

**Classified Personnel Council Meeting**  
**Thursday February 18, 2021 1:00pm-3:00pm**  
**FY21 Regular Monthly Meeting**  
**Microsoft Teams**



**CLASSIFIED  
PERSONNEL COUNCIL**  
COLORADO STATE UNIVERSITY

## **Agenda**

### **Call-to-Order**

- Approval of CPC 1.21.2021 Meeting Minutes

### **CPC Announcements and Updates**

- CPC Membership – Lourdes Zavala will fill remaining few months of Kristin Stephens term
  - Official vote for Alisha Zmuda to be CPC Secretary for remainder of FY21
- Review and adoption of statement re: Support for Students, Faculty, and Staff that are Survivors of Sexual Assault and Violence
- Financial Update – Adrian
- COWINS Update – Adrian
- Propose update to CPC constitution: add to Legislative Committee description “act as liaison to COWINS to represent CSU employees in the Collective Bargaining process”
- HR Update - Robyn

### **CPC Committee Reports:**

- Communications – Leah Bosch
- Employee Recognition – Anselma Lopez
- Legislative – Adrian MacDonald
- Employee Engagement & Experience – Meg Skeehan
- Executive – Meg Skeehan

### **Guest Presenter: Marc Barker, Assistant VP for Safety, Risk Services**

- Brief overview of role, any pertinent updates
- Q&A

Meeting adjourned – **Thank you!**

**Shout out to Adrian MacDonald for being featured in the CSU Young Professionals Newsletter!**

<https://mailchi.mp/f661e.../csuyp-feb2021-newsletter-1926871>

### **Dates to remember:**

- March 1 – CPC Member Nominations are due
- March 11 – CPC Officer/Executive Committee Nominations are due
- March CPC Meeting Guest – Lynn Johnson, VPUO
- April 10 – Spring break begins, April 19 classes resume, all virtual



## Attendance

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

## Ex-Officio Members, CPC Volunteers and Guests

- |   |   |
|---|---|
| <input type="checkbox"/> Tori Anderson                                  | <input checked="" type="checkbox"/> Sadie Kinney-McGrath, guest               |
| <input type="checkbox"/> Catherine Douras, APC Chair                    | <input checked="" type="checkbox"/> Kelly Hixon, guest                        |
| <input type="checkbox"/> Sue Doe, Faculty Council Chair                 | <input checked="" type="checkbox"/> Tammy Hunt, Office of Policy & Compliance |
| <input type="checkbox"/> Farrah Bustamante                              |   |
| <input checked="" type="checkbox"/> Shannon Boepple, APC Representative |   |
| <input checked="" type="checkbox"/> Rbbyn Fergus, Human Resources       |   |

Attendance recorded via Poly Poll. Please reach out the [cpc\\_secretary@mail.colostate.edu](mailto:cpc_secretary@mail.colostate.edu) for corrections.

# Classified Personnel Council Meeting

Thursday January 21, 2021 1:00pm-3:00pm

FY21 Regular Monthly Meeting Minutes

Zoom - watch meeting [here](#). Passcode 28\*2k.yC



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COLORADO STATE UNIVERSITY

## Agenda

### Call-to-Order

- Approval of CPC 12.17.2020 Meeting Minutes - Stacey moves to approve, Eva seconds.

### CPC Announcements and Updates

- CPC Membership –
  - Kristin Stephens is no longer at CSU, now serving full time as a Larimer County Commissioner. Kristin's partial term expires in June of this year, so we will likely let that term stay open because we are so close to election season.
  - If your term expires on 6/30 of this year, you'll get an email from Meg with questions and reminders about necessary docs that you'll need to re-sign and have your supervisor re-sign.
- Website Update – Rachel
  - Rachel has made some updates to the CPC website with regard to CPC membership and CSU Committee membership. Please take a look at the site, specifically the CPC Members and CPC Committees pages and if you see items that need to be updated, please let Rachel know. Also, if you need to update your photo or add a photo, please send one to Rachel with that request.
- Financial Update – Adrian
  - We spent \$280 in December 2020. \$170 for meal cards, \$40 for mail services to send out those cards, and \$67 on food and small retirement gathering items.
  - We got \$6600 carry forward from last year.
  - We are looking at \$17000 to spend at some point this year
- Employee Climate Survey Committee – Adrian
  - We met with Nick S. from HDS – very impressed with what he was doing. He had 200, 30 minute interviews with HDS employees where he asked 8 questions that he had pulled from the survey. He was going to have them transcribed, but then COVID hit and they had to push pause. He was focusing on categories like favoritism, perceptions of university hiring policies, and items similar to that. They've already started implementing leadership practices that they think will address what he's found from those meetings.

