

**Classified Personnel Council Meeting
Thursday February 17, 2022. 1:00 pm – 3:00pm
FY22 Regular Monthly Meeting
Microsoft Teams & LSC 328**



**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 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 type="checkbox"/> Jaymee Woolhiser, International Students and Scholars Services |
| <input checked="" type="checkbox"/> Eva Hybiak, WCNR | <input checked="" type="checkbox"/> Lourdes Zavala, Access Center |
| <input checked="" type="checkbox"/> Julia Innes, Facilities Management | <input checked="" type="checkbox"/> Alisha Zmuda, Student Disability Center |

Ex-Officio Members, CPC Volunteers and Guests:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Kelly Hixon | <input type="checkbox"/> Tammy Hunt, Office of Policy & Compliance |
| <input type="checkbox"/> Sarah Olsen, APC Chair | <input checked="" type="checkbox"/> Sonja Cervantes |
| <input type="checkbox"/> Sue Doe, Faculty Council Chair | <input checked="" type="checkbox"/> Teresa McClure |
| <input type="checkbox"/> Christie Mathews, APC Representative | <input checked="" type="checkbox"/> Sandra Dailey |
| <input type="checkbox"/> Robyn Fergus, Human Resources | <input checked="" type="checkbox"/> Cameo Banks |
| <input 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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Meeting Agenda:

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[CPC Announcements and Updates](#)

- [Approval of CPC 1.20.2022 Meeting Minutes](#)
- [Financial Update](#)
- [Courageous Strategic Transformation Presentation and Q&A](#)
- [Recruitment and Elections](#)
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Meeting Minutes:

Call to Order

CPC Announcements and Updates

Approval of CP 1.20.2022 Meeting Minutes

- Alisha sent out minutes February 16. Jim motions to approve with edits, Abby seconds motion. Minutes are approved via silence.

Financial update – Meg Skeehan

- Have not spent any money.
- Are discussing a trip to the Capital in Denver
- Working on asset library.
 - Meg will bring to council with approval, hopefully in March meeting.
- Send out a postcard to solicit CPC membership applications.
 - Will most likely spend a little money in the next few weeks, but as of right now have not spent anything.

Courageous Strategic Transformation Presentation and Q&A postponed

- Found out yesterday that Scott didn't think today was the best time to do this. He did not want to talk about the results before the President presented the CST to the University.
 - Push back to hopefully next month.
 - Presidents' presentation will be on March 1st.
 - In person presentation or can watch online.

Recruitment and Elections

- Hold new member elections and officer elections in April – working with Communications on recruitment.
 - Hopefully start sending CPC materials out to State Classified Members at the first part of March.
 - Will have a deadline of application submissions March 31st.
- Adrian also has a list of members whose term is expiring.
 - Adrian will reach out to folx.

Request for feedback on Masks

- Jim wanted to connect a little bit about the mask feedback ask.
- Marc Barker reached out to Jim to hear feedback from the CPC about the mask mandate.
 - Jim put all information that was sent from folx in an email and removed names to send to Marc Barker.
 - Did not do an analysis of the feedback provided
 - Marc did receive the information, but Jim has not heard back from him.
 - Seems that CPC was split about 50/50 on mask/no masks.
- Should be seeing the results from that feedback in the next few weeks.
- Happy to hear questions/feedback/comments.

HR Update – Robyn Fergus

- Robyn was unable to attend this month's meeting.

HR Meeting

- Meg sits in on the HR community monthly meetings
 - Performance Evals and cycle for state classified employees
 - Starting this year in July the performance evaluations and cycle will shift a little bit.
 - Bottom part of the image is talking about the future rating system and showing a comparison to the current system.
 - Current cycle is April 1 – March 31st
 - We will continue on this cycle until March 31st. End of year evals will happen in April. New performance cycle will be implemented after.
 - August 1st – July 31st or September 1st to August 31st.
 - This will start end of year cycle this year
 - End of year evaluations will be July or August of 2023.
 - End of year performance evals will end
 - New cycle will be installed moving forward
 - We won't be getting next end of year eval until end of July/August 2023
 - Will this affect raises – no
 - Potential pay increases, 3% across the board and then the merit increase would occur in August/September of the fiscal year if there was one on the table.
 - You will still receive a raise if it is on the table, but the time frame from when you receive it will shift based on the new cycle.
 - If you are a supervisor, you will need to plan on communicating that with your employees
 - Whatever the new cycle is this upcoming year, it will be an elongated performance cycle after the current.
 - HR team will send out updates as soon as they can.
 - Meg will communicate these as available
 - Questions/Comments
 - Cameo: Performance eval will still be this April, and then we won't have our next review until July?
 - Meg: You will still have your mid-year performance review, but this will probably shift to depending on what that is. December, January, February, we will see a shift.

