

Classified Personnel Council Meeting
Thursday May 20, 2021 1:00pm-3:00pm
FY21 Regular Monthly Meeting
Microsoft Teams



**CLASSIFIED
PERSONNEL COUNCIL
COLORADO STATE UNIVERSITY**

Agenda

Call-to-Order

- Approval of CPC 4.23.2021 Meeting Minutes

Guest Presenters: PERA, Jeff Sprole

Guest Presenters: Vision Zero, Aaron Fodge and Erika Benti

CPC Announcements and Updates

- CPC End of Year Report
- University Committee Assessment
- 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 Skeehan/Alisha Zmuda
- Executive – Meg Skeehan

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

Classified Personnel Council Meeting
Thursday April 23rd, 2021 1:00pm – 3:00pm
FY21 Regular Monthly Meeting
Microsoft Teams



**CLASSIFIED
PERSONNEL COUNCIL**
COLORADO STATE UNIVERSITY

Attendance:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Jim Abraham, Environmental Health Service | <input checked="" 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 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 type="checkbox"/> Anselma Lopez, VP for Enrollment Acc. |
| <input 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 Skeehan, Dept of Accounting |
| <input type="checkbox"/> Abby Hanouw, Registrar's Office | <input checked="" type="checkbox"/> Lourdes Zavala, Access Center |
| <input 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 checked="" type="checkbox"/> Catherine Douras, APC Chair | <input checked="" type="checkbox"/> Sue James |
| <input type="checkbox"/> Sue Doe, Faculty Council Chair | <input checked="" type="checkbox"/> Emily Wilmsen |
| <input checked="" type="checkbox"/> Shannon Boepple, APC Representative | <input checked="" type="checkbox"/> Berry Braun |
| <input checked="" type="checkbox"/> Robyn Fergus, Human Resources | <input checked="" type="checkbox"/> Janelle Beavers |
| <input type="checkbox"/> Peggy Stoltenberg | <input checked="" type="checkbox"/> Jeff Dodge |
| <input checked="" type="checkbox"/> Chrissy Charny | |

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

Classified Personnel Council Meeting
Thursday April 23rd, 2021 1:00pm – 3:00pm
FY21 Regular Monthly Meeting
Microsoft Teams



CLASSIFIED
PERSONNEL COUNCIL
COLORADO STATE UNIVERSITY

Agenda

Call-to-Order

- Approval of CPC 3.18.2021 Meeting Minutes
 - Stacey moves to approve meeting minutes. Adrian Seconds. Minutes are approved by Teams silence.

Guest Presenters: President's Council on Culture

- Members of the President's Council on Culture: Sue James, Janelle Beavers, Emily Wilmsen, Catherine Douras, Berry Braun, Wayne Hall
 - Introductions:
 - Sue James: Vice Provost for Faculty affairs. (Co-Chairing President's Council on Culture)
 - Come from Engineering as an assistant Professor of Mechanical Engineering.
 - Co-Chairing Council since 2019
 - Want to talk to you and tell you a little about what PCC does and what we can work with SC personnel on and answer any questions that you have.
 - Wayne Hall: CPC member and part of the PCC
 - Excited that able to join and provide information and receive information
 - Catherine Douras – Chair of Administrative Professional Council
 - Been with the PCC for about a year and a half.
 - Work in office of Sponsor Programs
 - Emily Wilmsen
 - Communication and Marketing Director for the Walter Scott Junior College of Engineering
 - Excited to hear what you have to say about culture and looking forward to the conversation
- Presidents Council on Culture
 - Definition of culture vs climate
 - Climate: perceptions people have within a culture
 - CSU – perception each individual employee or student perceives at CSU
 - Measure this with Climate Surveys
 - Culture: More about the values belief, behavior norms, unwritten rules, stories about the organization that measure over time
 - Harder to measure and much harder to change – what you have to change to improve climate
 - After multiple climate surveys and culture studies at CSU and congruence of

