

Classified Personnel Council Meeting
Thursday May 19, 2022. 1:00 pm – 3:00pm
FY22 Regular Monthly Meeting
Microsoft Teams & TILT 104



**CLASSIFIED
PERSONNEL COUNCIL
COLORADO STATE UNIVERSITY**

Call-to-Order

1:00 - 1:15 Lunch and Socialize

1:15 – 2:00 President McConnell

2:00 – 2:30 Jan Pierce – EAB Benefits

CPC Announcements and Updates

- Approval of CPC 4.21.2022 Meeting Minutes
- Financial Update – Amber Lobato
- Positive Action Award
- HR Update - Robyn Fergus
- Colorado WINS update – Cameo Banks

CPC Discussions

- Recruitment

CPC Committee Reports:

- Communications - Kristin Berthold
- Employee Recognition - Nancy Cowley
- Legislative - Adrian Macdonald
- Employee Engagement and Experience - Alisha Zmuda
- Executive - Adrian Macdonald

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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"/> Kristen Berthold, Chemistry | <input type="checkbox"/> Valerie Lewis, Health Network |
| <input checked="" type="checkbox"/> Leah Bosch, CVMBS | <input checked="" type="checkbox"/> Amber Lobato, Health Network |
| <input type="checkbox"/> Jeff Cornelius, Housing and Dining Serv. | <input type="checkbox"/> Anselma Lopez, VP for Enrollment Acc. |
| <input type="checkbox"/> Nancy Cowley, Lory Student Center | <input checked="" type="checkbox"/> Adrian Macdonald, Statistics |
| <input checked="" type="checkbox"/> Emily Farrenkopf, College of Liberal Arts | <input type="checkbox"/> Dustin Pothour, Facilities Management |
| <input checked="" type="checkbox"/> Brandon Fuller, Housing and Dining Serv. | <input type="checkbox"/> Chuck Richards, CSU Police Department |
| <input type="checkbox"/> Joseph Gallegos, Facilities Management | <input type="checkbox"/> Kate Sherman, Political Science |
| <input checked="" type="checkbox"/> Wayne Hall, ACNS | <input checked="" type="checkbox"/> Meg Skeeahan, Dept of Accounting |
| <input type="checkbox"/> Abby Hanouw, Registrar's Office | <input checked="" type="checkbox"/> Lourdes Zavala, Access Center |
| <input type="checkbox"/> Eva Hybiak, Campus Recreation | <input checked="" type="checkbox"/> Alisha Zmuda, Student Disability Center |
| <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 checked="" type="checkbox"/> Tammy Hunt, Office of Policy & Compliance |
| <input checked="" type="checkbox"/> Catherine Douras, APC Chair | <input checked="" type="checkbox"/> Sue James |
| <input type="checkbox"/> Sue Doe, Faculty Council Chair | <input checked="" type="checkbox"/> Emily Wilmsen |
| <input checked="" type="checkbox"/> Shannon Boepple, APC Representative | <input checked="" type="checkbox"/> Berry Braun |
| <input checked="" type="checkbox"/> Robyn Fergus, Human Resources | <input checked="" type="checkbox"/> Janelle Beavers |
| <input type="checkbox"/> Peggy Stoltenberg | <input checked="" type="checkbox"/> Jeff Dodge |
| <input checked="" type="checkbox"/> Chrissy Charny | |

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

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Agenda

Call-to-Order

- Approval of CPC 3.18.2021 Meeting Minutes
 - Stacey moves to approve meeting minutes. Adrian Seconds. Minutes are approved by Teams silence.

