

Classified Personnel Council Meeting
Thursday June 16, 2022. 1:00 pm – 3:00pm
FY22 Regular Monthly Meeting
Microsoft Teams



**CLASSIFIED
PERSONNEL COUNCIL
COLORADO STATE UNIVERSITY**

Call-to-Order

1:00 – 1:45 Devan Durand – Parking Permit Changes

CPC Announcements and Updates

- Approval of CPC 5.21.2022 Meeting Minutes
- Financial Update – Amber Lobato
- Positive Action Award and Recognition
- Last meeting for some members – thank you!
- Retreat – August 11th
- Treasurer vote
- HR Update
 - Juneteenth Holiday observed next Monday
 - 24 hours of professional development – use before June 30, 2023 and then they go away
- Colorado WINS - Cameo

CPC Discussions

- Joyce McConnell and moving forward with Interim president
- Follow up and CPC/APC/FC retreat

CPC Committee Reports:

- Communications - Kristin Berthold
- Employee Recognition – Julia/Stacey
- Legislative - Adrian Macdonald
- Employee Engagement and Experience - Alisha Zmuda
- Executive - Adrian Macdonald

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**

Attendance:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Jim Abraham, Environmental Health Service | <input type="checkbox"/> Brian James, CSU PD |
| <input type="checkbox"/> Stacey Baumgarn, Facilities Management | <input type="checkbox"/> Chuck Johnson, Facilities Management |
| <input checked="" type="checkbox"/> Amanda Banker, | <input checked="" type="checkbox"/> Valerie Lewis, CU School of Medicine at CSU |
| <input checked="" type="checkbox"/> Kristin Berthold, Chemistry | <input checked="" type="checkbox"/> Amber Lobato, HDS Facilities |
| <input checked="" type="checkbox"/> Amy Bruning, Human Resources | <input checked="" type="checkbox"/> Adrian Macdonald, Statistics |
| <input type="checkbox"/> Jeff Cornelius, Housing and Dining Serv. | <input type="checkbox"/> Cameron Philips, |
| <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"/> Lourdes Zavala, Access Center |
| <input checked="" type="checkbox"/> Abby Davidson, Registrar's Office | <input type="checkbox"/> Alisha Zmuda, Student Disability Center |
| <input checked="" type="checkbox"/> Julia Innes, Facilities Management | |

Ex-Officio Members, CPC Volunteers and Guests:

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

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

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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](#)

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[Communications - Kristin Berthold](#)

[Employee Recognition - Nancy Cowley](#)

[Legislative - Adrian Macdonald](#)

[Employee Engagement and Experience - Alisha Zmuda](#)

[Executive - Adrian Macdonald](#)

Call to Order

1:00 – 1:15PM Lunch and Socialize

1:15 – 2:00PM President McConnell

- Introduction of President McConnell
 - Budget Update
 - Very pleased that the Classified Staff will be receiving a 3% raise and the state will be funding this.
 - The state does not fund raises for every category of workers. When raising the salary of everyone on campus we are pulling that money from the University.
 - Two forms of revenue – tuition and the state.
 - Colorado only funds CSU at 9% of entire budget.
 - We sit at 47/48 in the country for state funding of hiring education.
 - Would like to thank everyone on CPC and classified staff.
 - Know that the last two years have not been easy and the last two years have created their own challenges and turmoil. The degree to which everyone shifted, stepped up, and covered was phenomenal.
 - Employees made it possible for CSU to exceed during the Pandemic.
 - Search Updates:
 - Vice President of Operations and CFO
 - Have 3 final candidates that are very good, and each are different and bring something very different to the table.
 - If you did participate in the interviews and open forum would love to hear from you.
 - Dean of Warner College of Natural Resources offer was made to Alonso Aguirre.
 - Still searching for the Dean of the College of Veterinary and Biomedical Sciences.
 - Hoping to decide quickly after interviewing the last candidate.
 - Vice President for Advancement – Fundraising and development side of the house.
 - Joe Parker and Blake Naughton are co-chairing this search.
 - Hiring someone to be our representative with Indigenous and Native American sovereign tribes throughout the state of Colorado and the West.
 - Currently have tribal relationships in Colorado, Oklahoma, Texas, New Mexico, Montana, South Dakota, and some in Hawaii.
 - Primary sovereign nations within Colorado are Mountain Ute and Ute Nations.
 - Often get asked why Colorado has so few tribal nations and there are two critical answers.
 - Colorado was used as hunting and fishing grounds for western tribes and so permanent settlements were not made here.

