Retreat Agenda

10:00-10:45: Introductions, Ice Breakers
MASK BREAK

10:45 – 11:15: Business Meeting
MASK BREAK

11:15 – 12:30: CPC Purpose and function - CPC Overall Goals

12:30-1:30: Lunch and Photos
  • Try to find a place outside to eat
  • (1pm at Ram Statue for photos)

1:30 – 2:00: Kristin Stephens, Larimer County Commissioner

2:00 – 3:00: Committee Breakout
Business Meeting

Call-to-Order
- Approval of CPC 6.17.2021 Meeting Minutes
- Vote on Jaymee Woolhisser membership

CPC Announcements and Updates
- How should meetings look this fall?
  - In-person, virtual, hybrid
- CPC Committees: Chair and Vice Chair vs Co Chairs
- Financial Update – Meg

CPC Committee Reports:
- Communications – ?????
- Employee Recognition – Nancy Cowley
- Legislative – Adrian Macdonald
- Employee Engagement & Experience – Meg Skeehan/Alisha Zmuda
- Executive – Adrian Macdonald
Classified Personnel Council Meeting
Thursday June 17, 2021 1:00pm – 3:00pm
FY21 Regular Monthly Meeting
Microsoft Teams

Attendance:

☒ Jim Abraham, Environmental Health Service
☒ Stacey Baumgarn, Facilities Management
☒ Kristin Berthold, Chemistry
☒ Leah Bosch, CVMBS
☐ Jeff Cornelius, Housing and Dining Serv.
☒ Nancy Cowley, Lory Student Center
☒ Emily Farrenkopf, College of Liberal Arts
☒ Brandon Fuller, Housing and Dining Serv.
☐ Joseph Gallegos, Facilities Management
☐ Wayne Hall, ACNS
☒ Abby Hanouw, Registrar’s Office
☒ Eva Hybiak, Campus Recreation
☒ Brian Gilbert, ACNS
☒ Julia Innes, Facilities Management

☐ Brian James, CSU PD
☐ Chuck Johnson, Facilities Management
☐ Valerie Lewis, Health Network
☐ Amber Lobato, Health Network
☒ Adrian Macdonald, Statistics
☐ Chuck Richards, CSU Police Department
☒ Kate Sherman, Political Science
☒ Meg Skeehan, Dept of Accounting
☒ Lourdes Zavala, Access Center
☒ Alisha Zmuda, Student Disability Center

Ex-Officio Members, CPC Volunteers and Guests:

☒ Kelly Hixon
☐ Catherine Douras, APC Chair
☐ Sue Doe, Faculty Council Chair
☒ Shannon Boepple, APC Representative
☐ Robyn Fergus, Human Resources

