

Classified Personnel Council Meeting
Thursday March 18th, 2021 FY21 Regular Monthly



Attendance:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Jim Abraham, Environmental Health Service | <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"/> 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 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 checked="" type="checkbox"/> Lourdes Zavala |
| <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 checked="" 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 type="checkbox"/> Brandon Fuller |
| <input checked="" type="checkbox"/> Shannon Boepple, APC Representative | <input checked="" type="checkbox"/> Lynn Johnson |
| <input checked="" type="checkbox"/> Robyn Fergus, Human Resources | |
| <input checked="" type="checkbox"/> Peggy Stoltenberg | |

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

Classified Personnel Council Meeting
Thursday March 18, 2021 1:00pm-
3:00pmFY21 Regular Monthly Meeting
Microsoft Teams



CLASSIFIED
PERSONNEL COUNCIL
COLORADO STATE UNIVERSITY

Agenda

Call – to – Order

- Approval of CPC 2.18.2021 Meeting Minutes
 - Nancy moves to approve Abby seconds – minutes are approved

Guest Presenter: Lynne Johnson, Vice President of University Operations

- Budget for FY22 – 4 different scenarios
 - Waiting to learn more about funding from federal government
 - Doing everything we can to have data in front of us to figure out how to move forward for FY22
- Education and General Budget – ENG
 - On the left-hand side are categories of figures for the far-right 4 columns
 - Start with new resources and then reduce by financial aid and then new expenses on the left-hand side and then the balancing process – impact of net revenue and what we have to balance
 - If you are new to this discussion this is the increment – only education and general budget
 - Research portfolio is self-contained – don't include in the ENG.
 - Auxiliary actives are also not included in ENG
 - Parking and Transportation, LSC, Health Network, Housing and Dining
 - They need to be self-balancing – have revenues and need to cover their own expenses.
 - Gifts – 90% of money that comes in as a gift are restricted
 - Given to the institution for a specific purpose
 - Does sometimes cover scholarships, but scholarships go above and beyond ENG budget
 - When we talk about ENG we are talking about funding that comes from the state and our tuition
 - 4 columns across the top: Different scenarios
 - Scenario 1- Assumes Rate is 0% (tuition increase are 0%)
 - Tuition will be the same rate as it is this year
 - Joint budget committee had approved 2.5% salary increase for state classified employee.
 - Scenario 2 – highlighted (think this is the scenarios we will be working with)
 - Cap at 3% tuition increase – can ask for above this but we have stuck with 3%
 - Continued to include raises for State Classifies at 2.5%

- Scenario 3
 - 3% stays the same and State Classified increase stays same and added 2.5% increase for AP and Faculty
- Scenario 4
 - Builds on scenario 3 and everything is the same
 - CEO's of higher education and CFO's are pushing to have additional funding come in from the state. \$11.8M number.
 - There is a proposal to bring back the same amount of funding from FY20
 - Scenario 4 there is a proposal to provide additional resources to the institution
 - Facilities and Administrative Overhead – is the only area where research comes in.
 - The total revenue row – how much we could possibly receive based on the above information.
- New Resources
 - Tuition
 - Tuition is the largest source of revenue.
 - FY21 we were expecting an 8% drop but this did not happen and had a 5% loss to see us bringing in some enrollment come back in to FY22, close to \$3M and almost \$5M close to \$8M.
 - Students are here so this stays the same across all 4 scenarios
 - Undergraduate students
 - Rate increase for both resident and non resident
 - Not in scenario 1 because tuition assumption of 0% - total is just under \$10M for new revenue we would generate.
 - Graduate students
 - Same exercise
 - Have a little over a million dollars coming back as revenue because of the 3% tuition increase
 - Professional Veterinary Medicine
 - Same thing happens
 - Numbers are the same for total revenue generated for a 3% tuition increase.
 - Differential Tuition
 - Being increased by 3%
 - Two things are going on.
 - Scenario 1: 0% tuition increase– bringing back a little over \$1.6M, FY21 overestimated the loss, bringing back in and then increasing number based on 3% tuition increase
 - Tuition is bringing in a little over \$10M or \$22M based on 3% tuition increase.
 - State Impact – would bring back state funding to the same level as 1920.
 - FY21 took a \$7.6M budget reduction in state funding
 - With them bumping the level of state funding to 1920 receiving additional \$7.6M in funding from the state.
 - Scenario 4, joint budget committee conversation – funding higher 2.5%