Cameo Banks, Colorado WINS CSU Steward

- Cameo Banks – Works for Facilities Management (FM) - HVAC Supervisor
 - Recently became a COWINS steward to shed light to all the people over FM trades.

- Reason for being here today is to talk about COWINS and the benefit it has for us here at CSU
- In Cameo's opinion it allows us to keep management accountable
 - COWINS helps keeps management accountable – pay raises
 - Have not been held accountable to anyone
 - One example of COWINS support: Snow Day at CSU, if you are required to do the work and you can't make it you will need to use annual leave, but the policy does not say that it says that. It says that you are required to do the work and you can't make it, you will be paid in admin leave.
 - In this situation a few managers with FM side stepped the policy.
 - Brought this to COWINS and those managers were held accountable and ended up paying the team members who were not able to make it to campus that day.
- There are a total 350 State Classified in Facilities Management and 61 of them are members.
 - Continually tell folx in Facilities - think about what we can do with 100 members.
 - Have a tech in his shop right now that is still at the bottom of the pay scale.
 - COWINS is here to even the playing field.
- Cameo is happy to connect on questions, information, contract information, etc.
 - Would love to connect and talk to you

Questions or Comments

- **Julia:** Are COWINS stewards assigned to particular areas with CSU or all of CSU?
- **Cameo:** represents all of CSU – right now there is one additional steward. We can represent 1% of the employee population still need 4 or 5 more.
 - Job of steward is to give out information, be a sounding board, a representative when you need to discuss things coming from management
 - Cameo's role is to assist with challenges/grievances with management
- **Adrian:** Can have up to 1 steward for every 100 State Classified Employees. We have 2 now, but can have up to 15 more.
- **Julia:** Who is the other steward?
- **Cameo:** Karle Bartholomew.
- **Kristin:** Are there current COWINS initiatives that CPC should know about /help amplify?
- **Cameo:** Would say all the things!
 - Current initiatives: Step raises, biweekly pay, housing premiums, transportation
 - In the midst of having a State Entity Agreement meeting.
 - Next month COWINS should be sending out some information on different topics we would like to cover in the entity agreements
 - For example, parking and transportation
- **Sonjia:** We're also working on putting together an RFP for a pay equity study.
- **Adrian:** Can you talk about the training and process you went through to become a steward?

- **Cameo:** 20 signatures from State Classified Employees members and non COWINS members.
 - 3-hour training, went through hypothetical grievance procedures, through the main points in the contract, stewards' rules and regulations.
 - The steward's role and responsibility are listed in the contract.
 - Article 5.1.2
 - It goes through a lot of things we must do to prepare for grievance procedure.
 - Presentations of grievances
 - Participation of COWINS presentation to new employees.
 - Participation of COWINS board training
 - Participation in bargaining meetings
 - Did some role playing where we had to represent individuals in different situations.
 - Also, investigations into interviews.
 - For example, Custodial is not essential to snow removal activities, but they were asked to come in during the snow day closure.
- **Adrian:** How do you determine the order of who to reach out to?
- **Cameo:** Can reach out to COWINS. Haven't figured that out quite yet. Still trying to figure out the pecking order of CSU management.
 - Cameo's trades manager had that information.
- **Sonjia:** Reached out to CSU staff.
- **Jim:** Could you elaborate on the issue you were just talking about? It sounds like custodial was asked to come in as essential personnel. Did that come from custodial supervisor or from the head of facilities?
- **Cameo:** I am in the process of still figuring that out.
- **Jim:** So it is very possible that a supervisor made decision, but didn't follow managements recommendation?
- **Cameo:** Yes.
- **Jim:** How did COWINS find out about that?
- **Cameo:** An employee reached out to COWINS.
- **Jim:** Did COWINS reach out to CSU?
- **Cameo:** No Cameo was cc'd on email with the COWINS organizer. Contacted Cameo to have a sit down and go through the policy.
- **Jim:** who said it was not okay and we don't do that?
- **Cameo:** That is still under investigation. What Cameo does know is that the employee was told that they need to come into work, but they are custodial and not essential. They reached out to COWINS and COWINS connected with Cameo.
- **Jim:** Do you know when negotiations are supposed to start between CSU and COWINS?
- **Cameo:** Believe March, sending out survey in March.
- **Julia:** Who do you sit down with Cameo? Is it the employee or the supervisor?

