

**Classified Personnel Council Meeting**  
**Thursday June 17, 2021 1:00pm-3:00pm**  
**FY21 Regular Monthly Meeting**  
**Microsoft Teams**



**CLASSIFIED  
PERSONNEL COUNCIL**  
COLORADO STATE UNIVERSITY

## **Agenda**

**Call-to-Order**

**CPC Recognition Presentation**

**CPC Announcements and Updates**

- Approval of CPC 5.21.2021 Meeting Minutes
- Approval of Annual Report
- Planning for the next fiscal year – CPC committees, university committees
- Financial Update – Adrian
- HR Update - Robyn

**CPC Committee Reports:**

- Communications – Leah Bosch
- Employee Recognition – Nancy Cowley
- Legislative – Adrian MacDonald
- Employee Engagement & Experience – Meg Skeeahan/Alisha Zmuda
- Executive – Meg Skeeahan

Meeting adjourned – **Thank you!**

**Dates to remember:**

- July 5 – University Holiday
- August 12 – CPC Retreat

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Attendance:

- |   |   |
|---|---|
| <input 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"/> Kristin 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"/> Nancy Cowley, Lory Student Center         | <input checked="" type="checkbox"/> Adrian Macdonald, Statistics            |
| <input checked="" type="checkbox"/> Emily Farrenkopf, College of Liberal Arts | <input type="checkbox"/> Dustin Pothour, Facilities Management              |
| <input checked="" type="checkbox"/> Brandon Fuller, Housing and Dining Serv.  | <input type="checkbox"/> Chuck Richards, CSU Police Department              |
| <input type="checkbox"/> Joseph Gallegos, Facilities Management               | <input type="checkbox"/> Kate Sherman, Political Science                    |
| <input checked="" type="checkbox"/> Wayne Hall, ACNS                          | <input checked="" type="checkbox"/> Meg Skeeahan, Dept of Accounting        |
| <input checked="" type="checkbox"/> Abby Hanouw, Registrar's Office           | <input checked="" type="checkbox"/> Lourdes Zavala, Access Center           |
| <input checked="" type="checkbox"/> Eva Hybiak, Campus Recreation             | <input checked="" type="checkbox"/> Alisha Zmuda, Student Disability Center |
| <input checked="" type="checkbox"/> Brian Gilbert, ACNS                       |   |
| <input checked="" type="checkbox"/> Julia Innes, Facilities Management        |   |

Ex-Officio Members, CPC Volunteers and Guests:

- |   |   |
|---|---|
| <input type="checkbox"/> Kelly Hixon                                    | <input checked="" type="checkbox"/> Tammy Hunt, Office of Policy & Compliance |
| <input type="checkbox"/> Catherine Douras, APC Chair                    | <input checked="" type="checkbox"/> Fred Haberecht                            |
| <input type="checkbox"/> Sue Doe, Faculty Council Chair                 | <input checked="" type="checkbox"/> Erika Benti                               |
| <input checked="" type="checkbox"/> Shannon Boepple, APC Representative | <input checked="" type="checkbox"/> Jeff Dodge                                |
| <input checked="" type="checkbox"/> Robyn Fergus, Human Resources       |   |
| <input type="checkbox"/> Peggy Stoltenberg                              |   |
| <input checked="" type="checkbox"/> Chrissy Charny                      |   |
| <input checked="" type="checkbox"/> Jeff Sprole                         |   |
| <input checked="" type="checkbox"/> Michael Steppat                     |   |

Attendance recorded via Poly Poll. Please reach out to [cpc\\_ssecretary@mail.colostate.edu](mailto:cpc_ssecretary@mail.colostate.edu) for corrections.

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## Agenda

### Call-to-order

- Approval of CPC 4.23.2021 Meeting Minutes
  - Nancy motions to approve, Lourdes seconds. April meeting minutes have been approved by Teams silence.

### Guest Presenters: PERA, Jeff Sprole and Michael Steppat

#### PERA

- Introductions
  - Jeff has been coming to connect with CPC for the past 2 years.
  - Michael govt and public relations
- PERA – How are we doing?
  - 2019 – still the latest 105,000 retirees living in CO receiving distribution
    - 742 Million dollars investment portfolio
  - Invest Program
    - Paying for benefits 3 primary sources
      - Investment program – generates investment return that have available to pay out
    - Employee and employer contribution
  - Only looking at 2019 for a little while longer, about a month.
    - Strong investment return in 2019 – but feels like a lifetime ago
    - End 2019 62% funded status
      - There will always be ups and downs looking at the market – looking at long term value and providing that to our members and the state of CO.
  - 2020 Year in Review
    - PERA will be returning in person in a month or two.
    - Covid-19
      - Allowed PERA to modernize (will continue moving forward) – virtual benefit councilor appointments, field education team has also moved virtual (allowed for more presentations).
        - Presentations could be 1:1, larger presentation, information for service credit, repairing savings plans, etc.
        - You can find out about services on PERA website.
      - Modernize website and dashboard
        - Specific and actionable information – projected monthly account and options to learn more about how to increase it.
    - Invest Performance

- March and April market was in shock, but look long term.
    - Continue long term focus and diversify investment portfolio
    - Will be seeing data on 2020 in about a month and will learn a lot and hold a townhall with more information.
  - Dynamic Environment
    - The PERA board regularly reviews our assumptions and plans for the future, what we need from employers and contributors
      - Continually looking at assumptions and making sure on track – adjust as needed
        - Will continue to look at information for those retiring today and 30 years from today.
  - Experience Study: Periodic and Comprehensive Review
    - Every 4 years look at what thought would happen vs what did happen
      - What happened with our members
        - Looking at demographic and economic information
      - Based on assessment board will make adjustments
    - Recent board actions
      - Mortality tables – members are living longer with a life time benefit.
        - Benefit will also increase – paying benefit for a longer period of time
      - Salary scale was adjusted
      - Headcount growth shrunk during the study
        - Slower head count growth matters because much of employer contribution goes to paying off the unfunded liability
          - Promises made to existing retirees and those closer to retirement than those just starting in their career
          - With less people coming in this has an impact on PERA’s liability.
      - Continually look at liability
- Colorado General Assembly and PERA
  - Delineations between the responsibilities between General Assembly and PERA board
    - There are generally a handful of bills that affect PERA – board makes decisions on PERA legislation
  - 2021 Legislative Session
    - General Assembly convened January 13<sup>13</sup> will adjourn on or before June 12<sup>th</sup>, took a month long break immediately due to safety concerns.
      - Law makers have expressed desire to adjourn before June 12<sup>th</sup>
    - As of 97<sup>th</sup> of 120 days there have been 186 bills introduced
- Legislation Introduced Concerning PERA
  - House Bill 21-1213 – Conversation of Pinnacol Assurance
    - Process deadline for Pinnacol Assurance to convert to a stock insurance company
    - Privatize Pinnacol Assurance
      - Largest provider of workers compensation insurance company in Colorado
      - Political subdivision of the state, have been trying to privatize for 15 years