- Removal was violent here. People were killed and forced to leave.
 - With all the work we do with Native American tribes around the country it felt important that we hire someone to coordinate all of that.
 - Biggest project we have with the tribes is our bison herd.
 - Raise an enormous bison herd. One is a ceremonial herd, and one is a hunting herd. As herds reproduce, CSU supplies sovereign nations with bison to reenergize their herds.
 - We are trying to expand our network as much as possible.
 - Position will be reporting directly to President McConnell.
 - Should have been posted last week after final job review.
 - Courageous Strategic Transformation Update
 - Presented the CST to the board in full in February but they did not take a vote on it at that time and would vote on it in May.
 - Board did give approval to launch it without the vote in March
 - March, they did formally approve the CST in the May meeting.
 - Looking at operational framework and what we can be doing better. Specifically in Human Resources.
 - In the past Human Resources was thought of as a transactional space. Trying to shift HR to employee support.
 - More training, more work with our employees and life improvement, wellbeing.
 - Met with Ombuds yesterday.
 - There are two ombuds one that is full time and one that is part time. Melissa Emerson.
 - Part time ombud is a faculty member.
 - Had about 200 open cases this year.
 - 200 cases are often multiple people.
 - Tries to resolve any conflicts and bring people together.
 - This is available to folx and is 100% confidential.
 - Had IT set up a system that is walled off identifying information so that no one else can access it.
 - Question:
 - Julia: So, when you say open cases, does that mean the person who is having the transaction with Melissa is saying “Can we open a case?” or is it just them reaching out?
 - President McConnell: It’s just them reaching out. Melissa must keep records, although not identifying records. It’s not a formal complaint requirement, can instead call her and say that you are having an issue.
 - There is a charter that is promoted as best practice by University Ombuds.
 - We will be adopting this charter.

- It will explain to everyone all the obligations around confidentiality.
- Robyn Fergus has moved into new position as the Vice President for Human Resources.
 - HR previously did not have a separate vice president, it reported to another VP to the Vice President of University Operations and the CFO.
 - Without having a VP of HR could not make adjustments that were needed.
 - Jim: Since Robyn has been promoted to VP of HR will there be another director of HR or will Robyn fill both roles?
 - President McConnell: She has been filling both roles, but once we move through the restructuring, we might decide that we don't need an executive director.
- AON Study: Will give comparative market data that we need to adjust salaries for Administrative Professionals to make them fair across the University.
 - Assuming that COWINS is doing the same thing within the State Classified Employees.
- We have received your letter.
 - Jim: This was a letter between APC, CPC and Faculty Council.
 - The councils met to try and bring a shared idea of what we think was important from the CST and how we would like to be involved.
 - Requesting that the President's office involve Councils directly on particular issues.
 - Outlined those and thank you for saying you are going to do that.
 - One step forward we made was to expand the leadership team to have every council represented on the leadership team. Previously only Faculty Council was on the leadership team.
- Affordable Housing and Child Care.
 - We know that housing is even less affordable today than it was a year ago.
 - Childcare - there are no spots in Fort Collins. Very underserved.
 - Emily Seems is working on affordable housing again and childcare.
 - We are hoping to partner with the city and county to get additional resources to move more quickly.
 - Debbie Mayor left the University in a really good position.
 - A lot of research was done while she was here.
 - Subsidized affordable housing complex on Timberline should be done by this winter. These are not apartments for sale, but are rentals, and are subsidized at about 85%.
 - Preference will go to CSU employees.
 - Christy: Fall of '23 is the finish date.
 - There is a new Housing Coordinator who will be taking over for Debbie. She is coming over from OEO.

- This has not fallen off our radar and is part of the CST.
- Work for and issues that work force faces has been elevated in the plan.