☐ Tammy Hunt, Office of Policy & Compliance
☒ Jan Lee Cordova
☒ Kevin Nolan

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

CPC Recognition Presentation

- Want to recognize all the things that folks have been doing.
  - Land Acknowledgement
  - 15 months ago was the start of COVID
    - Recognition of the global pandemic
    - We adapted, changed, and persevered
      - Also want to acknowledge the 600,000 lives lost to COVID
  - 14 virtual CPC monthly meeting
- CPC in the time of Corona
  - 14 virtual CPC monthly meetings
  - Countless other meetings
  - Lesson learned; how everything has always been does not have to be how it always has to be done.
- CPC Recognition
  - Hard work and dedication of State Classified Employees and the CPC council
    - Meg is very honored to have been the Chair for the last 3 years.
  - Thank you to the Executive Team!
    - Adrian, Jim, Alisha, Rachel McKinney and Magdaline Hall
  - Had New Representatives in FY21
    - Kristen Berthold, Brian James, Abby Hanouw, Eva Hybiak, Alisha Zmuda, Lourdes Zavalez.
  - CPC Reps moving on
    - Rachel McKinney, Anselma Lopez, Magdeline Hall, Dustin Pothour, Kirstin Stephens, Chuck Richards
    - All really incredible folks who participated in leadership across campus.
    - Emily Farrenkopf will also be leaving us soon.
  - CPC Reps moving on but still at CSU
    - Leah Bosch, Kathy Dahlin, Brian Gilbert, Joseph Gallegos, Laura Snowhite.
      - All of you are awesome. Leah and I have been on CPC together since the beginning.
      - Brian thank you for all of your support with emails and just everything.
      - Joseph thank you so much for all of your work and support on CPC.
      - You will be receiving a mug and some other things as well!
- Everyday Heroes
  - We had a record number of folks nominated for Everyday Heroes this year
• 18 everyday hero recognitions
  • Janet Porter-Azure, Lynsey Bosch, Paul Knowles, Simone Listmann, Kayde Low, Keith Abecrombie, Julie Sinkovitz, Charla Waity, Albert Cones, Carina Pfenning, Lina Crawford-Burns, Terry Adams, Mike Shortall, Kristy Millsapps
    o Can go and read more about these folks on the source and why they were nominated
  • Educational Assistance Awards
    o This is not a scholarship but a true award that allows State Classified Employees to continue their education
      ▪ This award really makes a difference!
    o Rolling application instead of a hard deadline – allowed up to reward folks
    o Staecy Baumgarn, Sonjia Graham, Lani Williams, Matthew Whitehead, Mike Broadbent, Ellen Audrey, Anselma Lopez, Lori Williams
    o Already have two educational awards submissions for next year. If you are interested please apply. There is a lot of information on our website!
      ▪ If you want to connect with Meg they have also applied for it and would love to connect.
  • Day in the Life – published in Source and the CSU Communicator
    o We all know that CSU does not operate without folks on campus
      ▪ Steve McCarthy – Arborist
        • Is working on replanting trees/planting trees across campus.
      ▪ Alisha Zmuda – Alternative Testing Coordinator, Student Disability Center
        • Works at the Student Disability Center to support students with testing for students with disabilities
      ▪ Sara Istre – Event Program Coordinator, Career Center
        • Made sure that students still had the opportunity to participate in virtual career fair
        • Did a lot more with less, continued to hold career fairs which was not always the case across the country
      ▪ Stephanie Freier- Program Assistant, CSU Extension
        • Working with 4H youth virtually through the CSU extension
        • Thank you for all of your work supporting our Colorado community
      ▪ Dallas Quam, Jeremy Deneke, John Jay, Noah Chrisensen – Dining Maintenance
        • These are the guys you want in your back pocket
        • They are in charge of 5 dining halls
        • They saved HDFS over 20,000 dollars
        • Reduce amount of things sent to the landfill
        • Helped save the university money.
        • Not only do they have an impact at CSU but also of our Earth
      ▪ Facilities Management Space and Mapping Team; Mark Suniga, Mike Shortfall, Terry Adams, Martha Coleman, Kristi Buffington
They were the ones that set up social distancing classrooms and oversee things coming back into classrooms this fall.

- They oversee mapping doors, toilets, etc.
- In charge of campus map and keeping things going.

  - Can find all the day in the life articles on CPC website and on Source

**Outstanding Achievement Awards**

- This is a big award and recognizes meritorious and outstanding achievement of state classified employees
  - You get recognition, a plaque
  - Courtney Hensel – Communication and Curriculum Coordination
  - Kathy Krell – Office Manager Lory Student Center Director’s Office
  - Kevin Nolan – Learning Management System Admin ACNS
    - You help lead the campus support group – big thank you to you and all you do
  - Sandy Dailey – Program Assistant II Grad School
    - Really lucky to have Sandy at CSU
  - Jan Lee Cordova – Fiscal Officer College of Business
    - Does a great job and worked closely with Meg and taught a lot about how systems work.