Guest Presenters: President's Council on Culture

- Sue James, Janelle Beavers, Emily Wilmsen, Catherine Douras, Berry Braun, Wayne Hall
 - Introductions:
 - Sue James (Co-Chairing Presidents council on culture)
 - Want to talk to you and tell you a little about what PCC does and what we can work with SC on.
 - Wayne Hall: CPC member and part of the PCC
- Questions:
 - Leah: how will you encourage folks to come forward with issues and concerns?
 - We are really committed to getting to issues that inhibit are culture and don't allow for a healthy culture.
 - Getting names are not the interest but rather finding what issues we can change long term or short term
 - Leah : Are you planning on doing focus groups? How are you planning on reaching everyone? Not everyone is on campus?
 - Answer:
 - Part of why we are here because trying to connect with State Classified employees is more challenging than connecting with faculty
 - Might be in person but might be virtual
 - We have done a culture study – make sure we are maintaining confidentiality
 - Leah: will this be mandatory or voluntary
 - Answer:
 - Not mandatory at all this is all voluntary
 - The impact on COVID has been very different for Faculty, AP and SC
 - Have conversations to try and breakdown barriers
 - Leah: Wallflowers that are to nervous to speak up
 - Answer:
 - PCC website and submit an anonymous email
 - Focus groups
 - How do you look at culture – put folks in spaces to live and experience the culture of different groups
 - Stacey: The comment Sue just made has changed what I was going to say a little bit. Why is this listening session going to be different and what will this listening session

change? Different approaches and rationals – could retract your statement

- Answer:
 - Emily: Totally agree and totally get it. It takes a village
 - Social norming campaign to reach students on campus – marketing campaign is done in such a way that is a little off brand, eye catching, and definitely has made it possible for us to make it to spring break
 - Catching people where we are at
 - We would hope to reach faculty and staff in a similar way we reached students
 - Really reach out towards state classified and admin pro
 - We may get to some ideas through many different ways
 - Emily would like to know your ideas about how to get input
 - How do we draw people in, and get someone to participate?
 - Sue: Barry – we know what the problems are why can't we start making changes.
 - We hear the least from the State classified employees and hear more from AP and most from faculty
 - Housing and Dining – PCC reaching out for advice
 - We can learn more from state classified
 - What we do know
 - Work stressors
 - Low salary – let's go ahead and give raises to the lowest people on campus and cut the top 10 percent
 - This is driving things that we are doing
 - Hierarchy – haven't put an action plan into place yet
 - Let's see everyone as CSU employees and stop the conversation of a caste system.
- Stacey: Appreciate this when thinking about DEI initiatives
 - BLM
 - Wage Classifications
 - These are issues that have existed and continue to exist
 - When we deliver solutions and things that we can solve
 - We have written letters about living wage about reviewing it to see where we are at – crickets, no one will respond to a letter or an email about even considering it
 - When you can hold up some of these examples and actual achievements and progress that's where we start to get trust and buy in.
- Answer:
 - Sue completely agrees – Stacey please send letter to Sue
- Meg: Hierarchy and positionality disrupts the culture – Try instead to say employees instead of Faculty, AP or SC. We are all employees of CSU and without us CSU is not able to operate and do what CSU does. Over the next decade we will start to see a new work force move in and be very opposed to hierarchy and caste system. There is a caste system because SC have different benefits and guidelines from the state, and we are trying to make some changes but CSU is not helping rock that boat because they are risk adverse. There will always be different wages, but we really need to look at cost of living

again, and SC employees receive significantly less leave and less flexibility in work environments.

