

**Classified Personnel Council Meeting**  
**Thursday November 18, 2021. 1:00 pm – 3:00pm**  
**FY21 Regular Monthly Meeting**  
**LSC 360/Microsoft Teams**



**CLASSIFIED  
PERSONNEL COUNCIL**  
COLORADO STATE UNIVERSITY

## Business Meeting

### Call-to-Order

### CPC Announcements and Updates

- Approval of CPC 10.21.2021 Meeting Minutes
- Financial Update – Meg Skeehan
- Nametags - Alisha
- Campus Climate Survey - Deadline for completion is November 19th
- Three days of professional development the week of Thanksgiving
- Co WINS – Ratification and Member Update
- HR Update – Robyn Fergus
  - *New Role as VP*

1:30-2: Tammy Hunt -

2-2:30. Janelle Beavers - President's task force on Safety as well as her position as Vice President for Strategy

### CPC Announcements and Updates continued

### CPC Committee Reports:

- Communications – Kristin Berthold
- Employee Recognition – Nancy Cowley
- Legislative – Wayne Hall
- Employee Engagement and Experience – Meg Skeehan/ Alisha Zmuda
- Executive – Jim Abraham

**Classified Personnel Council Meeting**  
**Thursday October 21, 2021. 1:00 pm – 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"/> Kristin Berthold, Chemistry               | <input checked="" type="checkbox"/> Valerie Lewis, Health Network                                  |
| <input checked="" type="checkbox"/> Amy Bruning, Human Resources              | <input checked="" type="checkbox"/> Amber Lobato, Health Network                                   |
| <input type="checkbox"/> Jeff Cornelius, Housing and Dining Serv.             | <input type="checkbox"/> Adrian Macdonald, Statistics  |
| <input type="checkbox"/> Nancy Cowley, Lory Student Center                    | <input type="checkbox"/> Chuck Richards, CSU Police Department                                     |
| <input type="checkbox"/> Brandon Fuller, Housing and Dining Serv.             | <input checked="" type="checkbox"/> Kate Stevens, 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"/> Jaymee Woolhiser, International Students and Scholars Services |
| <input checked="" type="checkbox"/> Eva Hybiak, Campus Recreation             | <input checked="" type="checkbox"/> Lourdes Zavala, Access Center                                  |
| <input type="checkbox"/> Julia Innes, Facilities Management                   | <input checked="" type="checkbox"/> Alisha Zmuda, Student Disability Center                        |

Ex-Officio Members, CPC Volunteers and Guests:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Kelly Hixon                          | <input checked="" type="checkbox"/> Tammy Hunt, Office of Policy & Compliance |
| <input type="checkbox"/> Sarah Olsen, APC Chair                          | <input checked="" type="checkbox"/> Sandra Dailey                             |
| <input type="checkbox"/> Sue Doe, Faculty Council Chair                  |   |
| <input checked="" type="checkbox"/> Christie Mathews, APC Representative |   |
| <input checked="" type="checkbox"/> Robyn Fergus, Human Resources        |   |

Attendance was taken during the meeting via Teams and in person. Please connect in if there are any changes that need to be made.



## Business Meeting

### Call-to-Order

### CPC Announcements and Updates

- Approval of CPC 9.15.2021 Meeting Minutes
  - Abby Hanouw motions to approve and Meg Sheehan seconds. Meeting minutes are approved.
- Financial Update – Meg Skeeahan
  - Had the charges for the Alumni Center room for our retreat. Meg had them remove the trash. We did have some carry over and Meg is working on reports.
    - Spent just over \$2,000 dollars this year and had about \$6500 carry over from last year.
    - Information Technology (ACNS) trying to figure out licensing for asset library purchased in fiscal year 21.
- Campus Climate Survey
  - Please fill out the climate survey and let your constituents know about it. This data gets analyzed and looked at and is the biggest thing we can do for change.
    - One example, supervisory training program.
    - The survey does make a difference.
    - Completely anonymous and offered in Spanish.
- Adrian was added to Executive Leadership Team
  - Executive Leadership Team meets once a month – CPC now has a seat at the table along with APC and Faculty Council
    - This meeting is hosted by President McConnell
    - The Chair (Adrian) will be able to present any issues and ideas on behalf of the CPC.
- Three days of professional development the week of Thanksgiving
  - You can use this during the week of Fall Break or if you are a shift worker or can't use this time during the week of Fall Break you can use it at a different time
    - This is a carryover from last year COVID protocols.
    - Fantastic benefit to use however you see fit

- Take that time to figure out how to utilize this for you, time off or professional development.
        - Creative way to give everyone a break.
- The Diversity Symposium – October 25<sup>th</sup> – 29<sup>th</sup>.
  - Next week! Can register online for this. Please considering joining in whatever capacity you can.
    - <https://inclusiveexcellence.colostate.edu/symposium/registration/>
    - Need to register for the symposium to register for a sessions/presentation in the symposium. Once you fill this registration out you will get an email that prompts you to sign up for sessions.
      - This is for CSU staff, faculty, students and community members.
    - Wednesday the 27<sup>th</sup> 3:30PM – 5:00PM Meg will be leading a group about the pronoun statement
      - You can click on each day and then pick which sessions you want to attend everything is virtual on Zoom.
  - If you're going to do one thing Meg would recommend attending CSU Inspire.
    - Ted Talk style and speakers this year are really fantastic!
    - There are also prerecorded sessions as well!
      - If you don't have time during the week but want to watch some of this the prerecorded sessions are a great option.
  - Registration helps us determine how many people are going to be in sessions
  - If you have a visual or hearing impairment can have accommodations requested.