**Positive Action Awards**

- Awards that CPC votes on – CPC votes on who gets this each year. This year we awarded 2 positive action awards this year
  - 1. LSC Custodial Staff
    - They continually make a difference each day for students.
    - The work they have had to do has been magnified since march
    - They have been working to keep LSC clean and safe for employees and for business to operate.
    - LSC really does rest on the shoulders of the LSC custodial staff
    - They are always willing to lend a hand and say hi
      - Really encourage you to say hi to people when you come back to campus – it makes a difference
  - Residential Dining Services
    - Dining services and general housing had to give refunds and completely change the way they did business
    - Dedicated to the nutritional wellbeing of students
      - Keeping up to date on what is in each dish and allergies
    - Dining services was successfully able to serve the campus population
    - Able to ensure diversity to the customer and that they were following the rules
    - Mobile ordering system
    - Eco to go containers
    - Quarantine Pantries – had access to food even when placed in quarantine
They went above and beyond to make sure they were meeting the needs of their customers.

Meg would really like to say Thank You to Everyone!

- CPC kept them motivated and really allowed for a place to put energy
- Bittersweet moment as we have not been able to see each other.
- Did not always know what was happening and you provided a lot of grace over the last year
- When Meg started CPC they were 27 and you have watched them grow up.
- Congratulations to Adrian – so excited for your move into Chair and be here to support you and watch what you do as CPC chair

- Thank you anyone who has joined us who is not on CPC you are welcome to stay!

CPC Announcements and Updates

- Approval of CPC 5.21.2021 Meeting Minutes
  - Motion to approve from Abby Hanouw and Jim Abraham seconds. Approval by silence.

- Approval of Annual Report
  - Thank you for all your work Chairs and Vice Chairs – was posted in CPC general chat and updated in meeting minutes
    - You all are amazing!
  - Are there any questions or concerns – no
  - Motion to approve from Jim Abraham, second by Brian Gilbert and approval via silence.

- Planning for the next fiscal year – CPC committees, university committees
  - Meg will be moving to Treasurer position and Adrian Macdonald will be moving into chair position.
  - Committees
    - Some of you might still have work continuing through July, but for those who do not have things going on please make sure that you have leadership in place.
  - University Committees
    - Typically have a lull in July
    - If you are meeting, please complete the University Committee report
  - If you are CPC Representatives or will be a CPC representative, please fill out a form as we work to figure out how to move forward with meetings etc.
    - In person or working from home
    - If you could fill out the survey we will appreciate it.
    - [https://forms.office.com/Pages/ResponsePage.aspx?id=Aoj1r3_sUurlITZ_8uzi8ixxsJ6BsJrxGrgOEK_lZXiBUUdUNkk3RkICOEtTQ01UOEI1Q05OSjbroQ4u](https://forms.office.com/Pages/ResponsePage.aspx?id=Aoj1r3_sUurlITZ_8uzi8ixxsJ6BsJrxGrgOEK_lZXiBUUdUNkk3RkICOEtTQ01UOEI1Q05OSjbroQ4u)
    - We will be working on a virtual/hybrid component as well as needed.

- Financial Update – Adrian
  - Finally spent a lot of money!
    - Computer order went through – $10,000 dollars
    - We will end the year with just under $5,000 left in our budget which will roll over to next year.
• It only took 9 months but Meg got the computers – asset library will be established with the support of the library and facilities management.

• HR Update – Robyn
  o Robyn is not here to give any HR updates

CPC Committee Reports:

• Communications – Leah Bosch
  o Still looking for things to post on Facebook
    ▪ Eva Hubiak will be contact for Facebook things
  o New communicator went out this morning
    ▪ Communicator looks really good – thank you Kristin!
    ▪ Were able to send out the communicator to all of state classified

• Employee Recognition – Nancy Cowley
  o We will be finishing up everyday hero write ups – going out of Source
  o Positive Action Awards will be sent out soon
  o If you have any Day in the Life nominations or recommendations or want to be highlighted reach out to Julia Innes
  o Nancy helped get blankets out to our Outstanding Achievement awardees.

