

Classified Personnel Council Meeting
Thursday August 12, 2021 10:00am – 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 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, Health Network |
| <input checked="" type="checkbox"/> Amy Bruning, Human Resources | |
| <input type="checkbox"/> Leah Bosch, CVMBS | <input checked="" type="checkbox"/> Amber Lobato, Health Network |
| <input type="checkbox"/> Jeff Cornelius, Housing and Dining Serv. | <input checked="" type="checkbox"/> Adrian Macdonald, Statistics |
| <input checked="" type="checkbox"/> Nancy Cowley, Lory Student Center | |
| <input type="checkbox"/> Emily Farrenkopf, College of Liberal Arts | <input type="checkbox"/> Chuck Richards, CSU Police Department |
| <input checked="" type="checkbox"/> Brandon Fuller, Housing and Dining Serv. | <input checked="" type="checkbox"/> Kate Sherman, Political Science |
| <input type="checkbox"/> Joseph Gallegos, Facilities Management | <input checked="" type="checkbox"/> Meg Skeeahan, Dept of Accounting |
| <input checked="" type="checkbox"/> Wayne Hall, ACNS | <input checked="" type="checkbox"/> Lourdes Zavala, Access Center |
| <input checked="" type="checkbox"/> Abby Hanouw, Registrar's Office | <input checked="" type="checkbox"/> Alisha Zmuda, Student Disability Center |
| <input checked="" type="checkbox"/> Eva Hybiak, Campus Recreation | |
| <input checked="" type="checkbox"/> Brian Gilbert, ACNS | |
| <input checked="" type="checkbox"/> Julia Innes, Facilities Management | |

Ex-Officio Members, CPC Volunteers and Guests:

- | | |
|---|--|
| <input type="checkbox"/> Kelly Hixon | <input type="checkbox"/> Tammy Hunt, Office of Policy & Compliance |
| <input type="checkbox"/> Catherine Douras, APC Chair | |
| <input type="checkbox"/> Sue Doe, Faculty Council Chair | |
| <input checked="" type="checkbox"/> Shannon Boepple, APC Representative | |
| <input type="checkbox"/> Robyn Fergus, Human Resources | |

Attendance was taken via sight at the retreat. Please let me know if any changes need to be made.

Classified Personnel Council Meeting
Thursday August 12th, 2021 10:00am – 3:00pm
FY21 Regular Monthly Meeting
Iris and Michael Smith Alumni Center



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Business Meeting

Call-to-Order

- Approval of CPC 6.17.2021 Meeting Minutes
 - Stacey Baumgarn motioned to approve meeting minutes with some small edits, and Meg Skeehan seconds.
 - Meeting minutes approved via group aye.
- Vote on Jaymee Woolhiser membership
 - 3 year full term.
 - Meg Skeehan moves to approve, Julia Innes seconds
 - Jaymee approved via aye from the group.
 - Supervisor signature was signed!

CPC Announcements and Updates

How should meetings look this fall?

- In-person, hybrid, virtual - options
 - Hoping to do in person meetings.
 - If guidance changes or there are changes as the semester goes on we would adjust accordingly.
 - What would a hybrid option look like?
 - Where could we meet to enable a good hybrid experience?
 - Student Center has 4 owls for meeting rooms – cost 40 dollars.
 - Owl's might be a good option for virtual meetings
 - College of Business has Mosaic Junior – hybrid environment for meetings/class – Meg has used it for virtual set up in April.
 - There is a cost associated
 - Owls are limited in larger spaces great for smaller groups.
 - Meg can figure out how much that would be to use the College of Business room to participate via Teams or Zoom.
 - This would provide a space for folks participating virtually a space to talk, see the room.
 - One of Adrian's concerns is ensuring everyone is engaged.
 - Julia: Has had some hybrid meetings with facilities. With fewer people it is easier to engage virtually, but with more people it makes it challenging to know who is talking in the room even with the microphone set up.

- Julia was on a small laptop screen and you're looking at the picture of people in the room plus the people joining on Teams its hard to see all the folks in the room to engage.
 - Very small picture
 - Mosaic has 3 cameras set up and a tech could switch the cameras
 - Owl has revolving camera but it is a little delayed
 - Meg has used the owl in the past with a group of 6 people in the room and it was challenging and a little delayed
 - Great option to have hybrid, but we need to try some things out.
 - We might need some patience and flexibility as we test this out this semester.
 - Need someone to moderate the virtual space
 - Be really conscientious about how we're engaging virtual and in person
 - Having a moderator will be helpful!
 - Jaymee has participated in virtual meeting
 - Moderator helped a ton to make sure that tech is working and answering questions as well as also participating.
 - Helped to make folks feel included.
 - Assigned duties helps
 - Guest Presenter: might have some challenging logistical things
 - They would need to be on Teams and sharing the slide show at the same time.
 - Host shares slides and the presenter just presents
 - This will allow you to pin and spotlight the slides
 - Question: If we did have an in-person meeting who would join? If we do have virtual meeting who would join?
 - There are folks who would come in person right now
 - We could also ask how many people would come virtually?
 - A large amount.
 - This is a challenging decision, and if we can solve the hybrid question there is a possibility for us to allow employees wherever they may be to join CPC.
 - We did have someone over the last year have someone in an extension office sit in on council meetings because they had the virtual meetings available.
 - They provided some great feedback.
 - Not necessarily a vote to lean one way or the other, but might be a great long term beneficial solution.
 - This point is also very important when we are thinking about event planning for the semester. How can we offer space and

events for folks outside of our community to be engaged? Bigger thought than even the meeting itself.

