

**Classified Personnel Council Meeting**  
**Thursday June 11, 2020 1:00pm-2:30pm**  
**Regular Monthly Meeting**  
**Microsoft Teams**  
**Agenda**



**CLASSIFIED  
PERSONNEL COUNCIL**  
COLORADO STATE UNIVERSITY

**Call-to-Order**

- Approval of CPC 5.14.2020 Meeting Minutes

**Guest Speakers**

- Lynn Johnson – VPUO – CSU Budget Update 1:05 pm – 2:00 pm
- Teri Suhr and Robyn Fergus – Voluntary Retirement Incentive Plan 2:00 pm – 2:30 pm

**CPC Announcements and Updates**

- Adrian Financial Update
- Health Insurance enrollment by May 18<sup>th</sup>
- 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 work on a general summary. I need these summaries by June 19.
  - Meg will follow up with email of last years summaries to chairs/vice-chairs of committees
- COVID-19 information and other questions or concerns – Meg

**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:**

- July 1 – new benefits take effect, PERA employee contribution is scheduled to go up 1.25%.

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## Agenda

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|--|---|
| <input checked="" type="checkbox"/> Jim Abraham, Environmental Health Services | <input checked="" type="checkbox"/> Amber Lobato, Housing and Dining Services     |
| <input checked="" type="checkbox"/> Stacey Baumgarn, Facilities Management     | <input checked="" type="checkbox"/> Anselma Lopez, VP for Enrollment Acc.         |
| <input checked="" type="checkbox"/> Leah Bosch, CVMBS                          | <input checked="" type="checkbox"/> Adrian Macdonald, Statistics                  |
| <input checked="" type="checkbox"/> Nancy Cowley, Lory Student Center          | <input checked="" type="checkbox"/> Rachel McKinney, VP for Diversity             |
| <input checked="" type="checkbox"/> Emily Farrenkopf, College of Liberal Arts  | <input type="checkbox"/> Dustin Pothour, Facilities Management                    |
| <input type="checkbox"/> Joseph Gallegos, Facilities Management                | <input type="checkbox"/> Chuck Richards, CSU Police Department                    |
| <input checked="" type="checkbox"/> Brian Gilbert, ACNS                        | <input checked="" type="checkbox"/> Meg 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 1:00PM

- Approval of CPC 4.9.2020 Meeting Minutes. Motion to approve by Leah. Second by Kelly.  
*Motion Carried.*

### Guest Speakers

- **Jeff Sprole and Michael Steppat – Public Employees Retirement Association (PERA)**
  - We are one month away from releasing 2019 data.
  - Why PERA really matters. We have well over 600,000 members and 45.1 B under management. Over 500 employers contribute to PERA. Our Investment income over 30 years is ~ \$60B.
  - PERA pays out \$4.5B to retirees every year to 100,000 retirees. PERA's payouts are based on contributions and investments. Our 10 year average return rate is ~ 8.8%. Average monthly benefit for all retirees is ~\$3,208 with 23 average years of employment.
  - You can find more information at [copera.org/snapshot](http://copera.org/snapshot)
  - Contributions + Investments = Benefits to our retirees

- SB200 in Colorado had major changes PERA that included Increased contributions by employees and employers, modification of benefits, and the Automatic Adjustment Provision (AAP).
- The AAP allows us to keep on track to be fully funded and pay out all of our obligations by 2047.
- The 2019 return was very high for PERA, but has not been released yet. It is likely there will be another automatic adjustment in 2021. The 2018 return was -3.5% and will result in the automatic adjustment provision in 2020.
- Automatic Adjustment Provision from the 2018 return kicked in starting July 2019.
- Automatic adjustment will be in July. There is an adjustment upward this year, but one is not expected for next year from the 2019 return. There is probably going to be one due to 2020, but that would take effect in 2022.
- Employees are currently making 8.75% contribution per month. That will increase in July by 1.25% to 10% of your take home pay. Employer increases Will increase 0.5% to 20.9%. Every dollar you put in will be returned to you in retirement.
- Retirees will see an increase of 1.25% in benefits. Restored from previous years.
- We expect another 0.5% increase in July 2021 (10.5%). Unlikely anything triggered in 2021.

