

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



**CLASSIFIED  
PERSONNEL COUNCIL**  
COLORADO STATE UNIVERSITY

**Welcome 1:00 pm**

- Executive Committee Introductions

**Keynote Speaker 1:05 pm – 1:50 pm**

- Victor Wooten

**Break – 10 mins**

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

- Approval of CPC 6.11.2020 Meeting Minutes
- Review and approval of FY20 Annual Report
- Financial Update
- CPC Monthly Meetings through fall 2020 will be virtual
- Questions/concerns about COVID-19 and returning to campus this fall
  - Mostly gathering information, we might not have answers

**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**

**Closing/Send-off – 4:15 PM**

Meeting adjourned – **Thank you!**

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



**CLASSIFIED  
PERSONNEL COUNCIL  
COLORADO STATE UNIVERSITY**

- |  |   |
|--|---|
| <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 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 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 checked="" 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 checked="" 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

**Kristen Berthold.**

**Julia Innes**

**Tori Anderson**

**Tammy Hunt**

**Eva Hybiak**

**Teresa Krueger**

**Call-to-Order**

Approval of CPC 5.14.2020 Meeting Minutes. May Meeting Minutes – Kristin moves to approve.  
Second by Nancy. No changes were presented. *Motion Carried.*

**Guest Speakers**

- **Lynn Johnson – VPUO – CSU Budget Update 1:05 pm – 2:00 pm**
  - This has been a bizarre year due to COVID and our budget.

- The budget has been approved by the Board of Governors, but depends on the Long Bill from the Colorado Legislature.
- End of 2020 we are projecting a \$30M shortfall in our budget.
- Instructing all departments to hold back on spending as much as possible.
- We were considering a 3% tuition increase, but due to CU holding tuition steady and Universities holding steady on their tuition forced CSU to hold tuition flat for next year.
- Due to COVID, we were also planning on a 20% cut from our state funding.
- The System office is supporting all campuses by funding back their contribution to the system to support their operations on respective campuses.
- Housing and dining is planning for 80% occupancy instead of 50%. This would allow quarantining of infected students if needed.
- After Thanksgiving, all instruction will go remote. Last 2 weeks of classes as well as finals will be remote.
- CSU has a \$120M shortfall on the E and G Budget and \$18M shortfall in auxiliary cash budget. Federal CARES Act funding is making up some of this shortfall.
- There is a possibility of another CARES act, but that is still being worked out.
- The State is backfilling \$79M from CARES act funding.
- CSU System has requested a \$17M cut from departments campus wide. Even with 17M in cuts, the System office will provide \$20M to help backfill our budget. We're still looking at a total shortfall of \$8M. The System office is looking at restructuring system debt to make up the shortfall.
- Strategic Investments will include: Promotions for Tenure Track Faculty, Promotions for Non-Tenure Track Faculty and increasing their compensation floor, Promotions for Administrative Professional and State Classified employees, \$1M in IT infrastructure, \$500k in Research, \$500k in Student success, \$522k in Mental Health Initiative, \$350k in Title IV program, \$350k in HR and Procurement, \$1M in marketing through University Communications, \$500k in Public Safety with Board support.
- Some of these investments are legacy from Dr. Frank's time as president.
- President McConnell is quite concerned about the lack of money put forth for marketing. She believes its essential to getting our name back out into the marketplace to drive enrollment numbers up.
- What we know to date for Fiscal 22 budget – We're looking at our current budget that will be showing dramatic cuts, then add another 10%. However, we're optimistic that we'll be able to make up with increased communications in addressing our enrollment decline hopefully improved enrollment numbers for next year.

Lourdes – Can you describe what that investment means for promotions for state classified, specifically on the Strategic Investments slide?

Lynn – Many supervisors had put in changes to job classifications, so those are changes going through the TMS System.

Leah – Is there a backup plan if the colleges don't meet their reduction goals?

Lynn – I'm not sure they will have a choice. They will be allocated a budget that will be less than what they have now.

Leah – The CVMBS has gone through a big reduction already. I feel we are already so short staffed from previous reductions, anymore so will be a big strain on current staff.

Lynn – If that is related to reductions, they had to make due to overspending their budget, then they will have to do everything they can to meet their targets.

Leah – The hospital is only open for emergency appointments. Where was that decision made?