- Teleworking will be not be avliable to everyone until drones are possible and when we say Teleworking is available for everyone we really need to look at that.
- Answer:
 - Sue: PCC can lobby CSU about living wage and be a liaison for other issues. PCC can go ahead and act as the push
- Meg: CPC and AP have a seat on the board of govenors. What are the barriers that hold back none faculty employees from doing the work (want to be a squeky wheel, but still have to do 40 hours in the day job.)
- Answer:
 - Great action item
- Jim: More representation of our members on committee across campus. Everyone who sits on this council is volunteering their time. Allowing them to be on more committees will be a big step forward. Advocating for SC employees on those committee will be a big step forward.
- Jim: 1-3 rating scale on performance evals. Can't give out too many 3s – this has changed, but the culture has stuck and has not really changed for people who are doing the work. Need to give a 2 this time without giving out too many 3s. Everyone is doing more with less. Everyone is doing the work of 7-8 people with 5 people and how is everyone not rated a 3. This scale has been an issue for quite some time. AP are getting a different scales or don't have anything while SC have to be in a meeting where they are told they are almost going to get fired, doing okay, or walking on water. There isn't really much flexibility
 - Hard to rate anyone in the that 1-3 scale.
- Jim: Admin could advocate a for more equity with the state of Colorado
 - 49th out of 50 for sick leave for SC – almost dead last
 - Having admin go to the state for us would be huge and we have data and an exhaustive review of this data
- Answer:
 - Sue: would love to see data and we would like to know who that was sent to.
 - Does the data also show dependent leave or family leave?
 - Answer: Jim
 - No we were mostly searching websites for each information
 - Sent information to DPA, COWINS, Diana, Robyn, Lynn, shared to elected officials as well.
 - Sue: If you are going to send data send to PCC website inbox.
- Catherine: There is not a consistent evaluation process across the university
 - Overall standardizing evals across the campus would be a good thing to allow folks to feel heard and seen.
- Lourdes: SC helped created supervisor training, important because a lot of this directly related to SC. Training and Development created trainings and as employees we are not able to see which supervisors have gone through that training – disheartening
 - We are not seeing results of those efforts
- Answer:
 - Follow up with Marsha Benidetti to have that data
 - We sort of do, but it sounds like its more difficult to collect than we initially

thought

- Emily:
 - How you get the word out to people – University communicators are working on improving internal communication
 - Out of email and out of source
 - Something similar to what the pandemic communications team is currently sending out
- Meg: Communication is a hard things for SC many SC don't know they have a CSU email or that they can use a CSU email
 - Meg agrees fewer emails would be helpful.
 - Source and communication – so much to be constantly celebrating
 - Meg has an Intranet that is employee specific
 - News info
 - Calendar of events
 - Dean communications
 - How to documents
 - Updates coming up
 - Updates to be aware of
 - Keeping up with the flow of information is challenging.
 - Intranet is great and there will still be folks who prefer paper or don't have access to these resources
 - Also need to make sure we are investing in Spanish translations, and accessibility across all of CSU
- Sue: Accountability has never been great across CSU – this is high across the radar screen.
- Emily: Important that you talk to Janelle – talk to someone who can make the connections
 - Not going to be the end all be all and find all the answers, but at least this way we can focus on the right things and make some progress.
- Wayne: There is a lot of passion in the PCC and we're ready to go down this path.
 - All of this information gives us more to work on.
- Sue: Vice President is really focused on trying to get things done – Janelle.
- Meg: Council Leadership has had a chance to meet with Janelle
 - Wanted to get things done after seeing a list
 - Get through this and be digestible – how can we get through this and hold folks accountable
 - Appreciate that you are acknowledging that culture takes a long time to change. In DEI spaces we talk about how culture shifts can take up to a decade to change. Have been on several climate servays and know that things move at a glacial pace, but keep working.
 - Grateful for your working and coming in and speaking with us
 - Leveraging relationships on campus will be important
 - Training sessions
 - Open forums
 - Its hard to speak up
 - Maybe not mandatory – put don't schedule it over other things
 - Focus groups are great

- Where we get a lot of information
 - Julia mentioned they had done some in person focus group/ peer facilitated, supervisors not present
 - Telephone calls could be a way to do this as well
 - Emily: how do we get a list of state classified in specific areas?
 - Meg: In any HR department they have a specific list
 - Robyn might be able to delegate this ask
 - Meg can also work on pulling some names of key folks
 - Lori Lynn – great person to work with
 - Julia: JEDI team – focused on equity and inclusion in facilities mgt
 - Coming to group or section meetings – ask supervisor to leave
 - Take over pre-existing meeting
 - Bring pizza – request from Stacey
 - Meg: What is the fall going to look like and can we do in person anything?
- **Direct email:** president_culturecouncil@Mail.colostate.edu
- **Website:** <https://president.colostate.edu/presidents-council-on-culture/>
 - Provide information and feedback
 - Funnel information to you.