• Legislative – Adrian MacDonald
  o 3% raises start in July
  o Increase in PERA contributions start next month as well
  o COWINS will be putting out a proposal for step raises
    ▪ Going to try and negotiate with the state.
  o Vinu was on campus today at the LSC
    ▪ Will be trying to do more things like this to recruit members

• Employee Engagement and Experience – Meg Skeehan/Alisha Zmuda
  o Sent out a survey of interest for a wellness benefits fair that we are planning on having in early August
    ▪ Hoping to have it in person and some virtual
    ▪ Waiting to hear what is approved and allowed.
    ▪ Might be reaching out to folks with volunteering needs in the next year
    ▪ Trying to move forward with all of the unknowns.
  o Big thank you to everyone on the EEE committee – you have been great and have awesome ideas.

• Executive – Meg Skeehan
  o Please fill out the survey in the chat if you are a CPC rep
  o Retreat – will be allowed to do it, right now, on campus – will be in the Iris and Michael Smith Alumni Center Seminar Rooms
    ▪ August 12th 10am – 3pm
- There will be snacks and lunch
  - Can’t bring Cam the Ram inside unless it is a Presidential event
- We will be continuing to plan this and hopefully see all of you in person over the next few months
- We will be working on a hybrid option – not sure how much engagement this will allow for
- Question: Not sure if the Alumni Center has the option for hybrid, but we are hoping to learn more!
  - Rachel Barrett – PDQ reviews and position reviews for State Classified employees
    - Prior to the Pandemic we were planning on having Rachel come and talk to CPC
    - Want to have Rachel come in and talk about what is happening with vacancies, early retirement, etc.
  - We, Executive Committee, will be meeting in July to continue to plan the retreat
    - If you have any speaker ideas please let us know! You can send those suggestions to Adrian.
  - There will not be a July CPC meeting – skipping to allow folks to take time off!

Meeting adjourned – Thank you!

Dates to Remember:
- July 5- University Holiday
- August 12 – CPC Retreat
Chair Report

6/30/2021
• Sat in on Employee Appreciation Event brainstorming session for FY22
• People liked what we did last year
• Do we want to bring people together?

7/19/2021
• Meeting with VP for Strategy Janelle Beavers, APC Chair and Vice Chair, Andrea Duffey and Scott Sharake
• Discuss Courageous Strategic Transformation - hope to complete by December 31
• Working on creating Leadership Drafting Groups with CPC representation
• What’s the best way to get feedback from employee councils
• Lunch meeting set for August 25th

7/21/2021
• Meeting with Jim and Robyn
• Colorado WINS is supposed to let Robyn know when they come to campus
• Vinu or other COWINS rep would be allowed to attend CPC meetings to give update
• Waiting for guidance from state about SC specific telework policies related to working from out of state
Jaymee Woolhiser – Statement of Interest

I’m interested in joining CPC because I feel compelled to be part of the solution in the areas in which I feel Classified personnel are struggling here at CSU. I am an active member in our union, Colorado Wins, and joining CPC was a natural addition to my goals for enacting change across the CSU campus to benefit my classified colleagues.
University Committee Name:

Workforce Support Team

Date of Meeting:

08/06/2021

Name of CPC Representative

Meg Skeehan

Email of CPC representative

meg.skeehan@colostate.edu

Meeting Highlights Pertinent to CPC and SC employees:

Workforce Support 8.6.2021

• Pandemic Preparedness Team (PPT) Update
  o Delta variant concerns on campus, 92% of cases in Colorado/Wyoming/Montana is confirmed to be the Delta variant
  o It is more transmissible
  o Locally, the PPT has been coming up with approaches on how to approach the fall. Covid increase primarily in non-vaccinated population in Larimer County
  o There have not been any directives from the state
  o The Board of Governors has not changed their stance on the original plan, but have given CSU Fort Collins permission to make changes depending on local guidance
  o There will be a message coming out next week, working on what guidance is. Like implementing masks indoors even if you are vaccinated. Vaccine mandate will likely be pushed early. If unvaccinated, likely have 2x a week testing. The type of testing will depend on state guidance (can it be the saliva screening, or the nasal swab) – CSU is planning on moving forward with the saliva screening for now with the Health Network then confirming any possible positives with nasal swabs
  o There are concerns for parents and caregivers that work at CSU, children under 12 cannot be vaccinated at this time, and immunocompromised individuals are still at high risk.
  o CSU HR will collect vaccinated status, depending on what guidance is from the university on vaccine mandate. This would remain in HR and OEO to get a sense of how many people are vaccinated, should we do contact tracing, navigating testing and verification of non-vaccinated population of employees
  o Social norming campaign has been funded again, new signage will come after the guidance update
• Telework policy
  o Went live on August 5
  o There are caveats for folks working out of state, there will be a deeper review of this. Much of this has to do with taxation, there must be a new review step for employees not working in state. However, due to our proximity to the border of Wyoming, there will be some flexibility by the state of Colorado
  o The form is very long, expectations must be clear between employees and supervisor to avoid issues and conflicts in the future.
  o HR will use that data for space planning (remote desk space, repurposing the empty offices/work spaces) – as well as sustainability tracking.
• VRIP – early retirement
  o 136 applications, some attrition (some folks changed their minds, or switched from August to December)
  o December separation agreements have been sent out
• Fall semester plan for this group
  o Continue to meet once a month with email updates and special meetings as necessary. Much of our
conversations are dependent on a lot of moving pieces and policy review and compliance.

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

No

Next Meeting:

September 3, 2021 8 am
University Committee Name:

Housing Task Force

Date of Meeting:

07/08/2021

Name of CPC Representative

Stacey Baumgarn

Email of CPC representative

Stacey.Baumgarn@colostate.edu

Meeting Highlights Pertinent to CPC and SC employees:

Hello CPC - I would like to use this university committee report to introduce you to the (new, again) Housing Task Force.

Like everything, this thing has some history - some of which I know (and lots that I do not). Topics like parking, affordable housing, access to (affordable) child care, wages, etc. are perennial to CPC. On June 3, 2015 I was invited by then CSU President, Tony Frank, to join a Housing Task Force - representing CPC (I served as CPC Chair FY16-FY18). The Task Force met through the year and presented a year end report with 7 recommendations - one including a position to assist employees specifically with housing issues. The Task Force continued to meet periodically through FY17 and FY18. In Feb. 2018 - through a partnership with Neighbor-2-Neighbor (N2N), Debbie Mayer became CSU's Housing Navigator. That position lasted for 2 years, ending in April 2020. And, the Housing Task Force had gone nearly silent by the end of FY18 and through most of FY21. Until... !!! ...April 2021, when Debbie Mayer returned as a CSU employee to restart these efforts and establish an office of Employee Housing Programs. OK, stay with me here CPC - we play the long game!

With the endorsement of FY21 CPC Chair, Meg Skeehan, I returned to serve on this new iteration of the CSU Housing Tasking Force. The Task Force held a kick-off meeting on June 10, 2021. Task Force members include: Debbie Mayer, Emma Chavez - Community Resource Coordinator, Sue Doe - Chair of Faculty Council, Tanara Landor - APC and Alumni Center Rep., and me - as CPC Rep. The 6-10-21 meeting provided members an update from Debbie on her position and the intended office of Employee Housing Programs (more detail later). Other agenda items included: establishing the Mission and Vision statements; intro to the idea of a Housing Search Tool (employee housing search); a brief intro to an apartment project adjacent to Timberline Church (lots more on this later); and establishing a Team on Teams!

The Housing Task Force held a second meeting on 7-8-21. Key updates and agenda items include: the Employee Housing Programs website will hopefully go live in August; there will be a Housing Needs Assessment (survey!) going out on Aug. 23rd. There will be a SOURCE article about the assessment but please please please encourage folx to participate! We re-visited the Mission and Vision statements (still a work-in-process); and, reviewed a list of activities keeping Debbie very busy!