- other feedback – Tony Frank convened the PPC in January 2019
 - Assess and improve the culture at CSU
 - DEI is not the only thing we are focused on – bigger than just DEI
 - Between Presidential transitions and COVID PCC was delayed and slowed down
 - Janelle Beavers – just joined CSU job is around organizational culture and how to improve it
 - Examples:
 - Cultural Imperatives
 - Improve and cultivate a culture of trust
 - Particularly between groups, students and the admin, staff and faculty
 - Eliminating Inequities
 - Work together to look at culture and innovate and do new things
 - Address top work related stressors
 - Low salary
 - High work load
 - Lack of promotion pathways
 - Work life balance
 - Email overload
 - Lack of budget and resources
 - Prior to COVID PCC was getting ready to embark on SC listening tour
 - Feedback from SC and need to learn from SC employees
 - Go out to where they work and get feedback
 - This had just started when the campus closed down
 - Things we know
 - Decentralized
 - The culture that you experience in one unit could be very different than in another unit
 - State Classified Employee culture might be very different than the Faculty
 - Want to eliminate hierarchy
 - Group vs group mentality
 - Want everyone to be a CSU employee no matter what bucket you fall into.
 - What are culture and/or climate that are most important to you
 - These might change depending on the unit you are in
 - How should we do the SC employee conversation?
- Comments/Questions
 - Meg: A really good way to get outreach to State Classified Employees is to partner with different units when they are doing training sessions
 - Employees will be dedicated to specific period and times
 - Not sure what this looks like moving forward – Housing and Dining did most of their training in January virtually, facilities not sure how they are handling training.
 - Leah: How will you be going around to employees? Have had something happen similar to this in department and had folks come up and discuss issues, but a lot of people

didn't show up because a lot of folks were nervous about stepping on toes or saying anything bad in fear of retaliation? How would you could about having that conversation and learning about what folks are encountering?

- Answer:
 - Trying to figure this out
 - Fear of retaliation is very real and significant
 - Going to a training session works, but if a supervisor is there will you get the same feedback if they are not there
 - Wayne might get better feedback than Sue – power dynamics
 - We know that people are worried
 - Confidentiality – climate survey is completely confidential
 - PPC website does have a place to put down information confidentially. If you would like a response please put your name down
 - PCC is made up SC, AP, Faculty, and Admin
 - Sue is our ADMIN person
 - This is the President's council on culture so we do answer to President McConnell.
 - We are really committed to getting to issues that inhibit are culture and don't allow for a healthy culture.
 - Getting names is not the interest but rather finding what issues we can change short term or long term.
- Leah : Are you planning on doing focus groups? How are you planning on reaching everyone? Not everyone is on campus? – Folks are everywhere and spread out.
- Answer:
 - Part of why we are here because trying to connect with State Classified employees is more challenging than connecting with faculty – not sure if we are actually driving to the Western Slope (Emily will), but might be virtual
 - Might be in person but might be virtual
 - Focus groups – Julia's comment about focus groups "in person peer facilitated without supervisors."
 - We did a culture study around women faculty in particular where we hired someone to make sure we could maintain confidentiality, run focus groups, have folks feel like they can participate.
- Leah: Will this be mandatory or voluntary?
- Answer:
 - Not mandatory at all this is all voluntary
 - Desire is to want people to engage with us and make some differences with the feedback we get so that people see change
 - Discussion: how do we get one group of employees instead of SC, AP, and Faculty – might be an opportunity with COVID
 - The impact on COVID has been very different for SC compared to Faculty
 - Have conversations to try and breakdown barriers
 - If you have little kids at home the impact has been very different than if you don't have little kids at home
 - Most Faculty do not know what happens in a day for SC employees and vise versa.
- Leah: What about those wallflowers that are to nervous to speak up?

- Answer:
 - PCC website and submit an anonymous email
 - Culture surveys – but you can't get culture out of a survey
 - Focus groups
 - Observers: embed folks in spaces.
 - How do you look at culture – put folks in spaces to live and experience the culture of different groups
- Stacey: The comment Sue just made has changed what I was going to say a little bit. Similar to concept of survey fatigue, we have done so many surveys and we know what the problems are, and similar focus groups/listening session, don't we have that with focus groups as well? In theory it sounds great, and really? Why are we still asking what the problem is? Why is this listening session going to be different and what will this listening session make anything change? Different approaches and rationales – could also equally retract your statement
- Answer:
 - Emily: Totally agree and totally get it. It takes a village
 - Social norming campaign to reach students on campus – (directed at students) marketing campaign is done in such a way that is a little off brand, eye catching, and definitely has made it possible for us to make it to spring break (94% adhering to social distancing policies and wearing masks)
 - An example of reaching people where we are at
 - We would hope to reach faculty and staff in a similar way we reached students – particularly SC and AP
 - Really reach out towards state classified and admin pro
 - We may get to some ideas through many different ways
 - Clever ideas that we can have folks submit feedback in a variety of ways
 - Keep sending ideas – colorful campaign that would actually get some input.
 - Emily would like to know your ideas about how to get input
 - How do we draw people in, and get someone to participate?
 - Sue: Barry Brone – we know what the problems are why can't we start making changes.
 - We know least about SC issues because we hear the least from the State classified employees and hear more from AP and most from faculty
 - Housing and Dining and facilities has been fed back up from folks – PCC reaching out for advice
 - We can learn more from state classified
 - What we do know
 - Work stressors
 - Low salary – let's go ahead and give raises to the lowest paid people on campus even though no one else is getting a raise and lets cut the top 10 percent
 - This is driving things that we are doing
 - Hierarchy – haven't put an action plan into place yet
 - Let's see everyone as CSU employees and stop the

conversation of a caste system.