- Oversight of PERA was also added to committees charge
- New subcommittee Pension review subcommittee – issues related specifically to PERA
  - Subcommittee was created to oversee PERA
    - Might make recommendations for legislative proposals involving PERA
    - Legislatures and non legislature members. Experience in pensions and actuarial analysis and might make recommendations for development proposals.
    - They can meet year round – not just in interim period
  - Early this year and into 2020 PERA will have regular annual hearing with point Joint Budget and Joint Finance Committees.
- What to expect in 2021
  - First pieces Legislation from 2018 – Senate Bill 200 – path to achieve full funding within 30 years. (end of 2040)
    - Members contributed more and employers contributed more
    - Retirees smaller annual increases to or decrease to annual increase
  - Amount that members pay PERA phased in slowly since 2019
    - 3 year phase in period
    - July 1, 2021 will be the final of the 3 year process.
    - Automatic adjustment was applied a year ago
    - Total amount that will contribute: 10.5% member contribution rate effective July 1, 2021. Up and additional .5% from 10%.
      - This goes to member account at PERA and only goes towards your retirement benefits.
      - Employer contribution and others go to pay down unfunded liability.
    - June 18<sup>th</sup> release the annual report for the previous year – release annual rate of returns and funded status
      - If there is a need for an automatic adjustment – get to fully funded status and not go back to legislature – this will be announced on the 18<sup>th</sup> of June.
  - Financial results for 2020 will be calculated as of December 31, 2020
    - Automatic adjustment determination made in June 2021 for July 2022.
    - Due to the increase life length of PERA employees likely that automatic adjustment will happen
- Automatic Adjustment Provision – likely.
  - Member contributions, employer contributions, and Annual Increase that retirees receive could go up or down based on funding status.
  - Go through every year when we release financial report – last year there was no automatic adjustment provision.
    - If this is announced this June it will go into effect in July 2022
      - Experience study and demographic experience during 2020 - Being behind scheduled – annual increase for retirees can be decreased up to quarter of a point.
        - There is a floor – Annual increase 1.25% lowest it could go 1%
  - Automatic Adjustment Keeps PERA on schedule
    - Experience study and demographic experience during 2020 - Being behind

scheduled – annual increase for retirees can be decreased up to quarter of a point.

- There is a floor – Annual increase 1.25% lowest it could go July 2022 1%
- Employer contributions likely to increase - cap with how much it can move at a time .5%
- Member contribution piece is also likely to increase in 2022 capped at an additional 0.5%
  - Distribution from state is not likely to be affected – or go down – can only go up if it has already gone down.
- PERA – Financial Partner
  - If we are contributing 10.5% on July 1 you are contributing to your retirement account member account at PERA
    - You always have access to those dollars
      - If you terminate employment prior to retirement
      - If you leave PERA can move that into another tax qualified account
      - You can cash out if you would like, but will be taxed
      - All interest on that account is also yours – 3% compounded annually
        - You can log into your PERA account to see what this is at.
    - If you do end up staying with a PERA employer for your career you will receive a monthly PERA payment that you cannot outlive
      - You also have the option at retirement to name 1 person to receive a continued benefit upon your passing in retirement.
    - Health care is available to retirees – PERA care plans
      - Qualify for premium subsidies
    - Financial protections are built into member plan
      - 1 year – survivor benefits automatically available to loved ones prior to retirement
      - 5 years – short and long term disability program
        - Apply withing 90 days of disability.
  - PERA does offer low cost supplemental low-cost savings programs through 401k /457 and life insurance
    - Plans are available for additional saving for retirement
      - Changes to these plans will be announced later this year. – Empower Retirement.
- Website: [copera.org/mid-career](http://copera.org/mid-career) (landing page)
  - Go here for relevant information geared towards you and your life situations
    - Also have a landing page for new members and retirees.
- Website: [copera.org](http://copera.org)
- Town Hall
  - We do this each year
  - This year we are going to be doing something different. You can connect live via phone or streaming.
    - Many different ways to participate.
      - Will be live streaming to Facebook channel and YouTube channel
    - Can sign up now for reminder call and will receive email reminder.
  - Wednesday June 23<sup>rd</sup> – active members 6:30PM
  - Questions:

- Stacey: PERA question - while it seems many pension funds are underfunded (or behind), I believe PERA is in a bit better position all considering, though behind in it's fully-funded status. Given that, why is the fund behind? It doesn't seem that performance / return of the accounts is the problem, employees and employers sure seem to be putting in a healthy bit. Is it all because the State hasn't made or kept up with the contributions they are responsible for? Or, is it just folks living longer (which is nice) and there are fewer of us paying into PERA?
- Answer:
  - Looking at where you're at on funding status and more important to look where you're going
  - Focus is long term and getting to the fully funded status in a reasonable period of time
    - Challenging but it works for 105,000 receiving contributions
      - Hard for those working more and for our retirees.
  - Unfunded liability: Biggest – experience study piece - source
    - Looking at mortality tables
      - This will have a big impact on funding status
      - Adopted new mortality tables about 4 years ago.
    - Investment returns
      - Been great recently but 2008 not so great – still experience effects
    - Advantage of purchasing rate
      - Purchasing of service credits at discounted rates add to liability.
  - To the first point: What is the current trajectory of PERA and are we on a path of full funding? Are we on a path to full funding?
    - Senate bill 200 - Innovative automatic adjustment provision
      - Allowed for variable contribution rates for members and employers
        - Prior years these were fixed in statues
        - When you have 2008 or immediately after 2000, recession event it might have helped the fund to have folks contribute a little more at those times, the ability to do so wasn't there, but now there is some variability.
      - Variables do allow to keep on track for full funding.
- Nancy: Will the suspended funds ever be reanimated?
- Answer:
  - Direct distribution
  - \$225 M direct to distribution included in Senate Bill 200 payment from state to PERA every year
    - Budget cuts - payment for 2020 year was suspended due to budget cuts
    - Cost of that over time (30 years) almost a billion dollars to PERA
      - Significant initially but very significant over time
    - Maintained that restoring or making up that payment that was suspended is important – senate bill 200 work in concert together to bring PERA to full funding
      - Conversation with lawmakers - not having that one piece might have a huge impact one year but over time it does
  - We will continue to advocate for that restoration of that payment.
- Abby: Can you talk more about the impact of switching jobs, and in turn having to switch out of PERA?
- Answers:



- Yes if you terminate PERA covered employment there are options – 500 employers across the state that work offer PERA.
  - 1. Leave account with PERA until you qualify for retirement benefit.
    - Member account earns interest as well.
  - 2. Leave account with PERA until you come back to PERA institution
  - 3. Refund or roll over dollars to a tax qualified account – if you roll over to a tax qualified account you will not have tax implications on those dollars right now.
- Robyn: New vendor Empower will Replace Voya?
- Answer:
  - Yes – might not happen until January 1
    - Voya has been our record keeper for 10 years as it relates to 401K and 457 plans
    - Board and Staff did a deep dive into different vendors and Empower came back as best option for PERA.
- Chrissy: Can I roll over funds to PERA? Specifically - Can I roll over funds from a separate IRA to a PERA DC or DB account
  - Member account – working longer or purchasing service credit (pay for that time)
  - Yes you can roll that over to VOYA plan right now and eventually EMPOWER plan
    - If you have access to a previous employers retirement fund you can roll those over.
  - If you have questions give us a call! 1-800-759-PERA
    - <https://www.copera.org/about/town-hall-meetings> : townhall happening in about a month.
      - If you have questions on 401K type plans choose that option on the phone call.