**Michael Steppat – State Legislative session update.**

- Michael will provide an overview of where the legislature is thus far and dive a bit deeper into how COVID-19 has impacted their work and how that may affect PERA in the future.
- General assembly sets contribution rates, benefit levels, and other plan requirements.
- General assembly convenes in January every year and meets for no more than 120 days. COVID-19 has upended the schedule. The legislature temporarily adjourned on March 14<sup>th</sup> due to emergency declaration from Governor.
- Special Rule 44 invoked for the very first time that allow the Legislature to suspend the session and keep the full 120 days of legislative session. The Colorado Supreme Court agreed and allowed for non-consecutive legislative days. There are ~ 50 days remaining in the legislative session.
- The legislature passes ~ 600 bills a year. Only one is required. A balanced state budget is required by the constitution, so a balanced budget must be passed.
- The state cannot operate under a deficit such as the Federal Government. They will not be able to spend what they do not take in with revenues.
- We will have an unprecedented shortfall this year.
- Joint Budget Committee (JBC) is working now on the budget. COVID-19 has negatively impacted revenue not thought possible.
- Federal Stimulus was \$2T. The stimulus does not allow for states to backfill their budgets.
- The JBC is 6 legislators. Recommendations for PERA for the next year only are:
  - Suspend PERA Direct Distribution Payment from the State
  - Postpone Employer Automatic Increase Adjustments of 0.5%
  - Postpone Employee Automatic Increase Adjustments of 0.5%
  - Postpone Employee Contribution Structural Increase of 0.75%
  - Shift 2.5% of Employer Contribution to Employees. This was done after the Great Recession. This would save state employers from having to pay into PERA.
- None of these are final and have not been introduced to the legislature.

- Tentative schedule for General Assembly and JBC is looking to finalize the budget by May 22<sup>nd</sup>, and all lawmakers returning on May 26<sup>th</sup>.
- We are expecting another federal stimulus package with direct and flexible relief to state and local governments.
- We are also expecting recommendations on Safety Protocols for the General Assembly during COVID-19 health epidemic.
- There is a push for a CARES 2 Act in Congress.

**Jeff Sprole**

- PERA is somewhat insulated from the budget process at the state. Retirees are still going to receive checks.
- You have an individual account where your money is always yours and earns interest. Secure monthly benefits you can't outlive.
- Jeff suggested to follow their blog. [Peraontheissues.com](http://Peraontheissues.com).

Meg – If the JBC decides to move the employer contributions onto PERA employees, and suspend Employer contributions, that would negatively impact the PERA fund?

Michael – Yes, that would be correct.

Jim – At CSU, most state classified have been able to continue working. I'm curious if you all have seen state employee layoffs with 600 or so PERA employers around the state. Are we seeing layoffs from employers? Decreased contributions due to COVID ?

Michael – Are we seeing layoffs or furloughs is a great question. At this point, we don't know. To tie in to the national conversations on bailing out state pension funds, we have advocated for Federal dollars to be directed to our employers to keep their employees working.

Jeff – I've heard from employees on furloughs and what the impact would be, but I have not heard anything about layoffs.

Meg – There was an article in the *Colorado Sun* about the State shifting 2.5% of their PERA contribution to employees and that would be calculated to a furlough equivalent to 6.5 days. Would that be considered technically furloughing employees?

Michael – The JBC staff refers to that as furlough equivalent options *in lieu of* an actual furlough.

Jim – If I could follow up, what would be the scenario if you did have members that had to take furloughs. Has PERA gamed that scenario such as 5 furlough days for all employees and what that does to PERA?

Michael – I would have to check to see if PERA has looked at that, but there are so many options at this point that I don't think we've looked at that.

Jeff – From the employee's perspective, furloughs would not affect your service credit or your retirement benefits long-term. It may affect employees who are getting ready to retire in the final calculation of their salary if it is reduced.

Meg – Retirement incentives are on the table for the University. Would that be equivalent to buying service credits? Would service credit be applied here if someone takes early retirement.

Jeff – It would help if the employer pays the service credit. It would not be PERA sanctioned effort. It would impact the long-term health of the fund if Service credit was not paid from the employer.

Leah – How are PERA investments doing in 2020?

Jeff – I'll estimate that, but it's too early to give you a solid number. As of last week, public markets have caused PERA's public investment to fall by 8% to this point. It doesn't take into account all of PERA's investments. Much can change in the next 6 months and PERA approaches changes in the market with most of its focus on the long term.

Meg – We will be looking to touch back with our legislative liasions in the beginning of June to see where we are with PERA and other issues.