- Stacey: Appreciate this when thinking about some of those big challenges: DEI initiatives
 - BLM
 - Wage Inequality whether in Classifications/AP/Gender
 - These are issues that have existed and continue to exist
 - When we deliver specific solutions and things that we can solve
 - We have written letters about living wage about reviewing it to see where we are at – crickets, no one will respond to a letter or an email about even considering it
 - When you can hold up some of these examples and actual achievements and progress towards big problems that we know and acknowledge exist that's where we start to get trust and buy in.
- Answer:
 - Sue completely agrees – would like to see the letter.
- Meg: Hierarchy and positionality disrupts the culture – Try instead to say employees instead of Faculty, AP or SC. We are all employees of CSU and without us CSU is not able to operate and do what CSU does. Over the next decade we will start to see a new work force move in and be very opposed to hierarchal structures and caste system. There is structurally a caste system because SC have different benefits and guidelines from the state, and we are trying to make some changes but CSU (historically) is not helping rock that boat because they are risk adverse. It would be great if there wasn't a disparity in pay. There will always be different pay levels and wages, but we really need to look at cost of living again, and SC employees receive significantly less leave and less flexibility in work environments. Structural issues there.
 - Teleworking will be not be avliable to everyone until drones are possible, and when we say Teleworking is available for everyone we really need to look at that and ask is that true.
- Answer:
 - Sue: Good point, we always say “well there is nothing we can do the state is controlling all of this”, in reality there is. With new administration there is room for something more. PCC can lobby CSU about living wage and be a liaison for other issues. PCC can go ahead and act as a liaison push information up to the administration.
- Meg: Would like to see CPC and APC have a seat on the board of governors. Would also like to see more structural support, Catherine and I are both chairs of councils and still have to do our full time jobs and make everything else happen. Faculty chair gets course buyouts, gets an office. Would like to look at what are the barriers that hold back none faculty employees from progressing the work (want to be a squeaky wheel, but still have to do 40 hours in the day job.)
- Answer:
 - Great action item
- Jim: Exact same thing about board of governors. More representation of our CPC members on committee across campus. Everyone who sits on this council is volunteering their time. Allowing them to be on more committees would be a big step forward so that we are advocating for SC employees on those committee will be a big step forward.
- Jim: Shifting gears a little bit, 1-3 rating scale on performance evals. This has been a sticking point for more than a decade. When this rating system first started can't give

out too many 3s – this has changed, but the culture has stuck and has not really changed for people who are doing the work. Need to give a 2 this time because we can't give out too many 3s. This flies in the face with everyone is doing more with less. Everyone is doing the work of 7-8 people with 5 people and how is everyone not rated a 3. Why should this even matter. This paper performance scale has been an issue for quite some time. AP are getting a different scale or don't have anything while SC have to be in a meeting where they are told they are almost going to get fired, doing okay/average, or walking on water. This system needs to change. Maybe getting administration to push legislators to get behind this on a state level.

- Hard to rate anyone in the that 1-3 scale.
- Jim: Administration could advocate a for more equity with the state of Colorado around Leave.
 - CPC has done an extensive review of Leave between SC and AP
 - SC gets significantly less
 - 49th out of 50 for sick leave for SC – almost dead last
 - At the bottom as far as annual leave as well.
 - Having admin go to the state for us would be huge and we have data showing this and we have done an exhaustive review of this data
- Answer:
 - Sue: would love to see data and we would like to know who that data was sent to before.
 - Does the data also show leave for dependent care or family leave?
 - Answer: Jim
 - No we were mostly searching websites for each information
 - Really focused on sick leave and annual leave.
 - Sent information to Classified liaison council (statewide), Department of Personel Administration of the State, COWINS, Diana, Robyn, Lynn, shared to elected officials as well.
 - Sue: If you are going to send data send to PCC website inbox so they don't get lost in Sue's email.
 - Catherine: There is not a consistent evaluation process across the University. AP does not have any standardize evaluation.
 - Overall standardizing evaluations across the campus would be a good thing to allow folks to feel valued, heard, and seen.
 - Lourdes: Classified Council helped created supervisor training program a few years ago. Important because a lot of this directly related to SC and how to supervise individuals. Training and Development were very helpful in creating trainings, but as employees we are not able to see which supervisors have gone through that training, this has been rather disheartening
 - We are not seeing what happened as a result of those efforts
 - Answer:
 - Follow up with Marsha Benedetti to have that data
 - We sort of do have that information, but it sounds like its more difficult to collect than we initially thought
 - AP has been already started to ask about this and we will continue to ask about this.
 - Emily:

- How you get the word out to people – University communicators are working on improving internal communication
 - Out of email and out of Source
 - There is a huge volume of information and we are having a hard time getting it out.
 - Something similar to what the pandemic communications team is currently sending out – newsletter with a few bullets
 - This is something that is being discussed.
- Meg: Communication is one of the hardest things for SC many SC don't know they have a CSU email or that they don't have access to CSU email. Not as easy as giving computer to people, but its also making sure folks have the knowledge to access.
 - Meg agrees fewer emails would be helpful.
 - Source and communication – so much to be constantly celebrating
 - Drinking through a fire hose.
 - Meg has an Intranet in her department that is employee specific and broken up into different parts.
 - News info
 - Calendar of events
 - Dean communications
 - How to documents
 - Updates coming up
 - Updates to be aware of
 - Keeping up with the flow of information is challenging.
 - Intranet is great and there will still be folks who prefer paper or don't have access to these other resources.
 - Also need to make sure we are investing in Spanish translations, and accessibility across all of CSU.
 - Know that in Housing and Dinning translators go to meetings with the employees and wear head sets to ensure that folks are getting the information at the same time.
 - Interpreters being brought into meetings for folks who are hard of hearing or deaf.
- Sue: Accountability has never been great across CSU – this is high across the radar screen.
 - This is a tough one, but something we definitely need to work on.
 - New Administration is very aware of this and something they are wanting to work on.
- Emily: Important that you talk to Janelle and have Sue sit in.
 - Culture feels so huge to PPC
 - Janelle will help us narrow our focus – talk to someone who can make the connections
 - Not going to be the end all be all and find all the answers, but at least this way we can focus on the right things and begin to make some progress.
- Wayne: There is a lot of passion in the PCC and we're committed to going down this path.
 - All of this information (and information you will give us) gives us more to work

- on.
- Sue: Janelle brings us authority we never really had before. PPC was floating for a while because we didn't have the power to take action
 - Janelle - Vice President is really focused on trying to get things done
- Meg: Council Leadership has had a chance to meet with Janelle
 - Wanted to get things done
 - What do we need to look at and reinvigorate
 - How can I help support?
 - Get through this and be digestible – how can we get through this and hold folks accountable
 - Appreciate that you are acknowledging that culture takes a long time to change. In DEI spaces we talk about how culture shifts can take up to a decade to change. Have been on several climate surveys and know that things move at a glacial pace, but keep working and be part of that change process.
 - Tracking trends, rewriting questions, looking at data
 - It takes close to 10 years to see changes made.
 - Grateful for your working and coming in and speaking with us
 - Getting into space with SC employees - Leveraging relationships on campus will be important
 - Training sessions - open forums where we can come in and talk to folks
 - Its hard to speak up in big open forum sessions
 - Maybe not mandatory – put don't schedule it over other things
 - Focus groups are great
 - Where we get a lot of information
 - Julia mentioned they had done some in person focus group/ peer facilitated, supervisors not present
 - Telephone calls could be a way to do this as well
 - Not ever medium is going to work for everyone, but focus groups are really where we get most information.
- Emily: how do we get a list of state classified in specific areas?
- Meg: In any HR department they have a specific list
 - Robyn might be able to delegate this ask to the right person.
 - HR is doing some restructuring right now.
 - Meg can also work on pulling some names of key folks that they have worked with and been in contact with
 - Lori Lynn – great person to work with
- Julia: JEDI team – focused on equity and inclusion in facilities management – accessibility piece of communication is something they are work
 - Coming to group or section meetings – ask supervisor to leave
 - Take over pre-existing meeting
 - Bring pizza – request from Stacey
- Meg: We are all wondering what is the fall going to look like and can we do in person anything?
 - Due to the nature of Facilities Management, Housing and Dining etc. Might be relatively easy to do an in person meeting

- Coordinate with supervisors and director leadership to get buy in and asking supervisors not to come into these spaces.
- **Direct email:** president_culturecouncil@Mail.colostate.edu
- **Website:** <https://president.colostate.edu/presidents-council-on-culture/>
 - Provide information and feedback
 - We will try to funnel information to you.

