

Classified Personnel Council Meeting
Thursday January 20, 2022. 1:00 pm – 3:00pm
FY22 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 type="checkbox"/> Kristin Berthold, Chemistry | <input checked="" type="checkbox"/> Valerie Lewis, CU School of Medicine at CSU |
| <input checked="" type="checkbox"/> Amy Bruning, Human Resources | <input checked="" type="checkbox"/> Amber Lobato, HDS Facilities |
| <input type="checkbox"/> Jeff Cornelius, Housing and Dining Serv. | <input checked="" 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 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 Davidson, Registrar's Office | <input type="checkbox"/> Jaymee Woolhiser, International Students and Scholars Services |
| <input checked="" type="checkbox"/> Eva Hybiak, WCNR | <input checked="" type="checkbox"/> Lourdes Zavala, Access Center |
| <input checked="" 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 type="checkbox"/> Tammy Hunt, Office of Policy & Compliance |
| <input type="checkbox"/> Sarah Olsen, APC Chair | <input checked="" type="checkbox"/> Joe Parker |
| <input type="checkbox"/> Sue Doe, Faculty Council Chair | <input checked="" type="checkbox"/> Chelsea Hanson |
| <input checked="" type="checkbox"/> Christie Mathews, APC Representative | |
| <input checked="" type="checkbox"/> Robyn Fergus, Human Resources | |
| <input checked="" type="checkbox"/> Tracy Hutton | |

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

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Call to Order

1:00 – 1:45: Joe Parker, Director of Athletics

- Director of Athletics Joe Parker
 - Here to speak about the value of D1 sports and the budget.
 - There are 130 D1 schools
 - They play at the highest level of intercollegiate athletics.
- Power of Athletics
 - The budget for intercollegiate athletics continues to grow.
 - Athletics round out the experience of being in college
 - Balancing academics and athletics at a high level
 - Learning things about yourself that you would not normally
 - Learn to cope, adapt, adjust and how to handle adversity
 - Really provides an opportunity for students to prepare for what's next.
 - Joe Parker was an intercollegiate athlete and feels he can speak to this experience.
 - CSU has 16 collegiate teams with roughly 380 students participating in these programs.
 - Access to Education
 - A lot of students on the roosters are receiving financial aid through athletics which provides access to education.
 - Draw of Athletics to the community -
 - First, provides an experience that cannot be provided anywhere else on campus
 - Secondly, provides access to education
 - Third, invites the community to the institution and provides insight to what we do as a university.
 - After campus closed yesterday for the snow day, we had almost 400 people come to an athletic game last night – community.
 - Invites perspective students to come and see the university.
 - Alumni come back for community - stakeholders
 - Football is the best place to bring people together and create a sense of community and to fundraise for the institution. – Deepen their relationship with their peers and the institution.
 - Joe Parker was part of Michigan football and this was a place of community and fundraising for the institution.
 - At these events folx were there to do business, develop relationships, articulate the priorities of the university and raise money for the institution.
 - Entertainment for a period of time

- Coaches who are hired are also educators. They are teaching best practices in life through their sport.
- Budget
 - University budget is about 1.2 billion – ish dollars across campus.
 - Athletics operates on a budget of a little over 50 million dollars.
 - Half or a little over of this is self-generated and the other comes from institution and student fees.
 - Athletics also has to pay back scholarships to the University.
 - There is also value in branded broadcasting.
 - It can be easy to read the headlines and read coaching compensation and think that is excessive and on some level it is.
 - Every job in HR system is responsive to a market that is broader than our campus.
 - If we are in the market to hire coaching staff, we are subject to that market. We try to end up being top 3 or 4 in the Mountain West Conference.
 - We could try to economize salaries, but also think that would compromise the talent that we are bringing to campus.
 - Athletics is trying to develop a program that is growing and winning championships
 - The larger salary is part of the cost of participating in the space.
 - Joe Parker is continually trying to do more with less.
 - University of Texas is probably the high-water mark for budget and that is close to 5x what CSU's budget is.
- Transparency issue – not sure where that comes from.
 - Joe Parker provides budget and financial summary to the Board of Governors every year in detail, this is immediately published on the website, and the Board of Governors archives this information in their minutes.
 - Really willing to be completely transparent about the budget.
 - The athletics budget is more scrutinized than any place at CSU.
- Hiring Coaches
 - When we hire a coach and things don't work out we follow an employment agreement that makes it very clear on how we will manage the decisions.
 - Lays out how the university will manage a dismissal for cause and it lays out and articulates how the university will manage a dismissal without cause.
 - On December 1st the buy out was 5.5 million dollars for Coach Addazio. On December 2nd that went down to 3 million dollars. Waiting until the 2nd to let Coach Addazio know he would be dismissed without cause and that CSU would pay him the 3 million dollars over the next 3 years as was stated in his contract.
 - If Coach Addazio finds another means of employment this will offset what we owe him over the next three years.
 - Assistants