Guest Presenters: Vision Zero, Aaron Fodge, and Erika Benti Fred Haberecht

#### Vision Zero Task Force

- Introductions: Erika Benti – works in Transportation Services, Aaron Fodge, and Fred Haberecht – Campus Planner through Facilities Management.
- What is Vision Zero?
  - President’s task force
  - A movement that started in the 1990s in Sweden and in the past decade has spread across the world and been adopted by many cities.
  - Revisioning how we think about safety and our transportation systems
    - In the US about 40,000 deaths on the road, related to transportation systems
    - Rather than thinking well “I’m going to take a risk when using any type of transportation”. Instead saying no and our cities and communities are going to do everything we can to prevent deaths from happening on roadways
  - This looks a little different depending on where you are however there are commonalities
    - Involves highest level of leadership – declaration
    - Data and analysis of where improvements can be made
      - Transparent and available to public

- Community engagement and looking through a lens of equity
  - Manage speed
  - Timeline to achieve goal of zero traffic deaths in our area
- What does Vision Zero look like at CSU
  - CSU would be first University in the US to have Vision Zero policy
  - Vision Zero is based on history – 151 year old campus
    - Infrastructure that living with on campus did not anticipate multi mobile nature of getting to and from campus.
      - First started as horse and buggy and then in the 60s moved to motor vehicles (most of campus built at this time) and parking close to buildings, now we have many ways to get to and from campus
        - Legacy is still there and there are areas of conflict.
    - Need to enhance transportation Safety on Campus
      - Infrastructure, policy that address many things; example - speed, enforcement, education
  - Task force was created in 2019 when a student died on campus on the first day of classes in a vehicle person accident and has since evolved to Vision Zero Task Force
    - Opportunity to bring in other initiatives on campus
      - Walk of lights – address access and safety issues
      - Safety and sidewalks
      - Exterior accessibility look at campus
    - Initiated by protected bike lanes, new roundabouts, traffic signals
    - Separated modes
      - Separate bicycle and pedestrian modes – currently have 5 miles of separated bike and pedestrian modes.
- Milestones to Implement Vision Zero @ CSU
  - Task force has 5 subcommittees to address milestones
    - 1. Complete street standards – ensuring internal facility designs standards include complete streets
      - Streets are for everyone not just cars.
      - Appropriately designing intersections
        - Doing everything we can for all types of transportation and not excluding anyone
    - 2. Annual Transportation Safety Assessment
      - Taking organic committees across campus who do Assessment of infrastructure and bringing them under the umbrella of the Vision Zero umbrella and then have a crowd sourced solution
        - Side walk is cracked, tree hanging over a stop sign.
      - Working on all taking a piece of responsibility of improving safety on campus.
        - Based on limited resources on campus trying to figure out how best to use resources.
    - 3. Crash Evaluation Reporting
      - PD – today when there is a crash they will write up a police report, but we would like to convene a committee to go out to a crash site, or a site with continual crashes, injuries etc. and do a site assessment after the crash.

- New signage, infrastructure, education, enforcement etc.
- Second Set of Goals and Milestones – Transparent Investment Prioritization
  - 4. CSU conceptual Review
    - Create an internal process so that we get more voices to the table before designing a new building – safety part of the new design of building.
      - Including sidewalks, bike lanes, appropriate crosswalks, transit pullouts – resourcing appropriately when build new building.
  - 5. Annual Traffic Safety and Prioritization Report
    - Very transparent
    - Website that will allow you to toggle through data sources to see how we’re doing at CSU towards this goal.
    - Data to upper leadership for solutions
      - Fix trail, new trail, new light put in.
- Members:
  - Interdisciplinary committee and have sub-committee
    - Would welcome CPC on one of the sub-committees
    - We have strong representation across campus and the city of Fort Collins
      - Subcommittees will wrap up work in July.
- Timeline: Subcommittees will wrap up work in July and then provide feedback on how to move forward with Vision Zero.
  - Doing extensive stakeholder engagement including a number of city boards.

Questions:

Prompt for questions: How can we improve transportation safety and access at CSU for all users? Or any other feedback that you have for us.

- Meg: A lot of the work you’re doing is having folks use alternative transportation. In all of this how do we make this accessible for folks? Those who would love to buy a bike, but to buy a bike that is safe to ride and comfortable is very expensive. How do we make this accessible? Do we have a voucher program to get a bike? How do we connect some of those bigger transit pieces?
- Answer:
  - Great Point! If you don’t have access to a bike or skateboard, scooter, etc. it makes it hard for your to participate and locks you into a mode of transportation that might be expensive
    - Started get back on the Bike Program – bike maintenance if you would like to be part of this.
    - E- Bike program - 19 bikes for use of employees
      - Shift related workers where transit is not operating or car pools are not applicable.
    - Fleet of Rental Bikes through Spoke – will come with a maintenance plan
      - Long term rental
  - You are right there is an upfront expense.
  - Meg you suggested what influence do we have on the city to make commute to campus safer.
    - Bike and Pedestrian plan: See question in the chat about South and Foot Hills Campus; City of Fort Collins is updating bike and pedestrian master plan – Master Active Transportation plan
      - Designing complete street with bike and pedestrian infrastructure and

hopefully addresses gaps in our system and how people make crossing movements on streets.

- Leah: You've been doing a lot of work on the main campus, what about the south campus and foothills campus?
- Answer:
  - Both Foothills and South Campus have gone through Master planning transportation efforts in the last 2-3 years
    - Did not have Vision Zero at that time, but did account for complete streets at this time
      - Bike trails at south campus, additional transit between main and south campus.
    - Foothills we will be hosting 2 of these sessions
      - Have a solid plan though of what we would like to create out there as far as trails and sidewalks. Recreational trails.
  - Heard a lot about improving safety on Overland Trail.
- Nancy: There will always be those who do not believe the rules apply to them. For example the plaza. There have been some very serious accidents on the plaza with bicycles or skateboards running into and over pedestrians. What is the plan to keep this from happening in the future?
- Answer:
  - We have categorized changes into different categories. We do realize that there might be changes to infrastructure, and also conversations around education and enforcement
    - Communication campaign – Rams Take Care of Rams and Apply it to transportation systems – encourage people to think about the people around them.
  - This is something we're definitely making sure to incorporate beyond infrastructure improvements.
  - There is an infrastructure improvement west entrance to plaza – separate bikes and pedestrians before they enter the dismount zone – eliminate mixing zone at library theater.
    - Fencing to safe passage for pedestrians and regulate the speed and direction of bikes before they get to the plaza.
- Abby: With the potential for more flexible work, instead of having parking passes that are MWF and T/Th, making permits that you can pre-select the days you need it for (maybe someone needs to come to work Tuesday, Wednesday, Thursday) and still pay the discounted partial week cost.
- Answer:
  - Transportation was engaged in telework policy.
  - Have options, don't have every combination of Monday, Wednesday, Tuesday and Friday, but we do have a number of them.
  - We have tried really hard to provide as much flexibility as we can.
  - Worked on providing some additional options – discounted and prorated depending on the number of days you come to campus.
    - Would love to only charge you on the day that you show up on campus, but the technology is not there yet.
- Amber: Could you all provide access to helmets to staff or departments so employees are able to utilize scooters and bikes that are available for short term rental?
  - Yes, helmets will be available!