CPC Announcements and Updates

- CPC Membership Election (2 self-nominations to vote in)
 - Emily Clapy – Housing and Dining in the Admin office in the Palmer Center
 - 3 year terms starting July 1, 2021
 - Amy Bruning – Amy is a Records Specialist in Human Resources
 - 3 year term starting July 1, 2021
 - Both members would be serving 1, 3 year term and would begin their term on July 1.
 - In the meeting packet information was provided by both of these folks and their interest.
 - Can move to approve both of them, second, and then approve via silence?
 - Jim moves to approve both, Julia, Brian, Emily second, approved via silence. Both are now official voted in as CPC members beginning July 1st, 2021.
 - Adrian will start as Chair on July 1st and will be running all of the orientations.
- CPC representation on Housing Task Force and general updates from our discussion with Debbie Mayer
 - Did meet with Debbie last week Wednesday April 14th.
 - Debbie Mayer
 - Housing Navigator – originally worked with Neighbor to Neighbor as a contract employee and then moved to a 9 month direct employment appointment with CSU, and now she is back to help provide some support and navigate for employees in the future and to create a housing task force; how to create accessibility for employees to access affordable housing
 - Highlights
 - Debbie is working on getting a Housing Task Force built
 - Request to have a CPC member on the task force
 - If you are very interested in affordable housing and want to be on that task force this is the opportunity for you to be on that task force before the ask is shared broadly
 - You would be helping to figure out the goals, vision, criteria for housing (based on HUD data and median income), indicatives to eliminate housing challenges, housing assistants, information, education, resources to really help CSU employees in and around Fort Collins
 - First time home buyer support
 - Economic health.
 - Improve housing stability and economic health of employees at CSU.

- Debbie would like to get this group together this summer and get a housing assessment sent out for folks to provide feedback.
 - Timberline project is moving forward even though Hughes project is currently still in limbo
 - 60 units will be specific for CSU employees
 - 1,2,3, bedroom options
 - Other units will be open to Fort Collins Community
 - These will become available a lot faster for CSU employee members – possibly Spring 2022.
 - **Stacey would like to be part of the renewed Housing Taskforce!**
 - Will earmark Stacey for now and connecting with Debbie.
 - We have been talking about this for a long time
 - We know there a lot of state classified employees don't live in Fort Collins because they can't afford to, and complicates the way you get to work.
 - Parking permit if you can't access other forms of transportation.
 - Spending more money driving to and from Fort Collins etc.
 - Debbie will be coming back to talk to CPC and is excited about the work.
 - Website: Housed under the Vice President for University Operation
 - Will provide resources and other things
 - How much direct education and 1:1
 - While pushing through other projects
 - Notes from housing navigator discussion are in the meeting packet.
- Financial update – Adrian
 - No real financial updates.
 - We have not spent anything since February.
 - Meg is waiting on a form to get asset library approved for purchase. We are also working on an awards and recognition event in June.
- HR Update – Robyn

Updates:

 - Public Service Announcement – Open Enrollment
 - Open Enrollment has started and goes through May 4th. Started in the middle of April.
 - Passive Enrollment – do not need to make any changes if you are happy with your benefits.
 - If you have an FSA you do need to renew every year – if you participate in this please make sure you are reenrolling
 - There will be no increase to premiums this year!
 - State has incurred a cost but will not be passing this along to employees
 - Expanded eligibility component for the Long Term Disability
 - Work more than 12 hours of work you are now eligible
 - Health Clinics available for Cigna – Everside Health same thing as Paladina but went through a name change
 - Low cost direct primary care for any Cigna member
 - Not any in northern Colorado but hoping to see some soon – always looking to add and expand.
 - Medical supplemental period
 - Additional supplemental support to medical cost

- Open to certain wage members
- Open enrollment period is the same period – extends a little longer to May 14th
 - If you know anyone or are participating will have a little more time to apply

Open Enrollment Events:

- Virtual Benefits Fairs
 - April 21 & 22
 - Great attendance – there have been positives to moving to a virtual environment.
- Fit Life event
 - Close to 1100 people attend
 - PERA was there
 - Wellbeing content
 - Mental health
 - General benefits
- State of Colorado – if you missed CSU benefit fairs
 - Does hold separate benefits events with the same content April 28th.
 - Did send this out from myhr link so if you did not see that check myhr in search. This will contain registration links.
- One on one support HR team is available for 15 minute appointments every week. If you need this you can contact myhr or contact benefits team directly.

Questions and Comments:

- Always good idea to log in and look at open enrollment information.
 - You don't have to do any changes but its always good to look.
- Brian: Everside is at PVH (previously by Paladina)
- Jim: Were the benefit sessions recorded?
 - Believe that they were Robyn will see if she can get a copy from the Team.
- Julia: included the link
 - Enroll now: <https://www.benefitsolver.com/benefits/BenefitSolverView>
- Stacey used Everside as a vaccine location.
- Meg: Last year they extended the caps for folks who were not able to take leave. Is the state doing this again this year?
 - Last year with the pandemic hitting us in the Spring the fiscal year ends end June and begins July 1
 - New Rule: State has put in an emergency rule to allow State Classified are allowed to role over annual leave if they were going to cap out, however there is a caveat.
 - The only reason this was allowed is if you were denied taking annual leave because you were in a COVID centered role
 - COVID focused roles
 - Transporting COVID students
 - Working with COVID testing
 - If you work directly related to a COVID role you can make a request to role over your annual leave, but if you didn't travel because of COVID that is not valid reason.
 - Did put a note in the Be Well news letter to not let your leave cap out