### President McConnell

- Will be providing a fall update!
- Most significant thing about these updates is that have been giving the same one to each group.
  - Everyone is getting the same information.
- Board of Governors
  - CPC may have a deeper understanding of Board of Governors relationship
    - Welcomed the Board of Governors to campus the last week of September.
    - Next meeting December 2<sup>nd</sup> and 3<sup>rd</sup>
  - Set up a meet and greet with first generation students – informal meals
    - Board of Governors appreciated meeting our first-generation students
      - Graduates from CSU that are on the Board are first generation themselves.
  - Toured Global Food Innovation Center

- Tom Vilsack (US Secretary of Agriculture)
  - made some announcements that are important in the world of Ag.
- As part of the Salazar Center work on North American Conservation had Secretary Holland – Secretary of the Interior and first Indigenous person to ever hold this position.
- Presidents Environmental Global Liaison – Barbra Mallory
- Professional Development Days in November
  - Supporting employees is very important to President McConnell
  - A lot of people are working very hard and have been working very hard during the pandemic. Last year we had professional development days to focus on professional development and well being
    - 3 paid administrative leave days – correspond with Fall Break
      - Folx will receive the full week off
      - Series of 9 days for folx to put together and hopefully sustain them
    - Essential employees, we still want you to benefit from this opportunity
      - Depend on the supervisors to work with you directly to determine when you can take those Professional Development days.
      - Take these days to explore strategies and resources to maintain wellbeing and mental health
        - Good program that has been established and makes a really big difference specifically while dealing with the impact of the pandemic and not being able to replace several positions.
- Access for Coloradoans
  - CSU online – when people would apply to CSU Online. When applied to CSU online in the past people would have to provide transfer credits – has now been eliminated and no longer is barrier to entry.
    - Once they're in CSU Online's program. they can provide those transfer credits, but don't need it on entry
    - Hoping that by eliminating barriers to entry might allow for more enrollment for CSU online
- Achievements
  - Moving up in the US News and World Report
    - We're not making decisions to chase rankings – we try to stay very true to our values and if we go up in the rankings we deeply appreciate that.
      - Complex algorithm that US News uses factors such as graduations rate, retention, student debt, peer review but they are all waited differently, but it is very hard to predict or gain the system where you are going to end up.
        - We were 79 in 2020, 71 in 2021 and 67 in 2022
          - Really good movement forward
        - Named top value university

- Named top 100 schools for Veterans,
  - Number one for sustainability
- Sustainability
  - Along with sustainability ranking there are other ways we are being recognized one is by the Tree Campus Higher Education Institution
    - Maintaining a campus urban forest
    - Reduce hazardous tree risks to public safety.
    - Maintain a sustainable campus forest through species diversity and best practices
    - Level 3 arboretum
- Rankings you might not know about
  - #10 in 2021 Cool Schools ranking for the 8<sup>th</sup> consecutive year
  - # 10 in Princeton Review in 2021 top 50 green colleges
    - Important to increase enrollment
  - Arbor day foundation
- Inclusive Excellence
  - Dr. Cipriani – delivering a keynote during the Diversity Symposium
    - Came to us from university of North Carolina, but PHD is from Purdue
      - Were able to recruit her because she wants to be back at a Land Grant University.
    - Has been doing an excellent job in including the Student Diversity Programs and Services (cultural centers) offices in the Inclusive Excellence
      - We really wanted an office focused on the entire campus – students, faculty and staff in one place
        - Consolidate all of the training, understand what we are doing in a cohesive way.
        - Doing a great job taking so many units and moving them into a new one unit and making it all work.
  - Hope you will take some time to participate with the Diversity Symposium Oct. 25<sup>th</sup> – 29<sup>th</sup>.
- Employee Climate Survey
  - Went out to the community last Tuesday, October 19<sup>th</sup>.
  - Office of Inclusive Excellence is asking for assistance from the councils
    - Very important to Dr. Cipriani and all of us in terms of planning, specifically when you think of courageous strategic transformation. One big category is our people.
      - How do we best serve our people
- Office of Engagement and Extension (OEE)
  - Gone through big updates
  - OEE provided annual update to the Board sept. 28<sup>th</sup>



