

Classified Personnel Council Meeting  
Tuesday October 15, 2019 10:00am-12:00pm  
Regular Monthly Meeting  
LSC 304-306



CLASSIFIED  
PERSONNEL COUNCIL  
COLORADO STATE UNIVERSITY

## 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 checked="" type="checkbox"/> Dustin Pothour, Facilities Management         |
| <input checked="" type="checkbox"/> Joseph Gallegos, Facilities Management     | <input checked="" 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 Golnar, 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 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.
- Diana Prieto, Human Resources
- Robyn Fergus, Human Resources
- Robert Schur, Policy and Compliance

### Guests

Steve Ross  
Jeff Cornelius

### Call-to-Order

- Approval of CPC 9.17.2019 Meeting Minutes. No additional items or changes to the minutes were presented. Motion to approve by *Stacey*. *Laura second*. *Motion Carried*.
- Welcome to CPC Alisha Zmuda, filling an open term that expires June 30, 2020. Alisha is filling a vacancy and per our by-laws, we can appoint eligible members.

**Guest Presenter:** Debbie Mayer, Housing Navigator (Formerly Neighbor 2 Neighbor)

Debbie Meyer - Housing support for Faculty and Staff - CSU's Housing Navigator. Her position is the result of the Housing Task Force. Debbie used to work with Neighbor to Neighbor (N2N), now she is directly with CSU. Can meet for one on one counseling in the LSC, Palmer Center, and General Services Bld. N2N can still be used as a community resource.

Some data from a recent conference she attended ...

- A home is considered affordable and it is a defined term from the Dept. of Housing and Urban Development as 30% of the Area Median Income or less. Spending above 30% of your salary is considered “cost burdensome”. Above 50% is considered “severely cost burdensome”.
- Housing + transportation is ~ 60% of someone's income.
- Average Rent in Fort Collins is ~ \$1,365 per month.
- Current Fort Collins (first quarter) vacancy rate is 2.5 %
- Fort Collins median home price August 2019 is \$425k, daunting or impossible without significant savings or down payment assistance. This is where Debbie can help.

Leah – Is this data for Ft. Collins or all of Colorado?

Debbie – This is Ft. Collins.

Kristin – Is that rent for what size bedroom?

Debbie – That is average rent. You can go to Colorado Division of Housing’s website (<https://www.colorado.gov/pacific/dola/division-housing>) and they will break it down per room.

Stacey – What are the costs for housing?

Debbie – For renters, it is rent and utilities. For homeownership, it is principal, interest, mortgage, HOA, utilities, and insurance.

- 2015 data. Just over 50% of fulltime all CSU employees earn no more than 100% of the Area Median Income (AMI) or \$55,600 in Fort Collins. The AMI is now listed at \$61k in 2019. This is for a single-family income.
- Three quarters of CSU’s State Classified employees over earn at or below the 100% AMI index.
- Just over 30% of all employees fall within the very low income to low income as defined by the U.S. Dept. of Housing and Urban Development (HUD) classifications.
- If part-time employees with their much lower earnings are considered, the number of CSU employees who struggle to find affordable rental housing within a reasonable commuting distance to CSU is even greater.
- Mission - work directly with university staff. Following other universities in what they do. Provide information, and education. - Improve housing stability and economic growth.
- We are building a web-page as a CSU resource that focuses on Renters, Future Renters and Homeownership. <http://ocl.colostate.edu/faculty-and-staff>. We are also focusing on financial awareness and local as well as campus events that will educate interested persons. I can do lease reviews for renters. We’re also looking to make connections to other programs on campus.
- There is a realization more and more that affordable housing should be the first priority of any community as it promotes increased personal health benefits, stability and overall economic health.

Stacey – Where else are you hoping to have the training/information sessions posted? - post to the University calendar?

Debbie – Info now is just on our website, but posting to the University calendar would be a good idea. It may be that we move some of these items under the CARE program.

Stacey – What are some of the biggest challenges? What do people need most so far regarding housing resources?

Debbie – Information is the most requested item from new hires. The other issue most expressed is affordability and cost. Some people don’t know they qualify for particular programs. Bringing that information is an opportunity for us to assist. Lastly would be questions on homeownership and what opportunities for down payment assistance may exist.

Leah – Where do the metrics such as rental vacancy rates come from? Are there any metrics on affordable housing as defined by the government or all rentals?

Debbie – Those metrics come from what all is available at the time. A 5% vacancy rate is considered a comfortable spot for the economy. The laws have changed for the better to protect potential renters regarding rental applications. As for government affordable housing – there are no known metrics that I’m aware of that show vacancy rate or demand.