- If you're in a position and can take a long weekend here and there to make sure you can enjoy your benefits.
- Meg: You can also donate your annual leave to the State Classified leave bank.
 - You have to donate at least 4 hours of leave
 - Helps bridge the gap between FML or disability leave
 - There is an application/review process for folks who need to use these hours.
 - Form can be found on the HR website.
 - Submit to departments HR for them to process to you.
 - You can also do direct donations to folks as well
- Meg: Legislative Committee met with COWINS this morning and had a good conversation and learned more about their processes
 - Employer agreements – fall
 - COWINS working with Talent Development to be 30 minutes before full orientation.
 - Good session and nice to chat
- Lourdes: Where do you find information about the evaluation process?
 - Can search things on the website – type in evaluations and get this link
 - <https://hr.colostate.edu/hr-community-and-supervisors/employee-relations/performance-management/>
 - Can also get to it by going to HR community and supervisors, 1st drop down go to employee relations, and starts with category employee relations and click on performance management and this will take you to the various structures.
 - There are also trainings on Bridge out there as well!
- Lourdes: Has there been an extension to the evaluation deadline?
 - No April 30th is still the deadline.

CPC Committee Reports:

- Communications – Leah Bosch
 - Don't really have anything super new
 - New communicator going out next month mid month
 - If you have anything you would like include please let us know.
- Employee Recognition – Nancy Cowley
 - Anselma Lopez is no longer with the University
 - Anselma will be working KPMG
 - Anselma did a lot for CPC and CSU
 - Did a great job on organizing and moving us forward
 - Day in the Life – Went into Source
 - Everyday Heroes that we are working on
 - Application for Educational Assistants Award
 - More applicable for the next fiscal year
 - Meg brought up doing the recognition and awards event in June
 - Blankets and Plaques will be sent out to awardees
- Legislative – Adrian MacDonald
 - Earlier this morning had meeting with Vinu from COWINS
 - Seemed to go much better than previous two meetings
 - Tried to keep it more informational and positive

- if joined how would it work
 - Came away learning a lot more about the process and what has changed since last year.
 - Leah – Question: When are we going to find out about the contract finalization?
 - Main difference between what COWINS can do now verse last year, can negotiate a legally binding contract with the State .
 - They are currently working on this now and are hoping to have that contract finished by October.
 - Contract they are working on includes
 - Financial things; raises and leave benefits, but haven't gotten to this yet.
 - Goals: Step raises and cost of living raises
 - Right now they are mostly focused on work place issues
 - Trying to create a new grievance policy
 - Right now grievances go through DPA and DPA sets the rules.
 - Negotiating with DPA and Governors office and the Attorney Generals office.
 - To be continued!
 - Meg:
 - COWINS is working with HR and will be doing 30 minute sessions before University orientation for State Classified employees before training sessions begin.
 - Will begin in April – COWINS will have an opportunity to talk to State Classified Employees in their job orientations.
 - 3% increase for State Classified was in the last iteration of the long bill
 - Adrian: PERA contribution will go up a .5% starting in July – up to 10.5% currently at 10%.
 - Leah – Question: Did you find out if that 3% would be merit based or across the board?
 - Across the board
 - Adrian was asked if it would increase minimum salary ranges – couldn't find an answer to this.
- Employee Engagement & Experience – Meg Skeehan/Alisha Zmuda
 - Planning a wellness and mindfulness event at the start of August
 - The work of EEE will be to keep State Classified centered and encourage attendance
 - We are going to ask AP and Faculty council if they would like to join
 - Tammy Hunt has been supporting us
 - We have a list going of folks to contact from 2019
 - Possibly in person tabling event and some events
 - If we can have we will have in person, hybrid and online sessions
 - More to Come on this event!!
 - Next week working on the outreach and creating partnerships
 - Canvas and partnership groups to help create grants to support folks in events
 - Yoga – live and hybrid
 - Cooking class