Other Housing Task Force activities:
7-15-2021 Integrating Early Childhood Education (ECE) Centers with Housing - webinar I attended
7-21-2021 Meeting with Impact MBA student regarding business models of ECE's and child care options

Perhaps you can tell - there is a lot of formation work going on here. Once Debbie and office are settled-
in, the hard work of program and policy development begins. I will be seeking feedback from all of you as those tasks begin. I am excited about the potential of these programs but realistic that there will still be imperfections that cause us all grief. Please reach out if you have questions or just want to share your thoughts on these topics. I am here to represent all CSU State Classified employees as best as possible. The more I hear from you and others, the better I can do and be. Thanks for your help and support.

Finally - here is a (DRAFT) statement about the CSU Employee Housing Programs - shared here as a summary of where we are at and where we hope to go. Thanks for reading. - Stacey

In April 2021, CSU Employee Housing Programs was created. Employee Housing Programs (EHP) designs, delivers and manages housing assistance programs for the recruitment and retention of excellent CSU employees in support of CSU’s educational mission and employee well-being. EHP is a one-stop resource for CSU rental housing, rental housing search, financial assistance referrals, home-ownership information and education and other housing related resources.

The Employee Housing Programs office will be implementing a Below Market Rate Rental Program in spring/summer of 2023. Units in the range of 1-3 bedrooms can be rented to eligible employees at a discounted rate. CSU is committed to addressing employee barriers to quality, affordable housing through continued research and evaluation of new housing program initiatives and available community services.

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Hello CPC members - I want to share a report for several recent and past meetings of the Physical Development Committee. First, since it has been a while since I filed a report - some of you may be wondering - what is the Physical Development Committee (PDC)? Here is the official Charge of the committee: "The Physical Development Committee (PDC) is a representative body of the University. The committee, in conjunction with the Associate Vice President of Facilities Management, acts as an advisory body to the University through the Vice President of University Operations. The committee is primarily tactical in perspective, concerned with the physical environment of Colorado State University's campuses, where function, aesthetic quality, and physical character intermix to create a desirable and inspirational atmosphere for students and employees." There is more info about the committee and it's membership, etc at: https://www.fm.colostate.edu/pdc

OK - with that background and context - at the 7/16/2021 meeting of the PDC, our Agenda included 1) Approval of a name change of a building [Home Management became Conservation House, this building is located at 222 W. Laurel if you were wondering]. 2) Approval to add an additional covered bike shelter near the Diagnostic Medicine Center on South Campus. And 3) Approval of an extension of the Black Lives Matter Mural outside of the main entrance to the Visual Arts Building [extension allows mural to remain until June 30, 2025].

These types of agenda items may not seem to have direct impact on State Classified employees - but, I love being on this committee to hear about these actions and activities that are happening across campus. Consider this - many of us might be future beneficiaries of covered bike shelters or bus stops. Maintaining the aesthetics of campus while enabling these improvements matters to the way we all see and experience our campuses. Items like the Black Lives Matters Mural - are really important in how they establish, create, and maintain a campus culture that is engaged, informed, and inspired by both the physical and cultural power of place and ideas. We can utilize our physical campuses to support the mission, vision, and values of the institution. We all contribute to and support our CSU campuses through the work we do - we each leave our mark. Look around our campuses - to see and appreciate all the contributions that have come before us. The work of the PDC invites each of us to look with new eyes - to see something I've never stopped to notice before - we work at an amazing place.

And, take some time to go see the Black Lives Matter Mural over at Visual Arts (outside the north doors of the main entrance). Even better - learn more about how this mural came to be here and why it matters. https://libarts.source.colostate.edu/csu-launches-black-lives-matter-programming-with-mural-at-visual-arts-building/

Let me know if you have any questions or comments. I'll try to do better in the coming year to send more
regular updates of the PDC actions and agenda items. Thanks! - Stacey

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Next Meeting:

| 8/20/2021 |

Link for more information about this University Committee:

https://www.fm.colostate.edu/pdc

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