

Classified Personnel Council Meeting
Thursday December 16, 2022 1:00 pm – 3:00pm
FY21 Regular Monthly Meeting
LSC 380/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 checked="" 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 type="checkbox"/> Amber Lobato, HDS Facilities |
| <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"/> 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 Davidson, Registrar's Office | <input checked="" type="checkbox"/> Jaymee Woolhiser, International Students and Scholars Services |
| <input checked="" type="checkbox"/> Eva Hybiak, Campus Recreation | <input type="checkbox"/> Lourdes Zavala, Access Center |
| <input checked="" type="checkbox"/> Julia Innes, Facilities Management | <input type="checkbox"/> Alisha Zmuda, Student Disability Center |

Ex-Officio Members, CPC Volunteers and Guests:

- | | |
|--------------------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Kelly Hixon | <input type="checkbox"/> Tammy Hunt, Office of Policy & Compliance |
| <input type="checkbox"/> Sarah Olsen, APC Chair | <input type="checkbox"/> Sandra Dailey |
| <input type="checkbox"/> Sue Doe, Faculty Council Chair | <input checked="" type="checkbox"/> Sandra Dailey |
| <input checked="" type="checkbox"/> Christie Mathews, APC Representative | <input checked="" type="checkbox"/> Erika Benti |
| <input checked="" type="checkbox"/> Robyn Fergus, Human Resources | <input checked="" type="checkbox"/> Rachel Barrett |
| <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 - Rachel Barrett and Tracy Hutton – PDQs and Compensation Policy

- Rachel to provide helpful hints for submitting a PDQ.
 - Suggests supervisors and employees collaborate when creating a PDQ
- PDQ
 - We ask for justification of need.
 - What has changed in the assignment, why are you submitting your PDQ.
 - Heads up of what changed in the assignment, why submitting, reorganization, etc.
 - Could be creating – adding a service.
 - This is what you would call and tell Rachel on the phone.
- Rachel went through the different sections of the job description. She shared the TMS application.
 - The application mirrors the state PDQ form to some degree.
 - Outlines what classification you are choosing for the position.
 - This is the start of the PDQ review process.
 - The closer you can be to describing the actual work in the title the better.
 - Will help with recruiting.
 - Looking for specialties/highlights of the role.
 - The TMS application states all of the information that will be required in the PDQ.
- Most SC positions tend to be non-exempt position
- We start with the unit and the department missions and vision to identify the culture, climate, and nature of the position.
 - HR looks to make sure diversity and inclusion is represented.
- The description of duties in PDQ is the meat of the application.
- Rachel covered the full application and provided instructions on how to complete each section
 - Start with department or unit in which the position resides.
 - Department's mission, vision or values. Highlight DEIJ
 - Important and prioritized in department
 - Position Summary
 - Where you are really summarizing the role.
 - High level overview
 - Separate out preferred qualifications from what you are going to be doing during the 9-5 work hour.
 - Allows the viewer to determine if they are qualified for the role and if this is something would be interested in.

- Position supervises: if the this role does supervise employees put that information in this section.
 - The “Decision Making” section is crucial in saying this position “decides” or “determines”.
 - Shows the highest level of decision making authority that you have.
 - You must show that the decision making meets the level that is outlined in the state description for a given SC position level.
 - Where is the flow of work and at what point are you accountable for the decisions that are made?
 - Complexity is another factor used in job evaluation
 - Do the decisions that are made impact other employee roles?
 - Impact outside of my department?
 - Recommendations are important on the PDQ – at what point are you providing a recommendation and at what point are you accountable for the decisions you make?
 - Scheduling, allocated and delegating responsibilities
 - Complexity/Guidance
 - Factor area that is reviewed.
 - Adding color to the painting – Rachel likes to have a story and show what the employee is accountable for in their level before they seek higher support.
 - Expectation of what this role would be expected to handle in the position at their level.
 - Examples of what the role might have to review/oversee in terms of conflict in the role or supervisor conflict.
 - Position minimum qualifications
 - Do a job analysis for every single job
 - Qualify the state of Colorado’s minimum qualifications before going in to the preferred qualifications.
 - Generating job duties
 - You want to use “action verb” and show the workflow of the duty.
 - Job Duties followed by the statement
 - Provide a solid idea of what the position will include.
 - For example: patient intake, prep, calculations, post-op, etc.
 - Rachel went over some good examples from a Vet Med PDQ.
 - Organize job duties within those that are similar in the work.
 - Always classifying to the highest level of significant duty
 - Functional Attributes
 - This is required and we want to know the physical and mental demands that the role requires.
 - Background check:
 - Important to know what we need to go into pre-recruitment
- Questions:
 - **Jim:** Where can you find this information?