- Lynn – They are following local and county guidance. Their decision to open was not a central administration decision.
- Lourdes – What if PDQ changes have been approved but Department heads are now indicating no money for promotion.
- Lynn – Promotional opportunities have to come through that Unit's budget. We would hope the department would honor those since they.
- Jim – You had said earlier that the impact to revenue for housing allowing 50% vs. 80% occupancy was the difference in \$400k and \$25M. What would be the impact to the university if the county guidance changes due to higher COVID changes in the fall. If the University has to roll back to 50% occupancy, that is a massive difference in revenue that would be lost. What would be the contingency plan in that case?
- Lynn – The 80% is our best-case scenario. If we experience additional difficulty, the system office has a pool of \$80M to address enrollment, resurgence of COVID, etc. We have resources to address that issue.
- Meg – This is an anonymous question – We have heard of other universities have looked at cutting salaries by 5 or 10% for athletics or employees making more than \$250k. One of the committees I was on made that recommendation. Is the University still looking at this possibility. Is it on the table? Why or Why not?
- Lynn – We had salary reductions on the table when we took our recommendations to the Board of Governors. They did not approve those cuts. The board looked to address those shortfalls with system resources and refinancing of debt. The board approved the budget with no salary cuts, no furloughs, no position elimination.
- Meg – So in what way would the early retirement program being proposed going to help with our current budget?
- Lynn – I foresee the early retirement program not benefiting the University in the fiscal 21 budget year. We will have to repay ourselves in upcoming years from the initial payouts we make this year.
- Meg – Any additional questions? None from the council. One more from me. So we know if there are any surprises hanging out there other than the long bill that could impact our budget?
- Lynn – The only thing that I know of would be if the Governor decides to furlough state workers. That hasn't been something we think is going to happen, but other than that, I would have no idea on anything else.
- Stacey - Thanks Lynn. Good luck!!
- Lynn – Thank you for everything you've done these past few months. This has been a challenging time while not having good information due to COVID. Thank you for all you are doing to help the institution and for taking care of yourselves.
- Meg – Thank you for all of the transparency during this process.
- Stacey – While the state legislature has passed a few PERA bills, will the employee contribution be going up in July.
- Lynn – I don't know of any additional changes to PERA from this year. It will be going up due to the previous bills passed to address PERA.
- Meg – To let everyone know, we've been able to retain our full budget for CPC for next year, so thanks to Lynn for that.
- Anselma – Will there be cost of living raises? What about AP
- Meg – There will be no cost of living raises for any employees?
- Jim - Thanks Lynn. Great job in how this has been managed. We're in a much better position than many universities!

Kristin – I know it's been tough doing this work with so many uncertainties.

Leah – Thank you. The transparency from your office is always so appreciated!

Kelly – Really appreciate the update and all the upper management's hard work

Lourdes – My question on positions was a little confusing from her response. My position was approved prior to COVID, but now, the department has backtracked stating that COVID has affected the budget. My supervisor has said there is no money at this point and can't be considered at this time.

Meg – If you would like, maybe asking Robyn to follow up on this issue would be the way to go.

Emily – To clarify, if we have a position review submitted, it should still reviewed and approved or denied?

Meg – I understand the answer is yes, but we can talk to Robyn further about this issue. If a job has been approved through the TMS system, is that something a department can back out of due to COVID?

Robyn – That should have been covered with the department prior to approving a position upgrade in the TMS system.

Emily – Mine was submitted last July and it has still not been processed. I will ask my HR rep.

Robyn – We should have a conversation offline about that issue.

Lourdes – Should we forward communication from our supervisors stating that the funding is not available for a previously agreed upon upgrade?

Robyn – There are certainly budget considerations that come into play with individual departments but let's talk off-line about your situation.

Leah – Is reclassification still going to happen with the way budget issues are currently going?

Meg – If the reclassification has already been approved the pay increase will move forward is what I am gathering

Leah – Is this all-encompassing for state classified or all employees?

Meg – If the reclassification has already been approved the pay increase will move forward is what I am gathering

- **Teri Suhr and Robyn Fergus – Voluntary Retirement Incentive Plan 2:00 pm – 2:30 pm**

Terri Suhr could not make the meeting

- This was put together as a cost savings to the University due to the COVID crisis that has resulted in our budget shortfall. Looking to provide an incentive to employees to start retirement early. It is looked at as a win/win for both the employee and the University.
- The application period began June 1<sup>st</sup> and goes until June 30<sup>th</sup>.
- Contact the University Benefits Team if you have any questions about eligibility.
- Age 55 or greater with at least 20 years of "service" or Age 60 or greater with at least 5 years of "service"
- Considers derived savings and business needs; not every application may be approved.
- Approval flow is Employee → HR Benefits → Dept Head → Dean or VP → Provost → CFO → President.
- Faculty, Admin Pro Non-Classified – Incentive is one week of employee annual base salary for each year of retirement eligible service. Not to exceed 30 weeks total.
- State Classified Staff – Incentive One week of the employee's annual base salary for each year of retirement eligible service. Not to exceed 18 weeks.
- The reason for the lower SC payment weeks vs. Admin Pro and Faculty is due to State of Colorado rules for separation. A separation payment cannot exceed 18 weeks per State of Colorado regulations for State Classified employee.