- Dual Responder Program
  - Response of the interest in our community
    - Not only have CSU PD go out on calls, but also a mental health expert go out with them
      - CSU PD go out on about 3000 calls a year, 1000 involve mental health issue, and now will have a mental health professional go out with them
        - Hopefully this will change how we interact with people and offer greater assistance then in the past
- Inspiration Proposals
  - Can come from anyone, any group, any entity
    - Innovative and ambitious plans; academic initiatives, operational improvements.
      - Anything that will advance the mission
      - Inviting proposals from the entire community
      - Proposals are due October 31<sup>st</sup>
  - Things that are not on here, but President McConnell will be talking about tomorrow October 22<sup>nd</sup>. Reorganized leadership groups.
    - First time there will be a CPC representative on the Leadership Team
      - This is a big step forward on ability to make decisions together.
- **Jim:** Thank you so much for being here and asking the CPC for an invite to join the meeting and for adding the Chair to your leadership team,
- Questions:
  - **Jim:** Professional development days have been really well received and the month before hand is really great.
    - FAQ page on the link with the email that was sent out about the professional development days.
      - If you have any questions as a supervisor you can go to the FAQ page
    - You have until July 2022 to use the professional development days.
  - **Stacey:** Will Inspirational Proposals be folded into the CST or, are those chosen proposals to be acted on outside of that process?
  - **President McConnell:** Will be part of CST, and a critical part of CST, but that does not mean we are going to wait until CST is done to start those.
    - Don't want to hold things back while we are getting to the final approval for CST.
    - Want to continue to make progress.
  - **Jim:** Could you speak a little more to Tom Vilsack's visit? What is the administration looking to do and how does it apply to CSU?
  - **President McConnell:** There are several things that are going to have an impact on us
    - Agriculture Research Service (ARS), a critical part of the department of agriculture, they are getting funding for certain kinds of hubs and they are considering CSU for a sustainable agriculture hub



- Our researchers and their researchers will be collocated.
  - This would be powerful for us and create a new facility for us and would allow us to redo our horticulture greenhouses
  - We have seed lab and animal tissue lab already which is part of a cooperative agreement with the Department of Ag as well.
- This would extend the footprint of ag and be an important partner on sustainable agriculture
- Reallocation of funding
  - Funding being used for one thing and then switching the funding to sustainable agriculture and support of rural communities
    - One thing the Department of Agriculture is aware of is that rural communities are being hit hard by climate change
      - Working to redirect money into those communities to support the needs of the community,
  - Department of Agriculture is huge
    - Recommitment to use that agency to focus on critical challenges like climate change and food insecurity.
- **Stacey:** Thank you for coming to a CPC meeting and bringing Adrian to the executive committee meetings too. Appreciate opportunities for shared governance. Question about CST, I am lucky enough to be serving on drafting groups. Do you have an estimate on how many likely goals will be presented to the Board of Governors? Each of the drafting groups have been asked to create 3 – 5 goals, that could be upwards of 60 goals for each group. What does that process look like to deliver CST goals from the community through this effort to the Board and how do we expect the next feedback steps from the Board of Governors.
- **President McConnell:** Thank you for the question and it is very insightful to the process.
  - Upsides and downsides to an inclusive process – sheer volume of information is one of the downsides.
    - 1<sup>st</sup> will convene a group to go through the results of the drafting groups.
      - Separate out goals vs tactics
      - Make sure focus on big goals
    - 2<sup>nd</sup> gather into areas of overlap and alignment and hopefully we will see some high level goals and do 3 tactics under each one.
      - One thing the Board is really interested in is Data
        - The Board is becoming more interested in data and how we present data and the significance



- Everything gets folded back in and determine who gets what.
      - Good news is that President McConnell does not see a decline in funding. There could be an increase in the budget if they feel so inclined.
    - Need to work with the legislature to reinvest in higher education
    - Overall revenue outlook is actually very positive.
  - Not sure what will happen at the federal level – if that money starts to come forward that can make a big difference as well. Some of the bigger projects at the state level might get accomplished and trickle down to us.
  - One thing we're focusing on is can we get Clark funded
    - This is a high ask from students – students have allocated portion of their fee to Clark and now need the State to step up.
      - If the State steps up this would be real progress.
  - If you think of any other questions, please feel free to ask.
  - Please ask folx to take part in the climate survey and continue to encourage folx to participate in Inspiration proposals.
    - Whatever you are thinking of that proposal will be taken seriously.
  - Please continue to participate in Courageous Strategic Transformation as you can.
- Thoughts/comments from the conversation:
  - Stacey: Important to make sure to check in with those open forums for the Drafting Groups from CST and provide feedback.
    - There are some more specific Drafting groups related to employees, but employees and working environments can be found in many of those Drafting groups.
  - Open forums are on Teams!

### CPC Announcements and Updates continued

- Sonjia Cervantes – Co WINS and MSFN (Multicultural Staff and Faculty Network)
  - Works at CSU in the Extension office – Sonjia is the new COWINS District Chair.
    - Multicultural Staff and Faculty Network (MSFN)
      - Sonjia has been on the MSFN for 2 stints
      - First term 2016 and rejoined within the last year
      - MSFN has been around campus since the 1970s in some form or another.
      - Membership is comprised of staff and faculty who have self-identified as a person of color or belonging to a person of color in hiring materials that we fill out on the onset.
    - If you would like to be added please reach out to the Chair, Patricia Vigil or Sonjia.
      - Membership is via list serve
      - Maintained by Kauline Cipriani's office and kept confidential.