- PVM gets it - Close to 80% comes back to PVM program
 - Differential tuition is a direct flow through to the academic programs
- Mandatory Cost
 - Insurance – Sally Alexander and Risk Mgt manages portfolio
 - We are seeing significantly higher increase of insurance over 50% bump in liability insurance is factored in.
 - Mandatory cost of ERP systems: Contracts have automatic escalators every year
 - IS department has had to take hits for increments going on.
 - Facilities: new building coming online and incremental cost in utilities
 - This stays the same across the board.
- Quality Enhancements – staying the same across the board, Commitments that were made.
 - When you think about recruiting and start up packages
 - New provost – starting salary was higher
 - New Deans
 - All have start up packages
 - President McConnel and Provost Pederson made the decision to split the Dean of Libraries and CIO roles – we needed to build in salaries for those positions.
 - Housing Navigator
 - Debbie Mayer will be starting full time on Monday March 22
 - Debbie will be reaching out to employee councils
 - Developing plans around affordable attainable housing projects on Timberline and hopefully Hughes
 - How will we role these out and what will eligibility look like.
- Total Expenses and Net
 - In some scenarios it looks pretty good \$10M and \$12M, but not the full story, FY21 was balanced on two streams of one-time money
 - We need to back out of stream money that was a one-time
 - Board reserve deployment for ENG budget of \$15M
 - Scubmin Toss – Financing structure
 - Draw on it we are taking on additional debt.
 - Net number is what we have to balance
 - Understand what the ENG budget is that is subject to reduction and this is the percent of reduction we would have to take to balance the budget assuming this is the only resource we had to balance our budget.
 - Scenario 1: know is not likely - 9%
 - Scenario 2: 6%
 - Scenario 3: assuming we did the salary increase for faculty AP and did not receive additional from the state – 9%
 - Scenario 4: Receive money from state and did the faculty and AP increase it would be about 5.5% reduction
 - For planning purposes we are asking all unites to go through and plan for a 3% or 6% across the board reduction to the ENG budget
 - Positives that we are unsure of

- \$1.9 Trillion package that Bident passed
 - \$50M - \$25M will be direct aid to students
- Trump signed into law the Higher Education Emergency Relief Funds II (HEERF II)
 - \$19M that we know is available to us.
- Total of the two: \$44M available to us but we do not know the fine print
 - Revenue replacement is allowable but don't know they are looking at it
 - Feeling confident about being able to solve some of this money so we do not need to draw on it and look at reductions at this level
 - Money back into board reserves - \$15M
 - Could allow for the board to give us some more funds for FY22 to balance the budget so we don't have to look at reductions at this level.
- Questions:
 - Meg: 2.5% SC raise is still not firm until the long bill is passed at the state, but it sounds like CSU is banking on this going through. What would be the determining factor to allow AP and Faculty to receive increase?
 - Answer:
 - If we don't get additional state funding and we choose to do this increase that means we have to reduce the budget by 9%
 - Not unlike conversation in 2008, 2009, 2019
 - Choose between salary increase and cutting positions
 - Don't know if we have a choice
 - 6% level will still see some level of reductions
 - If we need to bump up to 9% will see more.
 - If we don't get that state funds, \$11M, do we want to use it for salary increase or to support budget reductions?
 - Would we rather go through salary increases and have a higher number of layoffs or do we keep salaries where they are and keep jobs?
 - Could raise tuitions, but this could be a challenge.
 - Meg: Some folks are feeling with the early retirement incentive, from the last year, that we're seeing a lot of open positions or that we're already short staff and people are taking on more jobs and responsibilities, jobs never get filled and goes away. We are at a crossroad, already short staffed and/or feel that way and should be making more money to support the university. When considering what jobs would be kept or filled are those faculty and administrator roles or other folks specifically looking at state classified employees?
 - Answer:
 - Not sure what this looks like at the moment because folks are already going through their own motions of budget reductions
 - Worksheets are due back to budget office March 19th and at that point will take a look at where we are at.
 - Leah: When do you expect to learn more about the different packages?
 - Answer:
 - HEERF II – middle of March supposed to have more guidance and have not