- Also affecting the 30 weeks eligibility for Admin Pro and faculty is the difference in benefit for PERA and PERA Care where most APs and Faculty don't have access to those programs.
  - We have a website that is robust on information regarding the program. We've also worked with executives in the University as well as the Council of Deans.
  - Webinars will be available and the next one is on Tuesday, June 16<sup>th</sup> at 2PM. 190 people tuned into the first webinar this past Tuesday.
  - A "retiree" is defined as:  
An employee who is a participant in a Defined contribution Plan for retirement or who is a participant in Colorado PERA appointed or reappointed on or after July 2<sup>nd</sup> 2005. "Service" for this purpose includes periods of employment with Colorado State University only during which this person received the University's contribution plan or PERA, had an appointment of at least half time, or received or was eligible to receive the University's contribution toward benefit, for example health insurance or Cost share for state classified benefits.
  - If you have any questions, please reach out to our Benefits Team.
  - There are many nuances to this plan, so please reach out to the Team to see if you qualify.
- Nancy – I have a SC employee that wants to take advantage of the December retirement date, how can I help them navigate the requirements of the University?
- Robyn – Have them call the benefit's team to review their individual situation. You can point them to the website or call HR directly. This is a very personal decision. We want to make sure we're not pressuring people to retire. Be very careful to communicate this is their decision and they are not being asked to retire. Counseling can happen via teleconferencing.
- Meg – Is Spanish translation available for interested persons?
- Robyn – Yes, we will make translation available if needed.
- Jim – Could you define the slide that says that you could consider retirement if you've been working here before 2005 and are on the PERA tables for retirement? Would I be eligible for retirement if I've been here prior to 2005?
- Robyn – As long as you have 5 years of consecutive service, then yes, you would be eligible to take advantage of the incentive.
- Jim – But that would be a lump sum payment for only 18 years and at the last salary we were afforded?
- Robyn – Yes
- Jim – Have you looked at any tax implications for an employee receiving a lump sum check.
- Robyn – Yes, Terri will cover those situations for tax implications during the webinar. The calculation takes your 12-month salary, dividing by 52 weeks in a year; then multiplying that weekly salary by 18 to get your lump sum payout.
- Jim – That's great, and what I'm seeing is that you are using the salary that an employee is receiving on June 30<sup>th</sup>, 2020?
- Robyn – Yes, that's correct. It is also a taxable sum, so you may want to consider other retirement funds to avoid lump sum taxes on receiving that amount.
- Meg – What date would the lump sum payment be made?
- Robyn – The payment dates vary depend on when you retire. You can either take the August or December payout, with the payment coming one month after your retirement. Obviously, the December retirement will place your tax burden on the following year.
- Meg – How will duties be absorbed by other employees from those of the retiring employees. Will there be compensation to those employees taking on more duties.

- Robyn – That will have to be part of the plan put forward by the department. Those duties can't just disappear and will have to be accounted for – those taking on more duties would have to be factored into compensation plans presented to administration.
- Meg – What if positions need to be backfilled, will they be denied?
- Robyn – No. That again will be part of the plan the department will be put forward. There are many factors our leadership will review to determine if the retirement will be approved due to department considerations.
- Meg – Thank you so much for your time.

### **CPC Announcements and Updates**

Meg – I sent out an email to chair and vice chairs of our different committees. Please review and present your annual reports when you can. Also, we had one person apply for the Educational Assistance Award. Please apply if you have any desire to continue your education. A poll will present to you in Teams to give your feedback on when we can hold our retreat. Please respond to the poll. We'll be looking to do the retreat virtually and will explore possibilities for break out groups for the different committees to meet.

- **Financial Update - Adrian** – We have received some money back from the mugs that were broken that were employee appreciation gifts. We received a \$284 refund. Our expenses came through from our trip to Denver right before everything closed down. We found out this week that our budget for next year will be the same as it was last year. We still have ~ \$7k in remaining funds that were not spent this year. We did not do our luncheon or our visit to the State Capital. Meg asked Lynn if we could spend some of our budget on employee appreciation gifts and she was supportive. Meg was thinking of purchasing face masks. We'll see how we can move forward in spending money, we want to be smart and responsible.

Kristin – Is there a way to start a fund to help SC employees who have special needs during this time.

Meg – I don't believe we can use our funds for that purpose. , but I will look into it?

Kristin – Could we add it to the employee hardship fund ? I would think if we could do something like that, it would be beneficial at this time? Could we at least put a link to the employee hardship fund on our web page?

Meg – I'll talk to Rachael about adding a link. It's worth asking if we can transfer money, but 13 funds are usually not permitted to be transferred in this way.

Kristin – One last thing – parents just got notice that kids are probably only going to go to school for 2 days a week. We're going to need to address this with respect to parents and what working from home will look like. We need to address child care and we need more information in how to manage this in the fall.