CPC Announcements and Updates

- CPC Membership Election (2 self-nominations to vote in)
 - Emily Clapy – Housing and Dining in the Admin office
 - 3 year terms starting July 1
 - Amy Bruning – Amy is a records specialist in Human Resources
 - 3 year term starting July 1
 - Both members would be serving 1 3 year term and would begin their term on July 1.
 - Can move to approve both of them and then approve via silence?
 - Jim moves to approve both, Julia seconds, approved via silence
 -
- CPC representation on Housing Task Force and general updates from our discussion with Debbie Mayer
 - Did meet with Debbie last week Wednesday 14th.
 - Debbie Mayer
 - Housing Navigator – originally worked with Neighbor to Neighbor and then moved to a 9 month appointment, and now she is back to help navigate for employees in the future and how to create accessibility for employees to access affordable housing
 - Highlights
 - Debbie is working on getting housing task for built
 - Request to have a CPC member on the task force
 - If you are very interested in affordable housing and want to be on that task force this is the opportunity before it is shared broadly
 - You would be helping to figure out the goals, vision, criteria for housing (based on HUD data and median income), indicatives for housing challenges, information, education, resources to really help csu employees in and around FT. Col.
 - First time home buyers

- Economic health.
- Financial update – Adrian
 - No real financial updates.
 - Meg is waiting on a form to get asset library approved. We are also working on an employee appreciation event in June
- HR Update – Robyn -
 - Updates:
 - Public Service Announcement – Open Enrollment
 - Open Enrollment began and goes through May 4th. Starting in the middle of April.
 - Passive Enrollment – do not need to make any changes if you are happy with your choices.
 - If you have an FSA you do need to renew every year
 - There will be no increase to premiums this year
 - Expanded
 - Health Clinics available for Cigna – Everside Health same thing as Paladina
 - Low cost primary care for Cigna
 - Not any in northern Colorado but hoping to see some soon
 - Medical supplemental period
 - Open to certain wage members
 - Open enrollment period is the same period – May 14th
 - If you know anyone or are participating will have a little more time to apply

Open Enrollment Events:

- Virtual Benefits Fairs
 - April 21 & 22
 - Great attendance
- Fit Life event
 - Close to 1100 people attend
 - Wellbeing content
 - Mental health
 - General benefits
- State of Colorado
 - Does hold separate benefits events with the same content April 28th.
- myhr or contact benefits team directly.

Questions and Comments:

- Always good to go in and look
- Brian – Paladina at PVH Everside
- Jim: were the benefit sessions recorded?
 - Believe that they were Robyn will see if she can get a copy
- Julia: include the link
 - <https://www.benefitsolver.com/benefits/BenefitSolverView>
- Meg: Last year they extended the caps for folks who were not able to take leave. Is the state doing this again this year?
 - Last year with the pandemic hitting us in the Spring fiscal year ends June and begins July 1
 - State has put in an emergency rule to allow SC to roll over annual leave if they

were going to cap out

- The only reason this was allowed is if you were denied taking annual leave
 - COVID focused roles
 - Transporting COVID students
 - Working with COVID
 - If directly related to COVID role you can role over, but if you didn't travel because of COVID that is not valid reason.
- Did put a note in the be well news letter
 - Reminder going out to not let your leave go out.
 - If you're in a position and can take a long weekend here and there to make sure you can enjoy your benefits.
- Meg: You can also donate your annual leave to the SC leave bank.
 - You have to donate at least 4 hours of leave
 - Helps bridge the gap between FML or disability leave
 - Form can be found on the HR website.
 - You can also do direct donations to folks as well
- Meg: Met with COWINS this morning and had a good conversation about their process and learned some more
 - Employer agreements – fall
 - COWINS working with Talent Development to be 30 minutes before full orientation.
- Lourdes: Where do you find information about the evaluation process?
 - Can search website
 - <https://hr.colostate.edu/hr-community-and-supervisors/employee-relations/performance-management/>
 - HR community and supervisors, there is a drop down and can go to employee relations, and starts with category employee relations and click on performance management
 - Will then take you to different structures.
 - There are also trainings on Bridge.
- Lourdes: Has there been an extension to the evaluation deadline?
 - No April 30th is still the deadline.

