

Classified Personnel Council Meeting
Thursday November 19, 2020 1:00pm-3:00pm FY21
Regular Monthly Meeting
Microsoft Teams (watch video [here](#))



CLASSIFIED
PERSONNEL COUNCIL
COLORADO STATE UNIVERSITY

Agenda

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

Ex-Officio Members, CPC Volunteers and Guests

- | | |
|---|---|
| <input type="checkbox"/> Tori Anderson | <input type="checkbox"/> Teresa Krueger, guest |
| <input type="checkbox"/> Catherine Douras, APC Chair | <input checked="" type="checkbox"/> Robert Schur, Policy and Compliance |
| <input type="checkbox"/> Sue Doe, Faculty Council Chair | <input checked="" type="checkbox"/> Maria Zavala, volunteer |
| <input type="checkbox"/> Farrah Bustamante | <input checked="" type="checkbox"/> Abby Hanouw, guest |
| <input checked="" type="checkbox"/> Shannon Boepple, APC Representative | <input checked="" type="checkbox"/> Brian James, guest |
| <input checked="" type="checkbox"/> Rbbyn Fergus, Human Resources | <input checked="" type="checkbox"/> Steven Dove, guest |
| <input type="checkbox"/> Eric Gardner, volunteer | |

Attendance recorded via Poly Poll. Please reach out the cpc_secretary@mail.colostate.edu for corrections.

Call-to-Order

- Approval of CPC 10.15.2020 Meeting Minutes
 - Kristin Berthold moves to approve, Anselma Lopez seconds – minutes approved.

Guest Presenter

- Joyce McConnell, President of CSU
 - Notes from Joyce's remarks are below in the questions that were posed, and additional questions were added during the open Q&A section.

CPC Announcements and Updates

- CPC Membership – election for Abby Hanouw and Brian James
 - Chuck Richards has left the university, his term ends June 2021.
 - General membership update
 - In the last couple of weeks, Chuck Richards (CSUPD) left CSU and is now working in Timnath, and Cathy Dahlin has had to step down due to some personal conflicts. We actually have two people interested in joining – Abby Hanouw and Brian James.
 - Brian James – verbal letter of interest. Brian works at CSU PD. Term would expire in 2021.
 - Abby Hanouw – verbal and written letter of interest. Abby works in the Registrar’s office. Term will expire in 2022.
 - Call to vote for potential new members
 - Jim moves, Stacey seconds – vote approved.
 - Congrats to Kristin Stephens for winning her election for County Commissioner! We are sad to see you go (Kristin’s last day is January 4th), but so excited for you.
- Financial Update – Adrian
 - Still not much to update on. We haven’t spent any money. Meg has been looking into getting laptops for an asset library.
 - Meg – this would be basic laptop computers and hot spots – currently trying to negotiate deals with RamTech. Once the plan is ready, I’ll bring it to CPC for further discussion.
 - Meg – I’ll get you receipts for what we’ve spent for the Recognition committee.
- HR Update – Robyn
 - President McConnell covered some of this, but I’ll just go through a few more details.
 - Professional Development Days
 - November 23-25
 - “whatever professional development activities feel most valuable to them”
 - FAQs have been updated on the website:
<https://hr.colostate.edu/covid-19-human-resources-faqs/>
 - Local School Info
 - PSD announced today that all grades will go remote starting 11/23 through winter break
 - Up to 80 hours of paid leave for those who are awaiting COVID test results.
 - Paid Family Medical Leave
 - Prop 118: Paid Family Medical Leave (January 1, 2023)
 - Provides up to 12 weeks of paid family medical leave
 - Upcoming Legal and Rule Changes
 - Healthy Families and Workplace Act (January 1, 2021)
 - Provides up to 48 hours of paid sick leave to all employees
 - CSU student employees, non-student hourly, etc.
 - Equal Pay for Equal Work (January 1, 2021)
 - Prohibits pay inequity b/c of gender or gender identity alone or with other protected status
 - Prohibits use of previous salary when determining future salary

CPC Committee Reports:

- Communications – Rachel McKinney (on behalf of Leah Bosch)
 - Please go follow the CPC Facebook page!
 - We will get a Communicator out by the end of the year so please share content with us if you'd like to.
- Employee Recognition – Anselma Lopez
 - Getting lots of nominations coming in right now for Everyday Heros and we've awarded all 5 educational assistance awards.
 - Visit the website awards section for more info and to nominate!
- Legislative – Adrian MacDonald
 - We met to discuss the governors proposed budget – he didn't propose any raises for SC employees
 - There was some good news about PERA
 - For FY 20/21 there was a \$225 million funding for PERA from the state that was taken out of the budget due to COVID cuts – Polis is proposing that they restore that in FY 21/22.
 - All 3 of our local legislators were re-elected. That's good b/c we have a pretty good working relationship with each of them.
 - In light of having no raises, we are going to continue to work on the leave benefits and try and get another meeting with DPA.
 - We have continued to try and reach out to Colorado WINS and haven't heard anything.
- Employee Engagement & Experience – Meg Skeehan
 - We are going to be meeting in the next couple of weeks, so nothing too new to share here.
 - Meg is going to be recording an info session for the HDS info fair, and has also submitted to do an open forum session for CPC at PDI in January.
 - We normally do a December lunch for CPC, but this year is different. Meg does have some speakers lined up – but in January we will look to do a more team building type of meeting.
- Executive – Meg Skeehan
 - Trying to get in touch with DPA
 - Asset library is in the works – Exec committee is staying in the loop on this.

Meeting adjourned – **Thank you!**

Dates to remember:

- Fall break November 23-27 – after fall break all academic functions will be virtual, however the campus will still be open
- November 23-25 are paid professional development days at CSU.

“We encourage all of you to use this time to explore strategies and resources that can help you maintain your own well-being and mental health. Please note that, due to the impact that COVID has had on the university's budget, unfortunately, the university is not in position to fund professional development opportunities, but there are a number of existing university resources, including self-paced e-learning classes and focused reading lists that are included at the bottom of this message; these are by no means comprehensive or proscriptive. We encourage everyone to engage in whatever professional development activities feel most valuable to them.”

Q&A Topics for Joyce

- Joyce believes that we will have another semester of virtual work – as vaccines don't look like they will be available until June 2021.
- Looking forward to more work with CPC
- Can you give us more information about the Professional Development days you announced for November 23-25?
 - It's vague and open to interpretation and individuals are making their own conclusions to the rules, emailing them out to their units and later being told, their interpretation might not be right.
 - Notes from Joyce's appearance
 - This is a really big deal to come up these three days. Thanks to Robyn and the BOG! Robyn worked really hard on the FAQs and a lot of folks worked on communications. I want to emphasize that doing something like this that's never been done before is something big to celebrate. It's difficult to communicate things like this b/c we can't understand all of the different circumstances that everyone is in. Please have patience and grace while we are working through this which has never been done before. Lots of people were consulted before this decision was made. We need to celebrate these days and we will count this as a learning experience. Because there are so many state rules around how we can do something like this, we had to be very careful and nuanced about the communication so I think that might be one of the reasons for the confusion.
 - Robyn: These professional development days are such a gift. These days are to find opportunities for you to self-reflect and do some self-care for your mental wellbeing. We have bolstered the FAQs after we have received some feedback, so there is additional information available.
- What do you think are your three biggest wins so far at CSU? What are your three biggest areas of growth moving forward as President?
 - Notes from Joyce's appearance:
 - Avoiding layoffs and cutting salaries – this took the work of a lot of people
 - How well we've been able to control the pandemic on campus. We brought 4900 first year students to campus and so many faculty and staff worked to make that happen. All of you should give yourself big cheers for making that happen!
 - Proud of our research – it's been very important in this pandemic space. This research has been contributing nationally and globally!
 - Non-Tenure Track faculty wanted to make a promotion ladder, and we were able to create one for them.
 - Creation of Title 9 Office and addition of Robyn Fergus to CSU HR department
 - Flexibility that has been built into our programming. Going much further than other institutions. We want to support our faculty, staff, and students.
 - We brought on great people: Robyn Fergus (HR), Yolanda Bevill (Communications), Blake Naughton (Engagement and Extension), Karen Eslin (libraries), Diana Prieto (Title 9)
- Employee retention efforts; specifically young professionals
 - With many SC employees losing money (no raise, increased healthcare and PERA costs)

what is being done to support younger and mid-level professionals?

