

Attendance:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Jim Abraham, Environmental Health Service | <input checked="" type="checkbox"/> Brian James, CSU PD |
| <input checked="" type="checkbox"/> Stacy Baumgarn, Facilities Management | <input type="checkbox"/> Chuck Johnson, Facilities Management |
| <input checked="" type="checkbox"/> Kristen Berthold, Chemistry | <input checked="" type="checkbox"/> Valerie Lewis, Health Network |
| <input checked="" type="checkbox"/> Leah Bosch, CVMBS | <input checked="" type="checkbox"/> Amber Lobato, Health Network |
| <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"/> Dustin Pothour, Facilities Management |
| <input type="checkbox"/> Joseph Gallegos, Facilities Management | <input type="checkbox"/> Chuck Richards, CSU Police Department |
| <input checked="" type="checkbox"/> Wayne Hall, ACNS | <input checked="" type="checkbox"/> Kate Sherman, Political Science |
| <input checked="" type="checkbox"/> Abby Hanouw, Registrar's Office | <input checked="" type="checkbox"/> Meg Skeehan, Dept of Accounting |
| <input checked="" type="checkbox"/> Eva Hybiak, Campus Recreation | <input type="checkbox"/> Laura Snowwhite, Business and Financial Serv. |
| <input checked="" type="checkbox"/> Brian Gilbert, ACNS | <input checked="" type="checkbox"/> Alisha Zmuda, Student Disability Center |
| <input checked="" type="checkbox"/> Julia Innes, Facilities Management | |

Ex-Officio Members, CPC Volunteers and Guests:

- | | |
|---|---|
| <input type="checkbox"/> Kelly Hixon | |
| <input type="checkbox"/> Catherine Douras, APC Chair | <input checked="" type="checkbox"/> Tammy Hunt, Office of Policy & Compliance |
| <input type="checkbox"/> Sue Doe, Faculty Council Chair | <input checked="" type="checkbox"/> Brandon Fuller |
| <input checked="" type="checkbox"/> Lourdes Zavala | |
| <input checked="" type="checkbox"/> Shannon Boepple, APC Representative | <input checked="" type="checkbox"/> Marc Barker |
| <input checked="" type="checkbox"/> Robyn Fergus, Human Resources | <input checked="" type="checkbox"/> Kim Lebsack |
| <input checked="" type="checkbox"/> Peggy Stoltenberg | |

Attendance recorded via Poly Poll. Please reach out to cpc_ssecretary@mail.colostate.edu for corrections.



Agenda

Call-to-Order

- Approval of CPC 1.21.2021 Meeting Minutes
 - Nancy Cowley moves to approve, Abby Hanouw has second, approved by silence.
 - These will be posted onto website after draft watermark.

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
 - Laura Snowwhite will be stepping away from the remainder of her term. She will be finishing up her commitment to Awards and Recognition. Most likely will not be attending committee meetings for the rest of the year.
 - Lourdes Zavala would like to fill Kristin Stephen’s remaining term. Lourdes is a prior member. The executive committee has approved this already. This term will expire at the end of June.
 - Rachel McKinny is no longer with CSU
 - Alisha Zmuda expressed interest shortly after Rachel’s leave notice. Since this is an officer role that will expire at the end of June we would like to see if folks move to approve Alisha as our secretary for the remainder of the year.
 - Jim moves to approve, Nancy seconds. Approved.
 - CPC membership – March 1st CPC membership nominations are due.
 - Meg reached out to folks whose term is ending to see if they would like to continue. We do have a few folks whose term ends in June.
 - You can check on the CPC website to see when your term is expiring connect or connect with Meg.
 - If you had let your term laps and would like to return you are encouraged to.
 - If you have questions, please connect with Meg.
 - Review and adoption of statement re: Support for Students, Faculty, and Staff that are Survivors of Sexual Assault and Violence
 - History: Faculty Council and Executive committee published a similar statement of support for what students are facing in athletics and across campus about cultural issues.
 - While we do not represent student directly it is important that CPC does approve a similar message.
 - Reason: we do work with and around students. Important that we are providing support to students and one another. This is happening to students and employees across campus.
 - Race discrimination, sexual harassment.
 - Meg shared message. – Page 9 of meeting packet