Meg – Joyce sent out an email today to address supporting parents this fall and instructing supervisors to be flexible with parents., so I'm sure that will be an issue moving forward.

- **Health Insurance enrollment by May 18<sup>th</sup>** – Nothing further reported
- **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 – Anything any of the committees want to share?

### CPC Committee Reports:

- **Communications** – Leah Bosch - Magdeline got the last Communicator out. If anyone needs anything to be posted to the Communicator, please let us know.
- **Employee Recognition** – Nancy Cowley - Meg – We've extended the deadline for the fall 2020 Employee Educational Assistance awards. Please apply for those awards and pass on that info to those who would be interested.
- **Legislative** – Brian Gilbert - There is a bill going to Polis that will suspend the State's contribution to PERA for one year. We don't know if it will be extended.

Meg – Does the PERA bill give the State the option to push the State's contribution onto employees?

Brian – Not that I'm aware of. The name of the bill is HB 20-1379. I've posted a link in the chat section for the meeting.

- **Employee Engagement & Experience** – Kelly Hixson - No updates for the Employee Engagement Experience Committee
- **Executive** – Meg Skeeahan - I will be doing new CPC member orientation and planning for retreat.

Meg – A big thank you to **Wayne Hall** for all of his dedication to CPC and for serving as Vice Chair. This is his last meeting. Jim Abraham will be the new Vice Chair, and Magdeline Hall will be the new Secretary.

Meeting adjourned – **Thank you!**

### Dates to remember:

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

**To:** Joyce McConnell, President Colorado State University  
Lynn Johnson, Vice President for University Operations

**From:** Meg Skeehan, Chair, Classified Personnel Council  
**Date:** July 2020

**Re:** FY20 Annual Report – Classified Personnel Council



The Colorado State University Classified Personnel Council (CPC) was proud to contribute to the continued practice of shared governance at CSU during FY20. This summary report is intended to highlight the FY20 CPC activities and accomplishments.

**About the Council:**

Representing ~1,800 State Classified employees, the Council began FY20 with a membership of 25 representatives, and three ex-officio members: Bob Schur, Executive Director – Policy, Risk & Environmental Programs, Robyn Fergus – Executive Director of Human Resources, and Diana Prieto, Associate Vice President for Human Capital and Chief Human Resource Officer. CPC representatives and volunteers came from 14 different university departments including: ACNS, Business & Financial Services, the College of Liberal Arts, the College of Business, the CSU Police Department, CVMBS, EHS, Facilities Management, Housing & Dining (Operations Management), the Health Network, the LSC, Statistics, the Access Center, VP for Enrollment and Access, and the VP for Diversity office. By the end of FY20, our Council gained one member, Alisha Zmuda took on a partial term that was vacant. Ending out year at 26 full CPC members.

The Council met throughout the year, beginning in July 2019 with our Annual Retreat at Tamasag, held 12 regular monthly meetings. A record of meeting minutes can be found at <http://cpc.colostate.edu/council-meetings>. The Council co-hosted the 10<sup>th</sup> Annual Employee Appreciation Event, offered and participated in and planned new and continuing outreach events and worked to reach out to the campus community through small group presentations led by Meg Skeehan.

The most challenging part of the FY20 year was the impacts to the CSU, Fort Collins, Colorado, and global community in response to the COVID-19 pandemic. Our council continued to meet over Microsoft Teams, and held our last 3 regular meetings virtually. Looking ahead in FY21, we know there will be new challenges to address, however we are committed to navigating those as we move forward.



**CPC Committees:**

Much of the work and the many contributions of CPC representatives happens through participation in committees. The CPC has five standing committees: Communications, Employee Engagement and Experience, Employee Recognition, Legislative, and the Executive.

The CSU practice of shared governance additionally allows CPC representatives to serve on many University committees, initiatives, and ad hoc groups – serving the interests and as the voice of our State Classified colleagues. In total, CPC representatives served on 30 University committees.

**Communications:**

The communications committee is charged with developing ways to disseminate information about the Council and pertinent information to state classified employees. For FY20, the committee was chaired by Leah Bosch and vice-chair was Laura Snowwhite. The committee met eleven times and conducted a lot of work via email. Accomplishments for FY20 included:

- Seven issues of the CPC Communicator were sent to 450+ self-subscribed campus employees – highlighting important campus opportunities, news, and events
- The CPC Communicator format was also reimaged by Magdeline Hall and Rachel McKinney
- CSU Life – seven articles about CPC and issues relevant to State Classified employees. These articles were also published in the SOURCE
- SOURCE - eight additional articles authored/co-authored by committee members (and/or external relations staff) about CPC and our council activities in FY20
- The CPC Website was given a update and refresh for organization and overall accessibility, thanks to Rachel McKinney for her time on this project