- **Cameo:** First it will be the employee to start the conversation and provide some additional support, and then we'll move into connecting with the supervisor based on the information provided.
- **Sonjia:** Don't have a lot to share, but can share - did have one meeting
 - Actively involved in the Equity, Diversity and Inclusion EDI (DEIJ) task force working on the pay study.
 - Meeting several times a week.
- **Adrian:** Do you know when that RFP will be put out?
- **Sonjia:** Still in the open stages, still working towards the process.
 - Would be happy to collect information and report back out at the next meeting.
- Adrian has one more COWINS update from Ivy.
 - Govern Polis will be at Avo's tomorrow at 1PM.
 - Want people to go and thank him for supporting the collective bargaining bill and signing the contract and ask him to continue to support.
 - Tomorrow (2.18.2022) at 1PM at Avogadro's Number.

CPC Discussion

Post CPC Meeting Communications

- How to communicate what we learn at our CPC meetings to our colleagues, supervisees, etc.
- Discussed this at our executive meeting last week.
 - Decided that after agenda items we will pause and talk about action items from the discussion.
 - Key points that we want folx to bring back.
 - These will be noted in the agenda and meeting notes.
 - Two questions: What was your takeaway? What are the action items?
 - In some presentations we might have the follow up discussion at the following meeting.
 - This will allow our guest to continue to be part of the meeting if they would like.
- All takeaways and action items will be linked within the agenda/table of contents.
 - The hyper link within the meeting minutes will take you straight to the action item or area of interest within the minutes.

Joe Parker presentation follow-up

- Last month we had Joe Parker here to present on Athletics.

Thoughts on the presentation/takeaways

- **Jim:** Thought the discussion felt a little defensive, but I think that comes with being asked a lot of questions about athletics and the budget. Felt like he was able to effectively lay out how the budget works and was fairly transparent and felt like he doesn't have much control over the budget. Jim enjoyed the presentation.
- **Adrian:** Julia, I felt like you asked a good question about how the process of hiring a new coach happens. How do you ensure you are hiring a good person who meets community standards during a short turn around. It came out later that the last coach wasn't a great person.

- **Julia:** Felt really disappointed with the explanation and didn't feel like she learned very much. Didn't think Joe Parker shared anything very specific.
 - He didn't really state how they can move through that hiring process so quickly, and ensure an equitable process.
 - Stated how you can get a feel for someone quickly. However, there have been people hired that didn't seem to meet those standards.
- **Abby:** Comments about hiring were really frustrating for Abby.
 - Abby's unit has been trying to hire a State Classified Employee since August and they made their recommendation over a month ago and they still have not received approval for that from HR.
- **Meg:** Athletics works at a completely different level while other colleges and departments are consistently having to wait.
 - Waiting for jobs to be posted, constantly having push back, applicant pools for employees have been very slim.
 - The pools for positions are just not there.
 - Want someone to stay for a long time but you are only paying \$40K.
- **Lourdes:** Had asked a particular question about return on investment, department receives money for programs and are held to a higher standard, they have to explain how they use that money and the return on investment. What resources are being given back to the University.
 - Didn't feel like he really wanted to respond to that question.
- **Julia:** He said the market dictates it, but in our field the market hires faster and yet within CSU we don't see the market helping us hire faster.
- **Adrian:** Do you think it would be helpful to bring some of these concerns/questions to Robyn?
- **Jim:** The more I hear about people's concerns, specifically how the process and 4 day turn around is definitely a Robyn question. How is athletics able to hire so quickly, but other departments are waiting for a month.
- **Adrian:** Robyn will not be joining us today, but we can ask Robyn some of these questions.
- **Stacey:** Two thoughts about the conversation related to Joe Parker's conversation.
 - All the things that have been mentioned as frustrating to others are frustrating to me as well, want to acknowledge that, and I don't want this to feel like I do not agree or am trying to dismiss feelings.
 - Football programs are almost always controversial across the US. It is not unique for employees (faculty and staff) at a higher education to be frustrated by the resources going to Athletics.
 - Joe Parker is kind of in a no-win situation. There are a lot of people who will not like what he says no matter what or if the team wins or loses.
 - With that knowledge are we seeking information from our guest, seeking to learn more about the individual or, is there something we want to hear from this guest for or related to State Classified Individual?