(Trump admin package)

- Know that this money will come though
- HEERF III – might be pushed back since HEERF II has not been announced (Biden admin package.)
 - We did notice that a lot of guidance can out over several weeks so waiting for that information before starting to plan on how to deploy those funds
 - Don't want to put units through an exercise only to do it again.
- Leah: Is there any budget analysis done around cost and energy savings with so many staff working from home? Have we had any savings?
- Answer:
 - We don't lease any space, own it all
 - Utilities: in an account that is exempt – not available for anyone to use. If there are any resources at the end of the year that are available, it will go into fund balance at the end of the year.
 - Not money that will be available to fund other things.
 - Still not through winter and we won't know where utilities are going to end up until we get to the end of the year.
- Leah: In person meetings? A lot of rental going on for group meetings – this doesn't come from top down more from the units?
- Answer:
 - Utilizing University space
 - Lory Student Center is not generating money on revenue – rental spaces
 - While some budgets are saving there are also units that are not.
- Abby: When you talked about faculty and staff compensation, that's built in raises for faculty is that correct?
- Answer:
 - It is a raise, but faculty have a track that they are on for tenure – assistant professor for a number of years (6) and then after that they have to go up for assessment to move to associate professor, to move to full professor the same assessment is made – similar to the idea of if you don't move up you're out.
 - If a faculty member is not promoted – indication is that they are not going to be seen as a long term investment to the institution.
 - Money is sitting in there for promotional opportunities
 - Small group that are working on tenure track.
 - If they achieved tenure there are state statutes that do not allow us to eliminate their positions, but in earning phases that is a different story.
- Jim: If CSU receives state and federal funding where would the budget sit? Would there still be budget cuts?
- Answer:
 - Federal funding would be a one-time – only comes in and addresses one time situation.
 - If we get federal funding and provide raises we are at a negative \$17.3M
 - That would be budget reductions of \$5.4M.
 - If we are able to use federal funding to address one time situations so we don't have to draw on board reserves of \$15M, this might allow board to backfill us by \$15M

- Lori Lynn is doing everything she can to get vaccines here and not receiving many. Not sure we will be a site for mass vaccinations.
 - UC Health, Walgreens and other pharmacies are where you should be going to get vaccinated.
 - Screening – not sure what this looks like at this point in terms of next year.
 - Not sure if we will have to do quarantine for students
 - Too early to look at what fall will look like
 - Virus is driving decisions
- Leah: Would you expect the state to cover costs of screening?
- Answer:
 - Screening will still be on us. \$10M currently being spent on screenings.
 - Spending money on screening, contact tracing and quarantining felt worth it
 - We did look at differences between screening and going virtual
 - HEERF money will be used to cover screening costs.
 - Not included in the budget at all in either FY21 or FY22
- Meg: CSU was exploring private and public partnerships for maintenance on new buildings coming online. Will we continue to see more of this with the budget constraints or is this kind of a was? State Classified fringe is at 40% right now.
- Answer:
 - We are not going to be able to go forward and build like we have in the last decade
 - There has been a significant investment into campus over the last 15 years – over a billion and a half.
 - Not going to be able to do this and rely on general fund or students.
 - Excited that the request we have in for Shepardson looks brighter than it did 6 weeks ago.
 - We cannot eliminate positions and outsource them
 - To the extent that positions exist we will not outsource positions or eliminate them where the positions exist.
 - As we have buildings coming online where we don't have existing positions we might have public/private partnerships specifically with donor resources.
 - This will probably not happen on main campus – doesn't make sense.
- Meg: Auxiliary services took a substantial hit last year. With those types of impacts will that delay any of the building goals? Housing and Dining and Parking.
- Answer:
 - House and Dining is on hold until we know more and see greater enrollment come back.
 - FY21 Housing and Dining was hit the hardest across the institution \$12M in reimbursement.
 - HEERF I – came in at a little over \$17M a little over half went to students and the rest to Housing and Dining.
 - \$8M given to address the refund – still not made whole.
 - HEERF II and III will hopefully do better to provide resources back to