- **Rachel:** You can log into jobs.colostate.edu/hr.
 - Can access TMS as an employee.
 - Once they login it should bring them to the orange module.
 - Unless they are a supervisor, they will only have access to their position.
 - If someone is a supervisor, they will be able to see everyone who they are tied to as a supervisor or hiring authority in the system.
 - Can also reach out to Rachel if you're not sure you have the latest version of PDQ
- **Jim:** How would an employee go about requesting an upgrade to their PDQ?
- **Rachel:** Work with your supervisor in looking to upgrade
 - Reach out to your supervisor and ask for a PDQ review
 - If the employee meets with the supervisor to try and see if they agree on the duties that are being performed.
 - Touched on this question a little bit earlier in the fall.
 - If you have a supervisor that says this is not the work, they want you to be doing, then what?
- **Jim:** What does the employee do if a supervisor does not want to update a PDQ?
- **Rachel:** The employee should reach out to HR and bring that issue up. HR has an obligation to review any requests for a classification change.
- **Jim:** Compensation policy for in class bump? How do you go about this?
- Tracy Hutton
 - New hire salaries are between the minimum to the midpoint.
 - Anything above midpoint needs to go through HR.
 - Existing employees competitive 10% or minimum of new range if greater
 - If someone is previously certified and reinstated they will be reinstated at their previous point,
 - Supplemental pay policy.
 - Assumes the full set of duties of a higher-level position that is vacant or they are on extended leave.
 - This is up to a period of nine months.
 - When an employee is assigned to a long-term project that is not an expected or customary to the employees regular assignment
 - Cannot be paid in supplemental pay in lieu of overtime.
 - Most SC are non-exempt and need to be compensated at 1.5x
 - In-Range Salary adjustments
 - Discretionary as requested by department head and approved by HR
 - Eligibility has to have one year of services, performing satisfactorily (evaluation), no in-range in previous 12months
 - Up to 10% typically
 - Not used to provide merit-based increase or otherwise recognize an individual employee's performance, development, or abilities.
 - Significant permanent changes to the role
 - Retention/Counter offer

- Equity Adjustment (Salary Compression)
 - New Hire/Promotion
 - Market Adjustment.
 - This is pretty rare and usually happens at a Dean/Vice President level.
 - Did this a few years ago for police officers.
 - Equal pay for Equal work.
 - All salary variances are determined on a college division level.
- Question:
 - **Jim:** what would be the difference in doing an in-class bump within those factors, vs. moving up into a new classification in the state classified system?
 - **Tracy:** It will depend on how the job changes.
 - For example, Accounting III to Accounting IV - there are additional supervisees.
 - **Jim:** Can you go past the midpoint?
 - **Tracy:** If we go past the midpoint, we would need to look at equity across the university
 - **Adrian:** The policy about equity seems to be something to uplift people who have been left behind, but we're concerned it might be used to keep people down.
 - **Tracy:** There are considerations such as budget, but there are times when salary increases will be denied for a long-term employee, but there are other ways to handle this.
 - Merit based raises are not determined by CSU. The state determines the annual merit pool.
 - This will vary every year.
 - **Jim:** A department may have the money to move a person up and retain them, but ultimately that decision rests with HR on whether or not that position or salary is changed. The concern is that you will stay at the same place if there is a cap on how high someone can go.
 - We will always look at the similarity of other jobs and seniority.
 - We will go to other units to see if there is money in the budget to find equity.
 - **Meg:** Question in the chat, what do we tell our employees who have received 3s, in rating 3 several years in a row, but are making the same amount as someone who was just hired?
 - **Tracy**
 - This is a decision that the Department of Personnel has made.
 - Salary raises to reflect the market
 - **Meg:** Question in chat, what can CPC or department do to figure out a better merit system?
 - **Tracy:** This is more a question for CPC. Push this to the state and find a better system.
 - **Adrian:** Will say COWINS seems to be in favor of across the board rather than merit base.
 - **Meg:** Will say that if you've been working hard and receiving 3s consecutively and then receiving the same salary as someone with a 1, it hurt moral in departments.
 - We have a lot of retention issues because they do not feel valued in the university.
 - Might be helpful to help supervisors have these conversations.

