

Classified Personnel Council Retreat
Tuesday July 28, 2020 1:00pm-4:30pm
FY21 Retreat
Microsoft Teams
Agenda



**CLASSIFIED
PERSONNEL COUNCIL**
COLORADO STATE UNIVERSITY

- | | |
|--|---|
| <input checked="" type="checkbox"/> Jim Abraham, Environmental Health Services | <input checked="" type="checkbox"/> Julia Innes, Facilities Management |
| <input checked="" type="checkbox"/> Stacey Baumgarn, Facilities Management | <input checked="" type="checkbox"/> Chuck Johnson, Facilities Management |
| <input checked="" type="checkbox"/> Kristin Berthold, Chemistry | <input checked="" type="checkbox"/> Valerie Lewis, Health Network |
| <input checked="" type="checkbox"/> Leah Bosch, CVMBS | <input checked="" type="checkbox"/> Amber Lobato, Housing and Dining Services |
| <input type="checkbox"/> Jeff Cornelius, Housing and Dining Serv. | <input checked="" type="checkbox"/> Anselma Lopez, VP for Enrollment Acc. |
| <input checked="" type="checkbox"/> Nancy Cowley, Lory Student Center | <input checked="" type="checkbox"/> Adrian Macdonald, Statistics |
| <input checked="" type="checkbox"/> Kathy Dahlin, Housing and Dining Serv. | <input checked="" type="checkbox"/> Rachel McKinney, VP for Diversity |
| <input checked="" type="checkbox"/> Emily Farrenkopf, College of Liberal Arts | <input checked="" type="checkbox"/> Dustin Pothour, Facilities Management |
| <input checked="" type="checkbox"/> Joseph Gallegos, Facilities Management | <input type="checkbox"/> Chuck Richards, CSU Police Department |
| <input checked="" type="checkbox"/> Brian Gilbert, ACNS | <input type="checkbox"/> Kate Sherman, Political Science |
| <input checked="" type="checkbox"/> Magdeline Hall, College of Liberal Arts | <input checked="" type="checkbox"/> Meg Skeeahan, Dept of Accounting |
| <input checked="" type="checkbox"/> Wayne Hall, ACNS | <input checked="" type="checkbox"/> Laura Snowwhite, Business and Financial Serv. |
| <input checked="" type="checkbox"/> Tammy Hunt, VP University Operations | <input checked="" type="checkbox"/> Kristin Stephens, Statistics |
| <input checked="" type="checkbox"/> Eva Hybiak, Campus Recreation | <input checked="" type="checkbox"/> Alisha Zmuda, Student Disability Services |

Ex-Officio Members, CPC Volunteers and Guests

- Tori Anderson
- Catherine Douras, APC Chair
- Farrah Bustamante
- Paige Flores, Department of Biology
- Robyn Fergus, Human Resources

- Eric Gardner volunteer
- Teresa Krueger - guest
- Robert Schur, Policy and Compliance
- Maria Zavala –volunteer

Welcome 1:00 pm

- Executive Committee Introductions

Keynote Speaker: Victor Wooten 1:05 pm – 1:50 pm

Break – 10 mins

Regular meeting Call-to-Order – 2:00 pm – 45 mins

- **Approval of CPC 6.11.2020 Meeting Minutes**

- Meg acknowledges past edits- minor grammatical issues
- Nancy Cowley move to approve
- Brian Gilbert offers second
- Motion carried, approval by silent majority- June 11, 2020 minutes approved and will be posted to website

- **Financial Update- Adrian**
 - Expenses so far: Victor Wooten will receive \$250 honorarium for keynote speech for CPC Retreat
 - Forging new territory this year with budget. Instead of having line items on the budget- if committees need more funding please talk to Adrian and the Executive Committee, and needs will be assessed from there. This model will allow for flexibility given that business is not as usual this semester.
 - Meg: Mentioned if committees need money, please let the Executive Committee know and we will help allocate funds appropriately.
 - Basic expenses that will exist: Website hosting, Employee Appreciation Event (more to come later in meeting)
 - Meg: Offered head's up that Sub-committee chairs and co-chairs will be meeting with Executive group. Funding process will be discussed then. This is the year to try out new approaches.