them to help with the revenue they lost last year and allow systems to back off the amount of contributions and be available for FY22.

- Meg: If there are continued updates we will continue to connect about what the next best steps are for CPC?
- Answer:
 - Can come back in and share a shorter presentation or give an update
 - Can keep dialogue open and figure out the next steps for CPC
- If you are a processor and need time to think of any questions after the fact Meg has a meeting with Lynn Johnson on Monday (March 22nd) and can connect at that point about questions and answer those as needed.
 - Feel free to reach out to Meg so that they can bring questions to Lynn and answer those as needed.

CPC Announcements and Updates

CPC Membership Election

- Membership elections will be happening virtually, they are broke into two segments.
 - Meg is coming back for a 1 year term.
 - Broken into 3 year term and 1 year term.
 - 3 year terms: One new member joining us from facilities, everyone else is a returning member.
 - Propose to vote for everyone – Term will begin July 1st 2021.
 - Stacey moves to approve all folks in the 3 year term, Adrian seconds. Votes for 3 year term approved by silence.
 - Congrats to 5 returning members: Nancy Cowley, Brian James, Anselma Lopez, Adrian McDonald and Lourdes Zavala.
 - Welcome Brandon Fuller to CPC – July 1st full term member
 - 1 year term Meg Skeeahan: Jim moves to approve and Nancy seconds
 - Meg will remain as an ex-officio and continue to assist.
- CPC Executive Committee Elections
 - There were no nominations for treasurer that came in
 - You can nominate yourself on the floor if you are interested and will be a CPC member again starting on July 1st.
 - Meg self-nominated to run for treasurer position, no one else self-nominated.
 - Meg provided some information about themselves and some information about why they should be in this role
 - Unique situation and would normally have election and written ballots instead will be using Google Form with instantaneous results. One individual position at a time
 - Meg will screen share after all results are received for each positions – members only.
 - Chair: Adrian McDonald – Chair of Classified Personnel Council FY 2022 starting July 1st 2021
 - Meg and Adrian will meet separately in the next week or two to begin transition.
 - Vice Chair: Jim Abraham and Nancy Cowley

- Jim Abraham – Vice Chair of Classified Personnel Council FY 2022 Starting July 1st 2021.
 - Virtual handshake was made prior to vote
 - Nancy thanked CPC for opportunity to run prior to vote
 - Jim thanked CPC prior to the vote for the privilege of being Vice Chair during this last year. First joined because want to have a voice and make a difference. Has learned a lot working with Meg which will help move CPC forward. Would like to try and push shared governance and create more opportunities for CPC members to serve on University committees. Jim hopes he has earned your vote.
 - Secretary: Alisha Zmuda – Secretary of Classified Personnel Council FY 2022 starting July 1st 2021.
 - Treasurer: Meg Skeeahan – Treasurer of Classified Personnel Council FY 2022 starting July 1st 2021.
 - Nancy Cowley self-nominated prior to vote. Nancy manages multi-million-dollar budget at the LSC and would be willing to learn what it takes to be treasurer of CPC.

Positive Action Award Vote:

- Residential Dining Services
 - Residential Dining did not lay off any state classified staff
 - They also had to change a lot of their operations
- LSC Custodial Staff
 - Group of State Classified Employees
 - Has been working daily through the pandemic to keep the LSC open, functioning and clean.
 - Lory Student Center is hemorrhaging money and continue to make the LSCDC work
- Positive Action Award: Do not have to choose just one, can have both – Folks who receive this award receive a plaque and recognition
 - Both Residential Dining Services and LSC Custodial Staff will receive the Positive Action Award.
 - The Recognition Committee will work on what honoring these groups looks like
 - Testament to what State Classified Employee’s do on campus.
 - These are large groups, and we will think about some other possible things to do for these groups.

