC raffle items – Lynn will continue to purchase 2 tickets to each football game for CPC to raffle off, she encouraged us to reach out to Chris Ferris to ask about athletic tickets/packages (a gift certificate for a game experience), and perhaps Dan Goble in the UCA for tickets to theater performances.
 - Discussed the budget briefly – at this time any discussions we had are likely mute with the current situation
 - Lynn has committed \$400 per year to APC and CPC individually to run ads in CSU Life
 - Discussion of CSU supporting employees with limited leave COVID-19
 - Admin leave will be granted to employees who are ill themselves or cannot do their work from home with reasonable accommodation (this has evolved)
 - Culture around staying home to be supported

- HR facts online – these are regularly updated.
 - Requested slides about the University Bus/Ops Task Force.
- March 13 – Meeting with DPA: Ramona Gomoll and Jack Wiley
 - Ramona did a listening tour, and heard similar asks from around the state from other SC employees
 - They are going to release a 3-year plan end of March or early April 2020. This will address:
 - Benefits
 - Recruiting
 - Compensation
 - Equity Diversity and Inclusion
 - April 1: Colorado will extend the use of sick leave to extended family of SC employees, at this time the rule is that only close family members who are ill (children, spouse, parents) are the only reasons an employee can use sick leave beyond themselves.
 - July 1 – hopeful for a change of short-term disability (STD) restrictions, remove the language requiring employees use all sick leave before using STD. Allow for a use of both annual and sick.
 - CPC asks/conversation:
 - Ramona was open to hearing what our ask was for expanded leave benefits
 - 10 hours of SL a month
 - Increase each band for annual leave by 2 hours
 - Ramona also suggested changing the bands for accrual
 - We discussed the financial impact due to SC payouts
 - Do we limit the payouts to limit the financial impact
 - Grandfather folks in who chose and let others accrue more leave, all new employees in new accrual bands
 - Leave sharing bank restrictions, allow for employers to let other employee classifications do direct donations
 - Pushed for the move to the 1-5 point scale and to implement a statewide performance management philosophy
 - Ramona was in agreeance with us and talked about including language on top of the number system for evaluations
 - Asked about rules vs statutes vs constitutional language
 - Ramona and Jack said they will help us navigate the limitations
 - Talked about the collective bargaining
 - Our concerns about Colorado WINS being the only organized union and their lack of communication
 - Our concerns that they will slow down progress rather than moving things along
 - Asked for Ramona and DPA to bring 3-year plan conversations to CSU

We will send the following items:

- Performance management module
- Leave report/data
 - Highlight any specific details

- March 18 – APC/CPC/FC with Joyce McConnell
 - This was a discussion based on Catherine Douras (chair of APC) and I sharing concerns about staff feeling left out of conversations and impacts regarding COVID-19 response/planning.
 - Pushed for a stronger definition of essential on-campus staff, brought up the recommendation about parking being free for the time being
 - Will continue to check in with Joyce moving forward about concerns from folks.
 - More notes from our meeting:
 - Emergency email emails everyone, we do not have another function at this time
 - COVID-19 team is for best practices, several folks have military/first responder backgrounds
 - IT and other areas are understaffed and over whelmed
 - Inadequate funding and patchwork compilation
 - Crisis requires us to have more resources that we don't have
 - Weaknesses are a result of prior decisions on campus, not a result of current decisions
 - Things are changing rapidly
 - Epidemiologists/public health: working remotely, social distancing as much as we can to flatten community transmission. Right now, we are looking to do this through August.
 - Employees getting paid, including student workers
 - Low enrollment in the fall, especially from out of state
 - State funding is strained so we will see less campus
 - Work from home
 - Use the opportunity for professional development, and other work from home
 - Time to plan ahead
 - Supervisors allow folks to think outside the box
 - Those with children that “can’t entertain themselves” – young children, how can they get work done and get their 40 hours in. Advised to use AL but that is not a long term solution
 - SC
 - Dining, facilities, custodians
 - Already limited leave
 - Admin leave only if you get a positive test for COVID-19 – insufficient testing
 - What is essential staff truly?
 - FC
 - Macro plan and comm plan
 - President to Deans/Directors
 - Deans/Directors to chairs/others
 - Chairs/others to faculty and staff
 - How do we move large meetings to teams
 - Faculty are all over the place at readiness...
 - Triage the process

- College and Departments need to have a directed check list
 - AP
 - Mental health for folks
 - We need some messaging.
 - What is true critical employee language on campus
 - Supervisors have the definition
 - Switching to “essential on-campus”?
 - We need stronger language and directive from
 - Supervisors ask what employees need to do their job and function and needs to fully understand what it is their direct reports do.
 - March 23 – CPC Chair and Vice chair with HR/OEO
 - Discussion about HDS, particularly dining services on campus currently. HDS is working on what to do to ensure employees have things to do even though demand is limited with the current virtual campus situation.
 - Currently, HR is waiting on more guidelines from federal and state government on moving forward
 - Continue to check the [HRS.colostate.edu](https://hrs.colostate.edu) COVID-19 information online
 - March 24 – PERA info sessions, Bluejeans presentation recording in link below
 - hrs.colostate.edu/pera-presentation.mp4
 - March 26 - Trans and Non-Binary Oversight Committee
 - Discussion on what to do now, mostly things are on hold.
 - Exploring best practices in online learning and working environments
 - March 31 – APC/CPC Chairs and Vice-Chairs with Joyce McConnell
 - Asked about the budget – this is in flux right now. Higher-ed did not get as much, unsure about allocations, will likely be based on Pell eligible students
 - Waiting to hear about federal funding to fill state budget holes, state/JBC likely not move forward on budget until June
 - Parking – a lot of folks have been wanting reimbursements in reaction to parking not being enforced on campus during this time. Parking will likely offer credit to the 2020-2021 parking passes. Information will come out.
 - What happens when CSU can re-open?
 - We will be a different campus, but we don’t know what that will look like
 - Advisors for other college campuses are pushing retirements
 - Morale Boosting
 - What can we do to prevent a loss of people?
 - Professional development
 - Creating virtual CSU community
 - Creating a resource list for CSU community members
 - CSU has Talent, CSU has Resiliency, CSU is Community
 - Discussed creating 5-questions that APC and CPC can help share out to gather information
 - Moving forward, 30-min meetings/check ins
 - April 1 – APC/CPC Chairs and Vice-Chairs
 - Discussion on how we are doing our meetings virtually
 - Discussion of 5-questions to collaborate on. CPC meets first and will send questions to APC for review
 - What opportunity/good has come out of this in your unit/dept/college?
 - What do you think the university has done well?
 - What resources do you need professionally/personally?