- Answer:
  - Yes, we have helmets at PTS in the Lake Street Garage. We'd be happy to fit one for employees if you make an appointment to do so. Also, Get Back on the Bike distributes helmets, too.
- Lourdes: Will The Spoke Mobile Center be available around campus more providing maintenance and such.
- Answer:
  - Yes now that COVID restrictions have lived you will see the mobile Spoke available moving into the fall. You can do the repairs yourself or pay a mechanic to do those repairs for you.
- I know this is off-topic, but when do you expect the telework policy to be complete?
- Answer:
  - Meeting first week in June for finalizing.
  - Tammy provided an update on teleworking policy in our CPC Committee Chair meeting yesterday, should be by July/August. The teleworking form is being built right now
- Meg: Do you think that looking at attainable housing is important. A lot of State Classified folks work on campus and need to be able to jump in a car. Also not everyone works 9-5PM. Would be great to connect with those folks and the housing task force. Connect with Debbie Mayer about getting folks into housing in Fort Collins so that they can access some of these other options.
- Answer:
  - This might be an additional conversation/meeting – we can map this and do map this
  - State Classified employees are the lowest number in Fort Collins - 45% of our employees live in Fort Collins
    - The amount of employees in Fort Collins has dropped
    - Affordable housing and CSU sited housing we are at that table – very attractive
    - Timberline property on route 6 comes straight to CSU and we see folks using that
      - We want to make sure we're leveraging the existing transportation.
  - If you live outside Fort Collins we would like to hear from you to determine some other options on how to get folks to campus.
    - Do we need to focus more on Flex route or Poudre express to get folks in an affordable way?
- If you would like to provide written comment or more feedback it would be greatly appreciated.
- Meg: Thank you for your time today and we would love to continue this conversation as it continues to move along! Affordable transit is very important to us so we would love to give you additional support and ideas.

## CPC Announcements and Updates

- [CPC End of Year Report](#)
  - Meg is working on CPC End of Year Report – Chairs and Vice Chairs will be sent the chair report from last year. Chairs and Vice Chairs have been asked to get together all that has been done this year.
    - We would like to have this done by June meeting so that we can approve and move forward, and highlight things that have happened.

- University Committee Assessment
  - CPC, APC and faculty council leadership started working with Janelle Beavers – VP for Strategic Initiatives
    - Assessment of university committees – trying to figure out what is going on with different committees or if some committees are active or have been merged
    - Did an audit – broke down to different categories, diversity, presidential commissions, etc.
  - We will hopefully meeting with the head of the committees soon to see what support is needed and membership they are looking for
    - Audit to see if there is CPC membership on some of these.
- Planning for the next fiscal year – CPC committees, university committees
  - CPC committees make sure that you have a good idea if you have a Chair or Vice Chair who is stepping out of CPC all together.
    - Make sure that you have someone who can act as liaison through the summer even if they are not sure they would like to stay on as Chair or Vice Chair.
    - We will be skipping a July meeting and doing an August retreat pending any changes at CSU (hopefully in person)
      - Seminar rooms in the alumni center
      - We are also exploring hybrid option access as well
        - Survey being sent out in June and July to ensure we are meeting work needs
  - Meg will be doing an Audit to see if you would like to continue on the University committees we currently have you listed as part of.
    - Working to make sure folks have the opportunity to sit on different committees.
- Financial Update – Adrian
  - \$85.00 for postage for the Employee Appreciation Board Orange Form
  - \$170.00 on Recognition Awards
  - \$246.00 on Employee appreciation coffee
  - \$10,000 on Asset Library – 16 laptops and laptop cases
    - We will be working on how to get this set up for employees
      - Application process
    - The library has offered to allow us to use their already established asset library.
  - \$6,000 left in the budget
    - We will have some other expenses coming through for some additional things
      - Blankets for Outstanding Achievement awards, Plaque made for Positive Action Awards, and another round of shipping for Employee Appreciation Board.
    - Since we have money leftover, we might be ordering more SWAG for some in person events hopefully happening this upcoming year.
      - Meg is pushing for t-shirt launcher to give out kush balls or something!
- HR Update – Robyn
  - Retirement Plans for State Classified
    - Additional ways to save and prepare for retirement
    - Different employee types – State Classified group contributes to PERA – defined benefit plan – guaranteed benefit
      - Provides you with income until the time of your death. – not very common anymore and these types of plans have been fading away. CSU

is very fortunate to have the opportunity to save for lifetime guarantee benefit plan

- We have folks who qualify for PERA understand State Classified, folks who had PERA and are moving into a role that does not contribute to PERA and have chosen to stay with PERA and continue to contribute, and we have not PERA eligible – Defined Contribution Plan (DCP) for all non PERA eligible folks.
- State Classified Employees – you might need an additional way/method to save for retirement – we have more than just the PERA options available.
  - Vendor: Voya – moving to Empower
    - Voya is directly connected with PERA – can sign up for savings plans on PERA website
  - AIG (formally Valic) – partner with University
  - Fidelity Investment – partner with University
  - TIAA – partner with University
    - All three of these allow you to add to supplemental plans.
    - AIG, Fidelity, TIAA allow you to partner with them for additional supplemental plans
    - Defined Contribution Options for Supplemental Savings – High level summary - all allow you to defer compensation for retirement.
      - 403B - pretax
      - 457 – pre tax
      - 401K – pre tax
        - All the above are pre tax savings. These will reduce your annual income and will help reduce your taxes paid to the IRS annually. This is why its called deferred compensation.
        - Being put away and growing until ready to withdraw
        - This is a way to supplement your savings.
      - Roth – after tax contribution
        - Still be taxed on the dollars being taken from your paycheck but you can still save it to grow and help you save toward retirement as well.
    - There are different rules about when you can withdraw this money, or have an emergency situation and need to take a loan. There are allowable withdraws, but there are limitations on the withdraws you make and if you don't repay the loan there are penalties.
    - If you choose to take out money early their our penalties for early withdrawals and taxes.
    - 457 plan does not have penalty for early withdraw but will be taxed.
  - Roth option exists through Voya and through Fidelity and TIAA not sure about AIG.
    - 401K through Voya exists as does the 457 plan

- IRS limits annually – change every few years
  - The maximum amount you can contribute per year \$19,500 under age 50.
  - Around age 50 you can start to save more maximum \$26,000 per year.
- Not many people can do this but if you are really aggressive about saving toward retirement you can contribute double that amount in governmental employment if you have a 457 and any one of the other combinations 401K/403B. Not Roth – Roth is in a category of its own.
- Roth IRA – has a lower amount
  - 6000 annual max
  - 7000 annual max if you are over 50.
- This is a way to put money aside to retire at a particular time frame
- Sometimes the amount that you earn in retirement does not equal what you earned during employment
  - Individuals can rely on side accounts to supplement pay in retirement if you did not earn 100% return during your employment.
- There are a lot of ways to learn more – myHR has retirement specialists as part of benefits team and you can connect with PERA.
- Note: Moving forward with voluntary retirement incentive – will be hosting webinars in the upcoming weeks as well.