- Very similar to faculty council message.
- APC is considering a similar message as well.
- Comments/concerns:
 - Stacy: Faculty councils statement had a bit of preamble – when, how, why adopted statement and acknowledge vote of faculty council.
 - Would like us to have a similar preamble as Faculty council to say we talked about this with CPC council.
 - We should also acknowledge that we heavily borrowed language from Faculty council, and what is unique about ours.
 - Meg: employees not just faculty have a responsibility to believe and support students when they report any harassment and discrimination across campus. All classifications deal with this. Need a shift of culture from just students to all employees. Meg did talk to Sue about statement.
 - Can you also speak about who we will send this to and where it will go next?
 - Meg: faculty council just posted on their website. Shared with faculty council and therefore shared with Joyce. CPC would also send to Presidents office.
 - Jim: After reading through the statement there seems to redundancy around athletics. Can we remove one of these statements. Specifically, second sentence in the second paragraph.
 - Lourdes: Would like to see something considered; that CPC further commits to supporting and providing staff with on-going training and professional development opportunities related to access, diversity, and inclusion.
 - Meg: hesitate to make this exact statement because concern that we would need to pay for this. Instead add a statement for more support for training and DEI for all employees – Action Item.
 - Access and support to attend these types of training.
 - Meg will craft this further.
 - Leah: Could we publish in source or CSU life?
 - Meg: Possibly. We would need to explore more.
 - Meg: will add language about support and training for employees.
 - Would not change core message of statement.
 - Question: for best practice, should Meg make changes and then vote on this in March, or do we want to go ahead and vote to approve adoption, send out minutes, share with Ann Claycomb, and see how president’s office feels about publishing this otherwise put on our website.
 - Stacy: several legal proceedings happening last year

(maybe ongoing?).

- Want to be cautious about getting tangled in the legal and public facing challenges in play.
 - We will not vote on this today. Will connect with Presidents office and provide how many yay and nays.
 - Will revisit in March. Edits to draft will be posted in CPC chat. Check in there for edits and comments.
 - Financial Update – Adrian
 - Charged \$350 for website. – just website fee, not redirect fee.
 - Bought an Adobe Suite license for communication committee \$263.
 - Rachel had one, but she left and we needed another to keep everything with communicator going. Provide access to a few other things.
 - Meg: will be getting digital invoice for Mugs soon and send Adrian receipt when we get it.
 - Meg is still working on the computer library.
 - Going to try and spend a little more because of the carry forward for FY20. \$10,000 total.
 - Hoping to get up to 20 computers which will run the complete office suite, not taxed, but we will need to cover shipping.
 - Will still have plenty budget remaining. Almost \$6500 to spend.
 - COWINS Update – Adrian
 - Met with reps: Jenny Arn, Kathy Kip Joann Ganal – brought up on going issue of leave benefits, told to connect with COWINS. Had not heard anything back.
 - Provided with the COWINS lobbyist.
 - Venue and Erica McDuffie (field operator with COWINS parent organization) – meeting
 - Email address sent to COWINS were not in a format that translated to COWINS email server – excluded from emails including survey sent out in fall.
 - What did state employee’s want COWINS to fight for?
 - 5 priorities pulled from survey matched CSU’s asks:
 - Higher wages
 - Fair treatment in workplace
 - Improved Benefits
 - Filling Vacancies
 - Ensuring Health and safety
 - Have started bargaining process.
 - Bargaining Team made up of 20 COWINS members
 - Meet every Tuesday through June with legislators.
 - Already negotiated a 2.5% raise.
 - How to become involved with COWINS?
 - 18 employees at CSU are Dues paying members – less than 1%. Does not give us much influence with COWINS. Talked to legislators (does not give much of a voice for CSU) and Ramona Gamal (DPA). Collective bargaining is happening. To have a seat at the table need to have state