- **CPC Monthly Meeting Discussion**
 - Polly Poll posted in chat to reconsider meeting time. Meeting times will be through Microsoft Teams through Fall semester
 - Trying to make meeting times work for as many CPC members as possible
 - Polly Poll was not successful in determining new meeting time; there was not an obvious majority
 - Ended up going with the Third Thursday of each month from 1-3 pm on Microsoft Teams. Meeting will change in that CPC Business will take up the first hour, and the second hour of CPC meetings will be reserved for guest speakers and presentations
 - Technology needs: Meg will reach out to CPC members who need technology devices to be engaged with CPC (mic, camera, etc.)

- **Employee Appreciate Event Discussion (Meg)**
 - We are going to do a "choose your own adventure" type of event. Anticipating in September, there will be an email that comes out with a few options for your Employee Appreciation token/gift. Actively trying to figure out how to show employee appreciation. Encourage others to check their email and elect what they would like so folks can get what they want.
 - Excited that a creative way was discovered to celebrate employees

- **Collective Bargaining Bill signed into Law by Gov Polis last month (Meg)-** Posted PDF to chat (attached to packet)
 - Important for State Classified Employees to look at this email
 - There is a link where you can opt out of having your personal information shared with Colorado WINS.
 - Regardless of being a paying dues member or not, your information will be shared with Colorado WINS. If you don't pay dues you will be a different status than someone who isn't paying into union.

- Important that we remain as neutral as possible. If people ask, as a CPC member you need to remain as neutral as possible. As an individual you can mention your opinion.
 - Meg will send a follow-up email to folks as a reminder to look over Colorado WINS
 - Please note we are not being forced to become WINS members
 - Meg and Jim and Robyn Furgus will be meeting with Jack Wiley and Ramona Gomoll from the Department of Personnel Administration in August to discuss the bill and how it impacts DPA.
 - Later this year maybe next week, how collecting bargaining will work in this state- something we will track this year
 - Questions or clarification?
 - Nancy Cowley: Question regarding dues deductions
 - Meg: We are not forced to be paying members, this is elective
 - Leah: What are the different type of memberships?
 - Meg: Posted [link](#) to chat that defines different membership statuses (link inserted- attached to packet)
 - Meg will ask for as much clarification as possible at upcoming August meeting and will share that information out to CPC
- **FY20 Annual Report (Meg)** Annual report is a summary of everything CPC has done for 2020
 - Comments, question, edits?
 - Stacey Baumgarn: Great reflection of another solid year, expressed gratitude. A few requests for consideration
 - 1. Employee Engagement and Experience Committee Section. Bullet that mentions employee appreciation event. Stacey would like for partnerships and history of event to be noted in that bullet point. Wants to highlight the major role CPC had in creating the original employee appreciation event.
 - Stacey and Meg will write this section together
 - 2. Assessing and Collecting Resources for Employee through the beginning of the pandemic. Was this in partnership with anyone? If so, would like this to be acknowledged
 - 3. Employee Recognition Committee "Partnership"- acknowledge where funding comes from (Vice President for University Operations) for Outstanding Achievement Award
 - Change approved
 - 4. Legislative Committee, 5-point-scale evaluation system. Discussion item since 2016 "since FY17 this has been an effort"- this edit will show our persistence
 - Julia Innes: Typos noted. Meg's response below:
 - Meg: Due to edits the document will be sent back to committee for additional edits. August approval. Meg will post word document in CPC Teams group and everyone will be able to share edits in one document. Work on getting this together for August and sent along to Joyce M. and Lynn
- **Additional questions and concerns?** COVID-19, and returning to campus this fall, or other?
- Leah Bosch: Has there been word from the Public Safety Team other than what we've see in emails?
 - Meg: No. In general, shared governance leadership has pointed out to the Administration that we have been left out of conversations. A lot of the committees

haven't been meeting for some time. Working with Nik Olson and Ann Claycomb in the President's office to identify these committees and if they need to be revitalized.