- MSFN is comprised of State Classified employees, AP and faculty and faculty affiliates
- Positively impact campus climate and culture.
- Here today as a State Classified member of the MSFN board want to know how we can build a relationship?
  - Co-Hosting an event with MSFN?
  - All ideas are welcome and we would love to meet with you
  - Have also reached out to APC and faculty council
    - MSFN is working on those pathways
    - Better serve the communities we live and work in
      - Race and class continue to be an issue in the community which we live
      - Sonjia is hoping to bridge gaps
- MSFN outreach has been a little hampered by the pandemic, but there have been many professional development opportunities created and have created safe spaces during the pandemic.
- COWINS Connection – recently joined and was elected as District Chair for our district.
  - District is comprised of Larimer, Weld, Boulder, Broomfield and Adams Counties
  - Would like to learn how can best serve and represent you
    - Living and working in Larimer County and at CSU, CSU State Classified are close to heart
    - Will be serving on the executive board leadership team
      - 9 district chairs across Colorado
      - Executive Director
      - President
      - Treasurer
      - Secretary
    - Assuming we can get ratification through we are going to come together to identify other priorities, set goals and determine strategies
  - Convene District 2 meeting – not currently sure when this will happen, but once the ratification has been passed and executive team has had a chance to come together, we will try to get that set up.
    - Grow organically to meet needs as they come up and hear the needs of constituents.
    - Once we have that time set up we will reach back out to CPC to get that information out there.
  - Sonjia is all of District 2 – any state worker across any agency in that district.

- Have a lot of work to do to get out there, but wanted to start where live and work.
  - Adrian and Sonjia have met. Adrian thought it might be valuable to have Sonjia be part of the EEE committee.
    - EEE needs to schedule next meeting
  - **Meg:** With such a large district representing a diverse group of State Classified employees, what do you think is going to be your biggest challenge?
  - **Sonjia**
    - Still have a lot to learn, will be meeting with Hilary Glasgow at COWINS to help get feet under her.
    - First thing did when won the district is reach out to predecessor – would like the wisdom that the predecessor developed
    - Getting out there and meet people
    - Let people know that COWINS doing everything they can to have safe work spaces and live and work in the same communities that we serve.
      - Try to increase voice
    - Strength in numbers
  - **Meg:** Overall structure, you're the district chair are there chairs of counties or are there folks who help you do the work? Thinking about the size and scope of your district this is a quite the challenge.
  - **Sonjia**
    - Looking forward to how we are going to tackle that!
      - Work hard to expand that!
  - **Sonjia:** In response to Meg's question, one of the things that Sonjia will add is that she has asked for a direct line to the district 2 constituents that she serves.
    - Really want to use this to open the dialogue
    - Will be providing cell – has done this before and will do it again.
    - Want to be accessible and serve constituents
    - Beyond joining COWINS and various agencies and organizations in the counties mentioned, provided can meet leave considerations.
      - Want to be out there – accessibility is important.
- **Ivy Geilker – Ratification Update**
  - Ivy is from COWINS – update on the ratification process
    - Ivy was here during our last meeting right before the contract was agreed upon.
    - COWINS was on campus last week for an in person vote last week.
  - Update on where we stand
    - Right now we are in the middle of ratification

- This is the process where US state employees have the opportunity to learn about contract and vote yes or no on it.
      - Since this is the first contract for State employees everyone, member or not, gets to vote on it since it is the first contract
      - Moving forward this will just be members.
  - This is huge and unprecedented, COWINS has had volunteers come out to for California and Virginia to help with this drive.
    - A lot of people that Ivy has been talking to are on similar campaigns in similar states.
      - Excited to see what is happening here.
    - Have been able to share highlights with some of their members on what is possible.
  - Photos of members and Skip the President of COWINS and works at the school or Mines.
- Contract – is a pretty exhaustive list
  - Ivy sent Meg a PDF that can be shared
  - If you read the PDF and opened your emails and text
    - 3% raises every year are ensured in this contract
    - Step system is not in this contract – bargaining team was not able to agree on this before closing the contract.
      - They gave a proposal to the state did not agree with this
        - State said you either choose step raises or 3% living wage raise.
        - Bargaining team was not happy with this so they agreed on everything else and have a step opener – once everything is completed will go back and have this conversation about steps with the legislature again.
      - Membership really matters for renegotiation; can you show the State that you have built more power and that this (steps) is important to state employees.
    - \$15 minimum wage for all State Jobs
    - On call pay which actually is very relevant at CSU in custodial who have issues getting that in the past.
    - Shift differentials being the same across the board.
      - Same across all shift work across the State.
    - 3% Raises will actually go into pocket as the state agreed to cover the next 20 million dollars of health care premium increases
      - If they are going to increase above 20 million the State has to negotiate a cost sharing for that.

- Accrual of time off
  - After 3 years you get 9 hours per month and all other tiers have more time off too.
- Juneteenth an official holiday for all State employees
- Family Leave has also doubled.
  - Now 4 weeks for that.
- **Jim:** Annual Leave – it increases to 16 hours at 15+ years and that also increased the cap of hours you can accrue. That went up almost 48 hours. Went up to 484, all caps increased in your total bank that you can use.
  - 6 more days of accrual that you can have as a State Classified in your total bank.
    - Adrian had asked this question and this information was provided.
  - Excited to see that happen.
- If you're injured, you can have light work up to 5 months and if you need more than that there is a way to negotiate that with your employer.
- There is now a Diversity Equity and Inclusion task force set up for the State level.
- Zoom Out: We are currently at Phase 3
  - We won a seat at the table
  - Bargained
  - Next need to win a strong union contract and ratify our contract
    - We are currently here!
  - Lobby legislature to fund our contract, agency-level bargaining, nominate stewards.
    - Undecided if there will be on unit for all of higher ED instead might be per system.
      - Dependent on who steps up and speaks up.
  - Keep building power, be ready for wage scale reopener in 2022
  - Paid time for 250 union stewards – someone who is in the workplace is trained on the details of the contract and you can go to that steward and ask what they can do now.
    - Ask whatever the question is to that steward.
    - Stewards will be based on membership numbers in different locations.
- Last week during voting CSU boosted their membership a ton, had 90 new members join.
  - In a really great position to have voice heard
    - Have Sonjia and membership.
  - Because of this CSU will have a pretty good number of stewards
- **Jim:** Do stewards have to run or apply for that steward position?