- classified employees at CSU become members.
 - Expensive 1.5% of base salary. Comes out of monthly pay check.
 - CPC does not currently have a COWINS member.
 - Bargaining Process: Bargaining Team – 20 people and Contract Action Team (CAT Team) much larger group.
 - CAT team is the go between COWINS members and other CO state employees – to be on this need to be a dues paying member.
- Need to determine if want to be involved with COWINS
 - CPC information session: MARCH 4th @ 1PM – Vanue (rep) will talk to us about COWINS and how the process works.
 - Volunteer event – not expected to come but we want to provide the opportunity for folks on CPC to come and learn.
 - Would like to find a time for COWINS to come and talk to all of CSU state employees to learn more – CPC will moderate.
 - Remember still a covered employee, still benefit from collective bargaining even if not a dues paying member.
- COWINS does have correct addresses now – check spam folder because they might be going there.
- Questions/Comments:
 - Jim: Is anyone in CPC a member of COWINS?
 - Kristen Stephens was only person.
- Meg: There is still a lot we need to figure out with this.
 - How do we engage with COWINS and continue to have conversations?
 - Do we need to have dues paying members to be part of CPC – this is never a requirement to be on CPC and CPC will not be able to pay for dues.
 - Union dues you have to pay for by yourself because it is individual representation.
- Propose update to CPC constitution: add to Legislative Committee description “act as liaison to COWINS to represent CSU employees in the Collective Bargaining process”.
 - Update to Article VI of Constitutional Bylaws (section that talks about different committees and what they do) - propose this a month in advance of voting on it. Language in this might change as we move through this process.
 - Proposed change is in red and blue
 - We are all still members even if we are not paying (covered members), and going forward only COWINS members will have a say in what they negotiate for in the future.
 - CPC – how does this change our relationship and how we need to work within the system.
 - Agreements have not be finalized yet, so we will need to navigate these things as we move forward.
 - Questions/Comments:
 - Stacy: How does this change our relationship with CSU HR?
 - We can still connect with HR and participate in action of shared

governance, but will change who we go to when we need to negotiate certain things.

- We will still be friends with HR.
 - Stacy hopes this relationship does not become unintentional eroded relationship – don't want to be seen as more burdensome employees to the University.
- Asked Robyn what could and could not say to COWINS. Answer: Can always connect with COWINS about pay, benefits, and working conditions (things that would normally come out of the state). Thing determined by CSU – HR.
 - Pay is determined by long bill process.
- Anselma: Does CSU as a whole have a voice? Or only member and is a CSU or CPC a member?
 - No CSU as a whole does not have a voice.
 - Only 18 member at CSU have a membership. In order to have a voice we would need a lot more folks to become members.
 - CPC is not a member. Only paying COWINS member have a say.
- You do not have to be a paying member to be covered!
- MARCH – Voting on proposed changes to Constitution and Bylaws.
 - We can always wait to make changes to constitution and bylaws until final decisions have been made with COWINS.
- JEDI Team:
 - The CPC employee climate survey task force asked if a CPC member from outside the Facilities Management could join the FM JEDI Team.
 - The FM JEDI Team is open to having a CPC member on the team to represent issues important for classified employees. If you are interested in joining, please let Skeehan, Meg or Julia Innes, secretary of the JEDI Team, know.
- March: Voting for members and executive committee.
 - Executive committee nominations due by March 11th.
 - Chair, Vice Chair, Secretary, Treasurer.
 - Will add to meeting packet and have you done a stump speech.
 - Will be able to nominate from the floor.
 - Meg is the collection point for any nominations, taking over for Brian.
- HR Update – Robyn
 - Retirement Plan Project:
 - DPC retirement plan (University Retirement Plan separate from PERA) – State Classified Employees can participate in supplemental 403B PLAN
 - TIAA
 - VALIC/AIG
 - Fidelity
 - Benefit for all employees at the University – supplemental savings plan
 - PERA – also has plans that are supplemental to pension through Voya Financial – might be participating through this space and not through CSU