- o We also met with Tom Satterly and a group from FM that was called the Diversity Team, and have been renamed the JEDI (justice, equity, diversity, inclusion) team. They are doing some good work too, and what we are hoping for is to have someone from CPC sit on the JEDI team and represent CPC. CPC member Julia Innes is on the JEDI team currently as a FM employee.
  - Julia – The JEDI team will discuss this at our February meeting and make sure that all members feel comfortable with this, and then will get back to us on it.
    - Stacey – There are Diversity groups and initiatives all over campus in colleges and divisions. Are we asking that FM let us have another CPC member join their committee or since Julia sits on both, might she just bring back information to us? Also, are we asking to have a seat at all the Diversity committees on campus?
      - o Adrian – Julia currently sits on the JEDI committee as a FM employee, not as a CPC member. We would like to have a CPC member on the committee to represent CPC in the space as well as a larger group of Classified Staff.
  - One of the issues raised on the Employee Climate Survey was that people know that Employee Councils exist, but only 50% think that the councils work on things that are important to them.
- HR Update - Robyn
  - o Lots of great resources at [hr.colostate.edu](http://hr.colostate.edu)
  - o If you scroll down to the bottom of the page there is a section called news and events – one of the items is “Fraudulent Unemployment Claims” that refers to a surge of fraudulent unemployment claims and instances of fraud. CSU has seen an increase of claims as well. This page goes into detail on what to do if you are the target of a fraudulent claim.
  - o As we’ve spoken about in prior meetings, the State of Colorado has engaged in a new relationships with Colorado Wins who are now the organization who will conduct bargaining on behalf of State Employees. The negotiations will begin this month. Slated to go on for the majority of the year. They will also start hosting conversations for side agreements with various organizations like institutions of higher education.
  - o Lots of new benefits that went into effect on 1/1/21 – there are also lots of resources about each of those on [hr.colostate.edu/new-colorado-leave-benefits](http://hr.colostate.edu/new-colorado-leave-benefits)

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

- Communications – Leah Bosch
- Employee Recognition – Anselma Lopez

- o There are awards for Classified Employees in other departments, and we want to create a place where people can go and see all the awards that are available for State Classified employees to win and so that folks can see who is winning them.
- o Deadlines are coming up for State Classified and APC awards. The professional development award opened yesterday and is only open for 10 days. Check the CPC and C2C Website for info.
- Legislative – Adrian MacDonald
- Employee Engagement & Experience – Meg Skeehan
- Executive – Meg Skeehan

**Fun Agenda**

- Two 15-minute small group break outs! A chance to talk to one another and catch up.
- Scattogories! We will post a link in the chat for those who want to play.

Meeting adjourned – **Thank you!**

**Dates to remember:**

- January 29, 2021 – Award nominations due for the Outstanding Achievement Award
- February CPC Meeting Guest – Marc Barker, VP Safety, Risk Services • March CPC Meeting Guest – Lynn Johnson, VPUO 1

## CPC Chair Report for February 2021

It's been chilly the last week! Temperatures fell to record breaking low temperatures across the state, and CSU even closed the campus excluding non-essential operations February 15. Perhaps the snow day is dead, but the "cold day" is the new snow day!



