

Classified Personnel Council Meeting
Thursday May 14, 2020 1:00pm-2:30pm
Regular Monthly Meeting
Microsoft Teams
Agenda



**CLASSIFIED
PERSONNEL COUNCIL**
COLORADO STATE UNIVERSITY

Call-to-Order

- Approval of CPC 4.9.2020 Meeting Minutes

Guest Speakers

- Jeff Spole – PERA 1:05 – 2:00 pm
- Aaron Buckley – CSU Telework Policy Update 2:00 pm -2:20 pm

CPC Announcements and Updates

- Adrian Financial Update
- Health Insurance enrollment by May 18th
- CPC Committees – it is time for us to work on writing our end of year report. Please start working on your EOY summaries so that I can compile and we can review/vote on approving in June meeting. I need these summaries by June 1.
- COVID-19 information and other questions or concerns – Meg
 - Meg will share some insight to discussions happening concerning budget/staff & faculty impacts

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:

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

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



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 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)

CPC Chair Report for May 2020

CPC in the Time of Corona – As I write this note, I have been in self-isolation and working remotely for 53+ days. Many of you may have been isolating for longer, or less, regardless it is difficult. Recently I had to go into my office to deal with some mail and being in Rockwell was both eerie and made me miss the routine of going into my office each day.



CLASSIFIED
PERSONNEL COUNCIL
COLORADO STATE UNIVERSITY

I have been getting many questions from folks on campus and hearing many questions in various conversations I have been involved with regarding the fall semester and the FY21 budget at CSU. It is hard to answer these questions, often the answer is “we are planning for various scenarios, right now we don’t know” and I know that is frustrating. This is exacerbated by the unknown – when will we be able to go back to campus (safely), how will we keep staff/students and faculty safe, what will enrollment and the budget look like? I could list an entire page of questions that I have and have heard, but... much of those are rooted in the reality that we don’t know what will/could happen. So, we must be flexible and open to navigating the future, and that includes how we engage in our communities, our work on campus and our work with CPC.

I wish I had more definitive answers right now, but I don’t. I do have information, hopefully this will shine a light on the discussions being had on campus to give you an idea of what is being considered. I wish we were meeting in person, that we were planning the July retreat, that there were answers to all our questions. But for now, I find comfort in knowing that the work CPC has and continues to do is incredible and makes a difference. Thank you for everything you do.

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:

- April 9 – CPC Regular Meeting
 - See meeting minutes
- April 13 – APC Monthly Meeting
 - Discussion of the 5 questions that were talked about in CPC’s meeting on April 9.
- April 16 – APC/CPC Chair/Vice-chair Meeting
- April 21 – CPC Communications Meeting
- April 27 – CPC Chair and Vice-chair with HR/OEO
 - How has HR been
 - Big demand responded well with the new guidelines from CAREs act.
 - People are struggling how to interpret the CAREs act
 - Continuing to pay people who aren’t working – how long will this happen? (a lot related to student/temp work force)
 - A lot of questions about how to use the pay codes – this last period was a difficult pay roll cycle with retroactive implements, etc.
 - The goal is to preserve as many permanent positions as possible

- Waiting on other data points
 - We don't know the impact of .75 and .5 FTE
 - 1-year credit buy outs to push along retirements/pushing early retirements
 - This is on the table, early retirement packages are on the table.
 - Nothing official at this point, but could be a potential
 - PERA buy out depends on age, pay, etc are factors
 - Information is outlined in state rule on severance
 - PERA is a guaranteed benefit with PERA care
 - Professional development is being prioritized by HDS
 - Mari is keeping this as a priority in HDS
 - There could be difference between facilities and HDS and other areas
 - Staff caring for children
 - Altering folks' schedules
 - Work an afternoon or evening – not just a traditional 8-5 schedule
 - Be creative
 - Split schedules with partner/co-parent
 - CAREs act gave additional flexibility, caring for a minor (under 18), up to 12 weeks – the extension of FML. Don't have to have worked for a full year, minimum of 30 days (10 weeks paid leave, certify and provide proof that you are unable to work due to child/school situation.) Supplement first two weeks with the ESL hours or personal leave bank.
 - Encourage folks to talk to their supervisors to talk about
 - If you or a parent gets sick
 - There are forms online, if you are diagnosed or exhibiting symptoms. There are forms on the HR website, including medical certification and self certification
 - Forms on HR site on bottom right corner
 - Safer at home
 - What about staff coming back who have individual concerns – health issues, etc. How will they be able to keep private information private
 - Benefits enrollment
 - There is a phone number for folks to call to enroll
 - Benefits will pull reports and reach out to individuals who have not enrolled
- April 30 – Workforce Support Group