- **Aaron Buckley, Aaron Fodge – CSU Telework Policy Update Telework Program Development. Elham Shriazi, ePlanning Consultant**

**Aaron Fodge**

- CSU has a Telework Guideline through Human Resources for close to 20 years. It was replicated from the State of Colorado.
- We have established a steering committee to update the guidelines and we were doing this pre COVID, so this issue for us has been fortuitus.
- Our goal is to get feedback from the CPC on how you all may use teleworking and take your recommendations.
- Telework is part of the Sustainability Assessment and Ratings. AASHE. CSU is a Platinum member. Telework is a tool to help attract and retain employees and an option to reducing traveling costs.
- Existing guidelines are very general. It doesn't provide a process in how we would request that benefit. We're looking to add specifics to encourage people to Telework and to create a formal agreement between CSU and employees. Sponsored Programs has already set this up and we're looking to their example to launch the University's updated policy.
- Want to have web-based trainings.
- **Question – What were your perceptions of teleworking before you teleworked? How has teleworking during COVID matched your perceptions?**

Jim – Teleworking for me has been something that was few and far between activity. Only used when something that had to be done at my house or dealing with my kids. We've had employees ask for that option and we've granted that on an as needed basis. It was never part of a steady schedule. With COVID, we've all been working from home and I feel now that I'm working harder than I ever have. Now, your accessibility is constant and we're trying to show that we're working while on top of managing new forms of communications and keeping things going from afar. That's been my experience.

Emily – I thought my job would be impossible to do from home, but I have found that most of what I do can be done from home.

Kelly – I agree with Jim, I feel like I'm working more now than ever.

Meg – Telework was never an option for me. Now that I'm seeing I can do a lot of my job afar, I'm seeing it is more possible. I do miss going into an office and seeing people.

Leah – My department has been more than helpful but we've done this before in the past. Teleworking has been great for me.

Nancy – CSU has a great initiative, a big selling point is environmental impact. For me, Teleworking 2 days a week would save me 50 miles a week in travel, and lower my my carbon footprint. I can get more done at home than I can in the office those days, but it would be a hard sell to my supervisor.

Aaron – We will explore that hard sell to your supervisors moving forward. I specifically wanted to come to the CPC because I've heard that State Classified were not permitted to work from home and we'll look to change that where appropriate.

Elham – Part time teleworking should also be an option where you can set up a schedule to come in the office regularly.

Eric – Teleworking has been great for me, I can work from anywhere in the country on some of the issues that need to get done.,

- Aaron – CSU is looking to do this to reduce trips and reduce the stress of travel while being environmentally conscious.
- Kristin – More forms could be processed electronically where that would allow more teleworking. Our current models require actual signatures where that causes people to have to be in the office for that purpose alone. We could be much more efficient if we addressed those issues.
- Rachel – The positive impact has been the conversations that have come from working from home. We've recognized that working from home is more intense than being in the office, so for us, we've looked at calling it a day after 5-6 hours if the work for you has been nonstop for that time.
- Elham – Teleworking is moving from managing presence to managing productivity.
- **Question – What are the common reasons employees claim they can't telework at CSU?**
- Meg – For me it is office presence. Having someone there to be able to greet people that may need something in the department.
- Kristin – I think there has been this stigma with State Classified employees would not do their work from home. There has been a lack of trust between supervisors and employees. This situation has been interesting as it has shown we can do our work from home and do it effectively. The other aspect of this is in-person signatures or paperwork that needs to be completed can be daunting. Some flexibility around those signature times and necessary planning to get those signatures would be needed.
- Aaron – CSU will be expanding Quali forms to include digital signatures, so that may be some help moving forward.
- Jim – It took years for our department to accept the purchase of laptop computers as our main computers in the office. The only other way to telework would be to remote in with your home computer to your main computer. Teleworking consistently would require a laptop and for this policy to move forward, that should be part of the discussion. A barrier we had to get over was the culture and group thing that a laptop would walk out the door and be stolen. It took a lot of convincing for us to say that we needed them to be able to access information in different areas to do our jobs. You will need to encourage departments to purchase laptops to encourage teleworking at the University.
- **Question – What should be included in training for supervisors managing employees that are teleworking?**
- Meg – Computer classes and training is key. How to access the network. Also recognizing that working 8 hours at home is different than working for 8 hours in the office. Realistically, with all the interruptions and times to travel to meetings, you may only be working 6 hours at the office, but now you're working more due to the fact you must be at the computer to get your work done.
- Jim – You will have to have this supported from the top. Supervisors will not move forward with Teleworking goals unless they are told this is a priority from upper administration.
- Kristin – As for supervisors managing, you will need to provide guidelines for the supervisors to follow. What are the best practices? It is important to check in with employees on not just work, but also how they are doing. We need to remind supervisors to check in on a human level to make sure employees are doing OK. I would like to see training on that aspect of supervising a teleworker.
- Aaron – Sponsored programs has a virtual water cooler where they have a check in with everyone. That is a great idea and we'll look to add that. We'll be looking to have this