- **Tracy:** we do work with supervisors to find some one-time incentives, but we are limited in base pay. Continually look at what options are available.
- **Julia:** Can you give an example of an incentive program you're talking about?
- **Tracy:** Like a spot award within departments.
 - Gift cards for doing a good job.
 - Can be peer to peer or supervisor.
- **Adrian:** Would you say it's fair to tell employees they can take on additional duties and try for that 10% raise.
- **Tracy:** Yes, there are some programs like that.
 - We have departments that bring folks in to determine a bump if possible.
- **Adrian:** To clarify, a supervisor can tell an employee that they should take on additional duties to go for that 10% raise.
- **Tracy:** You can try to grow a job and provide some additional opportunities.
- Question in Chat: How often can someone's job grow? Is there a limit to in range movement?
- **Tracy:** Only 1 movement in a 12-month period and if the movement is above midpoint, will look at equity.
- Tracy, Robyn told us you were working with Eric Ray on the implementation of the new Collective Bargaining contract.
 - Interested in where that sits and any changes? How will that be communicated?
 - Labor relations is working on that to discuss what that looks like
 - We are still evaluating what that might mean, but we will have information on our website linking the agreement and if there are widespread changes we will email and link on our website.

1:45 - Erika Benti – Internal Communications

- Erika Benti is with the Alternative Transportation Team within Parking and Transportation Services.
 - Erika is part of the group of Leadership Fellows Cohort this academic year, looking at projects in different topic areas.
 - Erika is working with Vice President Yolanda Beville, and looking at internal communications at CSU.
 - Started on this project at the beginning of the academic year and goes through the next year.
 - Broad guidance was to evaluate the internal communications at the university.
 - Communication from the University to either our current students or employees.
 - Erika split the project into different phases
 - 1. Spent talking to many different communicators across the University and understanding their experience.
 - What do we do well, what do we not do well, what resources do they wish that they had, but don't.
 - 2. What do other peer Universities do well with internal communications?

- 3. How is our audience receiving communication? How could communication be better to them.
 - Erika is here today to solicit feedback on how we can better communicate with State Classified Employees
 - Looking to host a variety of informal discussions to get feedback from students and employees
 - Trying to get a representative group of people across campus
 - Erika heard in our executive meeting that meeting people in small groups or where they are, will be important.
 - Translation of materials will be important.
 - Working through normal communication channels
- Biggest question at this point: What are some other ways I can get feedback from SC employees?
 - Also want to note: Erika has been working with a group to bring a new email platform to CSU. They are looking to bring this online this spring.
 - Concrete project already working on and will keep CPC in the loop.
 - **Jim:** Not sure how well this would work since we have such a large community, but what seems to be missing from time to time is direct conversation with people to solicit feedback.
 - We are all surveyed out.
 - Teams and Zoom – trying to get some platform that you directly connect with a select group of people from a different division.
 - Speak directly to what their concerns would be.
 - **Nancy:** I appreciate the fact that you want to increase communication. How do you propose meeting with folx who do not work in the 9-5 and don't have access to email?
 - **Erika:** Hoping to come into a staff meeting, or understand the shifts that employees have and schedule several times to determine when folx are available.
 - This is definitely a challenge and if you have any additional suggestions, would be happy to hear those.
 - **Meg:** Wonder if talking to leadership in Housing and Dining to see if there are opportunities where everyone shifts to the same time.
 - Facilities this might not work, but perhaps reach out to Facilities supervisors, or regular meetings.
 - **Julia:** We would go to the custodians and other employees that work those unique shift times and schedule the time that would work for them.
 - This might be something you would could do.
 - **Stacey Baumgarn**
 - I guess I wanted to ask – are there types of or examples of communications/information that the university believes it is having success communicating? And, are there types of communications or examples of information the university feels it is NOT getting communicated well? Is this due to the approach or the fact that the topic may be more interesting to employees?
 - **Erika:**