Rick Miranda Charge – use a lens of taking care of our people, advocacy, equity, and university wide. We need to look at bigger picture of some topics and discuss equity and fairness, and how these decisions might impact folks. What is the message, the expectation, the incentive of the final decisions we make? Point out how different decisions will impact various areas and workers differently.

Time frames, 3 different scenarios.

- Summer – still some decisions the second half of the summer (late June, early July), but all courses are online
- Fall –

- Open as an in-person campus, with whatever is “normal” there
 - Remote learning the entire semester
 - In-between – start remote then go in person, or start in person then go remote
- Timing issues
- Immediate – this week, next week. What do we need to do to reopen campus?
 - Research labs – happening sooner than later
 - May 11 – Giving information to Joyce for the BoG June board meeting – this will be the meeting where the university budget is decided. As the May meeting will not be a budgeting meeting
 - Continuing – June/early July will be decided what fall semester looks like. Refining plans on that decisions and the impacts
- Feel free to augment our group (folks who should be involved), ask for additional insight. Some issues will be sensitive

Considerations - Budget

- Retirement incentives for faculty and AP and replacement only for critical positions;
 - PERA is more complex, state rules and the service credit buyout will vary from person to person
 - What is the incentive for AP and Faculty to retire with the 401K accounts being impacted by the market impacts?
 - How many people are eligible? 1200 – 1/3 are SC
 - Would it only be positions that cannot be replaced in the short term? There are impacts to people who stay with workload. We would have to set metrics for how many people are let go from various areas, departments.
 - Attrition and replacement only for critical positions;
 - Who defines this? What would the impact be?
 - Across the board salary reductions;
 - No
 - No raises;
 - This is an obvious situation, and is confirmed in the state budget discussions for SC employees
 - Furloughs;
 - 10% salary cuts for President, VPs, Deans, Coaches and anyone earning more than (X amount);
 - Curricular and operations restructuring;
 - No retirement contributions beyond the state-mandated % for _____ (period of time);
 - No travel funding except where supported by private or non-university funds or necessary for engagement, extension or research presentations at conferences;
 - No food or entertainment funding.
- May 4 – Committee for Strategic and Financial Planning
 - Last meeting of the year

- Listened to a presentation on converting the MS Occupational Therapy into a Doctorial program
- Elected Joseph DiVerdi to serve as chair for FY21
- May 5 – Workforce Support Group
 - Retirement Incentive
 - General concept: percent based on years service; may need bridge in health care to medicare
 - Concerns/ issues = impact on unit when person leaves, differential possibility with state classified
 - Attrition and Replacement
 - When and what criteria used to not back-fill, how to have equity across the institution, how will decisions be made to replace or not.
 - Across the board salary cut is a major problem and not equitable.
 - No equity for folks at low end of salary range. Exempt folks below X (\$65,000?) and tier the cut going up in salary.
 - negative impact on retirement, esp. PERA approaching retirement. Need to look at salary distribution (salary vs. # folks at a given level) to fully understand impact). Negative impact on future earnings and retirement. Folks may leave.
 - Furloughs
 - Doesn't feel as negative as salary cut. For equity, recommend tiered approach (no days lowest end annual salaries, more days going up in salary). Note; state classified can't furlough unless Gov approves. Can there be an opportunity for employee to select how applied (one day a week, all at once, etc.) If so, employees need to understand unit may have needs that limit when taken, if employee can select, encourage supervisors to be as flexible as possible. Can research grant dollars cover furlough days?
 - 10% salary cut (or more) for upper administration (including athletics) positions
 - Sends message upper admin setting example, as others face various cuts/ impacts. For upper athletics, if seasons canceled, fewer job responsibilities so decreased salary?
 - Cut retirement contributions
 - Not easy by state law. May lower rates of retirement as folks near retirement age may work longer to recoup lost contributions, so negative budget impact too. Note long-term negative impact on young and mid-career folks as well. Not considered a good option.
 - Other issues:
 - Note state classified just had 5 years of salary freeze, another blow. Also note, PERA slated for 1.25% employee increase this summer.
- May 5 – Employee Equity Collective
 - This is a group that has open discussions around concerns of equity on campus. This conversation was focused on the communications for Joyce and also on the concerns about the budget and how it may impact employees.
- May 5 – Recovery Planning Working Group Check In – this is a collective meeting including Joyce McConnell, Lynn Johnson, and other participants in the COVID-19 Response groups