guideline by July, so we would love to have the CPC review those guidelines and get a letter of support so we can move forward.

### **CPC Announcements and Updates**

- Adrian Financial Update – We spent \$266 on employee award trophies in April. Meg’s reimbursement for our trip to Denver back in March. We have spent \$5500 of our \$11k budget.

Meg - Our budget has changed quite a bit. We do have some money left over, but I’ll get with Lynn on what we can spend for the remainder of the year. I will ask if we can use the money for resources you may need to work from home. Please see the google form and let me know if there are resources you need to work from home.

- Health Insurance enrollment by May 18<sup>th</sup>

Meg – Make sure you enroll for your health benefits. Please pass on the need to enroll by the 18<sup>th</sup>. You can call in or use a mobile app to enroll.

- CPC Committees – Meg - 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. Please start writing your end of year summaries. See the website for [CPC.colostate.edu](http://CPC.colostate.edu). Look up a report and use that as a template. Use the format as a way to complete the report.
- COVID-19 information and other questions or concerns – Meg

Meg – I have insight, not answers. A few points of the email from Joyce. I am part of a working group that is examining the impact of our reduced budget.

- I’m pushing equity over equality. Lessening impacts to our more vulnerable employees as well as lower paid employees.
- I’m strongly advocating on behalf of State Classified employees. Our employees will see a decrease in take home pay due to PERA increases.
- Planning CSU to be open for in-person operations in August.
- The Pandemic Team is working on a comprehensive plan. Looking to spread out classes to reduce class size.
- Mandatory training for everyone on hygiene.
- The state is facing a \$3B shortfall. Please see my chair report on specific information on the budget. Currently, \$46 – \$61M deficit is what CSU is planning for. Please see page 13 in the meeting packet.
- Board of Governor’s meeting in early June is where we expect to see our budget questions answered.
- May 27<sup>th</sup> is the date slated for the Safer at Home order is slated to be lifted, but still in place for Higher Education.
- Childcare has been a really big issue with respect to kids being out of school.
- Still no more than 10 people gathering at a time.
- June and July events should be cancelled at this time.
- There will be a phased in approach with people returning to campus. Everyone is trying to be mindful of employees considered high risk and/or who may live with family members who are high risk.
- Work groups will be publishing who has been involved in planning for reopening.
- There is much we don’t know, but the administration is making a great effort to bring people back safely.

- We will be sending out a Qualtrics survey to all employees and we'll be sharing that with Joyce tomorrow. Thanks to Rachel McKinney on helping putting this together. The survey is intended to get a pulse from our employees on how they are doing. Please look at the draft survey on the chat and we'll let you know when the survey is approved to be sent out.

Jim – CSU is looking to do verification of employees being symptom free before coming on to campus. Have you heard of anything about it?

Meg – I had not heard of that.

Leah – We've been told we will have the option of returning to work, but will have to wear a mask.

Meg – I've heard we'll be looking at staffing to be half of what is normally permitted.

Eric – Someone has been making masks for housing and dining. Some organization is providing those masks, one for each day so they can wash one each day.