- Most of them were managed with a 90-day severance from the point in which they were no longer employed by the University.
 - Two of the assistants have already been hired elsewhere and three others are in various levels of conversation with other schools.
 - The two that are employed, there is no offset required.
 - Ultimately it will be a while before we figure out what the transition costs will be.
- Questions:
 - **Adrian:** Not really a transparency issue more of frustration specifically from State Classified Employees who have been historically making far less money when we are still paying a coach who is not currently here.
 - **Joe:** Not sure how to address that.
 - **Adrian:** I understand that it's a package that brings folx here. Another frustration is the fast turn around of hiring for an open position. In some departments it can take months to fill an open role.
 - **Joe:** I empathize with that frustration and understand it. There are a lot of moving pieces that go into hiring for a coach. If we are managing it in the same time frame as other searches it would be a total fail.
 - There is constantly media scrutiny during the hiring process.
 - Not sure I have a good answer for you.
 - Really based on the market and the narrow pool of folx to pull from. There is urgency in that.
 - **Lourdes:** I'm curious, do you know the percent of athlete graduates who give back to CSU (alumni/development, etc.)? I hear you regarding questioning... The return on investment (ROI) seems to come up regularly...
 - **Joe:** Can't give a percentage but can give an antidotal and some large context.
 - A former student athlete at the next level earning a professional salary at a league in theory would be a great person to target for philanthropy, however that is not always the case.
 - Many in professional sports are only earning that high amount of money for a short period of time. If they have earned a lot it usually means that it's something special.
 - Not until someone starts earning a lot of money or is in their field for a while will philanthropy come into the discussion.
 - Did have a former football player and his wife, a volleyball player, (Weston and Marly Richburg) give 1 million dollar commitment to CSU and CSU athletics.
 - I think the most frequent donation is from someone who didn't participate in professional sports but took their CSU degree and did something great with it and has chosen to give back.
 - **Julia:** What classification is the CSU football coach? Is it admin pro?
 - **Joe:** Yes, all coaches are admin pro. Go through OEO and HR, and HR expedites the process.
 - **Jim:** So I guess I want to understand basically that net value that you said that the University pays for. It sounded like it was in the area of about 25 million dollars. Does the University have to pay that to the athletics program? Is that right?

- **Joe:** To clarify a little bit less than half of our budget comes from really two sources institutional support and student fees. Student fees is about 6 million. 19 ish million is the direct institutional support.
 - 19 million we are looking at what we pay the institution as it relates to athletic scholarships
 - About 10 million of that is tuition, fees, room and board, books etc. The first year that is a direct transfer back to the institution so that's about 9 million coming back to the university in the form of scholarships given to our student athletes.
 - Student fees – Allow admission into different games and programs put on by athletics.
 - Allows every student to attend a ticketed event on campus.
- **Jim:** Total budget is 50 million, but it sounds like Athletics pays about 40 million dollars of that to the University?
- **Joe:**
 - 25 million or more is self-generated; ticket sales, broadcasting contract with Mountain west conference, concession sales and revenue that we do with Spectra, multimedia partnership with Learfield that gives us guaranteed rights fee every year, and then the sales team that goes out and sells on behalf of our department.
 - Sponsorships would be expressed on the video board and ribbon board and during radio broadcasts.
 - These are big chunks of revenue for the department.
 - Always the goal to grow revenue which is why it is important to have people in stands and sell as many tickets as possible.
 - For Texas everything is self-generated they're close to 240 million dollars spent on athletics and it is being generated by the department.
 - CSU would love to get to that point or make progress to that point.
 - Within the 50 million is the operations of Canvas stadium.
 - Debt services of stadium, operations of the stadium, utilities.
 - Debt service is all managed by Athletics.
- **Jim:** To go of the University budget of 1.2 billion, your 50 million is 4% of that University budget, but with revenue it's probably less than 2% total.
 - About 2% of the University budget goes to Athletics.
 - This is an important point to make when we talk about millions of dollars.
- **Joe:**
 - Would like to be able to generate 60 million a year and not rely on the institution at all.
 - If we jump to another conference this would grow our share. Right now, the Mountain West Conference broadcasting activity is about 3 million if we move into a different conference this could go up to 30 million.
 - Wouldn't get that share immediately but would allow us to grow over time and add opportunities.