- There is a real perception that employees are overwhelmed by email and some employees are not getting the information they need.
 - Email is still the best way to reach the most people.
 - What Erika is starting to hear is how can we rely on getting back to personal conversations? How can we lean on the people in positions of trust and power to echo and amplify university messages and helping employees get the information they need?
 - Importance of engaging deans, supervisors, department heads
 - Still hoping to figure out what the actual communication channels so that employees get the information they need.
 - **Rachel Barrett:**
 - HDS hosts in January training for employees. That might be a good time to reach out to employees and solicit their feedback.
 - **Christie Matthews**
 - We're doing small scale training. January 4-6th. Please contact Nichole Reed to schedule any sessions you would like to hold.
- Erika's email: erika.benti@colostate.edu
 - Please feel free to reach out with any additional thoughts.
 - Please keep Erika in mind.

CPC Announcements and Updates

Approval of CPC 11.17.2021 Meeting Minutes

- Approval of CPC 11.17.2021 Meeting Minutes. No changes were proposed. Meg motions to approve, Julia seconds. Motion Carried.

Financial Update – Meg Skeehan

- Website hosting fee has been processed.
- Hoping for more information on the asset library in January with a budget proposal.
- We have money to spend.
- If your CPC committee is looking for funds for a given project, please reach out and the executive committee will look to see what can be allocated.

Nametags

- Adrian – Please respond to Alisha on nametag requests

Off all next week!

- Just an FYI. Essential employees can work with their supervisor to get the time applied at a later date.

Adrian will be on the search for VP for Operations search committee.

- The committee will get going in January.
- Julia – who else is on the committee?
- There was an article in Source today
 - [Source Article - Search for next VP for Operations/CFO.](#)

Co WINS – Updates

- The contract provides up to 250 stewards, these are COWINS members that would be union reps at the ground level at their workplaces.
 - Hopeful we will have some at CSU

- Part of your regular job could be designated as a COWINS steward.
- COWINS members can nominate themselves and will need 20 signatures to get appointed as a steward
 - To nominate yourself follow this link: [Colorado Wins Steward Application](#)
- There will be an Equity and Diversity Task Force on COWINS that will be made up of 12 individuals. If you are interested, please apply soon.
 - To apply: [Equity Diversity Task Force - COWINS.](#)
- Starting next year, there will be department level negotiations or side agreements that will be rolling out in the next several years.
 - Priority on addressing issues will be based on the number of active members at an institution.
 - CSU should be high on the list
 - The more people apply to be stewards, the faster we'll have side agreements put in place with negotiations.

HR Update – Robyn Fergus

CPC Discussions

Cascading Communications: Expectations on CPC members communicating information to their units.

- **Julia:** Wanted to discuss what information we should be sharing back to our constituents, and how we should share that information.
 - Our internal dept. committees are talking about how we communicate back to employees in Facilities Management about our committee effort. Regarding CPC, would like to know who should I be communicating with specifically and what we may or should communicate back to our departments?
- **Adrian:** Communicated directly with folks in my department, but we've not had any guidance on what to share.
- **Meg:** It might be beneficial to have one page item to share at given meetings.
 - Reach out to different constituencies through direct communication.
 - Idea is that if you're on CPC you can connect with them and provide them with connection to the executive team.
- **Julia:** Anyone on-line have ideas on how to communicate with large groups of people?
- **Stacey:** APC might be a model to look at.
 - HR in the helps APC to obtain an email distribution list for each area, but CPC has not been structured that way. There is a listserve, an email distribution list for all State Classified employees, but CPC's utilization of that listserve has historically been limited.
 - What would it look like if CPC were to organize by an area, have area representation?
 - How is COWINS organizing their information and communication?