- It would be great to allow speakers to come in and be part of a virtual or hybrid meeting as well to allow more folks to join.
- It might be important to lock down the number of folks in the space.
- Adrian – Does not think it would be only in person, and we don't want it to just be two people there and have everyone else virtually.
 - It sounds like in general most people would show up to an in-person meeting.
- CPC Committees: Chairs and Vice Chair vs Co Chairs
 - For: move from Vice chair to Co-Chair to allow for a more dynamic conversation and allow Chairs to have some flexibility and additional support
 - Might also allow for the Chair and Vice-Chair some flexibility if they have a busy schedule.
 - Against: Chair is a title and some folks were proud of that!
 - Thoughts?
 - Meg: might need to update our constitution depending on which way we move.
 - Meg: likes Chair and Co-Chair because you can tag team a little different. Allows for flexibility and for you to develop newer members a little different.
 - Stacey: A devil's advocate, can there be some type of training for Co-Chairs and some definition on how that works? Co-Chair on another thing has been harder because not sure when to do something or wait.
 - Would like help if we move in that direction. Appreciate the idea of sharing responsibility, but would like more direction.
 - Define how to be a Co-Chair?
 - Wayne: Agrees with Stacey. Might need to be a conversation between Chair and Vice-Chair. If there is a clear person that wants that leadership, they should take it and run with it. What if each committee gets the option to decide?
 - Might work great for others, but maybe that's just a conversation that they need to have. Be transparent and communicate what the availability is.
 - Jim: Maybe you have the conversation of building in the flexibility and building communication and setting expectations ahead of time?
 - Meg: Our Chair and Co-Chair communication kind of came up accidentally, but it is all about communication. Letting the other

person know that when they are needing that extra support and really communicating.

- Unintentionally because of the size of our committees everyone ends up doing something.
 - Stacey: We don't have a bylaw that state it needs to be Co-Chair or Vice-Chair.
 - Don't have a bylaws situation.
 - Julia: Not really sure what a Vice-Chair actually does, so some definition around that might be helpful as well. Co-Chair makes more sense to Jaymee.
 - Jim: Co-Chair continued negotiation of expectations and working together to set things. While Chair and Vice Chair might be a little more of those expectations being sent down to others in the committee.
 - Adrian: Sounds like it should come down to the committee deciding between Chair and Co-Chair or Chair and Vice-Chair. We will be meeting as committees this afternoon and each committee can determine how they want their leadership to work.
 - Once that is determined please let Jim know so he can add folks to the Chair and Vice-Chair meeting.
- Financial Update – Meg
 - We do have money!
 - \$11,000 spent and \$6,000 moving forward.
 - We did spend some money on our Mindfulness Fair last week. Have some expenses, but do not have finalized spending amounts as of now.
 - Might have some additional support from someone else.
 - Light attendance, but we did have some folks reach out and thank us for the sessions that were provided.
 - End of the fiscal year were able to purchase 16 laptops which we will disperse
 - Had award purchases – Positive Action Awards
 - Mugs for folks ending term and starting a new term
 - Did spend for lunch and get coffee and snack – retreat around \$400
- Stacey – Housing Task Force Update
 - Stacey is representing the CPC on the renewed Housing Task Force. The Housing Task Force is advisory to the Office of Employee Housing Programs.
 - Employee Housing Programs- (EHP) is under the umbrella of HR
 - Debbie Mayer, CSU Housing Navigator manages EHP.
 - EHP website <https://hr.colostate.edu/employee-housing-programs/>
 - EHP will provide a suite of programs related to employee housing – for example
 - Finding appropriate housing
 - Short or long- term rentals

- Not every program or solution will be affordable or attainable to all.
- EHP will strive to identify programs to assist
 - Lowest paid employees who can't find desired housing.
 - 9-month appointment adjunct faculty
- To make sure that the EHP can prioritize the broad variety of CSU employee needs, there will be a survey.
- There has never been a survey exclusively about housing and housing needs.
- The Office of the President will send on 8/23/21 letting us know there will be an encouraging folx to participate.
 - Survey findings will help to formulate programs and identifying the needs/ desire of employees.
 - On 8-11-2021 EHP sent a two-page guide to unit directors and communicators on campus – regarding the survey and why participation matters.
 - It included a description of the assessment and why we are doing it
 - There will also be a SOURCE article next week about the survey.
 - EHP want to clearly communicate that an assessment is coming directly to each of employee via email.
 - Each email will have a unique link to the assessment. – Each employee must access assessment directly through the email they receive.
 - Stacey thinks there will be paper and a Spanish translation.
 - Meg thinks Emma Chavez is working on a Spanish translation.
- In the coming months, and especially after the survey, we should start to hear about the different programs and offerings of the office so, the more folx who participate the more helpful the programs can be.
- If any of you have any space for that to be posted please let Stacey know so that we can continue to spread the word.
- Questions:
 - Eva: August 23rd is when the date is going to come out? Yes!
 - We can do a post to tell folks to look out for the email. Hit it next week and maybe the week beforehand to get more folks interested and explain the personal link.
 - Stacey will forward that to Eva to send out, and Stacey is happy to help answer questions or you can connect with Debbie Mayer as well.
 - Basic posts that help encourage people to participate.