- We want to be mindful that not everyone can afford groceries so could we help buy those and folks come and pick that up?
 - Painting class
 - Put together painting kits.
 - Meg: As treasurer will work with the executive Team to get this going and hopefully split it with other councils.
 - May 2nd – 8th employee appreciation event at CSU
 - Human Bean or campus café where you can get a free cup of coffee on the Employee Appreciate Event Budget
 - Sweet Sensations and
 - Hope that you are able to go through the drive through at Human Bean and there are many locations across Northern CO. They are very accessible to folks
 - EAP – Digital Orange Form
 - Process that a few folks have been working on since Decemenber
 - 12 hours 1600 people submitted form.
 - Random drawing of names next week and contributing CPC swag to those boxes
 - Pull 50 names and excited to be doing this again.
 - If you missed it please let Meg know!
 - Executive – Meg Skeehan
 - Last month Adrian was elected as Chair elect
 - Have started this transition
 - Meg will still be on executive team as Treasurer
 - August retreat
 - Will we be able to do in person or not? – trying to figure this out still.
 - Jeff Spole – PERA updates
 - Jim will reach out to Jeff.
 - Lynn come by in May and do a 10 minute budget update.
 - June - awards and recognition event

Meeting adjourned – Thank you!

Dates to Remember:

- **Open enrollment deadline May 4**
- **May 2-8 – Employee Appreciation Event**
- **May 20 – Next Regular CPC meeting**
- **June Meeting – we will have an awards and recognition event, details to come!**

CPC Chair Report for May 2021

A lot is going to be happening over the next few months, with the call for a return to campus at CSU we will be navigating new rules, procedures, and a big shift from the last few months. There is a lot of unknown right now, but as always, CPC will navigate these changes together.



**CLASSIFIED
PERSONNEL COUNCIL
COLORADO STATE UNIVERSITY**

The executive team is talking about and planning the future for our council, we hope to return to in person meetings, kicking off the FY22 year in August with an in-person retreat (more to come on that). Adrian Macdonald will be the chair beginning July 1, and I am very much looking forward to continuing the work with Adrian on transitioning out of this role and giving him the support he needs to be successful. I am so grateful to everyone on CPC for hanging in there with me the last 14 months, we aren't done yet, and I plan on continuing my squeaky wheel approach in whatever discussions I will be involved with moving forward.

– Meg Skeehan, CPC Chair for FY21.

Where has Meg been?

Meetings and activity:

- April 22 – Employee Engagement and Experience CPC Committee
 - Discussed Mindfulness Event in August. Will start reaching out to partners and participants over the next month.
- April 23 – CPC Legislative w/ COWINS
- April 23 – CPC Regular Monthly Meeting
- April 26 – APC/CPC/FC follow up with Jenelle Beavers – University Committee Assessment
 - Digging into the university committee list to determine what is active vs not, and grouping committees into sections so that Janelle and council chairs and meet and discuss membership, support needed, and collaboration as needed.
- May 5 – Trans and non-Binary Support
 - Discussed updates and connecting support with Trans and Non-Binary support team.
- May 7 – COVID Recovery – Workforce Support
 - Discussion on return to campus Fall 2021, and about vaccine mandate. More to come at future town halls
- May 7 – CSU Town Hall – Fall 2021
 - <https://covid.colostate.edu/wp-content/uploads/sites/34/2021/05/PPT-RestartGuide-May-14-accessible.pdf>
 - <https://covid.colostate.edu/kb/pandemic-preparedness-team-broad-guidance-for-all-summer-and-fall-2021-activities/>
- May 10 – CPC Recognition Committee
 - Moving forward with everyday heroes, getting blankets and plaques to OAA winners, Positive Action Award plaques to be ordered

- May 10 – CoSFP
 - Budget presentation by Lynn Johnson
 - Confirmed Election of new chair – James Graham
- May 11 – CPC/APC w/ Nik Olsen and Lynn Johnson
 - Discussion about Employee appreciation
 - Town Hall return to work
 - Update on asset library purchase
 - Brief budget discussion
- May 12 – APC/CPC Chairs/Vice Chairs
 - Adrian and Sarah Olson (new chair and vice chair elect for CPC and APC) joined in
 - Overview of discussion related to getting representation on Board of Governors
 - Future planning for APC/CPC
 - Equity and pay discussions
- May 12 – Assessment Group for Diversity Issues
 - Reviewing final updates to the survey, gender scale, new language, and also including a weighting table for balancing reporting vs true CSU population.
- May 13 – CPC Executive Committee
- Employee Recognition Expenses:
 - Shipping split with EAB and APC for orange form
 - Coffee last week – CSU Employee Appreciation
 - Mugs from February finally getting paid!
 - Recognition Committee – Positive Action awards, and blankets and plaques for OAA + shipping for 4 of the awards and plaques
- Asset Library
 - Waiting to hear back on timeline and more details of the order, we are waiting for HP to get more computers in stock. I would like to spend up to \$10,000 to get as many computers as possible + cover any shipping
- FY21 meeting planning – guest speakers/topics
 - April – President’s Council on Culture has requested a chance to speak with CPC, special session with Debbie Mayer (Housing Navigator)
 - May – PERA/Vision Zero
 - June – Awards/recognition event, Lynn budget update?
- Planning for the retreat in August
 - A survey in July – being in person/teleworking
 - Second week of August
 - Location – Alumni center – reach out to them about this. CC Adrian on it
- Hughes Land
 - Reach out to Brett and Mike and check in about an update on Hughes land
 - Debbie Mayer