- Dependent on supply and demand
      - If there are 40 people interested in that and only 3 spots, then it would be an election, would need to do some type of application, and members would vote on this.
      - This is a paid job through your current job. This would count as your work for the week in your current position.
        - Making state jobs better.
  - Questions about COWINS, what contract involves, something that you didn't see?
    - **Jim:** Ratification probably occurred this spring or accepted by the legislature by spring, are we looking for the contract to be implemented fiscal year July? Or is that going to be calendar year with the state?
    - **Ivy:** Contract goes into effect as soon as its ratified except all the things that fall under economic demands, those go into full effect July 2022.
      - Anything that is not specific economic demands will go into effect in November. Last day of voting is November 16<sup>th</sup>.
    - **Jim:** Is the goal to get it by July 1<sup>st</sup> or full implementation by 2023?
    - **Ivy:** Goal to get the full implementation by July 2022. You will get the 3% raise that COWINS fought for in July 2021 next year and the 3% raises the next 4 years.
      - First time in a long time that state employees have had raises 4 years in a row.
    - **Jim:** There was a concern about not being able to review contract. Is there a way for state classified folx to review the contract that they are going to be voting on?
    - **Ivy:** Right now, the legal language of the contract has not been shared to anyone yet. The PDF is available and has each article outlined. This is a summary of each provisional agreement.
      - Each article is spelled out. A 3<sup>rd</sup> or 4<sup>th</sup> of length of legal contract due to the legal language. State is in a proof-reading stage with the contract
        - If we had waited for the proofreading to be done, we would have had to wait to start ratification.
          - Full contract will be available prior to Nov. 16<sup>th</sup> so that you can read that.
        - Summary document is pretty good.
          - Has most of the information that you need
        - PDF lacks a little bit of the on-call language that the actual contract has.
      - Ivy does not think we have anything worry about, but just waiting for proofreading to finish.



- **Stacey:** Was there any conversation about shifting/raising salary ranges for classifications - in addition to just the 3% across the board. Some classifications really lag the market. If we don't move the ranges (the floor), we are not a competitive employer. And, given a three-year contract - does that mean any changes not included in this contract must wait for 3 more for a chance to be included?
- **Ivy:** Yes, there is talk of changing pay scales and pretty much all positions are outdated.
  - This would be part of the wage scale reopener.
  - When the bargaining team comes back to steps they will also be working on those pay scales.
  - This is probably part of the reason that steps was taking so long in bargaining and why the bargaining team is coming back to that.
    - A lot to be done on this.
  - State has agreed to do another round of pay equity study that this time COWINS will have more of a say in and oversight of.
    - This would be a revamped/not currently existing version of Gallagher report
      - New and improved comparison.
  - When this would be implemented, since the reopener is part of this contract it will go into effect in 2023.
- **Stacey:** One more - what if a given provision of the contract is less than or exceeds the existing policy/procedure/HR practice here at CSU? Which takes precedence?
- **Ivy:**
  - It goes, state law, contract, facilities rules
    - Contract overrides what is going on here.
  - Contract is a base law. CSU could never go below that.
  - If CSU has some policy or some way of defining something and the contract has that as well the contract wins.
- **Stacey:** Believe that this answers question
- **Kristin:** Are there plans to provide virtual voting options past Oct. 29?
- **Ivy:** Yes, virtual voting will be open through November 16<sup>th</sup>. It is pretty much every Tues – Fri. Morning session 10am – 12pm
  - This is a Zoom that is open for a two-hour period.
  - You get on and give you a link to sign on and say that you have been here, and you can always say you know what you want to know.
  - Need a personal link sent directly to you in order to vote.
  - If you can't sign on to the Zoom can connect with Ivy via text or email to receive that link.
- **Meg:** Will those additional links be provided after October 29<sup>th</sup>

- **Ivy:** Yes, still just need to figure out what staff is available for those times.
    - **Meg:** communication team is working on sharing those out.
  - **Sonjia:** The part of the contract that was significant for Sonjia was the \$15 minimum.
    - Been at the university for 13 years, and what struck Sonjia was how hard facilities and Housing and Dining are working.
    - Facilities and Housing and Dining – 15 minimum wage was powerful
      - Worried about brethren having difficulty making ends meet
      - This has been a long-standing issue that has not been fully addressed from year to year.
    - Have learned about the COWINS is that there is a dedicated bargaining team to get wins even when Sonjia was not a member.
      - They spent so many hours and continue to spend so many hours as they work on the wordsmithing and language of the provisional agreement to ensure every single one of us get the benefit of the doubt
    - The bargaining team much like the executive board has someone from many different agencies.
- **HR Update – Robyn Fergus**
  - SilverCloud
    - New Employee Assistance Program (EAP) – State of Colorado Employee Assistance platform
      - CSU has purchased this to help address mental health concerns and issues.
      - All CSU employees have access to SilverCloud and a mental health professionals.
    - <https://hr.colostate.edu/current-employees/benefits/silvercloud/>
    - This is a great tool to center wellness and wellbeing
      - One prong of a multi prong approach to expand resources for wellbeing
      - Launched under EAP at CSU during the Pandemic
        - Late spring early summer
    - Online interactive tool that is completely confidential and self-guided – this is available for both students and employees.
    - Based on cognitive behavioral therapy research and practices
    - Intended to help people interested in wellbeing and address personal or familial concerns
      - All sorts of different topics are imbedded in the tool
        - Can search for exactly what you are looking for
        - Can take a quiz to find out about more resources in the platform.
          - Similar to Telemedicine