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CPC will be busy over the next few months, thanks to Adrian MacDonald, the legislative committee connected with a representative from COWINS, the state long-bill is moving forward in the process as the state continues to assess the prior year revenue and how that will impact the FY22 budget, and we all have so much work to do day-in and day-out. I am grateful for those of you who have taken on more work the past several months, and a big shout out to Alisha Zmuda who is taking on the role of secretary for the remainder of the fiscal year. Rachel McKinney will be missed, but I am excited for her to move forward with her career (though sad it won't be at CSU)!

CSU has been and continues to be successful in the management of our campus community to ensure the health of our students, faculty and staff, however the long-term toll of the strain of living in a pandemic is starting to show itself. It has been a 10-month long trial of isolation, paired with constant innovation, new ways of working and existing for all of us. If you are tired, if you are struggling, you are not alone. Please access the EAP benefits available to you for counseling, for legal and financial advice, whatever you may need: <https://eap.colostate.edu/>. You are not alone, and you do not need to navigate this alone.

– Meg Skeehan, CPC Chair for FY21.

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

#### **Meetings and activity:**

- Jan 22 – Workforce Support – COVID 19 committee
  - Overview of the budget with Lynn Johnson (note that Lynn will be joining CPC at our March meeting)
- Jan 22 – Weber Storage tour with Jim Abraham and Vivian Wang
- Jan 25 – Housing Development Discussion w/ Joyce McConnell, Brett Anderson, Mike Hooker
  - We were given an overview of the proposed developments for Timberline and the Hughes Stadium land
  - There will be more updates moving forward, a website is rolling out and there will be a video explaining the development process and how CSU employees will benefit from the right of first refusal to housing options.
- Jan 26 – CPC information Discussion w/ Sadie Kinney-McGrath
- Jan 27 – CPC Employee Climate Survey

- Checked back in with Nick Sweeton in HDS about the movement there, what support HDS needs.
- Feb 2 – APC/CPC Town Hall Area 12
  - Presentation with APC talking to employees about shared governance. Area 12 includes Extension and Engagement
- Feb 2 – CPC Secretary Position chat w/ Alisha Zmuda
- Feb 3 – CPC Committees Meeting – Chairs and Vice-Chairs
- Feb 4 – CPC Communicator Hand Off w/ Rachel McKinney, Kristin Berthold, Leah Bosch
- Feb 4 – APC/CPC w/ Nik Olsen and Lynn Johnson
  - Lynn did not join us due to Board of Governors retreat.
  - We discussed the COVID-19 phase 3 roll out, as well as discussion about vaccines. Long story short, there are no vaccines available except for those included in the first phase of the rollout for Colorado. CSU is hoping to start administering vaccines once they are available.
  - Brief check in about Spring employee appreciation event
- Feb 5 – Workforce Support – COVID-19 committee
  - Brief update on the COVID Pulse Survey summary, this is moving on to the Executive Leadership Team and then to the Council of Deans for review and approval.
- Feb 5 – CPC Secretary Handoff w/ Rachel McKinney and Alisha Zmuda
- Feb 8 – CPC Recognition Committee
  - Educational Assistance Award self-nomination review and approval
  - Brief discussion about Day in the Life
  - Everyday Hero check in and regrouping – need to send out more certificates and award pieces
- Feb 8 – CoSFP (canceled for February)
- Feb 9 – CPC Executive Committee
- Feb 10 – Assessment Group for Diversity Issues
  - Reviewed current changes to the draft survey
  - Created subgroups to focus on some constructs for topics like communications and COVID response
- Feb 10 – Commission for Diversity and Inclusion
  - Assessment of the prior, current, and pending initiatives.
  - Worked through prioritizing next topics to focus on
  - Review prior work groups from PCDI and move forward with needed work and recommendations
- Feb 15 - CPC Chair and Vice-Chair with HR (Robyn Fergus)
  - COWINS update – moving forward how we move forward negotiations we will need to work with COWINS, it can no longer be central to CSU. But, to participate and to have a seat at the table we need to be dues paying members. It makes sense for us to change the charge of the legislative committee to be the liaison to COWINS (we will need to work on the language here). All SC, including nonpaying SC, get to participate in the master agreement. Higher ed could break out into their own agreement, negotiations are ongoing and HR director team at state level is moving updates forward.
    - CPC will need to lead the way for hosting town halls with COWINS

- Set expectations for the town hall – explaining the difference between paid and covered employee, the process upcoming and in the future
- What does 1.5% monthly dues bring to members?