Kristin – What about Spanish speaking services?

Debbie – I have help in the Palmer Center and I have student staff assistance that are Spanish speaking. I also work with Emma Chavez if necessary.

Kristin – Leases not being in Spanish especially for mobile home parks seem to be an issue. Have you seen that problem?

Debbie – I haven’t run across that problem.

Lourdes – There is an issue as there is sometimes many people (multiple families) living in one location and they don’t want to rock the boat by questioning anything on their lease.

#### CARE Program

Emma Chavez is working abroad. Debbie is filling in while she is gone.

Care program connects and refers employees to local health and social services.

- We look to build effective relationships. One on one relationships.
- We help employees navigate work-life challenges.

News and Updates.

- Discounted programs
- Care program newsletter is in English and Spanish
- Community classes and events for Northern Colorado residents are advertised.
- See the website for a variety of resources. <https://care.colostate.edu/>

Meg – I send out the Care and Diversity Newsletter every month, but please sign up to receive the newsletter. There are a wide variety of great programs many of us are not aware of that are outlined in the newsletters.

#### **CPC Committee Breakouts (10 mins)**

- Get into groups and catch up

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

- Communications – Leah Bosch – We put out an article on parental leave. In the next issue of CSU Life, we will have an article on voting and how SC employees can reach out to elected officials. Anselma and Meg will get an article to the Source and Communicator. We would like to update the website on who is on what University Committees.

Stacey – The last communicator and website are looking great.

- Employee Recognition – Nancy Cowley – Anselma Lopez – we are writing an article about applications not being accepted for the Educational Assistance Awards. Please encourage your colleagues to apply. It is open until Dec. 4<sup>th</sup>. Looking at the recognition luncheon and looking at spaces on campus where we can meet without having to rent.
- Legislative – Brian Gilbert – We met to look at our numbers on leave to include in Meg’s letter to the Governor. We’re waiting on Jeni Arndt to get back to us about going down to Denver to present our information. The next big issue will be the Governor’s budget release will be on Nov. 1<sup>st</sup>.

Meg – The compensation report has been released and that would be good reading for everyone if you are interested.

Brian – One item I would like to discuss. Robyn, the salary survey range has increased in the past 5 years it has jumped from 5% +/- on average to 15%. Where does that number come from? That range has tripled in 5 years – in other words, the acceptable range

increases giving the appearance that SC personnel are within the range when their salaries have not kept pace.

Robyn – I don't know, but I have a meeting with DPA on Friday and I can ask that question.

Kristin – Some of the data we say today would be good to put in Meg's letter to the Governor's letter.

Meg – I was thinking the same thing.

- Employee Engagement & Experience – Kelly Hixson - Our employees are not getting information on some of our programs. We're looking at how we can get the information to filter down to individual employees. Regarding the budget – we're still figuring out how we will manage our budget since we have never had anything in the past.

Meg – One of the thoughts we had would be to support unit functions with drinks from the CPC and just introduce ourselves. We're trying to come up with some new ideas for outreach to campus units.

Leah – Have we looked into Onboarding (How we bring new hires into campus)?

Robyn – We're looking into that and other places I've been we've put together a packet for different units. We're trying to figure out what's working well. Looking to have a University Onboarding "kit" that can be given out by the end of the year. We want to make sure that new hires feel welcomed and have the information needed to incorporate into CSU smoothly. We want to make it a uniform process. Right now, it's based on your Unit's leadership in how smoothly that transition goes. Onboarding should take about a year to complete. It should be consistent throughout the year, not just done within the first couple of weeks.

- Executive – Meg Skeehan – We've been working on the Governor's letter. We had thought about having the Employee Engagement committee look at the Campus Climate Survey data and parse more of that data out. Jennifer Schneider has left her position. We think that an ad-hoc committee would work better and Adrian has volunteered to head up the committee.

Adrian – With the fact that the Jennifer has left and that they initially said we would need to take a lead in examining the data, we thought we should start to look at this data - otherwise, people will never take a survey again.

Meg – The next survey will not be until 2021. I'm on the committee who helped write the survey. We're talking about doing pulse surveys on more specific details on bias, bullying, racial or sexual orientation. That working group will help inform us in moving forward.

Adrian - Can we get the comments that were provided in the survey?

Rachel – I've reviewed the data as part of the committee. The raw data will never be given out. An analysis will be done by college and division and provided as an aggregate where they are very careful not to reveal a person. It will be a long process taking months to complete.