- Understand coaches are paid a lot of money. If could manage the outcome different he would, but we are participating in a marketplace.
 - **Julia:** So OEO approves expedited process then? How does Athletics account for ensuring the people they are hiring for these coaching positions on an expedited process are committed to campus values/ Principles of Community (will uphold those) and ensuring the process is equitable/just?
 - **Joe:** We vet everyone who goes through the hiring process.
 - Last time we engaged with an outside search firm that has experience in this area.
 - Athletics is 140 people and there really is a 6 degree of separation and intercollegiate athletics.
 - When you are considering reference checks and recommendations and learn who a person is outside of the application information you get quickly to the core of who someone is.
 - Always going to strive to get people who view themselves first and foremost as an educator.
- Joe is happy to come back at any point and continue to connect!
 - Thank you for joining us!
 - Really appreciate everything State Classified Employees do on behalf of students and Athletics.

CPC Announcements and Updates.

Approval of CPC 12.16.2021 Meeting Minutes

- Julia makes a motion to approve, Stacey seconds. Motion has passed.

Financial Update: Meg Skeehan

- We have one charge for our Adobe Suite.
 - Meg has reached out to RamTech about this to see where this is coming from, and if it was a late charge.
- If any committees have projects they would like to have funded let us know. We have some room for that in the budget.

Safe Zone Training – January 27th from 1:00 – 4:30PM

- This is not mandatory and we know that some have done this training already, but if you have availability we would love for you to join us. There have been a lot of changes during COVID.
 - A lot has gone on in the world.
 - We were not planning on having Safe Zone training at a separate time, but Joe Parker said that he was available and wanted to make sure he was able to join us.
- **Julia** thinks Safe Zone was valuable even though she has taken it before.

Co WINS – Updates:

- Someone at CSU has applied to be a steward.
 - They act as a liaison between COWINS and CSU

- We're hoping they will be trained soon and that they will be interested in coming to our CPC meetings so that Ivy does not need to.
- **Julia:** How many stewards does CSU get?
 - Not sure, can have more than one but right now we only have 1.
- CSU will be one of the first locations that will begin division specific bargaining on those side agreements.
- Side Agreements
 - Trying to learn who exactly would be doing the bargaining and not sure when it would take place, but Ivy let us know we would be on of the first.
 - This will be more powerful the more members that we have at CSU.
 - Ivy sent over some of the things that would be on the table.
 - Union rights discrimination, filling vacancies and retention hours and shifts, flexible work arrangements, overtime, health and safety, Temporary employment, labor management committees, a few economic topics. Insurance, negotiation on benefit payments after sick leave, paid time off – request and approval for annual and sick leave, holidays.
 - **Valerie:** Do these negotiations include all CSU State Classified Employees or only those who have opted into COWINS?
 - This would be benefit CSU COWINS State Classified and CSU.
 - I know that they are going to be doing this for COWINS state classified but in theory the University would apply this for all State Classified.
 - There wouldn't be a difference between covered and non-covered state classified.
 - Hoping negotiations would be a way for us to have admin leave that matches Administrative Professional. This is not clear from the information provided form COWINS.
- Had talked about doing employee appreciation event between CPC and COWINS – going to do this in person later this spring.

Amy Bruning:

- Professional development awards are being offered for a second round for AP and State Classified.
 - Awards are up to 2,000 dollars!
 - <https://commitmenttocampus.colostate.edu/professional-development-award/>

HR Update – Robyn Fergus:

- Jim will connect with Robyn since we she moved into a new role to see if anyone else is available to attend CPC meetings.

CPC Discussion

Supervisor Training on State Classified Policy – Jaymee Woohiser

- Jaymee was not in attendance – will push until our next meeting.

Revisit FY 2022 Goals:

- We want to revisit our goals for FY 2022 since a lot has changed with COVID again and we are back in a virtual state.
 - Goals:
 - 1. COVID Teleworking
 - 2. Work with COWINS – Still on going
 - 3. CPC membership on University Committees
 - 4. Improve word of mouth outreach around campus.
 - Increasing CPC membership and membership on University committees has not been going well since things are still on hold with the Courageous Strategic Transformation.
 - Word of mouth has been difficult as well since we have all been remote for the last few semesters.
 - Should we continue to focus on these points or look at other goals?
 - **Stacey:** Just curious question – in no way a suggestion or judgement, but how is our relationship with HR, Admin (VPUO President’s Office, etc.) If all is well – great! Or do these relationships need bolstering via a “goal” to do?
 - **Adrian:** think that some things are improving but some things are not.
 - HR was a great relationship but concerned since Robyn has moved into a different role.
 - Appreciate being included on the Executive Leadership Team.
 - Joyce joining a meeting once a semester is a great addition.
 - Adrian is part of the search for Lynn’s position.
 - **Jim:** Believe that our relationship with HR is pretty good and we have some established conversations.
 - Monthly meetings with Lynn Johnson and Nick Olsen.
 - With Lynn retiring Robyn will be part of those meeting moving forward.
 - It has been nice to have an invite to the Presidents Council and Joyce joining our meeting once a semester.
 - Also meet with faculty council as well.
 - Exit Interview
 - Would like to start conversations with Diana Prieto in HR to get something set up for exit interviews and figure out why folx are leaving.
- Questions/Comments:
 - **Meg:** Do you feel that the executive meetings are beneficial and that you have space to speak up?
 - **Adrian:** The space is more of an information session. Joyce has substantially grown the group and as such is trying to figure out the best way to have it work.
 - Was invited to the Executive Leadership Team Christmas party where I have been able to connect with a lot more folx.
 - This is partly how we were able to get Joe Parker to come to one of our meetings.
 - Seem to be providing new opportunities to connect.
 - **Meg:** Making connections/networking is always beneficial.

- **Stacey:** Teleworking Policy
 - Comment/Question related to goal 1 – just a feeling I have. The “policy” / practice seems to be applied unevenly. I wouldn’t complain because I have a good situation. While others are being held to the letter of the law, and others are 100% virtual/at home in spite of some departmental practices limited the number of days an employee is supposed to be allowed to telework... I hate to bring it up because I don’t want to talk about it to make it worse (for some). Ultimately, I want more flexibility for everyone (where it can be granted). This just seems like an issue that will show up in future climate surveys – when folks do not feel they are not being treated fairly – so I am glad it is a goal and item we should be monitoring.
 - Seems to be a lot of variability about the way it is applied around campus and a lot of nuance to the way the teleworking policy is considered.
 - Concerned that limits the amount of teleworking that people can take
 - Not sure what to do about it, but there are a lot of different angles that we need to be aware of.
 - Glad to see it is a goal and that we are paying attention to it especially as we talk about exit interviews and the climate surveys.
- **Julia:** Agrees with Stacey, based on what she has heard from other employees.
- **Adrian:** This is something that was important for COWINS and was addressed during the collective bargaining agreement.
 - The COWINS agreement differs from CSUs.
 - The collective bargaining agreement contract to CSU is a work in progress.
- **Stacey:** This seems to be even outside of COWINS and between different employees specifically.
 - AP might have similar issues to the way teleworking is applied.
 - State Classified Employees though have more nuance within their job categories.
 - Leads to tension between State Classified and the institution.
- **Jim:** Maybe if you have instances, you can provide us, without names, we can take this problem to Robyn and ask that HR address this inequity as a whole.
- **Robyn:** Telework policy/application might look different unit to unit and questions about how the COWINS contract might interplay with that.
 - When wrote telework policy there was a lot of discussion on how to apply this across the board knowing that each unit has a nuance.
 - In terms of the review process, it is really between the supervisor and the employee, however, to help with some of this an escalation path was built in through all layers of the unit, division, college et. The senior leader in the organization was the one who ultimately makes the decision to minimize and honor the concern which has been brought up.
 - The idea was that a leader could look across multiple supervisors in the unit and see that it is applied consistently.
 - We have had very few requests submitted be denied.

- There might be some exchange back and forth to adjust the terms but very few denials.
 - Robyn, Eric Ray, and Tracy Hutton are the main contacts for the telework policy.
 - Now going back and looking at what needs to change, more training for HR, more training for supervisors and non-covered supervisors.
 - There is enough vagueness in our language that points to the state piece.
 - If there are questions the approach that Robyn would suggest is having a conversation with their supervisor then pull in their HR contact about the concern.
 - As an HR community we can help navigate those conversation if an employee and supervisor don't come to an agreement.
 - It really all comes back to the role that the employee is in.
 - What flexibility is allowable – important to consider.
- **Stacey:** Thank you Robyn! That makes sense, and I think where I am seeing these things are when the department is creating their own rules on the policy, and that creates conflict between others in similar areas on campus. Also seems to be that supervisors within a department have a lot of say of what is approved and not approved. This creates tension within the department.
 - Not sure how to solve this and we do have a lot of training for supervisors.
 - Appreciate the opportunity to talk about it, not sure how to fix it, but I think its worth talking about.
- **Adrian:** In my college specifically the Dean did not want anyone to be remote more than 2 days. Some folks who were 100% remote were not happy with this decision even though their job could be done virtually.
 - Question/concern is the complaint never made it to HR because they were told don't even apply for the five days.
- **Robyn:** From college to college the service with students and need for front facing resources are considerations.
 - There are a lot of factors to consider and as a unit there's flexibility there to have considerations about what priorities look like and that will look different for each unit.
- **Stacey:** Appreciate and hear what you are saying and agree about the complexity and challenges that units are facing.
 - Place where mostly hearing concern is from different units and colleges who seem to be making their own rules about the policy.
 - For example, the two days and they can argue the rationale behind it.
 - This seems to create tension.
 - The individual supervisor has a lot of power and control on how they implement the teleworking policy.
 - Not sure how to resolve this, but it does seem to be something that is coming up.