CPC Committee Reports:

- Communications – Leah Bosch
- Employee Recognition – Nancy Cowley
 - Things are happening!! – go back and listen!
- Legislative – Adrian MacDonald
 - Earlier this morning had meeting with Vinu from COWINS
 - Seemed to go much better than previous two meetings
 - Tried to keep it more informational and positive – if joined how would it work
 - Came away learning a lot more about the process and what has changed since last year.
 - Leah – Question: when are we going to find out about the contract finalization
 - COWIN can negotiate a legally binding contract with the State

- They are currently working on this now and are hoping to have that contract finished by October.
 - Contract they are working on includes
 - Financial things; raises and leave benefits
 - Goals: Step raises and cost of living raises
 - Right now they are mostly focused on work place issues
 - Trying to create a new grievance policy
 - Right now grievances go through DPA and DPA sets the rules.
 - Negotiating with DPA and Governors office.
 - To be continued!
 - Meg:
 - COWINS is working with HR and will be doing 30 minute sessions before University orientation for SC employees before training sessions
 - Will begin in April – COWINS will have an opportunity to talk to SC in job orientations.
 - 3% increase for SC was in the last iteration of the long bill
 - Adrian: PERA contribution will go up a .5% starting in July – up to 10.5%.
 - Leah – Question: Did you find out if that 3% would be merit based or across the board?
 - Across the board
 - Asked if it would increase minimum salary ranges – couldn't find an answer to this.
- Employee Engagement & Experience – Meg Skeehan/Alisha Zmuda
 - Planning a wellness and mindfulness event at the start of August
 - How with EEE keep SC centered and encourage attendance
 - We are going to ask AP and Faculty council if they would like to join
 - Tammy Hunt has been supporting us
 - We have a list going of folks to contact
 - Possibly in person tabling event and in person event
 - If we can have in person we will, hybrid and online sessions
 - More to Come of this event!!
 - Next week working on the outreach and creating partnerships
 - Canvas and partnership groups to help create grants to support folks
 - Yoga – live and hybrid
 - Cooking class
 - We want to be mindful that not everyone can afford groceries but could we help buy those and folks come and pick that up?
 - Painting class
 - Put together painting kits.
 - Meg: As treasurer will work with the executive Team to get this going.
 - May 2nd – 8th employee appreciation event at CSU
 - Human Bean or campus café where you can get a free cup of coffee on the Employee Appreciate Event Budget
 - Sweet Sensations and
 - Hope that you are able to go through the drive through at Human Bean and are

- very accessible to folks
- EAP – Digital Orange Form
 - Process that have been working for since Decemenber
 - 12 hours 1600 people submitted form.
 - Random drawing of names next week and contributing CPC swag to those boxes
 - Pull 50 names and excited to be doing this again.
 - If you missed it please let Meg know!
- Executive – Meg Skeehan
 - Last month Adrian was elected as Chair elect
 - Have started this transition
 - Meg will still be on executive team as Treasurer
 - August retreat
 - Will we be able to do in person or not?
 - Jeff Sproll – PERA updates
 - Jim will reach out to Jeff.
 - Lynn come by in May and do a 10 minute budget update.
 - June wards and recognition event

Meeting adjourned – Thank you!

Dates to Remember:

- **Open enrollment deadline May 4**
- **May 2-8 – Employee Appreciation Event**
- **May 20 – Next Regular CPC meeting**
- **June Meeting – we will have an awards and recognition event, details to come!**

Chair Report

April 25: Legislative Trip to State House with Jim, Brian and Wayne

- Talked briefly with Reps. Andy Boesenecker and Cathy Kipp and Senator Ginal
- Sat on the floor of both House and Senate to watch legislative sessions
- Will reconnect after the Legislative session
- Best to text Senator Ginal

April 25th: President McConnell, Sara Olson(APC) and Grad Student Council Reps

- 3% raises for faculty, AP and grad students
- CPC would like to raise minimum salary to \$40,000
- President McConnell would support step raises

May 5 2022: Committee on Strategic and Financial Planning

James Graham will serve as chair again

May 12, 2022: Campus Bicycle Advisory Committee

- Colorado Safety Stop now law - aka Stop as Yield
- City's bike advisory committee was against it
- City wanted to choose if they could adopt the law or not
- City worried about state highways
- How will it apply on campus?