Stacey – I would suggest the Council has a role to play in this. A lot of data is collected. There are many people responding to the data. But the average employee doesn't get the communication that particular concerns have been addressed due to the time it takes to evaluate the data. Many of those concerns are lost due to time. Is there a role the CPC can play to remind our members of the time line and the processes so that people keep the faith that the University and the Councils are doing something.

Adrian – That's the goal. We will need to look at the data and show that we're looking to address concerns.

Kristin – I don't think it would be a bad idea to keep this issue alive through articles in the source and to keep pushing all of our issues we're working on with different forums such as the PDIs for campus.

### Reports / Updates:

- Adrian Financial Update – Charges for our Employee Appreciation Event came through – we spent \$1100 for tent rental. That with the money from VP Johnson we were charged \$634 for the employee work/life event. We don't tend to spend money this time of year. Lynn would cover a total of \$861 to help us cover the event.

Meg – Only group we are waiting to here from on budget is recognition ?

Adrian – Yes.

- Creating a new working group to focus on Employee Climate Survey data from 2018 – Adrian will chair this committee.
- Meeting in December – lunch meeting, can we move our meeting to 12-1? Lynn will also be able to present an update on the Business Task Force

*The December CPC meeting is scheduled for 10 AM. Lunch at that time would be too early. What would work best for 11AM or Noon for a start. The CPC decided as a group that we will schedule our December CPC meeting from 12 to 2.*

- We need to shift our regular meetings moving forward as it currently happens during the Executive Leadership Team (formerly Cabinet) regular meetings.

*We will look to change the time of day and possibly the day for our spring meetings. Time and Day as our current schedule does not allow any CSU cabinet members to attend a CPC meeting. We will be looking to have President McConnell attend one of our meetings in the spring.*

- Letter to the Governor – I was looking for your feedback on the draft letter. Thoughts?

Leah – I think we should ask for more.

Meg – I agree, but we have to walk the line with respect to asking for something and lobbying.

Magdeline – We could we ask for 1-5 rating system?

Robyn – We have an update from the DPA that they will be moving to a 1-5 system in 1 April 2021 will be the effective date for that change.

Jim – Just to clarify, the April 2021 date would be when we end up grading employees on a 1-5 scale or where we are planning for the following year?

Robyn – My understanding is that you would be grading on a 1-5 scale in 2021.

Jim – So we would start that planning for the 1-5 scale in 6 months?

Robyn – Yes.

Stacey – Finding a way to acknowledge service at CSU so that it is used for the grading process would be a great way to value and recognize employees for their work. Too often, serving on outside committees is regarded as a distraction from the job we should be doing. Let's think about ways we could value employees and level the playing field and recognize the work we're doing as a whole.

Jim – If I could add to Stacey's statement, when I attended the statewide liaison council meeting, one University did use service work as a way to evaluate State Classified employees.

- Lourdes – On the 3<sup>rd</sup> paragraph for leave benefits – Didn't see the clarity of the 2 points of increasing the leave and front loading the leave. Is the intent to ask for both of those items to the State?
- Meg – I'll look at clarifying those points a bit more. We think that is something we can do the front-loading the sick leave at the University level and not the state level.
- Lourdes – Removing the one sentence about an employee having to go to work if they are sick may be the way to go as that addresses the front loading.
- Meg – I'll look into that and make the change.
- Brian – Regarding the graph, the legend in the very bottom says Estimate of Average. Can we drop the "Estimate" of Average and just call it Average.
- Jim – Yes, we can do that. The reason we had that was because in comparing all 50 states, there were other factors that had to be considered as states grant leave differently with respect to sick or annual leave.
- Lourdes – One item I want to point out the first sentence here is that we are saying we're addressing morale, when I think what we're really addressing is the gap in benefits, not necessarily the morale of our employees. Focusing on closing the gap and equity in employment in pay and benefits might be a better argument.
- Meg – I chose "morale" in that sense because most people don't know the comparative data like we do. Utilizing numbers in that sense I think might not get the best response from our legislators. I just want to make sure we're not being too aggressive in showing where our numbers are vastly different than other states.
- Meg – One more thing, if you can donate to the leave bank, please consider donating at least 4 hours by October 31<sup>st</sup>. There are prizes available for those who donate.

Meeting adjourned – **Thank you!**

**Dates to remember:**

- Oct 14-18 - Diversity Symposium – Meg will be presenting a talk.
- Oct 24 – Flu shot at LSC 382 9 am – 3 pm for state classified employees
- Oct 31 – deadline to donate hours to leave bank and be entered to win raffle items!