- Notes from Joyce's appearance
 - When my husband and I were first moving here we were shocked at how expensive the homes were. So I've been thinking a lot about how to find affordable housing for our employees. I'm very focused on this – it's long term but we've got to do something. If we can build affordable/attainable housing at the Hughes development, it would also include childcare.
 - Also, trying to be more flexible around child care, working from home, and how we think about caretaking. This really matters for young parents and for people who are taking care of other people. We need to think about how we can do things differently.
 - There is always the salary issues, which are so important. Perhaps with Colorado WINS we could see changes with this. The governor just did a study that showed that our funding level is very low.
 - The pandemic is going to make us evaluate how we work – we are going to have to make decisions about how the way we work helps or hurts our employees. We need to ask what is it that would make a difference?
- With increased marketing from the new Communications Division does that include community engagement and outreach? Where does that lie and is there any focus to better engage? How are we supporting our community and strengthening the “pipeline” of community members to attend CSU
- Here at CSU, we have had a good history and practice of “shared governance.” This has involved the three employee councils, as well as ASCSU, in concert with the Administration. Certainly there have been eras of more or less equity and access to administration from each of the councils through the years but recent history has served us well.
 - What is your perspective and outlook on shared governance at CSU? How do you see the employee councils, specifically CPC, engaged in and equitably engaged in your process of Strategic Transformation?
 - Notes from Joyce's appearance
 - We do things better together! I believe in the power and the strength of the councils and I want your help in reaching out more to who you represent. I know CPC is important, but reaching your constituents is important as well. I want to have that dual focus at the same time.
- What steps can we take administratively to reduce confusion on email announcements and policies, especially when there is a potential HR component?
 - *Some thoughts and context:*
 - At times broad emails go out to the CSU community with good intentions to provide relief or flexibility for employees comes at a cost. Emails can be vague which leads to individual units or colleges making decisions on the interpretation of the message. Then, after the fact, there may be policies or guidance from HR that is in opposition of those individually-made decisions.
 - A good example of this is the snow day change where now those that can work from home have to work virtually or take annual leave to care for children while

on campus only workers get admin leave and can better take care of children/not be required to utilize their personal time. Two weeks after the fact we were told admin leave wouldn't be an option for remote workers.

- When the communication is unclear it leads to people flexing to make it work as they interpret it. That's fine if we have the autonomy to do so, but often we find out after the fact that we did it wrong and need to fix it. That becomes a large administrative burden for some. Also, policies like must work virtual (for those that can) on snow days isn't inclusive and shows inequities between positions and situations. In this example, it would make sense to be able to utilize administrative leave for all (1st choice and consistent with the policy during non-COVID times) or allow people to take Families First Coronavirus Response Act (FFCRA) as long as that is offered because the reason they are working from home is COVID-related even if the closure of campus is weather-related.
- Question from Meg:
 - Thinking about challenges you have been facing through the pandemic – what is one thing that you've learned through the experience?
 - Joyce: a lot of my learning has been through communication and relationships. No matter what the science is and no matter what we need to do in regards to logistics, it really all comes down to the relationships because they are the glue that holds things together. Collaboration has become more important than ever before. These are really complex matters to communicate about – we are constantly working on the best ways to communicate. It's even more difficult to communicate with how fast things are changing. It's also difficult to communicate complex scientific matters to lay people.
 - I also learned that everything I believed about a land grant institution were true. Everyone has risen to the challenge and we have done incredible work together. We have a story to tell about how we made this work.
 - I have a deep sense of gratitude for what everyone has done and how far we have come together.
 - Question from Meg:
 - What is going to be the biggest challenge for our campus community in the Spring?
 - One of the things I'm thinking about is re-starting our on campus operations once our students come back. We can sort of track when there will be spikes (two weeks after small gatherings). Almost all of the contact tracing in Larimer county is going back to these small gatherings indoors with friends and family.
 - Students come back on January 19th.
 - Spring semester we are really focusing on the first year students again, but we are also focusing on our graduating students, too. The planning is going well for that.
 - Another area I'm looking at is vaccinations. When will we be able to have mass vaccinations. The science is looking good, but there are significant supply chain problems with producing enough to get it distributed. We are trying to figure out how we get what we need for our campus community. It's likely that we won't have enough vaccine nationally until June 2021.

- Looking forward to Spring past the pandemic is Strategic Transformation. We need to make sure it gets done in April and in front of the Board in May. We really will have to do a sprint to get this done and get all of the feedback that we want. One of the areas I'm interested in feeding into that plan is the well-being of our employees.
- Question from Jim: Can CSU require students coming back to get tested?
 - The issue is that if they get tested before they come back, the timing really doesn't work b/c they'd have to get tested about 5 days before they travel – once they travel and get to campus that result won't really provide us with what we need to know. There is a lot of exposure from travel right now.
 - Another option we considered in August was that a lot of our students where they live where testing isn't really available.
- Question from Stacey: If we have significant budget cuts... how do employees remain prioritized?
 - My employees are my first priority and I believe that my record shows that because of doing everything I could to avoid furloughs in the past, and we succeeded in that. I will remain focused on that if the budget is cut. If there is a major cut, we will go to the BOG and ask for reserves and look at making decisions on what we can cut – but people are last.