May 13: CPC Executive Meeting

Adrian

- May Meeting
 - In person - make sure all invites know about in person meeting and food
 - Food- LSC catering taco bar
 - President McConnell - 15-20 minutes to eat then Joyce will speak and take questions
- Postitive action award
 - We need more people to vote
- New members and orientation
 - Put out a call to facilities - Julia?
 - Housing and Dining - Amber will bring it up at nex supervisors meeting
 - Reach out to CVMBS for reps
 - Market it as a way to develop leadership skills
 - Ask CoWINS to reach out to their members
 - Call to action to current CPC members.
 - Everyone reach out to 5 people?
- Yearly report - ask for committee repots at chairs and vice chairs meeting
- Retreat - Tentative for August 11
- Invite new VPDUO/CFO to June meeting or retreat depending on timing

Amber

- Trying to find a time to meet with Meg

May 16: Audra Montoya-Baker

- New Housing Coordinator

May 15: APC/CPC Roby, Nik

- How many people have left?
 - Robyn working on a set of comprehensive metrics
- Research and conversations with IT about ROI of for exit/stay surveys
- Will check with Nick Cumming about SSN in regards to RAMpUp and Oracle
- Vivian Wang - DUO Assistant now that Polly has left for Development
- No word on Diana Prieto's position
 - Looking at a national search
- Should we send letter that says that CPC duties are a part of an employees job to supervisors?
 - Send list of those that have just re-upped to Nik
- New Housing Coordinator Audra
 - No change to strategy
- Need to change meeting location on invite

From: [CPC Website](#)
To: [CSU CPC; operations](#)
Subject: New submission from University Committee Report Form
Date: Monday, May 9, 2022 11:27:28 AM

University Committee Name:
Administrative Professional Council (APC)
Date of Meeting:
05/09/2022
Name of CPC Representative
Julia Innes
Email of CPC representative
Julia.Innes@colostate.edu
Meeting Highlights Pertinent to CPC and SC employees:
<ul style="list-style-type: none">• Speaker Kathleen Fairfax, Vice Provost, International Affairs – general information about International Affairs shared with APC• Speaker Robyn Fergus, Vice President for Human Resources – AP Compensation & Classification project info shared, such as on Career Framework (how CSU categorizes positions and creates career paths) and intended outcomes, including how to build and maintain the framework.
Do you wish to provide a verbal update at the next regular CPC meeting?
No
Next Meeting:
Next APC mtg: 6/13/2022 - 8:30 a.m. Virtual on Zoom
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: Thursday, May 5, 2022 9:48:18 AM

University Committee Name:
Parking Services Committee
Date of Meeting:
05/04/2022
Name of CPC Representative
Abby Davidson
Email of CPC representative
abby.davidson@colostate.edu
Meeting Highlights Pertinent to CPC and SC employees:
<p>Hello!</p> <p>I represent CPC on the Parking Services Committee, and yesterday we were given a presentation on how the parking permit pricing model will be changing starting Fall 2022. To give a quick summary, the current pricing structure is based on the annual pass. The new structure will be based off the daily permit price and encourages people to buy only what they need. This leads to the annual, five days a week permit cost to be \$625 starting August 2022. They are also implementing a new nine month permit type available for faculty and staff, trying to get more flexibility in the day choices for those with a hybrid schedule who only need a certain number of days per week, and will be reducing the cost of pay per hour parking in lot 740 to \$1/hour instead of \$2/hour.</p> <p>I am hoping we can have PTS at an upcoming CPC meeting so they can present more about the new model.</p> <p>Abby</p>
Do you wish to provide a verbal update at the next regular CPC meeting?
No
Next Meeting:
N/A

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