- vendors.
- We need to review financial contractual relationships we have with these vendors – has not happened in a while.
 - Customer service
 - Cost and fee structures
 - How they manage plan
 - Are they upholding plan rules
 - Manage records – high confidence in record keeping
 - Team: Mixture of people from various committees
 - University Benefits committee, Faculty council, OPAB financial committee, APC, Kathrine Durse, Kathrin from APC, Sue Do – faculty council, Lacy Schneider – financial division
 - Review current relationship with these 3 vendor and review what should be done on a go forward bases.
 - Working with Innovest Retirement Solutions
 - Have supported many peer institutions review programs
 - Survey about current options – 1300 responses.
 - Request for qualifications – 3 we have replied
 - AIG, Fidelity, and TIAA – not surprising not many vendors capable of handling such a large program.
 - Taking into account feeling about vendors and what folks would like to see in future, and what are the possibilities for future.
 - Want to update greater population about possible outcomes that could exist.
 - Could recommend a couple of models.
 - 1 – stay status quo – continue to support 3 sponsors, individual record keeping, stay with vendors or choose to change
 - Single fund sponsor
 - Individual record keeper for all the programs – common arrangement with multiple plans
 - 3 – Reduce the number of funds sponsors.
 - Map existing funds to new funds that exist?
 - Map like funds to existing funds in vendor.
 - Might have 2 vendors moving forward and have a similar mapping.
 - Process:
 - Committee will make recommendation, this would go to executive leaders, board of gov review recommendations and determine how to move forward.
 - Implementing change like this takes a long time could be 18-24 months to switch once decision made.
 - Any change to vendors has an implementation period.
 - Committee is open to feedback – HR main webpage
 - Retirement Project Webpage: <https://hr.colostate.edu/retirement-plans-review/>
 - If not currently participating this might be something you want to think

- about. – Supplement income and retirement to have supplemental savings. When you contribute to supplemental plans these are Pre-tax.
 - Vendors have online counseling sessions and trainings to talk about your situation and how to move forward with retirement saving plan.
- 2.5% increase to pay has not yet been approved.
 - Still in the holding phase.
 - Proposal stage at state level!
- Question:
 - Has there been any talk of implementing another service credit “sale” or discount like they did a couple of decades ago?
 - No. Robyn has not been involved in any conversation related to this.

CPC Committee Reports:

- Communications – Leah Bosch
 - Communicator just went out!
- Employee Recognition – Anselma Lopez
 - Next Month we will have the Positive Action Award in packet.
 - Website is updated in recent applications.
 - Staying very busy!
- Legislative – Adrian MacDonald
 - COWINS Update connected on earlier in the meeting.
- Employee Engagement & Experience – Meg Skeehan
 - Big thanks to the Triple E committee for moving things along
 - Assessment of last CPC meeting.
 - Talked about goals and what Triple E wants to do.
 - Contingent on in person or not
 - Tammy: Have extended the time to submit a Professional Development Award. Applications are now open on the C2C site!
 - Are sending out some notifications for some awards that the committee did approve, but there are more funds for folks to apply.
- Executive – Meg Skeehan
 - Still working on asset library
 - Waiting on computer costs
 - Hoping to have this done by the end of the semester.

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

- Brief overview of role, any pertinent updates
 - Introduction: Marc, at the end of December, became the Assistant Vice President for Safety Service and Chief Resilience Officer
 - Worked at CSU for 10 years.
 - and ALVS
 - Resiliency in the University Context
 - Where do we face vulnerability and how do we become more resilient - this is a brand new unit.
 - Mission:
 - Vision: Highly coordinated – expert people who know what they are doing,

Marc's role is to get folks coordinated to move forward.

- Planning, training and mitigation.
- Collaboration - this will need to happen on every corner of campus.
- Interdisciplinary approach – bring folks to table. Align safety and risk services and become industry standard.
 - To achieve – strong leadership and culture, well-developed networks, change-readiness.
 - Proactively look at challenges University is faced with.

- Core services: training and outreach, coordination

- Q&A

- Meg: What is the biggest challenge for You coming into this role?
 - Marc: Biggest challenge will be how we come out and respond on the backend of the pandemic. Reset new normal and business practice, and new every day. Continuity across campus.
 - Since March Marc has been serving as Co-Chair of Pandemic Preparedness Team.
 - In it now, but we now have innovative way to look out how we come out the back end of the Pandemic. We have already had conversations about plans across campus/units to come out as healthy as we can be and move forward.
- Leah: Has there been any thoughts about when we will be going back to work?
 - Marc: Yes, this has been thought about a lot. Consistent communication with county. President McConnell wants to return to as many in person classes in fall as possible. From pandemic perspective right now
 - Currently in yellow, we have capacity to return more folks to work, and have taken a conservative approach. Focusing on academic side of things right now and getting to March 10th, and after that phased in approach until Fall.
- Leah: how will phased approach work, who will come back and who will remain at home?
 - Marc: Pandemic preparedness team: agency to individual units. Leadership in those units are being allowed agency to determine who will come back when. PPT will allow for a specific capacity to come back, health protocols, and then units will need to determine how to move forward.
- Leah: Vaccine requirement?
 - Marc: CSU has been approved as a vaccination site to administer vaccine. Lori Lynn is working vaccination every day and is in contact with folks like Robyn to figure out we do that and what looks like
 - Put in request to state for a specific number of vaccines but we receive emails that there are not vaccines available yet.
 - Lots of discussions about this topic. Not a good answer just yet.
- Leah: Monday was a “too cold to go to work” day, 1st time in years working at CSU having one of these and remembers going to work on much colder days. Has there been a change to the policy at all?
 - Marc: No changes to policy but happened because of Pandemic and virus. CSU is able to be open because we are exchanging a lot of buildings air with