Budget

- Tuition increases – 3%
- Enrollment declines – enrollment 8.75, graduate 5%
- \$15 – 30 million in state cuts projected
- Differential tuition decreases \$2.9 million due to enrollment drop
- There will be new expenses as well, increases that are expected as well as \$1 million for marketing
- Looking at a budget deficit between \$45,943,566 and \$60,941,066 (E&G)
- Looking to save \$28,297,111 in salaries (cuts, furloughs)
- Cut-able overall budget - \$10,500,000
- Expect a 5-10% budget reduction in different areas, try to be strategic, cut more deeply where areas/programs are not as critical from a strategic perspective

State budget

- The state is anticipating being \$2.0 billion short of fulfilling the governor's budget proposal from November
- Furloughs for classified employees was brought up in a gov call. Is it possible that the lowest paid SC employees getting furloughed that they could make more money with unemployment?
 - I have serious concerns about furloughing SC employees who make the least with the justification that they could make more with unemployment. I have heard unemployment horror stories (I have friends who have been waiting for a month or more to get unemployment) and I also worry about how that would then strain campus operations - custodians and dining employees are some of the lowest paid SC employees.
- Waiting to find out what kind of federal support might come in for education to Colorado

Furloughs/salary cuts

- Furloughs are preferred as salary reductions can become permanent

Re-opening campus

- Shared a COVID response guide (this lays out testing, reopening campus, etc. No firm details as it is all dependent on federal/state/local guidelines)
- PPE supplies – what does that look like (masks, gloves, cleaning, etc)
- May 8 – CPC Executive Meeting
- May 8 – APC/CPC/EEC Discussion
 - Discussion on the 5 questions we want to survey employees with. We are reworking the questions to not all be open ended and exploring distribution.
- May 11 – APC Monthly Meeting
 - Lynn Johnson presented on budget possibilities
 - Teri Suhr and Robyn Fergus presented on taskforce examining retirement options for non-PERA participants.

Coming soon:

- May 12 – Workforce Support Group
- May 14 – CPC Regular Monthly Meeting
- May 15 – APC/CPC/FC with Joyce McConnell

- May 21 – APC/CPC/FC Chair/Vice-Chair meeting
- May 26 – CPC Chair and Vice-chair with HR/OEO
- May 27 – Presidents Commission on Diversity and Inclusion (Tentative)
- June 3 – APC/CPC Chairs/Vice-Chairs
- June 11 – CPC Regular Monthly Meeting

Reminders / Resources:

- Educational Assistance Award for fall 2020 is open until June 1!
- 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/>):
 - There will be summer webinars organized and posted on the My Learning Website

Training & learning opportunities:

- Talent Development has a full offering of training opportunities while working remotely. Be sure to check out the courses available and register early or get on the waitlist!