At the core of CPC communications and transparency is our website: <http://cpc.colostate.edu>. Many thanks go to Rachel McKinney, for serving as our webmaster

**Employee Engagement and Experience:**

The Employee Engagement and Experience Committee researches, suggests, plans, executes, evaluates and reviews Council outreach events, and the Council's involvement with University events and service projects that increase the visibility of the Council to State Classified Employees and enhance the employee experience at CS; chair Kelly Hixson and vice chair Maria De Lourdes Zavala:

- Work Life Event – the first of its kind fair was organized and planned by the EEE committee, C2C, and CARES primarily. There was significant support from CPC, Lynn Johnson, VPUO, as well as the CSU Provost office to help off-set the expenses of this event, final total of expenses was \$2,845. There were 27 total tables at the event, including internal CSU and external community tables, including tables that addressed: health and wellness, policy and HR/OEO, housing and utilities, community resources,

bike repair, spiritual care, council representatives, PERA, financial services, and even massages. The event was held outside in the plaza next to the LSC, and was well attended despite some marketing and communications issues. However, as August in Colorado goes, poor weather rolled in and ended the event early due to lightning. The hope is to hold this event again in the future.

- Employee Appreciation Day- helped get volunteers scheduled for the info table, also collected raffle tickets for football game tickets
- Financial Education partnership with Canvas Credit Union – this was facilitated by Meg Skeehan, chair of CPC, but will transition to the EEE committee in FY21
- The committee had been working on getting out to the different departments presenting about CPC for member recruitment and general knowledge sharing – Meg Skeehan made the most contacts and presented with: College of Liberal Arts Administrative Team, Natural Sciences Administrative Team, Housing and Dining Services – Dining supervisors
- Housing and Dining Resource Fair – January 7<sup>th</sup> in Ingersoll Hall, organized volunteers for the information table
- Housing & Dining’s January Training – Meg Skeehan, Wayne Hall and Jim Abraham presented on CPC updates and purpose at Durrell Dining Center
- Worked on assessing and collecting resources for employees through the beginning of the COVID-19 Pandemic
- The committee had been working on the next Work Life Fair for August 2020 – however this event will not move forward due to the pandemic

### **Employee Recognition:**

This CPC committee, chaired by Nancy Cowley and vice-chair Anselma Lopez, manages four special awards created by the CPC that are exclusive to State Classified employees. This year the committee has focused on making the Educational Assistance Award more accessible to employees and embody the vision the donor intended – that process is ongoing. Additionally, this committee was able to partner with the LSC and HDS to present recipients of the Everyday Hero Awards with coffee and lunch vouchers. The work of this committee is conducted with in person meetings and email follow ups switching to MicrosoftTeams in March. During FY20, CPC recognized:

- Five (5) – Outstanding Achievement Awardees (this award was first given in 1976, and now includes a \$1,000 award and recognition at Celebrate! CSU)
- Two (2) – Positive Action Awardees
- Six (6) – Everyday Hero Awardees
- Eight (8) – Educational Assistance Awardees, (\$500 per award given to help State Classified employees further their education or professional development) made possible through a donor funded account

OAA: Hannah Penland, Judy Rogers, Meg Skeehan, Elizabeth Sorensen, Marcia ‘Marci’ Stille

PAA: Robyn Fergus, Rams Against Hunger

EHA: Andrew Cundiff, Kristy Millsapps, Amanda Farmer, Ross Maybon, Balbino Oqueli,  
EAA: Nancy Cowly, Kristy Millsapps, Janet Porter (FALL); Kaitlin Sherman, Valerie Lewis, Jan Lee Cordova, Amanda Farmer, Barbara Risheill (SPRING)

More information about CPC awards can be found here: <https://cpc.colostate.edu/annual-cpc-awards/>

### **Legislative:**

Chaired by Brian Gilbert, and vice-chaired by Adrian MacDonald - the CPC Legislative Committee organized a meeting with Representatives Cathy Kipp and Jeni Arndt at the regular CPC meeting in December 2019. In this meeting, CPC was able to ask questions to gauge the direction of several legislative items impacting state classified employees, such as the collective bargaining (House Bill 20-1153 – Colorado Partnership for Quality Jobs and Services Act - which was signed into effect by Governor Jared Polis in June 2020).

The CPC Legislative Committee continued to assist the executive committee by continuing the conversation around expanded leave benefits for state classified employees, particularly around accruals and sick and annual leave, and front-loading sick leave. It was determined in fall 2019 that CSU could not front-load sick leave for state classified employees as it would violate rules within the Code of Colorado Regulations, State Personnel Board 5-7 (CCR 801-1). In March 2020, members from the legislative committee and the executive committee went to Denver and met with Ramona Gomoll Chief Human Resources Officer - State of Colorado and Jack Wylie, Director of Intergovernmental Affairs and Legislative Liaison (Department of Personnel and Administration), where we presented our leave data comparison and discussed the expansion of leave benefits for state classified employees.