- You can find this on the EAP website.
- This is a complement to other resources.
  - Have EAP both through the University and access through the state of Colorado
    - State Classified have resources available in both places
    - One prong to support mental health and wellbeing
- In HR portfolio looking at how to expand wellbeing initiatives. Continuing to evaluate the needs of the University.
- CSU is in the process of partnering with this vendor to provide this resources for employees as well as students.
  - Hoping to have this in the new year.
- Question:
  - **Tammy:** Is SilverCloud available for family members?
  - **Robyn:** Yes, should work from any internet connection.
    - Some things do require a login to access resources while others do not.
- No other HR updates.

#### CPC Committee Reports:

- **Communications – Kristin Berthold**
  - Don't have too many updates.
  - Communicator is hopefully going out the first week in November.
    - If anyone has anything to add to the Communicator, please connect with Kristin.
    - Last Communicator:
      - <https://cpc.colostate.edu/media/sites/105/2021/06/The-Communicator-June-2021.pdf>
  - Working on updating the website:
    - If you have any changes to the membership information, please let us know, you can send that to Kristin.
  - If you have any updates to the Facebook please connect with Eva.
  - If you have different ways that we can reach more areas and departments, we would like to brainstorm with you! If you have information you want to share we are happy to get that out there for you!
- **Employee Recognition – Nancy Cowley**
  - Nancy is not able to join. Meg is providing updates.
    - Working on Everyday Heroes
    - Partnering on ACP to do an announcement about some of the bigger awards; Outstanding Achievement Award and Positive Action Award .
    - Biggest conversation: do we expand our Everyday Heroes to include hourly and student employees?
      - What would this look like then from how we actually do this award?

- Two meal swipes at a dining hall or do we give them a coffee voucher to sweet sensations.
  - One thought: at the end of each semester we could we raffle off those awards to everyday heroes?
  - Going to test out adding hourly employees to Everyday Heroes and see how it goes!
  - Also going to encourage student employment to do more than once a year awards for students.
  - Meg has been recognized by the Northern Colorado 40 under 40 recognizing 40 business leaders under 40 who are making a mark on their communities through professional success and volunteering in their communities.
    - One of few who were recognized from CSU.
    - Meg is very honored to be recognized by community and service work to CSU.
- Legislative – Wayne Hall
  - Haven't met in the last month.
  - Biggest thing: annual leave has somewhat been addressed with COWINS – Legislative committee is going to turn their attention to sick leave
    - Have been lobbying representatives for that
    - Adrian provided representatives all of the information for sick leave.
- Employee Engagement and Experience – Meg Skeehan/ Alisha Zmuda
  - We need to meet! Going to include Sonjia (volunteer non CPC member) in those meetings.
  - In person events feel like too much.
    - Have been talking about in person events and how burnt out everyone is
      - In person events feel like too much right now.
      - So we have been talking about instead of focusing on events providing more casual things
        - Screaming into the void at lunch.
        - Also looking into Yammer (more social side of Teams)
          - Affinity groups
    - EEE is feeling what is going on
      - Really want to create community, but when we do that, it feels like to much so we're trying to figure it out.
        - Meg will help organize the first scream into the void.
- Executive – Jim Abraham
  - Hybrid meetings
    - Hopefully these are going well, felt like the last one went well.
    - Any comments are appreciated or thoughts about hybrid meetings are appreciated.
  - Amber:

- Recognition of essential works on a Canvas Stadium Jumbotron
      - Adrian reached out to Max Kline who is the Vice Chair of APC and Associate Director of Athletics to see if we can get essential employees recognized through the day.
      - Trying to honor the people who have been here during the Pandemic throughout the day when the Jumbotron is on.
  - COWINS updates and contract.
  - November meeting we will be looking to bring back Tracy Hutton and Rachel Barrett to finish up PDQ talk.
    - How do we get past wage compression and move to higher end of salary ranges – Tracy.
  - If you have any additional ideas of who you would like to hear from please reach out to Jim.
- Additions:
  - Abby had someone come to her from her office about custodial workers that have to work game day, custodial workers can't bring their own lunch.
    - Only get \$5 dollar voucher
    - Jim will connect with Adrian and Jim will reach out to Matt to see what he can find out.
  - Brian: If they are coming through the media and staff entrance there is no reason that employees shouldn't be able to get that lunch through. This might not be the case for vendors. A lunch sack should not be an issue, a full water bottle might be.
    - Jim would like to get some more information prior to connecting in with athletics.
    - Brian will connect in with Captain Meisner as well.
  - Valerie
    - Student workers also are also not allowed to bring in lunch – had to order from Krazy Karls and there was delivery issues.
  - Brian: if you're working the event you shouldn't have to pay concession prices.
  - Wayne: Is this a contract thing with the stadium? If so \$5 is not enough.
  - Tammy: We might want to verify. I just checked with CSUPD and was told that they are not prohibited from bringing a lunch. If that is happening, then it might be an internal Facilities issue/miscommunication. Need to make sure there is consistent messaging.
    - Employees working the event can't bring large, hard-sided coolers, etc.