#### CPC Committee Reports:

- [Communications – Leah Bosch](#)
  - Working on next Communicator
    - Back to work resource heavy – you don't have to buy a full parking pass can look at options
    - Campus Rec is open again.
    - Hoping to get out Mid-June
  - Meg will probably have some additional information to add
    - PERA Townhall and possible future guidance
- [Employee Recognition – Nancy Cowley](#)
  - Planning Recognition Event happening next month
    - Meg has been heading this up getting everything all set up
  - In the process of finishing up Everyday Hero and getting that done
  - Outstanding Achievement Awards – will be shipped out
  - Positive Action Awards – will be shipped out
  - Promoting educational assistance award in the summer for the fall
    - This has been very successful this year.
  - Nancy took over as Chair for the rest of the year!
- [Legislative – Adrian MacDonald](#)
  - Governor signed the long bill which included the 3% raise for State Classified Employees
- [Employee Engagement and Experience - Meg Skeeahan/Alisha Zmuda](#)
  - Working on a wellness/resource fair – in person in August
    - Will probably still offer some hybrid options to folks whenever possible
    - Meg reached out to APC and they are interested in partnering and will be reaching out to Faculty council to see if they are interested
  - As we return to campus we will continue to track what we are allowed to do and how



- many folks we can have at events at a time and what rules we need to be following.
  - Looking forward to more direct engagement.
- A lot of overlap between Employee Engagement and Experience and some general CPC Employee Appreciation Recognition and the Employee Appreciation Recognition Board.
- Executive – Meg Skeehan
  - Going to move into new roles – Meg and Adrian are switching positions.
  - We will be skipping a July meeting
  - Hosting in person retreat on August 12<sup>th</sup>
  - Folks who will not be on CPC anymore we will be reaching out to you to make sure you get your address and get a special gift
  - Folks who are finishing 3 year term but coming back looking forward to seeing you in August and giving you a special gift.
  - We are trying to navigate virtual and hybrid meetings
  - Spent money on computers and will be moving forward with the asset library
    - This is for professional and personal development
  - Memorial Day – University Holiday
    - Thank you for everyone who is still working that day for everyone else I hope you enjoy your day off.

Meeting Adjourned – Thank you!

Dates to Remember:

- May 31 – Memorial Day, University Holiday
- June 17 – CPC Meeting. 1-2 Annual Recap and Recognition, 2-3 CPC regular meeting, possible budget update w/Lynn Johnson

## CPC Chair Report for June 2021

Where did the last three years go? Here I am, writing my final chair report for CPC, reflecting on the last three years, finishing an annual report unlike any other in CPC history... and I am just so full of gratitude. Thank you for all the CPC representatives, CSU employees, and administrators who gave me the chance to do some of the most meaningful work of my professional career. Representing State Classified employees in this role has been a true honor, and I hope that I have made a positive impact for years to come.



**CLASSIFIED  
PERSONNEL COUNCIL  
COLORADO STATE UNIVERSITY**

I am not going anywhere; CPC will continue to be a council I support and represent proudly on campus. I look forward to watching Adrian Macdonald take the helm of CPC, and how his leadership will guide CPC into the future. I hope that at the end of all of this, I have made folks feel seen, valued, and cared for – just know that I have felt supported and cared for over the last three years, which gave me the chance to do all the work I have done.

As for me, I am going to use my newfound free time after July 1 to continue taking classes towards my bachelors, continuing the work of planning the Wellness and Benefits fair in August with the Employee Engagement and Experience committee, and rolling out a Pronoun Statement campus wide. My work isn't done, and will never be done, so don't be surprised if you keep hearing my squeaky wheels on campus.

“Tell me, what is you plan to do with your one wild and precious life?” – Mary Oliver

– Meg Skeehan, CPC Chair for FY21.

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

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

- May 17 – CPC w/ Robyn Fergus
  - Retirement
    - Public education, we can double/triple down our retirement savings
    - Robyn will talk about PERA, 401k, 403b and/or 457 and double annual contributions
    - Roth IRA on top of it
    - Defined contribution plans (AP/Fac) are the only matching
  - COVID
    - Vaccine – we can't ASK people. Discouraging folks from making it regular conversation so that no one feels pressured to talk about it. Don't ask, don't share.
      - Disclosure form will be online eventually, only HR and OEO will know. HIPPA compliant. Contact tracing.

- Navigating moving forward. Temporary Work Adjustment pulled from HR site, but there will still be space for flexibility as needed – particularly folks who need to quarantine. Public health emergency leave – 80 hours per person. Admin leave. Other leave options.
  - Meetings – inclusive practice, hybrid approach.
    - Hybrid environment, how do we get maximum participation. Plan for both audiences
  - Teleworking Policy – there is a policy still in place, and there will be some changes. There will be a lot more detail and more official. We are shifting from temporary into a true hybrid
    - Some questions about state classified policy. Limitations around geographic boundaries.
    - Encouraging flexible situations
  - Hybrid – position, needs of the unit, criteria will need to be applied to each position based on what those needs are.
    - COB may have more technology, global programs, dean may be fine with a culture of office hours remote (faculty), office manager (less walk in traffic) vs Warner college where the same position might have more in person demands. It is all about the culture and needs of the college/department.
      - The type of work needs of the unit, check list of considerations before making permanent decisions.
      - Training and partnerships may also impact who is working remotely vs in person
      - Performance issues can also impact this
      - Holistic analysis of work performance, role, and needs
  - New employee orientation
    - COWINS 30 mins session before employee orientation
    - COWINS was invited to HDS safety, will need to ask for permission in the future (this is part of the employer agreement being drafted). If they are coming to a regular CPC meeting maybe not, but extra meeting time ask Robyn for approval.
- May 17 - CPC Committee Chair/Vice-Chair Meeting
  - A check in on CPC committees
- May 20 – CPC Monthly Meeting
- May 21 – APC/CPC/FC Chair and Vice Chair Meeting
  - Welcoming the new leadership of APC and CPC into the next year
- May 27 – CPC Employee Engagement and Experience Committee
  - Continuing planning of the Wellness and Benefits fair, we will send out the survey to potential partners
- June 2 – CPC Committee Chair and Vice Chair Meeting

- A check in on CPC committees, and the annual report segments for each committee
- June 3 – CPC/APC w/ Nik Olsen and Lynn Johnson
  - Brief check in on budget
  - Announcing the acquisition of the asset library computers for roll out in Fall
- June 4 – Wokforce Support
  - Check in on early retirements, and budget impacts going into the next fiscal year
- June 9 – CPC Communications Committee
  - Communicator planning
- June 9 – Assessment Group for Diversity Issues
  - Review of the survey as it stands
  - Review of demographics, and determining what the thresh-hold for n-count will be
  - Discussion on faculty ranking in relation to reporting
- June 10 – CPC Executive Committee
  - Discussion of the annual report
  - Discussion of FY22 planning
- June 15 – CPC Recognition Committee
  - Checking in on progress of everyday heroes, positive action award, and website updates
  - New Day in the Life article
  - Meg working on the PowerPoint and presentation for the recognition segment of the meeting on 6.17.2021

**Coming soon:**

- June 16 – CPC Committee Chair and Vice Chair Meeting
- June 17 – CPC Monthly Meeting
- June 18 – APC/CPC/FC Chair and Vice Chair Meeting
- June 21 – CPC w/ Robyn Fergus
- June 24 – CPC Employee Engagement and Experience Committee

Any questions? Let me know! – thanks ☺ – Meg  
 970-402-4663  
[Meg.skeehan@colostate.edu](mailto:Meg.skeehan@colostate.edu)

**To:** Joyce McConnell, President Colorado State University  
Lynn Johnson, Vice President for University Operations  
Robyn Fergus, Executive Director of Human Resources



**CLASSIFIED  
PERSONNEL COUNCIL**  
COLORADO STATE UNIVERSITY

**From:** Meg Skeehan, Chair, Classified Personnel Council

**Date:** June 2021

**Re:** FY21 Annual Report – Classified Personnel Council

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The Colorado State University Classified Personnel Council (CPC) was proud to contribute to the continued practice of shared governance at CSU during FY21. This summary report is intended to highlight the FY21 CPC activities and accomplishments, as well as highlighting some continuing efforts for the FY22 Council.