For the past three years, the CPC has been proposing to expand the rating system to a 5-point scale. The CPC believes, due to feedback from our employees, that an expanded rating system would allow for greater distinction in performance evaluations thereby increasing morale of our employees. This continues to be on hold at the state level, but CPC will continue discussing and tracking the change to the performance management plan at the state level.

There was no CPC member trip to Denver this year due to COVID-19, however, we did meet with our local representatives, and continue to build relationships at the state level with other leaders.

Brian Gilbert will be stepping down from his role as chair in FY21, but will continue to serve on the Legislative Committee.

### **Executive:**

- Coordinating with CSU HR and State of Colorado DHR and DPA toward a transition from a 3-point rating scale to a 5-point scale for State Classified evaluations
- Assessing leave for state classified employees in a 50-state comparison report

- Tracking outcomes of supervisor training as a key factor in campus climate with Training and Organizational Development
- Employee recognition and professional development opportunities
- Connecting employees to campus and community resources
- Continued involvement with the CSU budgeting process
- Policies affecting all CSU employees

The Executive Committee is comprised of the four CPC officers: Meg Skeehan – Chair; Wayne Hall – Vice Chair; Jim Abraham– Secretary; and Adrian Macdonald– Treasurer. The Executive Committee meets monthly to plan and review the next meeting agenda and to track and manage the work of the Council and our committees.

Executive Committee members have served on numerous University committees and initiatives including: Assessment for Diversity Issues (Employee Climate Survey creation committee); Campus Climate Committee; Campus Bicycle Advisory Committee; the President’s Commission on Diversity and Inclusion; CoSFP; C2C Advisory Committee; the Eddy & Kuder Scholarship selection committee; Professional Development Initiative Award; The President’s Council on Culture; the University Benefits Committee; and of course – tracking the annual legislative question of wages, pushing for expanded leave benefits, and tracking the impacts of PERA on our employees.

The CPC Chair and Vice Chair participated in the President’s Fall Forum to start the year, then met regularly throughout the year with: Lynn Johnson, the Vice President for University Operations; Nik Olsen, President’s Office; Diana Prieto, Associate Vice President for Human Capital; Robyn Fergus, Executive Director CSU HR; Tim Gallagher and Sue Doe, Chair and Vice-Chair of Faculty Council (respectively); Catherine Douras and Tori Anderson, Chair and Vice Chair (respectively) of the Administrative Professional Council; and, on a few occasions, direct conversations with CSU President, Joyce McConnell.

**Additional Efforts:**

**Ad-hoc committee: Employee Climate Survey 2018 Data**

Led by Adrian Macdonald, this committee identified areas and departments that had some of the most concerning responses to the Employee Climate Survey in 2018. The purpose was to meet with their leadership, and assess what work was being done to address those issues that were indicated in the survey. This group would also connect units to share ideas and best practices across the University and hold them accountable. Overall the goal was to answer the challenge of the Assessment for Diversity Issues Group (that writes and distributes the Campus Climate Survey) and facilitate action to address the issues that were raised in the Employee Climate Survey. This spring the group met with Tom Satterly from Facilities to discuss their many initiatives and discuss partnering in some of them like their orientation and helping to develop a department survey. Moving forward the group will check in on units to make sure they are still working on these issues despite the shutdown.

**In conclusion:**

The mission of the Classified Personnel Council is to promote, improve and protect the role of State Classified employees within the University system. The most effective means to accomplishing this mission is to maintain active participation in shared governance at CSU. The University depends on the CPC to represent State Classified perspectives, ideas and concerns in University planning and decision-making. Moreover, State Classified employees also depend on the CPC to be a strong advocate and ensure their voices are invited, heard, appreciated, valued, and included.

In FY21, CPC will continue efforts and involvement with ongoing Council and University committees focusing on campus initiatives, especially in response to the COVID-19 pandemic that has already strained campus operations and budgets. CPC must continue to represent the needs of State Classified employees at CSU, focusing on wages and on medical and leave benefits. Too many CSU State Classified employees find themselves on the floor of their wage-range, with little opportunity to reach the salary midpoint. The ongoing issue of lower than market wages is an underlying and exacerbating aspect of our State Classified employees' job satisfaction, livelihood, health, and overall well-being. State wages must improve to allow CSU and State Classified employees to remain competitive in the work force – attracting and retaining the best talent available, and we cannot let the economic downturn be an excuse for not giving state employees raises. This was the response after the 2008 economic recession, and it was reflected in the budget that was passed for FY21 at the state level. Leave benefits for State Classified employees continue to highlight the lack of equity on our campus, and with the pandemic, it may require State Classified employees to use a great deal of their leave accumulated if they or their family members become ill.