We will revisit the vote on CPC constitution in April: add to Legislative Committee description “act as liaison to COWINS to represent CSU employees in the collective Bargaining process”

- Change/ hold depending on the discussion with COWINS
 - If COWINS won’t work with us, contact our legislators
 - We are going to connect more on this
- We will be having some time after CPC meeting to chat more about COWINS presentation

Upcoming CST Framework and Hughes Land Development Presentations

- Have something on calendar for next week
 - Hughes Land Redevelopment 23rd 12PM – 1PM
 - CST Framework 26th 1PM – 2:30PM
- More information about both of these events was sent out
 - These are not necessary, you are not required to be there. Can submit questions ahead of time.

- Survey was sent out about CST framework

Financial Update – Adrian

- Breakfast at Mugs has not come through yet. There have not been any new charges on our account since last month
 - Meg is still waiting on Mugs to send the bill to pay with the tip \$126.74
- Asset Library – working on laptops to come back in stock.

HR Update – Robyn

- Performance period for State Classified reviews begins April 1st and runs through March 31st. We are coming to an end. This is coming to a close HR has messaged out to all various campus and field HR units about protocols and there is system in place to collect feedback from
 - Performance Management Resources: <https://hr.colostate.edu/hr-community-and-supervisors/training-and-professional-development/employee-solutions-training/>
- Meg: If you are new to the State Classified performance evaluations process or know someone who is new there are a lot of great resources. Leah with communications will there be any messaging going out about the evaluation process?
 - Leah: Last CSU life issue did have this in it.

CPC Committee Reports:

Communications – Leah Bosch

- Another Communicator scheduled closer to end of May.
 - If you have stuff let us know and we can always post on Facebook

Employee Recognition – Anselma Lopez

- Positive Action Awards
- Selected Outstanding Achievement Awards winner
 - Will be announced with celebrate CSU awards – Source take over. You will see that when those come out April 8th.
- Continue to receive nominations for Everyday Hero and recognizing folks for the work that they do.
 - Positive Action award nominees not chosen moved to Everyday Hero or Day in the Life.

Legislative – Adrian McDonald

- COWINS – conversation last week. We will discuss after this meeting.
 - Most people would say it did not go well.
 - Disappointed with the whole tone of the meeting.
 - In Chair and Vice Chair of Committee meeting we talked about how we would like to have seen a presentation about how COWINS works and what they could actually do for us and instead came away with not learning as much as we would have liked.
 - Looking forward to hearing thoughts after this meeting.
- Moving forward
 - Legislative committee will connect and figure out how we want to connect with them.

Employee Engagement and Experience

- Started talking about doing a wellness and mindfulness resources fair. Depend on where the campus and community is at around May into June.
 - We're going to tap different offices on campus and connecting folks on resources
- Also waiting to see what happens about coming back to campus and what that looks like and having gatherings
 - Awards, recognitions, fair virtual or in person

- June might be a less formal meeting
- Recognition lunch?

Executive – Meg Skeeahan

- Doing some forward planning. Working on getting Adrian onboard as Chair.
- Connect with RamTech about computers so we can move asset library forward
- April meeting Presidents council on Culture, try to get PERA to May meeting and good chance about having Lynn come back to talk about budget reality.

Meeting Adjourned

Thank you!

If you can, please stay around after we finish the CPC business to participate in the debrief about the COWINS meeting from March 11.

Dates to Remember:

- March 23 - Hughes Land Development Q&A session
- March 26 - Courageous Strategic Transformation Framework presentation and feedback
- April 10 – Spring break begins, April 19 classes resume, all virtual
- April 18 – President’s Council on Culture at CPC Monthly Meeting