Questions:

- **Jim:** Is there anything within the CST that you have prioritized, as far as some of the things, maybe low hanging fruit that you feel like you hit right away, any updates as far as where you see us going with that, let's say, in the next six months?
- **McConnell:** On the operational side the AON Study
 - The raises we were able to give everyone was a high priority, high priority of HR reformation – more worker focused, budget reform is a really high priority.
 - Probably doesn't affect CPC in the same way as other units, but we haven't done an examination of budget in almost 20 years.
 - Base funds need to be reexamined and have not changed in 20 years.
 - Usually, the presentation to the Councils about the budget we are usually only talking about the annual incremental budget. How much gets added to the top of that base.
 - There can be distortions of allocations over the last 20 years.
 - Interdisciplinary Work and Themes that have been elevated: Climate change, sustainability, human health and wellness, and animal health. Impacts agriculture
 - These are the four big areas that intersect.
 - Shows that we're all in on the biggest issues that we are facing in Colorado and across the world.
 - We are gaining attention.
 - We have been selected by the Institute of International education, which is the organization that governs all the Fullbrights, to host all the outgoing Fullbrights this year for education on climate change.
 - Have 90 Fullbright scholars here for several days.
 - CSU produced more Fullbright scholars this year than any other college in Colorado.
 - Thematic Priorities around how we select curriculum. Research that matters and engage in communities around Colorado.
 - Quality of life: Childcare, wellness services, food pantry
 - Working on getting things in place to support people differently than we have in the past.
 - **Jim:** we are all excited to see how the budget is reimagined.
 - **McConnell:** It is intriguing because it has been so long since it has been examined and we are not sure what we are going to discover.
 - Example: A while ago the decision was made that the College of Business would not be given much base support and could be entrepreneurial and can raise its own budget.
 - This brings up questions about fairness.
 - Auxiliaries we do not control the budgets for, but we do have input.
 - For Housing and Dining Mari Strombom puts the budget together and has to put the budget together differently than we do.
 - During the Pandemic we did take university; pandemic fund and backfill some reserves for Housing and Dining so that HDS was stronger.
 - **Julia:** So, regarding the CST and all these auxiliaries and divisions and colleges, is there going to be any support for how we understand how it fits into our work and how we move forward with it?
 - **McConnell:** Sure, tested this out with a committee of 300

- Advisory group cascade:
 - Have a core of operations team which represents various units on campus through their VP and the two deans serve on them. Meet once a week to be able to make quick decisions that need to be made.
 - Team of 30 which the Council of Representatives are on, and we meet once a month and do more information sharing.
 - Committee of 300 which is all the Deans, Department Chairs, and Directors of Centers and they meet twice a semester.
- Clear that people on campus don't understand how we budget.
 - Tried to simplify the presentation and assume people know very little and gave an overview.
 - The feedback was super positive.
 - Would be happy to do this for CPC.
- **Julia:** This would be helpful for the CST. How do we know how the CST relates to our work and how we implement it? Will there be support from people who put the CST together to come to departments and divisions to help facilitate this?
- **McConnell:** Yes absolutely. There are so many issues that are important, but in terms of being a sustainable campus that is all of you.
 - We also want to hear from you about the CST priorities like affordable housing and childcare, wellness, quality of life issues. Are those meeting your needs? We want to hear that feedback!
- **Jim:** We would love to have you back to talk give a presentation on the budget overview.
- **McConnell:** Would be happy to do that! Can also talk to head of the auxiliary budget like Mari Strombom or Dave Bradford in parking.
 - Once we do the big overview you might want to connect with the auxiliaries and look at their budget.
- **Jim:** What I have seen in EHS, is the continual building but have not seen the budget to support those spaces to come in behind that. We have more labs to look at for safety reviews, but our budget hasn't changed. It seems like that part of the equation hasn't come through.
- **McConnell:** I agree with you, and we need to start this when we begin master planning on campus.
 - When the budget cuts happened in 2008 (from what I have heard) they were so dramatic and profound and hit a lot of service units to protect academic units, but they were never built back up.
 - One of the things that other universities will do is include 1% back into the budget for the building to cover the workers or maintenance.
 - We need to get more systematic about how we do this.

2:00 – 2:30PM Jan Pierce – EAB Benefits

- Employee Assistance Program Coordinator.
 - Position was recently put to full time with trying to increase wellness benefits.
 - Working on wellbeing initiatives. Basic needs and Rams for Hunger are through Emma.
 - Overview beyond EAP – Jan is housed in the benefits department and the goal is to try and get out the resources that are available to employees.
- Big initiative that we are pushing right now:

- You at CSU is a landing place for all the resources and happenings on campus. This has previously been for students only, but we are extending this out to employees.
 - Hoping to have a rollout of this in the fall.
 - All benefits, schools, webinars, contact information etc. hoping to make this a central place for folks to go.
 - As long as you have an ID this is a central place for folks to go.
- Presentation:
 - Who is eligible for Employee Assistance Program Benefits (EAP)?
 - State Classified Employees, Admin Professionals, Faculty, Graduate Assistants, Non-Student Employees, other salaried employees (post-doctoral fellows, veterinary interns, and clinical psychology interns), any household member of a CSU employee.
 - EAP Resources
 - On site coordination – Jan Pierce
 - phone 970-491-3437, jan.pierce@colostate.edu
 - Assessment and referral, management consultation, outreach to employees struggling with mental health
 - Someone might call about mental health and not know about ComPsych and can refer to ComPsych or someone in the community.
 - Management consultation: are a supervisor that has employee that is doing something different than normal behavior wise and need some support.
 - Melissa ombuds
 - Eric Ray conflict through HR.
 - Jan is happy to do any consultation on how to approach folks who may be struggling.
 - Departmental support after impactful events or loss within the community.
 - Jan and Student Counseling Center came together and held session for folks to grieve, come together, and process that loss.
 - Collaborate on committees to serve as mental health liaison.
 - Educational and mental health trainings.
 - Third party benefits
 - ComPsych: 800-497-9133
 - Six free session of counseling per person, per issue, per calendar year.
 - Staffed 24/7 with experienced clinicians
 - Ability to offer same day access for higher risk individuals
 - Legal and financial over the phone support during business hours
 - Guidance Resources
 - WebID: CSUEAP
 - Includes financial, legal, financial, lifestyle resources.
 - Many trainings pertaining to mental health, work life and wellbeing.
 - SilverCloud – previously available to students and has been extended to employees.

- This is self-directed cognitive behavioral therapeutic program that you take yourself through the link.
 - This is on the website and will move you through a self-directed program.
 - This is a good supplement to a regular therapy program.
 - State of Colorado EAP
 - All of our state classified folx have access to a separate EAP program.
 - CSU's vendor is external, and they set you up with someone in the community.
 - The state has an internal model. They employee 6 or 7 (possibly more) counselors on site. This is most likely Telehealth unless you drive to Denver.
 - They have counselors on site that you can connect with.
 - Cseap.colorado.gov
 - Website for Colorado EAP.
 - There is a lot of resources available on the Colorado EAP site.
 - Under life events and wellbeing resources there are a lot of things available to you through the employee server.
 - Under the tab "Support for All Employees" there are webinars available.
 - People do not utilize Jan enough.
 - Jan can be the go between for you and ComPsych to ensure that people are being set up with services.
 - Specifically, if there is a difficulty getting in touch with services.
 - Community needs more therapist, but ComPsych's business structure needs to update and change with the increase in need.
 - Check EAP regularly! There are usually themes for the month
 - Complete SilverCloud if you haven't! It's a great resource.
 - Please call if you are unsure!
 - Jan will be partnering with the Student Health Center to provide mental health first aid training - "Notice and Respond". How can you approach someone who is struggling?
 - Going to be pushing this and will be part of the supervisor training.
 - Going to work with Janelle to build it out.
 - Very underutilized. Hoping to broaden this to more than just students.
 - Think this should be available in the late fall schedule.
 - If you're interested before then please reach out to Janelle.

Questions:

- Jim: You mentioned putting together a will. Is that through ComPsych?
- Jan: It is through ComPsych.
 - Through the website there is a button called ComPsych or guidance resources. You will be asked to create a profile and once you are into the site you will type "write a will" into the search bar. This will take you to an external site and take you through every specific question.
 - You can do a living will at the same time.
 - Can write what you want to happen at your funeral.
 - You will bring this out and have it notarized and store it with your other documents.
 - Abby is a notary!

CPC Announcements and Updates

Approval of CPC 4.21.2022 Meeting Minutes

- Julia motions to approve, Jim Seconds. Minutes approved via aye and silence.

Financial Update – Amber Lobato

- Amber will be meeting with Meg next week
- Spent \$350 on employee awards
- Spent a little bit on trip to State House with Legislative Committee
- Lunch on 5.19
- Charge for Employee Appreciation Event.

Positive Action Award

- We only had 6 people vote.
 - Would encourage people to use the link to vote.
 - If you have already voted, thank you!
- We have three standouts for the Positive Action Award.
 - Recognition Committee will now take that back over to make the final decision.