- University Committees will be reviewed moving forward. We want to make sure that work doesn't stall.
 - Affordable housing discussion with Tony Frank on Thursday Afternoon, this will be shared in an update in August
- Jim: Committee on assessing CSUPD- haven't been given charge yet. Jim reached out to Joyce M. to ask to be on taskforce. Jim wanted to be a part of the conversation.
- Meg: State classified raises weren't passed at state level (in the long bill/state budget), at CSU no one was given raises. We are trying to be patient and good partners. After the meeting regarding committees, we are hoping to get things started up. Hopefully committees will pick up again and get back on track.
- Stacey: Will there be any more communication from CSU HR (or PERA) regarding the new rate (%) employees and our employer will pay in this next paycheck? Given no raises, and this increased % (which is perhaps a good long-term thing - perhaps debatable) we may see a decrease in our paycheck. And, given these questions about WINS dues. Folks quickly get concerned about losing ground... How can we help communicate?
 - Meg: Non-members do not pay dues. If you elect to be a due paying member, you fill out a form and then you will have to pay dues.
 - Meg: PERA increase to 10% (employee contribution), absolutely correct and great point. Health insurance increase is also notable. Communication team, please get a piece out on collective bargaining, and PERA
 - Stacey: Agrees future communicator can clarify collective bargaining and WINS, and PERA
 - Meg: Legislative and Communication teams should talk together.

CPC Committee Breakout Sessions – 2:45 pm – 1 hour 15 mins

- Communications – [Join Microsoft Teams Meeting](#)
- Employee Engagement & Experience – [Join Microsoft Teams Meeting](#)
- Employee Recognition – [Join Microsoft Teams Meeting](#)
- Legislative – [Join Microsoft Teams Meeting](#)

Committee Breakout Structure

- Introductions (new members need to know who you all are!)
- Planning for the year
 - Make a slide (chairs have a draft template)
 - Do you have chairs/vice-chairs selected? Be sure this is done
 - What will your meeting structure be (assume not in person)
 - Teams? Will they be recorded? Who will take minutes and report to CPC
 - Who will take minutes in each meeting and submit the committee report on the website?
 - Schedule your meetings for the year – at least through December – make sure they are on calendars with the needed Teams meeting links!
 - Review Teams Files
 - What are ideas/goals you have about this year
 - What are things you need help with?
 - Money/budget, setting up virtual events, access to information
 - Expertise?
 - Communication

Break – 10 mins

- **Any major Questions or concerns regarding COVID 19 or return to work? (Meg)**
- Meg will follow up on Critical Pay. EEE Committee wants to work with Communications for Communicator content.
- Please send Meg and email if needed
- Jim: Any communication CPC should be doing with State Classified employees that we aren't currently doing?
- Meg: All resources need to be listed in one place
- Leah: We have a resources page, is that sufficient?
 - Meg: Perhaps listing on home page would be better for easier access
 - Leah Bosch: I like the idea of one and done. COVID 19 information- would hate to create another site to keep up on up to date information. This is a worry in having another place for COVID information
 - Meg: For clarification, would like links that go directly to proper sites so that no updates are necessary but information is more readily accessible. Bullets added under CARES to note what is contained in that link. Highlight CARES site on homepage to discuss what it is and provide link to help people know where to access what.
 - Leah: Will place this discussion on next Communications agenda
 - Meg: CPC website updates needed for membership
- Stacey B.: Why does the University seem to have two websites for COVID resources? There are two websites. Feels a bit of overwhelmed by all of the information received through email etc.
 - Meg: Will look at this a bit closer and bring this question up with Nik Olsen and Ann Claycomb. Discuss communications surrounding COVID 19 and returning to work. Simplify information so it is more digestible.
- Meg: If you have questions or something comes up, please reach out to Meg. They are happy to collect information and would love feedback to share with Ann and Nik. Funnel questions directly to Meg.
 - Meg and Wayne: Posted COVID 19 Recovery [link](#)
 - Kristin Berthold: Shared the Research Recovery [link](#)
 - Wayne: Town Halls also include above links

Closing/Send-off – 4:15 PM

- **Send off (Meg)**

What is our role right now? We are in an unprecedented time, and we are more connected than we have ever been through a pandemic or plague. We all have different roles on campus, all perspectives are necessary, and our differences help to bring us together. We are all connected, and we need to keep doing this work, even though this semester is going to be weird. Meg is very proud to represent CPC over their final year and is grateful for the support of all CPC members and supporters. Meg is always accessible.

Meeting adjourned – **Thank you!**