**Coming soon:**

- Feb 16 – CPC Appreciation at MUGS!
- Feb 17 - CPC Committee Chair and Vice-Chair meeting
- Feb 18 – CPC Employee Climate Survey w/ CVMBS
- Feb 18 – CPC Monthly Meeting
- Feb 18 – CDI Pronoun Statement Committee
- Feb 19 – Workforce Support – COVID Recovery
- Feb 19 – APC/CPC/FC Chairs and Vice-Chairs
- Feb 22 – Assessment Group for Diversity Issues: Communications Subgroup
- Feb 22 – OAA Awards Selection
- March 1 – CPC Member Nominations Due
- March 1 – CPC Communications
- March 3 – CPC Committees Meeting – Chairs and Vice-Chairs
- March 4 – CPC/APC w/ Nik Olsen and Lynn Johnson
- March 5 - Workforce Support – COVID Recovery
- March 8 – CPC Recognition Committee
- March 8 - CoSFP
- March 10 – APC/CPC Chair and Vice-Chair Check In
- March 10 - Assessment Group for Diversity Issues
- March 10 – Commission for Diversity and Inclusion
- March 11 – CPC Officer Nominations Due
- March 15 – CPC Chair and Vice-Chair w/ Robyn Fergus
- March 17 - CPC Committees Meeting – Chairs and Vice-Chairs
- March 18 – CPC Monthly Meeting

**Reminders / Resources:**

- Childcare guidance email and information sent to supervisors  
<https://hr.colostate.edu/covid-19-human-resources-faqs/child-and-dependent-care-guidance-for-supervisors/>

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

[Meg.skeehan@colostate.edu](mailto:Meg.skeehan@colostate.edu) or [cpc\\_chair@colostate.edu](mailto:cpc_chair@colostate.edu)



Statement of Support for Students and Student Athletes: The Classified Personnel Council supports the student athletes who have come forward to state their experiences and to call for improved culture in athletics. [We also state our support for the student advocacy centers in their message of Dec 18, 2020.](#) Student safety and student opportunities to discuss issues of concern in supportive environments and without barriers are crucial to the wellbeing of the University. This is not specific to only athletics, but to all students who live and learn as part of the Colorado State University community.

We want to signal our belief in the integrity of the students who have come forward to call out the problematic culture experienced within athletics. These issues are not unique to athletics but are present in living and learning experiences across campus. The improvements in culture they call for are needed throughout campus, but most immediately in athletics. We also state our concerns about potential harassment of or repercussions against students and employees who have been identified in the media and in other communications. Retaliation and bullying are not how Rams take care of Rams, and we are all responsible to believe and support our students and one another, and to hold leadership responsible for the decisions they make that perpetuate a culture of discrimination and harm.

Employees are responsible for creating a culture of support and care on campus, we can all learn and grow to be better humans and stewards of positive experiences on campus. There are survivors of sexual assault and violence and discrimination and harassment across campus (both students and employees). Our words and actions can make a difference for those who are experiencing the harm of oppression and violence in all of its forms.

In the spirit of advancing the [Principles of Community](#) we make public here our offer to work with students, staff, faculty, and University administrators to seek new ways forward to improve the culture on our campus. We look forward to the involvement of all employees in these efforts as part of CSU's commitment to shared governance, diversity, equity, and inclusion.

Article VI –

E. Legislative Committee

The Legislative Committee is responsible for reviewing and reporting on legislation which may have an impact on the University community, especially when the impact on State Classified employees is direct. This committee shall **act as a liaison to COWINS to assist in the represent and information sharing for CSU employees in the Collective Bargaining Process (as outlined in HB20-1153 “Colorado Partnership for Quality Jobs and Services Act”)** report information to the Council and work closely with the President or designee of the President and the General Counsel. This committee will name a chair and vice-chair at the beginning of each year.