End of Meeting!

## Chair Report

10/25/2021 - Lynn Johnson, Nick, APC, CPC

- Lynn's replacement: search chair and firm identified
- Keep COO and CFO together
- National search
- Lots of campus input

11/2/2021 - Executive Leadership Team

- CST presented to BoG at February Board Meeting
- Budget: 3% raises, no tuition raises for students (out of state too?)

11/9/2021 – CPC Executive Committee Meeting

- October meeting went well – room size was good
  - Same room booked for the rest of the meetings
- Should we order more swag?
  - Fun vs wasteful
  - Springtime meal for CPC
- Future meetings
  - Rachel Barrett and Tracy Hutton in December
  - Safe Zone training in January

11/15/2021 - APC/CPC/Faculty Council

- Exit Surveys - who should control it?
  - Adrian will reach out to Diana Prieto to see if she will help
- C2C – Tammy Hunt needs help
  - Jim will invite her to CPC meeting
- Faculty Council passed a resolution in support of grad student compensation and elimination of fees
  - Grad students pay \$1,200 each semester
  - CU just eliminated their fees
- Need names and pictures for jumbo tron project to honor essential workers

11/15/2021 – Robyn Fergus and Jim

- elevate function of HR - “people matter”
- Joyce sending right support to the workforce
- HR and Operations in generally not fully resourced
- HR was more of a tactical partner than a strategic one in the past
- Diana was AVP of Human Capital - OEO and HR

- Robyn was Executive Director
- Building more consistent approaches and more visibility in units
- Intervention and outreach in units
- Got “great start” not “sun, the moon and the stars”
- “Performance Culture” is main goal
  - Not woven into culture
  - High performing workplace
    - Rich feedback that informs growth
    - People are given deep and rich feedback that helps them become a better employee
    - Regular conversations about performance
      - Two-way feed back
    - Regular development conversations
      - Separate conversation
    - Clear competencies
    - Feedback up and down and sideways
- HDS looked at compensation and given market conditions. Facilities followed suit.
  - Raises for Custodians
- Haven’t seen new CO WINS member enrollment forms come through payroll

**From:** [CPC Website](#)  
**To:** [CSU CPC; operations](#)  
**Subject:** New submission from University Committee Report Form  
**Date:** Thursday, October 28, 2021 2:16:15 PM

---

**University Committee Name:**

Administrative Professional Council

**Date of Meeting:**

10/11/2021

**Name of CPC Representative**

Julia Innes (she/hers)

**Email of CPC representative**

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

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

Recent APC meeting notes from 10/11:

President McConnell presented at APC (and has done so for all the councils now, including CPC) on a number of similar topics. The APC meeting covered:

- Board of Governors visited main campus. Board attended LSC remarks by U.S. Secretary of Ag Tom Vilsack. Link to details about Secretary Vilsack's announcement! <https://source.colostate.edu/video-usda-secretary-tom-vilsack-makes-3-billion-announcement-at-csu/>
- Professional development days are 11/22, 11/23, 11/24. Additional details about the Professional Development Days: <https://col.st/MM9oS>
- CSU online expands their program eligibility for Coloradoans, transfer credits not needed anymore.
- CSU among 100 best public universities in Country – ranking released 9/13 by US News & World Report
  - o CSU QS World Rankings - <https://www.topuniversities.com/universities/colorado-state-university> CSU
  - o Times Higher Education Rankings - <https://www.timeshighereducation.com/world-university-rankings/colorado-state-university-fort-collins-0>
- Tree Campus Higher Education – 2020 was the 10th year of certification for CSU. Visit for more info: <https://www.fm.colostate.edu/arboretum>
- Watershed Assessment and Vulnerability Eval Program: <https://watercenter.colostate.edu/wave/>
- Leadership Fellows Program Details: <https://president.colostate.edu/leadership-fellows-program/>
- Dual Responder program (mental health expert with PD on calls)
- CST
  - o [courageous.colostate.edu](https://courageous.colostate.edu)
  - o Full CST Timeline: <https://courageous.colostate.edu/timeline/>
  - o All leadership drafting groups are listed here (chairs are bolded): <https://courageous.colostate.edu/leadership-groups/>
  - o CST Inspiration Proposals – may propose small or large academic initiatives, operational improvements, or anything that would advance mission due 10/31. Anyone can submit a proposal. Link to submit an inspiration proposal: <https://courageous.colostate.edu/inspiration-proposals/>
  - o CST FAQs: <https://courageous.colostate.edu/faq/>
  - o Unified mission vision and something everyone can point to and see themselves in because they participated. Buy in is important to accomplish. Disaggregated universities deliver different results. Where do we need to be more aggregated to deliver better services and disaggregated to reward autonomy and creativity? Unification of campus and alignment.
  - o Final draft to board for approval in Feb.
- Changing of leadership in divisions - Office of Inclusive Excellence, student success efforts under the



provost; marketing and communications (about 200 people)