#### **CPC Committee Reports:**

- Communications – Leah Bosch – *No Report at this time, but the communicator was sent out in early May.*
- Employee Recognition – Nancy Cowley - *No Report at this time. Employee education assistance award applications are due on June 1<sup>st</sup>.*
- Legislative – Brian Gilbert - *No Report at this time.*
- Employee Engagement & Experience – Kelly Hixson - *No Report at this time.*
- Executive – Meg Skeehan - *No Report at this time.*

Meeting adjourned – **3:03 PM - 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)



## CPC Chair Report for June 2020

CPC in the Time of Corona – There is much to be said about the power of a movement when people unite to address issues that harm our community. As I write this, there have been protests nationwide (and globally) following the police brutality that killed George Floyd on May 25, 2020 in Minneapolis, MN. The Black Lives Matter movement has been in existence since 2013, shortly after the acquittal of George Zimmerman, who murdered Trayvon Martin, a 17-year old, in Florida. Since 2012, there have been more deaths of black men and women at the hands of vigilantes and the police, I could write every name here... but this document is intended to be a record of my work with CPC. [I encourage you to read this article by NPR](#) - I hope that it is enlightening for you all.



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There have been riots that have occurred as well, but as Martin Luther King, Jr. said “riots are the language of the unheard.” As a member of the LGBTQ+ community, I am reminded that my personal liberation today is due to the Stonewall Riots in 1969, and because of the efforts of BIPOC (Black Indigenous and People of Color) folks that rebelled against the suppression of our community by police. Protests and riots can be powerful, and lead to lasting social changes (Civil Rights, LGBTQ+ marriage equality, the fact that America is not a colony of Britain today). Property and material items can be replaced, but a life cannot be replaced once it is extinguished. I know that some are focused on the rioting and destruction of property, but I urge you all to focus on the peaceful protests that are the majority of the civil engagement happening today. Do not let the noise of the oppressor (that reverberates through our collective national history) distract you from the truth, do not let fear tell you that a life is worth less than material possessions. I support the Black Lives Matter movement, and I am here to help you process, learn, whatever you need. I am not perfect at this, but I have been doing the work for 6 years to learn more about many of the issues being highlighted in this moment – I am here to hold discussion and reflection without judgement.

With regard to current CPC business and CSU updates, I have almost as much information as I had in May. I know that on June 1, CSU HR announced a [voluntary retirement incentive plans](#) – Teri Suhr and Robyn Fergus will host a discussion on this at our meeting on June 11. Regarding the budget for CSU, the Board of Governors meets June 3-5 Lynn Johnson will present at our June 11<sup>th</sup> meeting. The state legislative body is still working through the long bill, perhaps by our meeting next week there will be more definitive details. Until then, we must keep working, stay present in our community at CSU and help folks find information when it is available. I will continue to do what I can to gather and share information, and when needed loop folks into conversations to help us understand how we will move forward.

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>

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## ***Where has Meg been?***

### **Meetings and activity:**

- May 12 – Workforce Support Group
  - This is a group that was discussing the impact of budget cuts on employees at CSU.
  - We finalized our final recommendations that were sent to the President's office
- May 14 – CPC Regular Monthly Meeting
- May 15 – APC/CPC/FC with Joyce McConnell
  - Showed the survey we have been collaborating on with APC and FC. We have been asked to hold on this for now. Waiting for more information as of June 3.
  - Brief overview of overall communications, and the shift to the Monday and Thursday email
- May 26 – CPC Chair and Vice-chair with HR/OEO
  - May 29<sup>th</sup> all hourly employees (non-student, AP/SC) will no longer be paid. If they can return to work then they can start getting paid again
  - Timeline for return – waiting for state and county information to update
    - Customer facing – sneeze guard shields (HR, cashiers office, etc)
  - There will be training all employees will need to complete to return to campus (this is the initial decision) there will be something for students
    - This will be explored with the safety committee moving forward
  - Equity work group – discuss access for all employees and students with access
  - Waiting for BoG meeting in June – this will be streamed on YouTube – you can watch it through the system website
    - Must watch live
    - Transcript of discussions will be on the website
  - PERA – JBC update
    - The employer payout increase will not hit employees (except in judicial branch)
- May 27 – CPC/APC Chairs and Vice-Chairs with Lynn Johnson and Nik Olsen
  - Scaling back all discretionary spending.
    - Hold off any spending not related to recognition for CPC
  - Lynn at June 11 CPC meeting
    - 30 million deficits at this time. CSU will take from reserves, and CSU system reserves may be tapped. Strategic deployment of funds
  - There are so many unknowns t this time, after BoG and after the state passes a budget that is when we will know what will likely happen
  - JBC cut higher ed by 58%
    - Polis proposed using CARES money to backfill those cuts
    - Legislature is not pushing back on this
  - Enrollment, currently projecting a 10% enrollment decline
    - This could be worse depending on how things go
  - Employee Appreciation
    - Lori Lynn, Mark Barker, Jeanine Reese, other COVID 19 response team members pandemicplanning@colostate.edu
    - Likely won't have an event like we have the last 3 years
    - What can we do to navigate this?