Any questions? Send an email/drop a Teams chat – thanks 😊 – Meg

From: [CPC Website](#)
To: [CSU CPC](#)
Subject: New submission from University Committee Report Form
Date: Monday, April 13, 2020 11:33:46 AM

University Committee Name:

Administrative Professional Council

Date of Meeting:

04/13/2020

Name of CPC Representative

James Abraham

Email of CPC representative

james.abraham@colostate.edu

Meeting Highlights Pertinent to CPC and SC employees:

April 13, 2020
Transportation Mobility Safety Taskforce
Fred Haberecht, Facilities

- Analyzed crash data - Due to the death of a student
- Looked at Crosswalks, traffic patterns, Infrastructure, Bike Lanes, etc.
- Campus has invested 1.5B in building investments, but infrastructure spending has lagged behind
- Enforcement is needed to make new policies work. Consultant looked at compliance, found compliance was not good. Many people don't comply with stopping when necessary. If police are present, compliance is achieved. Full staffing of the police department would be necessary. PD is down by 9 officers. Need to increase number to at least 45 officers, which is below Justice Dept. recommendations. Would include 5 full time traffic officers that work solely on compliance. Recommendations are looking to implement within 4 years, but there is no information on when PD would be fully staffed.
- Infrastructure
Engineering firm hired to look at intersections and bicycle safety. Recommended par projects that need immediate attention.
Based on evaluation of locations (volume, crashes, # of conflicts, compliance, anecdotal info near misses. Additional areas of pavement condition concerns.
Overall all map shows mostly internal sections of the campus.
Solutions = First traffic lights on campus to be installed in the past 40 years.
Extensive modifications to separate bikes and pedestrians.
Roundabout is suggested at Plum and Meridian
Signals for Hughes Way, Lake street and Center Ave.
Bikes and Pedestrian improvements proposed for 3 different intersections
- Policy and Standards
 - o CSU should continue developing policies and standards
 - o Commit to vision Zero - world wide initiative the focuses on reducing the number and severity of transportation crashes. .
 - o Enact a complete streets approach to infrastructure.
 - o Define standards codify CSU transportation
 - o Update CSU deign guidelines to accommodate line of sign standards for landscaping trails, sidewalks, and crosswalks.
- Education
 - o Continue educational outreach support system that keeps creating a culture of safety. Encourage people to take personal responsibility.
 - o Require students to complete a campus based on-line training for safety
 - o Create a culture of Rams Taking Care of Rams and sets expectations for travel around CSU
 - o Increase Rams Ride Right outreach and visibility encouraging safer and more lawful bicycle practices.

- Parking Services - Devan Durand and Dave Bradford- Foothills Campus Parking
- Transportation Planning Objectives
Accessibility
Connectivity
Flexibility

Affordability

- Communication

- o PTS hosted 20+ sessions art Foothills Campus to launch and solicit feedback and share draft plans
- o Survey conducted Oct 2019 (~800 surveyed, 334 responses)
- o PTS continues manual update 800+ Foothills Campus contact names and email.

- Construction

- o \$1.9M parking reconstruction completed at IDRC Annex and ERC.
- o PTS to provide general maintenance to approximately 650,000 sq feet on Foothills Campus.
- o PTS to contract with FM and ERL for snow removal.
- o Next reconstruction project forecasted 1-5 years.

\$1.25M allocated for road and pathway improvements. Bike and pedestrian paths for Rampart Road. Connecting road between LaPorte and Rampart to support PFA concerns and improve transit network.

Prioritize and plan reconstruction at ARBL and several other buildings.

o Permit Pricing Plan

§ Foothills campus permit - ~\$424 - Eligible at any location on Foothills campus and on main campus (~ 30% cost reduction to standard main campus annual permit.

§ Remote Foothills Campus Permit \$266 - eligible at B.W. Pickett Equine Center and South Campus near VTH in Lot 740. Would then use public transportation to get to your location.

§ Hourly Parking \$1.50 (25% reduction from campus hourly parking of \$2.00/hr

§ State Vehicle permits would be \$0. Payment required if State vehicle will be parked on main or south campus.

§ 14 day storage permit \$20 - available to support stationary vehicles left while conducting field research assignments.