- President McConnell has invited APC, CPC, and Faculty Council chairs to be on the President's Executive Leadership Team.
- CST focus on systems including unified databases and intranet listservs for ease of communication, branded communications, HR systems, aligning job titles/descriptions/salaries
- Strategies for recruitment? Looking into can work with staffing agencies. Launching student job fair for internal jobs.
- Promotional pathways needed for staff, developing folks professionally
  - o Exit interviews needed, but apparently there is not enough staff to conduct
- Have lost more admin pro/state classified than faculty
- Questions concerns raised about vision for spaces due to teleworking
  - o Space assessment - Holistic study of how we use space - office, public, and classrooms
- Consolidation of common systems
- Recommendation from APC chair to ask that the faculty council representative to the board to include bullet point report from APC and CPC to share with board. Getting seat on board of governors will be lengthy process.
  - o Interesting comment from Chair Sarah Olson – “My understanding of the process for shifting the membership to the Board of Governors is two-fold. One is a change in the board of governor's governing documents and the other is a change to the Colorado Revised Statutes to the Colorado Constitution. It is unlikely that we would be able to change this only for CSU Fort Collins but also for CSU Pueblo and CSU Global. We will need to have some conversations with the governance at the other two campuses to see if they are on board with us advocating for greater representation on the board. I think we should fully explore this option and advocate and in the mean time I think we should be leveraging our relationship with Faculty Council and have them share some of the things that APs want to be brought forward through their report. This would be immediate and something that we can do in addition to exploring the structural changes to the Board of Governor's membership.”
- Upcoming Service Opportunities:
  - o Winter Gear Drive for Homeward Alliance in November (more details to come).  
<https://www.homewardalliance.org/wp-content/uploads/2021/09/FallWinter-2021-2022-Donation-List.pdf>
  - o CANS Around the Oval will take place on Wednesday, October 20th  
<https://lsc.colostate.edu/slice/community-engagement/cans-around-the-oval/>
  - o Pumpkins on Parade at Gardens on Spring Creek, October 21st-24th <https://engage.fcgov.com/d/gosc>
- APC met with their standing committees and reviewed what they are doing for this year and description of committees.

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

No

**Next Meeting:**

11/8

**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:** [CSU CPC; operations](#)  
**Subject:** New submission from University Committee Report Form  
**Date:** Monday, November 8, 2021 10:49:19 AM

**University Committee Name:**

Administrative Professional Council

**Date of Meeting:**

11/08/2021

**Name of CPC Representative**

Julia Innes (she/hers)

**Email of CPC representative**

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

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

- Lynn Johnson, VP of University Operations, presented to APC on the budget for Fiscal Year 23 & governor's budget. Spoke to what to expect for salary increases for state classified, grad students, faculty, admin pro, etc.
- Tammy Hunt presented on Commitment to Campus and different benefits of C2C (<https://commitmenttocampus.colostate.edu/>), such as but not limited to:
  - o Rams for Rams, includes: Care program, Volunteers in Public Schools, Employee Assistance Program, Campus Safety & Safe Walk
  - o Can apply for a passport at CSU
  - o 2 free tickets to UCA productions
  - o USA Today and New York Times subscriptions
  - o On Track for Health – for state classified \$20/month
- Report-outs
  - o Sarah Olson, chair of APC - Executive Leadership Team meeting and notion of “cascading communication” topic that will be coming from President's office down to all the CSU groups, colleges, depts.
  - o Matt Klein, vice chair of APC – need for exit survey (discussed at joint mtg between APC, CPC, FC); would like to jointly propose template for this.
    - o People leaving position can schedule exit interview with Diana Prieto in-person or virtual mtg.
  - o Matt Klein, vice chair of APC – Space audit occurring for university
  - o Kacy Paul, Area 13 – reported on draft policy between APC and Faculty Council regarding documentation of employees when issues arise (letter of expectations and letter of reprimand) that mirrors the state classified process. They do not currently have a formal policy. This item was tabled until next meeting, so they can seek further feedback from APC and the areas they represent.
  - o Dawson Metcalf, Area 12 - The Administrative Professional Council at CSU is hosting their annual Winter Gear Drive to support Homeward Alliance located in the Fort Collins community. Please find attached and below the flyer to indicate collection sites across campus, as well as what items are most needed by Homeward Alliance. The drive will end at 1pm on Friday, November 19th. The APC Service & Engagement will deliver items on the afternoon of the 19th. If you are working off-campus and would like to donate, the donation hours are M/W/F from 2-4pm at the Murphy Center (242 Conifer St., Fort Collins, CO). If you would like to donate but don't have any of the gear they are looking for, you can make a financial donation [HERE](#). “Homeward Alliance operates a continuum of programs and initiatives for families, adults and seniors, such as basic needs, housing-focused case management, behavioral health and employment services. Homeward Alliance is not only an alliance of services, but also an alliance of volunteers, donors, agency partners and other community stakeholders. They envision a community in which homelessness is rare, short-lived and non-recurring.”

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

No

**Next Meeting:**

12/13 - 8:30 a.m. - Zoom

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

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

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