- Bump this to the spring?
  - Rolling appreciation
    - Highlight employee groups/departments
    - APC/CPC/Faculty month
    - Boosting morale through out the year
  - Retreat
    - Likely virtual, so we push CPC back to August instead of July
    - We would have to submit a request to pandemic planning team
    - Do we invest our energy into doing a virtual retreat instead of hoping for an in person retreat?
      - Best practices for virtual events + break outs
      - Goals
  - Communication
    - Maggie Walsh is leading VPUO communications
- May 28 – APC/CPC/FC Chair/Vice-Chair meeting
  - Mainly discussed the survey and waiting on the President’s office to give us a green light. Discussed how the childcare question should be integrated
  - Discussed working on a joint email to the President’s office with a list of university committees and figure out what is still “on hold,” disbanded, transitioning, and who leadership is on groups we have questions about.
- May 27 – Presidents Commission on Diversity and Inclusion
  - Membership
    - We need passionate individuals, not just those who have direct connections
  - RBEI
    - Announced by President McConnell at the fall address, this was in reaction to the black face incident in the fall of 2019 and other incidents of bias
    - Get the community involved to figure out how to best address these issues. There was a call for proposals to address racism and other incidents on bias on campus
    - Joyce asked Blanche to lead RBEI in November – Blanche put together a group to lead this – the core team. There were additional work/review groups put together after this.
    - Worked with student groups remotely due to COVID 19
    - Mary Ontiveros is also part of RBEI as a co-chair now.
    - Over the summer, continue working on reviewing implementation and what items are best.
    - Focus on NEW initiatives, and holstering the knowledge of existing programs on campus
  - Commission Name – no longer a presidential commission
    - This will become “Commission on Diversity and Inclusion” and remove the president
    - Move the structure back to existing as a VPD commission, would still report to the president’s office.

- Reporting Structure
    - A commission under VPD, working closely with RBEI
    - Reports to the president
    - Involved members should take this information out to their areas/units
    - Explore effective and regular communications
      - There are communications being sent to student groups like “Not Proud To Be”
- June 1 – CPC Executive Committee Monthly Meeting
  - Plan *draft* June 11<sup>th</sup> CPC Meeting
    - Lynn Johnson, VPUO on CSU budget
    - Any updates we might have about the budget/PERA etc
    - Any HR questions we want Robyn to answer
    - Need to discuss the retreat (see my note in my section below)
      - Let’s test out Polly for attendance and also for other surveys and questions
      - Retreat in August – poll group
      - Focus on planning an online retreat or hope for the best
        - Worst case scenario... we host this virtually
        - What does that look like – coordinating with committee chairs to have them preset up break out groups on teams
  - Survey – we are waiting to hear from the president’s office on this
  - FY21 meeting planning
    - I am wondering if we should skip July and hope to be able to hold a retreat in early August? Thoughts?
  - Moving files onto Teams – involving the chairs and co-chairs of committees to walk through this
    - Jim and Wayne schedule a meeting with CPC committee chairs
  - Discussed the return to work process, seeking clarity on the review and approval of who can and cannot come back to work (right now the focus is on research and labs)
    - Overall confusion and lack of information on what employees need to do to come to campus at this time, looking at the self-reporting app as well as asking for approval to come to campus

**Coming soon:**

- June 3 – APC/CPC Chairs/Vice-Chairs
- June 10 – HR Liaison Monthly Meeting
- June 11 – CPC Regular Monthly Meeting
- June 16 – Campus Climate Committee
- June 18 – APC/CPC/FC Chair/Vice-Chair meeting
- June 22 - CPC Chair and Vice-chair with HR/OEO
- June 24 – Commission on Diversity and Inclusion

**Reminders / Resources:**

- Voluntary Retirement Incentive Plan
  - <https://hr.colostate.edu/voluntary-retirement-incentive-plan/>
- EAP Benefits – Jan Pierce – 970-491-1527.
  - ComPsych (counseling, legal advice, financial planning and work-life balance support) 1-800-497-9133
- OMBUDS – Melissa Emerson – 970 – 491 -1527 Website: [ombuds.colostate.edu](http://ombuds.colostate.edu)
  - 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.
- 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