HR Update - Robyn Fergus

- Robyn could not make it today with an HR update.
- Kristin Berthold– HR Committee Meeting
 - A lot of new people coming onboard
 - Kinda Carpenter and Sarah Blessinger – Strategic Partnerships/ EE Relations
 - Audra Montoya-Baker Employee Housing Programs
 - Paige Marts – HR Service Center
 - Cheryl Webb – HR Records
 - Alex Layman – Payroll
 - June 19th – Juneteenth will be observed on the 20th.
 - If you need to work that day you can take it before if needed, but you do need to use it before the fiscal year.
 - In the future State Classified Employees can receive a payout if they're unable to observe an alternate day for this and moving forward.
 - Partnership agreement with COWINS that will go into effect July 1
 - On call pay increases and approved mandatory volunteer continuing education training.
 - Max accrual rates are increasing to get to the 16th hours per month rate.
 - Paid segment medical leave is 80 hours right now but will go up to 160 hours.
 - Employees who work on an observed holiday can be granted an alternative day off in the same fiscal year or be paid.
 - If you have to work on a holiday, you can either get time and a half or an alternate paid day off. Not both.
 - 3% pay increase.
 - Differentials did change.
 - Kristin confirmed with Nick Cummings that based on someone's classification this should automatically happen.
 - If someone works on a weekend who does not usually work on a weekend, they will get 20% more. There is a difference between hourly and salary and exempt and nonexempt, but time clock plus should be able to determine this if the job does have shift differential privileges
 - PERA increases are happening on July 1.

- Jan was at the HR meeting and moved through meditation for mental health awareness month.

Colorado WINS Update – Cameo Banks

- Steven Maddock – New COWINS steward works in Braiden Hall.

CPC Discussion

Recruitment

- Numbers on the council are low right now.
 - Haven't made up for members that we lost in the previous year.
- Need to increase recruitment efforts to try and get some more members for the start of the next fiscal year.
 - Jim and Adrian talked with Julia and Kristin.
 - Going to go to facilities and do multiple presentations/ reach out.
 - Adrian is going to reach out to CVMBS to do a presentation there.
 - Amber is not sure if they connected about CPC in Housing and Dining.
 - Amber will reach out to see if everyone can connect.
 - Adrian would like everyone on the council to email 3 names of State Classified employees who might be interested.
 - Adrian will send out some information to those folks and entice them to join us.
- **Question:** Can we have a presentation at new employee orientation?
 - Adrian: Yes, we do have information in those spaces, but you do have to work for 1 year before you can join the council.
- **Question:** Can we pull a list of folks after a year to let them know that they are eligible to join CPC and then give them additional information?
 - Adrian will look into this.
- **Lourdes:** Can we email everyone on a distribution list that is a supervisor and ask them to encourage their state classified employees to consider CPC?
- **Jim:** I think we can? Maybe we can put something out in SOURCE saying that we need people on CPC?
- **Julia:** We did already put an article out in SOURCE and didn't get a response.
- **Kristin:** Will include it in the communicator and try to get that out.
- **Julia:** Personal communication might be the best option.
- Adrian would be happy to create a template as well to send out if you have 3 people you would recommend joining

CPC Committee Reports

Communications – Kristin Berthold

- With the loss of Eva – Kristin and Julia are the only folks on Communications
- Send Facebook updates to Kristin
- Will be trying to get a communicator out next week (May 23rd – 27th)
 - Please get any ideas to Kristin ASAP – she is out for a month.

Employee Recognition – Julia Innes

- No updates for Recognition outside of the Positive Action Award.

Legislative – Adrian Macdonald

- Went to a field trip to the State House Legislative Session on April 25th.

- We were not able to take Legislatures out to lunch, but we are hoping to meet with them later this summer.
- Wayne Hall, Brian James, Jim Abraham, and Adrian Macdonald all attended.
 - Listened to a debate about an opioid bill.
- Briefly met the Chair of the Joint Budget Committee.
 - Was interested in meeting with us this summer.

Employee Engagement and Experience – Alisha Zmuda

- NA

Executive – Adrian Macdonald

- We have been talking about membership.
- Retreat in June with the Chair and Vice Chairs of APC, CPC, and Faculty council to align goals on the CST.
 - Hoping to create unified voice about CST.
 - Does not stop CPC from having their own goals about what we want to do.
- Retreat will happen in August. We will not meet in July.
 - Will have a date for everyone soon.
 - We are going to meet in June – fully virtual
 - Devan Durand will come talk about the new parking program starting in August.