- **Christie Matthews:** I can ask APC to ask how the email list is put together. We tend to focus on reaching out to all employees and not trying to stick with APC. This is a work in progress in APC, but I'll look to connect with someone in the APC communications list.
 - It's a model to take a look at.
 - It is tricky to figure out what and how and when to communicate with our co-workers. Except when there are really specific issues.
- **Stacey:** If the executive council is interested in looking at this, this would definitely be something worth looking at.
 - Part of Julia's original question might be what, how, when to communicate information to employees?
 - Specific details and information is easier than trying to share the day to day and month to month.
- **Christie:** this goes back to what Erika was trying to communicate; just in time communication is what people tend to gravitate towards.
- **Stacey:** This might be an interesting and important conversation to continue as we think about retaining our relevance in parallel as a council with COWINS?
- **Jim:** Think that the executive committee could look at this further.
 - Valuable to look at. Executive committee will look at how we get to solid communication for folx to send out to people in their areas.
 - Also look at the departments we do have representatives and see where we have gaps.
 - Maybe we can add something to the minutes that has information about finalized information, what we're still working on, and what we're working towards.
- **Meg:** CPC does get mentioned in new employee orientation. We can also talk to Marsha Benedetti about what that training looks like.
- **Kristen:** Could create a little brochure that could summarize what we're working on.

Supervisor Training on State Classified Policy – Jaymee Woolhiser

- Tabled until next meeting.

CPC Committee Reports:

Communications – Kristin Berthold

- Don't have much to add.
- If you have any events or upcoming notifications for Facebook, please email us and let us know.
- Big shout out to Julia and welcome to the communications committee.

Employee Recognition – Nancy Cowley

- We are slowing down on Everyday Heroes and Education Assistance.

- Our benefactor has asked about increasing the educational assistance award to up to \$1000 for education.
 - Can apply for a certain amount up to \$1000.
 - **Meg:** Maybe looking at this as a dedicated communication spot in the next meeting to discuss this topic.

Legislative – Adrian Macdonald

- We met this week to talk about our next steps with the new COWINS contract.
 - We chatted about if we should count the annual leave as a win or try to get more to compare to admin pros?
 - We should look at the side agreements to address the Annual Leave.
 - Side agreements that CSU will be making.
 - Asked Ivy for a little more information on where CSU sits on the side agreement conversation.
 - We will look to continue to push on Sick Leave.
 - Sick Leave wasn't addressed in Collective Bargaining because it is in statute.
- Adrian emailed our State Representatives the statute to see if we can change that leave through the legislative process.
- In the past we've received a list of legislative bills that CSU was involved in but haven't had that in the past few years.
 - Nik Olson indicated he would look to send that out to us again.

Employee Engagement and Experience – Meg Skeehan/ Alisha Zmuda

- We met and looking to schedule our meetings coming up in the next year.
- We're still trying to navigate our campus.
 - Looking to try and support events that have already been planned.
- Also considering connecting with Marsha Benedetti about supervisor training.
 - There seems to be rules that apply to State Classified but not AP and faculty so want to learn more.

Executive – Jim Abraham

- We had looked at doing Safe Zone training at our January meeting.
 - Reached out to Maggie and they cannot do that training during our regularly scheduled meeting.
 - Over Teams and Zoom
 - Will possibly have APC join.
- Wanting to bring Joe Parker and Debbie Mayer to the January meeting.
 - Looking to bring Joe Parker in to explain how the budget works for Athletics.
- We're looking to get a presentation about the Courageous Strategic Transformation to learn how the presentation to the board of governors went.
 - Bring one of the two fellows in to explain the results of the CST in February.
- We're exploring expanding the University exit survey to see why people are leaving.

-End of Meeting-