**About the Council:**

Representing ~1,800 State Classified employees, the Council began FY21 with a membership of 28 representatives, and two ex-officio members: Bob Schur, Executive Director – Policy, Risk & Environmental Programs, and Robyn Fergus – Executive Director of Human Resources. In September 2020, Magedeline Hall (College of Liberal Arts) left the university, and Rachel McKinney (VP of Diversity) took on the role of Secretary. We also lost Tammy Hunt (VP of University Operations, to a change from State Classified to an AP position), Kathy Dahlin (HDS – Dining), and Chuck Richards (CSU PD, left the university) in the fall semester. Two vacancies were filled in special elections by Brian James (CSU PD), and Abby Hanouw (the Registrar’s Office). Kristin Stephens left the university at the end of December 2020 after winning her election to be a Larimer County Commissioner and Lourdes Zavala (the Access Center) rejoined the CPC filling Kristin’s open representative seat. We then lost Rachel McKinney (VP of Diversity) who left the university in February 2021, who was replaced by Alisha Zmuda (Student Disability Center) as secretary. Laura Snowwhite (BUFIN) stepped down from her representative position in February 2021, and Anselma Lopez (VP of Enrollment and Access) left the university. Dustin Pothour (Facilities Management) left the university in June of 2021, leaving us with a final total of 23 members as of June 2021.

CPC representatives and volunteers came from 14 different university departments including: ACNS, the Access Center, Business & Financial Services, Campus Recreation, Chemistry, the College of Liberal Arts, the College of Business, the CSU Police Department, CVMBS, EHS, Extension Offices, Facilities Management, Housing & Dining (Dining and Operations Management), the Health Network, the LSC, the Registrar’s Office, Statistics, Student Disability Center, VP for Diversity office, VP for Enrollment and Access, and the VP for University Operations.

We suffered many losses to our membership, but I am incredibly grateful for the individuals that participated in special elections to help fill some of our membership losses. And I am extremely grateful to have had volunteers, twice, to step into the role of the Secretary position in our executive committee as we lost talent from our council and university.

### **Innovation and New Challenges:**

In a year unlike any other, we were challenged to work in new and unique ways. We could not hold in-person meetings, and 80% of our council was working from home through the 2020-2021 academic year. The council met via Microsoft Teams due to the COVID-19 Pandemic . Our annual planning retreat was on July 28<sup>th</sup>, featuring keynote speaker Victor Wooten, a world class musician, record producer, educator, and five-time Grammy-winner and founding member of Bela Fleck and the Flecktones. While we had to navigate building community and planning for the unknown in a virtual space, we had a successful launch to our year and found our stride as we continued to adapt to new work realities.

- In August, some CPC representatives were able to sign up for School is Cool hours, a volunteer event we love participating in annually.
- We worked with APC, FC, and Institutional Research to develop a COVID Pulse Survey – results of which are summarized in an executive summary attached.
- We worked with CSU Events, the Administrative Professional Council, Faculty Council, and the Employee Appreciation board to host two employee appreciation events, one in the fall and one in the spring, where CSU employees could go to any Human Bean in Northern Colorado and get a free beverage (the spring event included two cafés on campus).
- While we were not able to hold in person appreciation events, we were able to partner with Mugs on the Oval to set up a special CPC member appreciation day on February 16, 2021.

### **CPC Committees:**

Much of the work and the many contributions of CPC representatives happens through participation in committees. The CPC has five standing committees: Communications, Employee Engagement and Experience, Employee Recognition, Legislative, and the Executive.

The CSU practice of shared governance additionally allows CPC representatives to serve on many University committees, initiatives, and ad hoc groups – serving the interests and as the voice of our State Classified colleagues. This year, there was a significant pause in university committee work initially, as things settled in the wake of the national shut down. There were several groups that continued to move work forward, and some new groups were initiated to navigate the unknowns. Committees, groups, and commissions where CPC members participated include: University Benefits, COVID Recovery – Workforce (new – May 2020), Assessment for Diversity Issues, Committee on Strategic and Financial Planning, President’s Council on Culture, Commission on Diversity and Inclusion, Campus Bicycle Committee, Commitment to Campus Advisory Committee, Employee Appreciation Board, Employee Hardship Loan Fund Committee, Housing Task Force (restarting June 2021), Trans and Non-Binary Support, Professional Development Award Committee, President’s Task Force on Campus, President’s Sustainability Commission, Physical Development Committee, Community and Personal Safety (New August 2020), the Housing Task Force (beginning June 2021) ,and the Leave Bank Committee. Our council, along with APC and FC have partnered with Janelle Beavers to review a list of working university and presidential committees and commissions to

assess effectiveness, potential for cross collaboration, and to identify areas where support may be needed to make the work more effective across campus.

A new effort initiated this year by Vice-Chair, Jim Abraham, was to have regular bi-weekly meetings with all chairs and vice-chairs of the CPC committees to have discussions on our work, providing a space for collaboration and future planning. These meetings helped our committees work together and gather additional information and insight to help one another through the last year.

### **Communications:**

The Communications Committee is charged with developing ways to disseminate information about the Council and pertinent information to State Classified employees. For FY21, the committee was Chaired by Leah Bosch and Vice-chair was Rachel McKinney (who left CSU in February 2021). The committee met eleven times and conducted most of the work via email. Accomplishments for FY21 included:

- Five issues of the CPC Communicator were sent to 450+ self-subscribed campus employees – highlighting important campus opportunities, news, and events
- CSU Life – six articles about CPC and issues relevant to State Classified employees. These articles were also published in the SOURCE
- SOURCE – six additional articles authored/co-authored by committee members (and/or external relations staff) about CPC and our Council activities
- The communications team launched a Facebook page to quickly and easily share information to state classified personnel. With an average of 1-2 postings per week, the page currently has 94 followers and growing.

The Communications Committee included Kristin Berthold, Leah Bosch, Eva Hybiak, Rachel McKinney, Dustin Pothour

### **Employee Engagement and Experience:**

The Employee Engagement and Experience Committee researches, suggests, plans, executes, evaluates, and reviews Council outreach events, and the Council's involvement with University events and service projects that increase the visibility of the Council to State Classified employees and enhance the employee experience at CSU. For FY21, the committee was chaired by Meg Skeehan and Laura Snowwhite (who left CPC February 2021) and Vice-chairs Amber Lobato and Alisha Zmuda. Accomplishments for FY21 included:

- Updated Mission and Vision for the committee and began exploring how Employee Engagement and Experience can adapt to a virtual, hybrid, and in person model.
- Began planning a Mindfulness and Resource fair for State Classified Employees for Summer of 2021.
- Employee Appreciation Day - With the move to a virtual campus, we needed to shift the event to a virtual setting. EEE and CPC helped fund an event where personnel could

participate, but not gather. We chose to partner with the Human Bean Café as well as the LSC to sponsor a free coffee day event. CSU employees could pick up a 20oz coffee from the Human Bean or two cafés on campus.