Questions:

- How long are you hoping these presentations will run?
- **Jim:** About 15 minutes.
- **Julia:** Facilities may not have presentation access.

-End of Meeting-

Chair Report

June 7 - Dell Rae Ciaravola, Jim Abraham, Amber Lobato

- Dell Rae has been assigned to HR to help them with communications
- HR never had a a communicator before
- Her time is split 50/50
- Invite Dell Rae to CPC meetings?
 - She will talk with Robyn

June 14 - APC, CPC, FC Retreat

- Want seats on chair search wrote a letter to BOG members Valdez and Jordan and Chancellor Frank
 - CC Rick Miranda
- Compensation, retention, burnout, housing
- When will they replace Joyce?
 - Deputized Tony, Kim and Armando to select those on the committee
- Rick looking in on what's going on campus
 - Salary and grad student compensation are big issues
- Will CST be thrown out?
 - No - will pull out priorities
 - Not a wasted effort
 - Wasn't approved. Given a thumbs up
 - No formal process for voting
- AP numbers are low too

Joined by Patricia Vigil and Sonjia Cerventes of MSFC (Multicultural Staff Faculty Council)

- Sonjia - COWINS District Chair - 5 counties
- Unified effort for DEIJ (diversity, equity, inclusion and justice) work
- Accountability
 - There is none
 - Employee called racial epithet
 - Moved to another area instead of facing discipline
- Why the name change?
 - Network to council
 - Taking a more active role
- Grievance office for each employee group

June 14 - Executive meeting

- Need replacement to be APC liaison at meetings - will find at retreat
- Recognize members who are leaving council
- Do we want to talk about Joyce's presentation
 - Thoughts on presidential transition
- Retreat will be August 11th
- Year in review letter
 - CPC Mindfulness Fair was held on August 4th, 2021.
 - Employee Appreciation

- Struggling with burnout like everyone
- 3% raises when inflation is >>>
- Housing

PROSPECTIVE REPRESENTATIVE FORM
CLASSIFIED PERSONNEL COUNCIL
Colorado State University



**CLASSIFIED
PERSONNEL COUNCIL**
COLORADO STATE UNIVERSITY

Holly Ritzman Central Receiving 491-4964
NAME OF EMPLOYEE DEPARTMENT PHONE

I would like to join the Classified Personnel Council (CPC). I am a certified State Classified employee, working half-time or more, who has been employed by Colorado State University (CSU) since June 1, 2021 or earlier, and I am not a CSU Governing Board or System Office employee.

I understand that if I should be elected to serve on the CPC, I will be required to attend CPC meetings, typically held the second Thursday of the month from 1 to 3 pm; I will be required to serve on both CPC and University committees; the term of service for CPC Representatives is three (3) years beginning July 1, 2022; and serving on the CPC may require 5 to 8 hours of my time per month during normal business hours (8:00 am – 5:00 pm). I am willing and able to meet the requirements expected of a CPC Representative.

Holly Ritzman 6-15-2022
EMPLOYEE SIGNATURE DATE

John Drentler Steve Burns
NAME OF SUPERVISOR NAME OF DEPT. HEAD

I am aware that should the above named employee be elected to serve on the Classified Personnel Council (CPC), the employee is required to serve a three (3) year term beginning July 1, 2022; attend monthly CPC meetings, typically held the second Thursday of the month from 1 to 3 pm; serve on both CPC and University committees; and be permitted to use 5 to 8 hours of administrative leave per month during normal business hours (8:00 am – 5:00 pm). After considering these requirements, I authorize the above named employee to join the CPC.

[Signature] 6/15/22
IMMEDIATE SUPERVISOR SIGNATURE DATE

[Signature] 6-15-22
DEPARTMENT HEAD SIGNATURE DATE

Hello!

My name is Holly Ritzman, and I have been an employee with CSU for 10 years. I work in the Departments of Central Receiving as an Accounting Technician as well as serving as the Assistant Manager at Surplus Property. In my 10 years, I have had the privilege of working with some truly great individuals and learned how impactful our campus community can be.

I have served on two campus committees in the past, first on the DUO Diversity Committee, followed by a short, but rewarding stint with the Facilities Management Justice, Equity, Diversity, and Inclusion (JEDI) team.

I would like to explore ways that I can help the CPC as it faces new challenges, explore ways to keep our employees engaged and informed, and assist with other important work that CPC is involved with.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Holly Ritzman", with a long, sweeping flourish extending to the right.

Holly