In addition, the Council will provide input toward issues such as (but not limited to):

- Identifying the impacts of House Bill 20-1153 – Colorado Partnership for Quality Jobs and Services Act across the state, but particularly at CSU
- Continue coordinating with CSU HR and State of Colorado DHR and DPA toward a transition from a 3-point rating scale to a 5-point scale for State Classified evaluations.
- Continue working with CSU HR on developing a comprehensive performance management philosophy at CSU
- Continue to push for expanded leave benefits, particularly sick leave accrual
- Employee recognition and professional development opportunities that are modified to meet the public health guidelines that keep our community healthy during the pandemic
- Connecting employees to campus and community resources
- Continued involvement with the CSU budgeting process

Since 1972, our council members have represented the best of CSU – committed, dedicated, and caring – and they are ready to work and to contribute to the continuous improvement of Colorado State University.

Prepared by Meg Skeehan, Chair

Approved for submittal by a vote of the Classified Personnel Council on July 28, 2020

## CPC Chair Report for July 2020

It is late July as I write this, 125+ days since I started social isolating/distancing. Time has both dragged on and flown by, but at the end of each day I reflect on what I am grateful for. One repeating thing I am grateful for is the opportunity to serve my third and final year as chair of CPC. This year will be unlike any other, in fact this will be a historical year not just for CSU, but for CPC. I wish I had a crystal ball, that I was an expert in holding virtual events, and that I had more answers... but I don't. What I do know I have an amazing council, I am a leader of leaders, and this year I need your help, feedback, ideas, and support more than ever. I will do my best to guide CPC, and I want you to know that in my final year I have a few goals to keep CPC moving forward:



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- Navigate the implementation of the Collective Bargaining in Colorado and ensure that CPC is in the best position to support State Classified staff at CSU now and in the future
- Continue to develop relationships with DPA, and continue to push for the changes to leave accruals for State Classified employees
- Advocate for resources and protections for our employees, this pandemic has highlighted the issues we have with communication and translation services at the university level, and access to technology that allows for ALL employees to be engaged and connected is a clear necessity this year and moving forward
- Monitor and advocate on behalf of State Classified essential on-campus staff throughout this historic school year – particularly the lowest paid, and most vulnerable employees
- Explore virtual events where we can engage with State Classified employees throughout the fall semester (I will continue to reach out and offer my time to present to groups about CPC). If there comes a time when we can meet in person, I will be working hard to connect in person with State Classified Employees.
- Recruit new CPC members and volunteers, and develop the next group of executive leaders in CPC – you are all capable, and I know that we have folks that are ready and willing to take on more after my time as chair is over, but we will need to plan and develop for the future, beyond even July 2021 (that's right, a year from now!)

I have a lot on my plate, but I am excited to do this work. I am proud to be part of CPC, and I am looking forward to navigating the unknowns with you all. Please do not hesitate to reach out if you have questions or concerns, I am here to help navigate information and to figure out serious issues moving forward. 970-402-4663 - [Meg.skeehan@colostate.edu](mailto:Meg.skeehan@colostate.edu) or [cpc\\_chair@colostate.edu](mailto:cpc_chair@colostate.edu).

I use they/them/their pronouns. Please respect my pronouns, as I respect you all, and hope you will show that same respect to me. <https://www.mypronouns.org/what-and-why> to learn more about pronouns!

– Meg Skeehan, CPC Chair for FY21.

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

### **Meetings and activity:**

- June 3 – APC/CPC Chairs/Vice-Chairs
  - Discussing end of year planning and our final meetings of the year
  - Jim Abraham also attended as he will be vice-chair starting in July
- June 8 – APC Monthly Meeting
- June 17 – New CPC Member Orientation - Virtual
- June 18 – CPC Recognition Committee
  - Discussed the employee educational assistance award language and how we solicit and select awardees – some changes coming.
- June 22 - CPC Chair and Vice-chair with HR/OEO
  - Collective Bargaining
    - Robyn wants to be involved with our conversation about collective bargaining with Cathy and Jeni? Might want to focus on DPA – Ramona and Jack
    - It still has to be ratified and partnership agreements with employers have to be completed
    - A lot of questions about next steps
    - DPA told agencies will get a memo, all communications will come from DPA and then they will send it to HR (this is about the opt out)
    - CO WINS in orientations
      - One condition: they have to go first
      - Trying to figure out if we can negotiate that, could be confusing
  - Furloughs – nothing at the state level as of 6.22.2020
    - The governor could make a decision at any point for furloughs, maybe unlikely, but possible
  - Friday – Budget townhall – Joyce, Rick and Lynn
- June 23-26 – NCORE Virtual Conference
  - I received a scholarship to attend the 4-day NCORE virtual conference, I attended 11 sessions over 4-days focused on Diversity and Inclusion work and theory in higher education and within society.
- June 29 – CSU Budget Town Hall #2
  - [Watch a recording of the town hall here](#)
- June 29 – Trans and Non-Binary Support Committee
  - Discussion on what has been happening since our last meeting – Name Coach is being examined (integrating pronouns, preferred name, pronunciation) into systems (Canvas, HR, Banner, etc).
  - Discussion on impacts of executive order targeting trans\* individuals – can be denied service and care by health care professionals
  - Pride Resource Center staff update – Dora going to El Centro, new Program Coordinator has been hired and starts in July.
- June 30 – New CPC Member Orientation – Virtual
- July 2 – Survey review
  - This was the chairs and vice chairs of APC/CPC/FC and Rachel McKinney reviewing a survey draft from the president’s office/Institutional Research after