§ Flexible permit options - annual, semester, summer, monthly, daily, hourly, MRF/TTH.

o Transit Plan

§ TransFort service provided by PTS

§ Two TransFort routes dedicated to Foothills Campus

§ Planning phases to advance transit connectivity

- Phase 1 - two routes dedicated to Foothills. Circulate to main campus and connect on Elizabeth and Overland Trail.
- Phase 2 - 2021 move transfer point at Elizabeth into Temple Grandin utilizing bus bays.
- Phase 3 - Long term, build transit center at Overland and Elizabeth with city Bus rapid transit along Elizabeth corridor.

Board of Governors will see this plan and it will be presented to them by VP for University Operations. If approved, it would be implemented this summer.

Survey for employees - Presented to APC. Meg reported on CPCs discussion to the APC and specifically the thought of pooling All University resources to a single place. Questions involved how the survey would be released, and what survey questions would be included. Meg emphasized that having it a joint project where APC and CPC are sending out the same thing and collect the info once and to make sure it is streamlined. The question came up if we can do direct home mailers. Meg shared a list of resources that Employee Engagement and Experience Committee has put together. The list is continuing to grow.

The Employee Equity Collective is meeting once a week to try and gain feedback from employees on their challenges to that CSU administration gets an idea of what employees are facing. Three members of APC are on the Equity Collective.

Meeting Adjourned at 10:23 AM

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

No

Next Meeting:

May 2020

Link for more information about this University Committee:

ap.colostate.edu

From: [CPC Website](#)
To: [CSU CPC](#)
Subject: New submission from University Committee Report Form
Date: Monday, May 11, 2020 10:39:18 AM

University Committee Name:

Administrative Professional Council

Date of Meeting:

05/11/2020

Name of CPC Representative

Jim Abraham

Email of CPC representative

james.abraham@colostate.edu

Meeting Highlights Pertinent to CPC and SC employees:

May 11, 2020

- This Friday, APC, CPC, and Faculty Council Chairs and Vice Chairs are meeting with Joyce McConnel. We will be bringing up a 5 question survey the councils will send out to all employees on how CSU is doing and how employees are coping with the change in operations at CSU.

Lynn Johnson - Budget

Priorities -

1. Protecting faculty staff, students

2. Prioritizing revenue streams.

- April 27 JBC staff reviewed budget options

- May 4 - JBC may to consider budget options

- May 12 - Legislative council present current state revenue forecast

- JBC Eliminated 7% of Higher education funding. \$73.6 M

- Capital construction was reduced. Shepherdson construction has been impacted

- JBC Eliminated 3% increase in pay for SC

- 3 different CARES acts from Congress. Higher Ed received \$13.9B. CSU received \$17.6M. CSU submitted certifications for receipt of 50% Emergency Financial Aid to students and 5-% to the institution. Possible 4th CARES act could improve flexibility and provide additional assistance to state and education. (This seems unlikely).

- CSU working groups have been set up and will be reporting to the Recovery Advisory Committee to provide recommendations to the Recovery Decision Committee.

- CSU Immediate actions taken:

Courses transitioned to remote learning.

Prorated room and board refunds for students

Employees working remotely.

Summer classes moved on-line.

- Scenario Planning. Three scenarios being planned.

- Best case scenario - Fall Scenario on campus. Reopening research and engagement.

- Middle Case - Summer remote, fall semester begins remote and transitions.

- Worst case - Fall session is remove for all students and remains the same as now.

- Fiscal impact. CSU Deficit of \$28.2 M. Statewide - \$202.7M

- Planning on State funding reduction of 10 and 20%. Planning on 3% tuition increases (tuition increases are unlikely as CU decided not to increase tuition). Expecting reductions of \$98 M and \$113 M

- Incremental budget. Net revenue loss next year of \$37M and \$54M

- Expecting and 8% drop in student enrollment.

- Marketing budget will increase to \$1M from \$70k

- Increase of Non-Tenure track faculty pay increases (previously agreed to) and Title IX office set up will be ~ \$3.3M
Campus Reserves as well as Board reserves will be used to address our budget. Possible Fiscal stimulus funding. System refinancing will also be examined.

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

No

Next Meeting:

June

Link for more information about this University Committee:

ap.colostate.edu

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