Coming soon:

- May 17 – CPC w/ Robyn Fergus
- May 17 - CPC Committee Chair/Vice-Chair Meeting
- May 20 – CPC Monthly Meeting
- May 21 – APC/CPC/FC Chair and Vice Chair Meeting

- May 27 – CPC Employee Engagement and Experience Committee
- June 2 – CPC Committee Chair and Vice Chair Meeting
- June 3 – CPC/APC w/ Nik Olsen and Lynn Johnson
- June 4 – Wokforce Support
- June 7 – CPC Communications Committee
- June 9 – Assessment Group for Diversity Issues
- June 10 – CPC Executive Committee
- June 14 – APC Meeting
- June 15 – CPC Recognition Committee
- 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 or cpc_chair@colostate.edu

From: [CPC Website](#)
To: [CSU CPC](#)
Subject: New submission from University Committee Report Form
Date: Monday, May 10, 2021 12:15:27 PM

University Committee Name:

Administrative Professional Council (APC)

Date of Meeting:

05/10/2021

Name of CPC Representative

Julia Innes

Email of CPC representative

Julia.Innes@colostate.edu

Meeting Highlights Pertinent to CPC and SC employees:

1. Cori Wong facilitated a discussion on systemic change for APC's 5/10 mtg. Key points discussed, relevant to all employees (including CPC) are:
 - How we show up in the smaller spaces is important for systemic change to occur. There's nothing too small to affect systemic change.
 - Systemic change can seem overwhelming and complex. Psychologically a person may feel discouraged or frustrated by lack of change or the ability to enact difference in the system (example of: barrier of feeling alone), but it's crucial to remember that systems are upheld by people and are human-made.
 - Everyone has a sphere of influence and the power of choice.
 - Identify opportunities where we can pivot to make a different choice. These little shifts can influence how power flows.
 - o Ask yourself, How can I identify where I have choice?
 - o How can I influence other people's choices?
 - Systems include both structural things like policies and cultural things like community
 - Systemic change is a matter of choice, and also timing & alignment with others.
 - o Communication, coordination, consistency
 - Consider how we coordinate with the other councils or other groups of people at CSU, so that our various choices align and have a larger impact. Real power comes when we know we're working with others.
2. Other updates included conversations about potential salary increase, work-load balance, feedback from Faculty Council to Board of Governors on president.
 - Robin Fergus shared that her understanding of the potential salary increase for APC and FC in line with the classified employee potential salary increase is recognition of the workforce over the last year.
 - Conversation about the mentality of CSU does more with less is becoming toxic for employees who are overloaded by work.
 - o Robin Fergus shared that Talent Development offers units or small groups training on how to be more efficient with work load and where there are gives in it.
 - Faculty Council did a formal survey in Qualtrics to give feedback for President McConnell's annual review. Over 500 faculty participated.
 - o Survey included both Likert-style survey question and open-ended questions. The President was invited to bring in a question of her own which she did.
 - o Sue Doe is planning on sharing the findings with APC Exec Committee. (Perhaps she could with CPC Exec Committee too?)
 - o Faculty Council is happy to share their instrument for APC (or CPC?) to consider, adapt, adopt, or discard if APC (or CPC?) wants to do similar survey in future.

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

No

Next Meeting:

6/14/2021

Link for more information about this University Committee:

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

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

From: [CPC Website](#)
To: [cpc secretary](#); [cpc chair](#)
Subject: New submission from CPC Committee Report
Date: Monday, May 10, 2021 12:25:27 PM

CPC Committee
Employee Recognition Committee
Email:
nancy.cowley@colostate.edu
Date of Meeting
05/10/2021
Time of Meeting:
11:00 am
Location of Meeting:
Teams
Members Present:
Julia Innes, Meg Skeehan, Stacey Baumgarn, Nancy Cowley
Topics/Issues Discussed:
Everyday Hero- Need to complete a few interviews June Event- Education Assistance Award- None to report Computer Assets- Meg is working with Lynn Professional Development Award- Meg is working with Tami Day in the Life- Julia is working on the new article
Action Items:
- Complete EHA interviews and write articles - Nancy will purchase gifts for the June recognition meeting
Do you wish to provide a verbal update at the next regular CPC meeting?
No
Next Meeting:
June 14 11 am Teams

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