- This event is rooted in an Employee Appreciation Event first organized in 2010 by CPC, which was hosted in the Trial Garden by the University Center of the Arts. Starting in 2016, the CPC Employee Appreciation Event was merged with a community Ice Cream Social (which was also the same day as a Lagoon Concert Series), partnering with CSU Events. Over the next 3 years, this event had grown thanks to the collaboration of CSU Events, APC, CPC, FC and the Employee Appreciation Board, in addition to the generous funding from the Vice President of University Operations, Lynn Johnson.
- The chair of CPC, Meg Skeehan, continued to participate in outreach and other training events virtually (both live and recorded), partnering with Housing and Dining Services and Facilities Management to host a total of 4 sessions through the year.
- We coordinated with Canvas Credit Union to continue the financial literacy courses via virtual event through the year
- We assisted in planning of the January CPC team building event held virtually during our normal meeting time
- We provided mini-grants to retirees in HDS – Facilities to host a small gathering celebrating their retirement

The Employee Engagement and Experience committee included Emma Chavez (volunteer), Emily Farrenkopf, Joseph Gallegos, Abby Hanouw, Tammy Hunt, Valerie Lewis, Amber Lobato, Kate Sherman, Meg Skeehan, Laura Snowwhite (who left CPC February 2021) Lourdes Zavala, and Alisha Zmuda.

### **Employee Recognition:**

This CPC committee, Chaired by Anselma Lopez (July 2020 – April 2021) and Vice-chair Nancy Cowley (who stepped up into chair in April 2021), manages four special awards created by the CPC that are exclusive to State Classified employees. This year, the committee has focused on making the Educational Assistance Award more accessible to employees. The Educational Assistance Award is funded by an anonymous donor whose intent is to improve educational opportunities for State Classified Employees. The Employee Recognition Committee strives to meet the charge intended by the donor. The ERC also rolled out a new communication project with articles called “Day in the Life” spotlighting positions and work groups across campus to that show the diverse responsibilities, duties, and stories of CSU’s State Classified Employees. The “Day in the Life” article was created and led by Julia Innes. Additionally, this committee was able to partner with the LSC and HDS to present recipients of the Everyday Hero Awards with coffee and lunch vouchers. During FY21, CPC recognized:

- Five (5) – Outstanding Achievement Awardees (this award was first given in 1976, and now includes a \$1,000 award and recognition at Celebrate! CSU, these awards are funded by the VPUO)
- Two (2) – Positive Action Awardees



- Sixteen (16) – Everyday Hero Awardees
- Nine (9) – Educational Assistance Awardees, (\$500 per award given to help State Classified employees further their education or professional development) made possible through a donor funded account
- Six (6) Day in the Life articles (published on SOURCE)

Recipients of these awards were:

OAA: Courtney Hensel, Kathy Krell, Kevin Nolan, Sandra Dailey, Jan Lee Cordova

PAA: Lory Student Center Custodial Staff, and Residential Dining Services

EHA: Janet Porter, Lynsey Bosch, Paul Knowles, Simone Listmann, Kayde Low, Keith Abercrombie, Julie Sinkovitz, Charla Waity, Albert Cones, Carina Pfenning, Linda Crawford-Burns, Terry Adams, Mike Shortall, Kristi Buffington, Kathy Krell, Dottie Cartrite

EAA: Fall – Stacey Baumgarn, Sonjia Graham, Lani Williams, Matthew Whitehead, Mike Broadbent. Spring – Melanie Anderson, Ellen Audley, Anselma Lopez, Lori Williams

Day in the Life: Steve McCarthy, Alisha Zmuda, Sarah Istre, Stephanie Freier, HDS Facilities-Dining Maintenance, FM Space and Mapping

More information about CPC awards can be found here: <https://cpc.colostate.edu/annual-cpc-awards/>

The Recognition Committee included Anselma Lopez, Nancy Cowley, Julia Innes, Brian James, Meg Skeehan, and Stacey Baumgarn.

### **Legislative:**

Chaired by Adrian Macdonald, and Vice-chaired by Wayne Hall - the CPC Legislative Committee began the year with several attempts to connect with Colorado WINS, the union that gained bargaining rights to represent all State Classified worker in collective bargaining negotiations with the State of Colorado. COWINS gained the rights to bargain on behalf of state employees through the Colorado Partnership for Quality Jobs and Services Act that was signed into law in June of 2020.

In February, the Committee organized a meeting with State Senator Joann Ginal and State Representatives Cathy Kipp and Jeni Arndt over Zoom. CPC used this meeting to continue the discussion on expanding leave benefits, discuss the possibility of raises and gather information about Colorado WINS and the collective bargaining process. The Reps informed us that the most effective way to realize our requests is to work with Colorado WINS and they were able to connect us with a representative.

The Legislative Committee then organized a few meetings with Colorado WINS representatives to learn about the Union, how the collective bargaining process would work, and to explore how the relationship with CPC could work. After initially running into conflict about the lack of communication during the Fall, the Committee learned that the Union had many of the same goals as the CPC when it came to raises, leave benefits and working conditions. We also learned

about the various groups and procedures that would lead to a new collective bargaining contract in the Fall of 2021 and other benefits of Union membership.

Representative Jeni Arndt's election to the Mayor's Office of Fort Collins resulted in Andrew Boesenecker being appointed to her seat in the Colorado House of Representatives. The Committee initiated contact with him and shared the data we had collected on leave benefits. We hope to meet with Representative Boesnecker, Senator Ginal and Representative Kipp in the summer after the legislative session ends.

Also of note was the 3% cost of living pay increase that was approved within the Long Bill. There was no CPC member trip to Denver this year due to COVID-19.

The Legislative Committee included Adrian Macdonald, Wayne Hall, Jim Abraham, Brian Gilbert, and Brian James.

### **Executive:**

The Executive Committee is comprised of the four CPC officers: Meg Skeehan – Chair; Jim Abraham – Vice-chair; Magdeline Hall/Rachel McKinney/Alisha Zmuda– Secretary; and Adrian Macdonald– Treasurer. The Executive Committee meets monthly to plan and review the next meeting agenda and to track and manage the work of the Council and our committees. Magdeline Hall started the FY21 year as secretary before leaving the university in September 2020, Rachel McKinney stepped in and was secretary until leaving the university in February 2021, and a big thank you to Alisha Zmuda for stepping in as our secretary for the remainder of the year. Moving into FY22, our leadership team will be: Adrian Macdonald – Chair; Jim Abraham – Vice-Chair; Alisha Zmuda – Secretary; Meg Skeehan – Treasurer.