- **Robyn:** thanks Stacey I appreciate hearing that. If you are hearing this concern from colleagues make sure to direct folx to move through some of these options and see if there are some other approaches that you can take.
 - Encourage them to have dialogue and if they need that support connect with HR contact.
- **Stacey:** From an employee perspective there is a fear about speaking up because of fear of retaliation.
- **Robyn:** Do not think it will end up in retaliation, but make sure they know there is a safe space for the conversation, can elevate to HR person and have a conversation. There are pathways to help folx move through some of this.
- **Jim:** We've had to make that decision in our office on how many days someone can work from home. This was a drawn-out process. Every office can be very unique and how we manage that I different.
 - We did end up losing someone in the office during this process
 - Equity becomes the hard emotion to remove
 - 1 person 100% remotely and everyone else 1 day in Fort Collins and we justify this because we need people on campus to do certain jobs.
 - Every employee at some time is going to advocate for themselves.
 - This is always going to create conflict if you are disagreeing with your employer.
 - Might need to go to HR.
 - Hoping that supervisors at this point in the game know they can't do one thing for someone since they're friends and give someone something else
 - In respect to retaliation – this is a cultural issue that we need to as some point start addressing.
- **Stacey:** Good comments Jim. It's true. It doesn't make it any less hard given certain power dynamics at play. Just the same – I'll share these thoughts with folx I have heard from...
- **Julia:** What is being done about _"word of mouth"_ for the last goal?
- **Adrian:** Finding the word-of-mouth goal difficult.
 - Executive team met last week about Julia's last question.
 - Idea after CPC meeting to provide a summary and main points of the meeting. Trying to determine the best way to do that and the timing of that.
 - Sheet of paper with talking points.
- **Julia:** great idea – that would be helpful, Adrian. Tom Satterly was even asking me about sharing a summary so that would be helpful!
- **Jim:** Thanks for the feedback! That is good to know!
- **Adrian:** Great to know we will be talking as an executive about that at our next meeting! We might even rope in Communications to help with that.
- Questions/Discussion:
 - **Lourdes:** I am noticing that the proposed fringe rates for State Classified Employees increase to 54% does anyone know why the huge increase?

- **Adrian:** Fringe rate for State Classified for the next fiscal year is being bumped up to 54% from 48%.
 - CSU is on the hook for a certain amount of money since we are short so many State Classified Employees so we owe the state for that.
- **Lourdes:** Concerning because we are writing grants right now, and she is being questioned about why not hiring admin pro.
- **Adrian:** CSU might want to hire those positions because they are obligated.

CPC Committee Reports:

Communications – Kristin Berthold

- Hoping to get a Communicator out in the next week or two. Please let us know let us know if there is information that you have to go in there.
 - Email Kristin or Eva.

Employee Recognition – Nancy Cowley (Nancy not here, Julia provided update)

- Did not have a meeting this month.
- Nancy did send through award nomination to be work on for the Positive Action Award.
- Meg and Julia are working on providing a database for all the awards across the university and the plan is to have that on the CPC website.
- Right now, we are working on putting all of that into an excel sheet to put on the website. We will also be sharing that with the APC and Facilities.

Legislative – Adrian Macdonald:

- Legislative committee hasn't met, but has inquired about getting the list of bills that are running through the legislature that CSU is tracking.
 - Still to early at this point, but Adrian will get a meeting on the calendar.

Employee Engagement and Experience – Meg Skeehan/Alisha Zmuda

- No updates right now.
- Meeting February

Executive – Adrian Macdonald

- CST presentation hopefully next month.
 - Jim will be reaching out Janelle
- Hoping to have Debbie Mayer join us in March.
- Recruiting new members to join CPC
 - Elections are held in March
 - We have a guest with us today! Hopefully you will join us for more.

Looking forward to seeing you hopefully next Thursday at Safe Zone Training!!

End of Meeting!