outside air – continually fresh air return to meet needs of pandemic. On Monday, nationwide, there was a call to reduce utilization of natural gas. A lot of systems work on natural gas and were working overtime to convert cold air to room temp. When Excel energy locally asked us to reduce consumption of natural gas had to revert to boilers and steam to heat buildings and not enough capacity to do that and pull in outside air and heat to be manageable.

- Adrian: COVID public health behavior report form was sent from college he works in. Is this something that you have been working on?
 - Marc: It would be interested to see what this is. Is it a tell on your neighbor form?
 - Adrian: Yes, basically you can report anonymously and send pictures. No mention of who would review and what would happen if you were reported.
 - Marc: We have done a lot of work around social norming and there is a spot to provide concerns and those are reviewed, but we are not in an environment where we are walking hallways making corrections.
 - We have not really had to be – folks have been complying with public health guidelines.
- Meg: You don't know where that form goes to?
 - Marc: it goes to public health team – they might do individual outreach based on nature of the report.
- Nancy: What considerations were taken for staff who had to be here the weekend prior to the cold day? Why Monday and not on the coldest days?
 - Marc: Directive to move off of natural gas was for Monday @ 4AM.
- Jim: Curious about time frame and timeline for hiring a new Chief for CSU PD.
 - Marc: We are in an interim phase right now. 2 things happening simultaneously.
 - interim chief and task force commissioned by Pres McConnell to look at CSU PD and policing.
 - Waiting to see what this task force says before starting the search.
 - Chief Wendy has a time frame, and we know we want to complete this process before Wendy returns to retirement.
- Meg: Since CSU PD falls under your purview, CSU PD consistently struggles with being the training site for folks to leave for more money. While CSU PD are state classified employees is there a long-term plan for keeping great officers that we have trained?
 - Marc: This is one of the first areas that we are digging into deeply. Strategy – recruitment, hiring and retention. Salary is part of that retention, and what other factors go into the retention piece of this and how can we build that retention for our folks we are training and getting up to speed? These convos are happening now and trying to figure out a strategy that covers the entire ecosystem.
 - Meg: Colorado recognizes that to be a employer of choice they need to look at retention across the board. Our police officers do have to significantly more trainings than folks in other departments and they are valuable employees – how do we keep them?
 - Marc: some of that work has already started, and make sure there is a value-based narrative. Change the narrative. This is a conversation in the student

realm as well.

- Meg: After 2 years what would you like to have seen happen on campus to make you feel like you are very successful in this role?
 - Marc: Stabilizing CSU PD. Having folks who really understand what risk mitigation and our risk office does and engage in that work and have some ownership of the work they are doing. Shift to having folks across campus engage in this work and not just in the particular area. Understanding of the work being done in portfolio across campus.
- Jim: What kind of new mechanisms of communication are you going to create to address some of these issue? Working groups? How are you envisioning this communication and style?
 - Marc: working groups are great and so are task forces, and found that shifting culture has to have an organic component too.
 - Individual folks need to see me and know me and see Tammy and know Tammy. This must happen before working groups and task forces.
 - This is tough to do right now because of pandemic. Cannot connect with folks working off campus right now in the same way.
 - Build relationships first and then make the ask.

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**
 - If you want to learn more about officer positions, please connect with officers! They will be happy to talk to you!
- **March CPC Meeting Guest – Lynn Johnson, VPUO**
 - ☐ **April 10 – Spring break begins, April 19 classes resume, all virtual**