Our group worked hard over the last year navigating losses to our council and navigating the virtual conditions. The Executive committee focused on the following:

- Coordinating with CSU HR on the transitions through the COVID-19 pandemic response, particularly related to state and federal leave and work changes
- Employee recognition and professional development opportunities
- Connecting employees to campus and community resources
- Planning and executing a diverse group of guest speakers on various topics that are pertinent to the work of CPC throughout the year
- Continued tracking of the CSU budgeting process
- Policies affecting all CSU employees
- Meeting with COWINS to determine their priorities and efforts in the state collective bargaining process and to determine the reason for a lack of communication to CSU employees on collective bargaining

The Chair and Vice- Chair met regularly throughout the year with: Lynn Johnson, the Vice President for University Operations; Nik Olsen, President's Office; Robyn Fergus, Executive Director CSU HR; Sue Doe and Ruth Hufbauer, Chair and Vice-chair of Faculty Council

(respectively); Catherine Douras and Tori Anderson, Chair and Vice-chair (respectively) of the Administrative Professional Council; Jenelle Beavers, VP of Strategic Initiatives; and, on a few occasions, direct conversations with Provost, Mary Pedersen, and CSU President, Joyce McConnell.

### **Additional Efforts:**

#### **Asset Library – Acquisition of Laptops and Cases**

With a planned roll out for FY22, the CPC spent \$9,857.45 of our budget in FY21 to acquire 16 laptops and cases, to establish an asset library for State Classified employees at CSU. We will work through the summer to determine an application process, partnering with Facilities Management and Housing & Dining Services to assist in identifying levels of need and rolling out a bilingual application process that will also include some responsibility to attend basic computer classes at the Morgan Library.

#### **In conclusion:**

The mission of the Classified Personnel Council is to promote, improve and protect the role of State Classified employees within the University system. The most effective means to accomplishing this mission is to maintain active participation in shared governance at CSU. The University depends on the CPC to represent State Classified perspectives, ideas and concerns in University planning and decision-making. Moreover, State Classified employees also depend on the CPC to be a strong advocate and ensure their voices are invited, heard, appreciated, valued, and included.

In FY22, CPC will continue efforts and involvement with ongoing Council and University committees focusing on campus initiatives, especially in response to the recovery from the COVID-19 pandemic. CPC must continue to represent the needs of State Classified employees at CSU, focusing on wages and on medical and leave benefits. As well, the CPC needs to navigate new connections at the state level and with the new State Classified union COWINS

Too many CSU State Classified employees find themselves unable to achieve financial independence due to wage stagnation and increased cost of living and benefits. The ongoing issue of lower than market wages is an underlying and exacerbating aspect of our State Classified employees' job satisfaction, livelihood, health, and overall well-being. State wages must improve to allow CSU and State Classified employees to remain competitive in the work force – attracting and retaining the best talent available, and we cannot let the prior economic downturns in the last 20 years be an excuse for not keeping pace with the rising costs of living. We are losing talented and dedicated employees at CSU, reflected in our losses of CPC representatives and invested employees in FY21 who left the university, and we will struggle to attract and retain new employees as we begin the process of replacing positions open due to retirement.

Leave benefits for State Classified employees continue to highlight the lack of equity on our

campus as we accrue considerably less leave than our AP and Faculty counterparts. With the loss of COVID-19 leave options, it may require State Classified employees to use a great deal of their leave accumulated if they or their family members become ill, or default into leave without pay options.

In addition, the Council will provide input toward issues such as (but not limited to):

- Identifying the impacts of House Bill 20-1153 – Colorado Partnership for Quality Jobs and Services Act across the state, but particularly at CSU
- Continue coordinating with CSU HR and State of Colorado DHR and DPA toward a transition from a 3-point rating scale to a 5-point scale for State Classified evaluations. Continue working with CSU HR on developing a comprehensive performance management philosophy at CSU and as well, push for the addition of service work on campus to be considered in evaluations as a benefit, not a hinderance.
- Track and review assessment of the roll out of the new Teleworking Policy and identify opportunities for cultural shifts of supervision and employee management.
- Continue to push for expanded leave benefits, particularly sick leave accrual at the state level.
- Identifying employee recognition and professional development opportunities that are modified to meet the public health guidelines.
- Connecting employees to campus and community resources through in person and virtual modes.
- Continued involvement with the CSU budgeting process, helping identify shortfalls and inequities in professional and personal development due to tighter budgets.
- Focus on diverse recruitment of CPC representatives and increasing the knowledge of and exposure to DEI trainings and philosophies. To not only bring in diverse voices, but to foster a space that is inclusive and does not perpetuate harm of our most vulnerable employees.

Since 1972, our Council members have represented the best of CSU – committed, dedicated, and caring – and they are ready to work and to contribute to the continuous improvement of Colorado State University. The FY21 year was unlike any other in our history, but the Classified Personnel Council persevered, like the rest of our campus, in continuing work that makes a difference for State Classified employees.

Prepared by Meg Skeehan, Chair

Approved for submittal by a vote of the Classified Personnel Council on XXX

**From:** [CPC Website](#)  
**To:** [CSU CPC](#)  
**Subject:** New submission from University Committee Report Form  
**Date:** Monday, June 14, 2021 1:27:59 PM

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**University Committee Name:**

Administrative Professional Council (APC)

**Date of Meeting:**

06/14/2021

**Name of CPC Representative**

Julia Innes

**Email of CPC representative**

[Julia.Innes@colostate.edu](mailto:Julia.Innes@colostate.edu)

**Meeting Highlights Pertinent to CPC and SC employees:**

The chair of the Retirement Plan Review Committee, Joseph DiVerdi, gave an update to APC. History: CO-PERA was established in 1931 by the Colorado General Assembly before the social security act was signed into law in 1935. State legislation authorized higher education institutions to have Defined Contribution retirement Plans (DCP) beginning in the 1990s. This is the first time in 30 years that CSU is looking at the original retirement plans that were set up in the 90s for employees to see if they still make sense and are effective. The 401(a) DCP investment menu offers 359 investment options and the 403(b) Plan investment menu offers 390 investment options – across AIG, Fidelity, and TIAA. This committee will be meeting over the summer. In fall 2021 the committee will make a series of recommendations to VPUO. To learn more, go to: <https://hr.colostate.edu/retirement-plans-review/>

APC inquired about a seat on the Board of Governors like Faculty Council has. They learned that to have a seat on BOG would require a change in CO law. It's not something CSU can just decide on its own. The Exec. Committee plans to keep this option on their radar for the coming year.

The rest of the meeting consisted of end of the year report outs from their committees. For example, the Equity and Social Justice group started to assess AP awareness of equity and inclusion issues to help shape their goals for the year. They reached out to VPD about potential training. They also focused on equity between councils with the other employee councils (CPC, Faculty Council).

APC ended by reflecting on what worked well this last year and what needed changes. Looking ahead to the fall, they discussed how to possibly hold hybrid APC meetings for in-person and remote workers. In the coming year, plan to consider how to highlight different units across campus to learn more about each other, how to standardize AP evaluations, and how to highlight CSU benefits so APC knows more about what their benefits are and how to use them.

**Do you wish to provide a verbal update at the next regular CPC meeting?**

No

**Next Meeting:**

August 2021 (date TBD) - the APC retreat

**Link for more information about this University Committee:**

<https://ap.colostate.edu/>

Sent From: Classified Personnel Council - <https://cpc.colostate.edu>