- What concerns so you have?
 - How are you personally?
 - Were can we host these questions and resources in one place? Or do we put resources in multiple places/have one link they can all link to.
- April 7 - CPC Executive Committee

Coming soon:

- 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: Tuesday, March 10, 2020 2:07:47 PM

CPC Committee

Employee Engagement & Experience

Email:

Kelly.Hixson@colostate.edu

Date of Meeting

02/03/2020

Time of Meeting:

02:00 pm

Location of Meeting:

Administration Bldg

Members Present:

Emily

Amber

Debbie

Emma

Tammy

Kelly

Topics/Issues Discussed:

Emma shared about a mentor program to help people use their phones (two sessions in February) to have students walk them through this process. Free 2-hour workshop. We need to help spread the word.

Discussion about reaching out to the departments with the largest groups of employees, depending on who we want to contact

Before then – what is the plan

Providing snacks at departmental meetings would allow CPC to share what we are and what we do for state classified employees

Reach out to departments and ask when their next staff meeting is and ask if we can come

Kelly will take the lead to start contacting departments

Deborah asked about the type of language that could be used reaching out to these various departments

Kelly asked to write a paragraph that would be shared with everyone to keep the message consistent

Ask Leah to contact VTH

Debbie to contact Central Receiving and LSC

Tammy to reach out to CSU PD

Emma to contact the Health Network

Kelly checking with Meg to see where she has been presenting so that we don't duplicate effort

Contacts will be added to the departments list to help us with marketing for the Work-Life Balance fair

Kelly to meet with Meg and ask about budget, etc., for Work-Life Balance fair so planning can start now

Emma will add information from Lauri about how she plans H&D Fair

Discussion about former outreach committee – how were they notified of upcoming events

Clarify with Meg how/what message would be shared with the group being presented to

Discussion about needing a plan and topic ideas that will be of interest to SC employees

Can promote the Work-Life Balance Resource Fair at these informational meetings in the various departments

Action Items:

See above

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

No

Next Meeting:

03-20-2020

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

From: [CPC Website](#)
To: [cpc secretary](#); [cpc chair](#)
Subject: New submission from CPC Committee Report
Date: Tuesday, March 10, 2020 2:05:05 PM

CPC Committee

Employee Engagement & Experience

Email:

Kelly.Hixson@colostate.edu

Date of Meeting

12/02/2019

Time of Meeting:

02:00 pm

Location of Meeting:

Administration Bldg

Members Present:

Lourdes Zavala

Alisha Zmuda

Emma Chavez

Tammy Hunt

Topics/Issues Discussed:

The meeting began by updating Emma on what had been happening while she was gone; a review of the Resource Fair; and discussing events and plans moving forward

The group discussed the consolidation of the Work-Life Balance Committee into the EEE committee

As understood by the committee, Meg will be presenting at various meetings over the next few months concerning CPC

Multiple ideas were explored about how best to improve communication with State Classified employees about the various resources and benefits available to them, e.g.

Creating opportunities (possibly at existing meetings) to show employees how to add their email to their cell phones allowing them easier access to information from CPC and this committee

Possibly developing a short flyer with instructions on adding email to cell phones – something that could be distributed at various employee events, e.g. Housing and Dining Resource Fair (although there is a training class already scheduled for that fair). Tammy could share this at the C2C table, as well.

The group agreed that the Work-Life balance resource fair was well-received, although things like weather, ineffective marketing, etc., reduced the participation. There were also concerns about the expenses related to the fair (for this year, the Provost and VPUO covered the expense of the tents and the marketing materials)

It was decided that the group would like to move forward with another event next year

A full plan needs to be developed

Tammy will research where else we might be able to accommodate the vendors and what it might cost

Emma will reach out to Lauri Loyd for ideas and organizational materials (that Lauri uses for her H&D event) that could be used to help structure this event

A budget would need to be developed, and if there aren't enough funds in the CPC budget there would need to be requests made to Provost and VPUO for assisted funding

A communication plan should be developed

There was discussion about how to find out where the larger groups of SC employees work to develop opportunities to meet with them and get them engaged with CPC and the benefits available to them. Tammy will work to get that information.

Moving forward, it was agreed that the group could use OneNote in Microsoft Teams to share the results of meetings with others in the group. Tammy is setting up OneNote (and added extra pages for future meetings)

Action Items:

See above

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

No

Next Meeting:

01-06-2020

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