our developed survey was put on hold. Significant suggestions and edits were completed.

- July 6 – New CPC Member Orientation – Virtual
- July 8 – APC/CPC with Lynn Johnson and Nik Olsen
  - Discussion with Lynn and Nik about how APC/CPC/FC leadership has felt left out of decision making by the president’s office. Feeling that we do not have a space to have input and that shared governance is not being leveraged. Nik offered to work with us to schedule regular meetings to get back on track.
    - This also included discussions about the survey we had developed, and about the various pandemic response groups not meeting on a regular basis as was intended
  - Discussed budget and the employee appreciation tactics for the next year
- July 8 – CPC Executive Committee
  - CPC Annual Retreat Planning
    - Wrote out the draft agenda and discussed key-note speaker
  - CPC Monthly Meeting planning – working on figuring out best time/day of the month for this – survey is out
  - Annual Report
- July 10 – FY21 Planning with CPC Vice-Chair Jim Abraham
  - Getting Jim on the same page with me for the year.
  - Discussion of planning for retreat and CPC committee chair/vice-chair meetings in the near future
- July 10 – APC/FC/CPC Chairs with Ann Claycomb
  - This was a discussion with Ann after Nik shared with her that our councils have felt left out of the discussions. Several issues were addressed, and we will continue to work with the presidents office on a regular basis to get back on the same page and to work through miscommunication issues.
- July 13 – CPC Executive Team Retreat planning
  - Spoke with key-note speaker on what we wanted for our retreat.
- July 14 – APC/CPC/FC with Nik Olsen
  - Calibration meeting with Nik after our discussion in the joint meeting with Lynn Johnson concerning shared governance not being involved with discussions and decisions being made.
- July 17 – CPC Chair and Vice Chair check in with Robyn Fergus – COWINS and Collective Bargaining
  - Touched base with Robyn about collective bargaining. There will be an email from DPA coming out to SC employees regarding opting out of sharing of personal information with COWINS. We talked about some of the other questions we have about collective bargaining and what it might mean for CPC. At this time, there are many questions but not a lot of answers. We will be working on scheduling a meeting with DPA to ask questions and discuss moving forward.
- July 20 – CPC/APC/FC with Nik Olsen and Ann Claycomb
  - Calibration of shared governance priorities with shared governance. Touching base with what we have questions about still, when we will be invited into more conversations, etc.
  - We will hold another meeting soon to review university committees and commissions, other initiatives on hold over the last several months, and to discuss APC/CPC/FC conducting surveys soon.
- July 21 – Meeting with MSFN Chair – Patricia Vigil

- Discussed helping connect MSFN with groups with high levels of state classified BIPOC populations
- Assisting in getting them connected with some folks on CPC
- July 21 – Check in and Retreat finalization with CPC Vice Chair – Jim Abraham
  - Final review of and discussion of retreat agenda.
  - Discussion on CPC committee assignments
- July 22 – CSU Recovery Town Hall
- July 22– Check in with CPC Secretary – Magdeline Hall
  - Review of retreat packet, finalizing language of email message, discussion of website updates needed (related to CPC documents)

**Coming soon:**

- July 28 – CSU Employee Appreciation Discussion
- July 28 – CPC FY21 Retreat
- Aug 11 – CPC Executive Committee Meeting
- Aug 13 – CPC w/ Robyn Fergus and DPA (Ramona Gomoll and Jack Wylie)
- Aug 14 – APC Retreat (tentative)
- Aug 19 – Trans and Non-Binary Support
- Aug 20 – CPC Regular Meeting – tentative
- Aug 24 – Fall semester begins

**Reminders / Resources:**

- For the most up to date information on the return to campus for Fall 2020 I encourage you all to reference the <https://covidrecovery.colostate.edu/> website

Any questions? Let me know! – thanks 😊 – Meg  
970-402-4663

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