- If there is anything you can do in your department to help folks participate that would be helpful!
- Employee Climate Survey
 - The Housing Assessment is 15 – 20 minutes so to limit survey fatigue the Employee Climate Survey will go out at the end of October and be open until the beginning of November.
 - The questions are nearly finalized.
 - It will go to your email and will be personalized to you.
 - There are additional questions based on units.
 - There are also additional question to get better and more accurate demographic details.
 - There will not be an open-ended area for additional comments.
 - It also made it hard to do thematic analysis
 - There will also be some other open forums hopefully, pending the pandemic.
 - Meg will update Adrian on when that survey will come out.

CPC Committee Reports:

- Communications - ????
- Eva and Kristin are the only members
- Jaymee will also be joining communications!!!
- Facebook is going well AND we still need to get the word out to individual departments and additional folks on campus about the Facebook!
 - Need more people!
- Communicator went out!
 - Mental health check list, getting back to the workplace, etc.
- We have no meetings on the agenda right now.
- Meg was doing a lot of updates on the website about the Invest in Yourself event
 - Trying to post additional resources that are available long term.
 - Using Canva (a illustrator program) instead of Adobe.
- Kristin and Meg will be doing some updates and refreshing all the members.
 - If you have a picture and are okay sharing a picture, there will be an ask for that!
- Recognition committee will help to get some additional content for Facebook.
- Employee Recognition – Nancy Cowley
 - Day in the Life is going really well – Last one was July 12th. Really nice article, Sue Rutherford.
 - Day in the Life is a huge hit with folks
 - We have been getting really positive feedback
 - We need more nominations!
 - If you know someone to highlight, there is a form you can fill out or email Julia Innes.

- Please take this back to your department or your area for folks to help recognize people as well.
 - Highlight of what one State Classified Employee does during their day.
 - Highlight all the things that State Classified Employees are doing – show diversity of roles.
 - We have highlighted Teams also
 - For example: highlighted a team who reset all of the classrooms.
 - Outstanding Achievement – got this done and gifts out; plaques, blankets, mugs
 - Have all been distributed as of today
 - Everyday Hero
 - Slowing down a little bit – summer and returning to campus
 - Please help us spread the word about this
 - Educational Assistance Award
 - 8 so far and 3 for this fall
 - We still have 2 to award so help spread the word!
 - So far it seems that it's going very well
 - Recognition also lost people but Tiny but Mighty!
 - Did suggest a Squeaky Wheel Award for someone who causes the most problems in a positive changing way!
- Legislative – Adrian Macdonald
 - Haven't really met. Adrian might need a Co-Chair to help!
 - On the Radar
 - Collective bargaining agreement that COWINS is working on.
 - At some point this fall need to meet with legislatures to ask them to try and support the contract that COWINS is working on negotiating.
 - COWINS Update:
 - Pushing the Step it Up campaign.
 - Trying to implement step raises
 - Have not given to many details
 - Step raises for the first 7 years of employment and then again at 10 years and maybe 15 years. Not sure how it would work past that.
 - Cost of living raises – negotiated into 3-year contracts. (5% amount asking for) Would go into effect next July.
 - Website where you can support without being a member.
 - Adrian will send out link today or tomorrow.
 - Have been coming to campus more to get folks to join.
- Employee Engagement and Experience – Meg Skeehan/Alisha Zmuda
 - Finished Invest in Yourself Event last week
 - Great test to see what in person events might be like
 - Was not overwhelming, light attendance
 - Great partners and virtual options

- Goal over the next year to provide more virtual engagement for folks and leverage the virtual landscape.
 - Might do a focus on purely virtual engagement moving forward with everything changing.
 - Want to continue Mindfulness thing moving forward.
 - If we do continue doing virtual events, maybe we can do work to get kits out to folks prior to the event.
 - Art Supplies
 - Resources on website
 - Coloring pages on website, etc.
- Executive – Adrian Macdonald
 - Mostly been working on organizing today’s retreat.
 - Adrian would like to thank Meg for snacks, soda, and lunch
 - Alisha thanks for coffee
 - Jim thanks for Meg’s gift!
 - Adrian and Jim have been continuing to meet with Robyn Fergus to learn more about the Telework Policy
 - This came out last week.
 - Still not sure if they have received any official communications from the state if there would be differences for Telework Policy for state employees
 - Will there be some flexibility to work out of state.
 - Adrian and Jim have been invited to lunch with Janelle Beavers as she is working on the Courageous Strategic Transformation
 - Brainstorming guests for meetings in the upcoming year
 - If you have any ideas, please let us know!

End of Business Meeting!