- If there are specific “things” we are looking for it might be helpful to have some questions set up ahead of the speaker so that they are aware of what we are looking to learn.
 - How do we prepare them to be able to provide the information that is most important to us?
 - It might not change how you feel about the conversation, but it might be helpful to learn certain information in context
- **Lourdes:** Appreciate what you just said. They are a business for the University, there are going to be things that are out of our control.
 - Need to think differently about guests and determine what the overall purpose of inviting them is.
 - How does it add to our goals, mission, and impact our State Classified Employees?
 - On the flip side if they are doing something really good, that is really benefiting State Classified Employees, can we present that to others?
- **Adrian:** Believe that this is important question. Our issues are not really with Joe Parker. Not Joe Parkers fault that he is in this field. He is playing the game that he is allowed to play.
- **Teresa:** Good points Stacey. We must have our intentions set beforehand.
- **Julia:** Looking for better explanation/communication/transparency around the hiring process no matter who can answer it.

Action Items:

- Connect with Robyn on how the HR process allows for the 4 day turn around.
- **CPC Action Item:** Establish questions for our guests before they join us for the meeting. What do we want to learn from our guest?

CPC Committee Reports

Communications – Kristin Berthold

- Currently working on a draft of the Communicator.
 - If you have content ideas send to Kristin by the 22nd of February.
- Facebook – send content to Eva for posting.
- Can also use the CPC Communications Team channel for any updates, announcements, content, etc.
- Working on a flyer and a Source article looking for members.
- Trying to get some face time in some units on campus to talk about CPC.
- Try to get into CSU Life for March.
 - Hopefully have Day in the Life in this medium as well.
- Working on website updates and reach out to various committees with a timeline of what needs to be updated so we can hit those dates from month to month.

Action Items:

- Communicator content – draft done by next week February 22nd. Plan to send out the first week of March.

Employee Recognition – Nancy Cowley (Meg supporting Recognition)

- We received 10 or more Positive Action Award nominations over the last month, but many are likely in the category of Everyday Hero. Will be working to determine this.
- Meg is chairing the Outstanding Achievement Award
 - Waiting for a faculty member to commit to selection committee
 - Will be meeting end of February beginning of March.
- Julia and Meg are working on a project, collecting University wide awards and recognitions.
 - Going to be putting it into a table on an Excel spreadsheet – so that you can search different awards and recognition and forward that information out. Will be specific to classification and department.
 - Working to get it approved by the different stake holders across campus and then share it out.
 - Will have contact information and information about the award.
 - We might have some of our own award deadlines, but other colleges might have different award deadlines.
 - This is not a resource that is available anywhere on campus.
 - **Adrian:** Have you reached out to Faculty Council and APC about this?
 - **Meg:** We have connected with APC, and we will share this with Faculty Council and APC as well and we will link this to our website.
 - **Will be a little easier to link to one location.**
 - There might also be information about awards for student staff as well.
 - **Julia:** This action item is coming from the climate survey task force from a year ago.
 - **Adrian:** How many awards do you think there are?
 - **Meg:** Almost 91 or so? Trying to get some of the other award titles in you may not know about.
 - There are a lot. Trying to drill down to what might not necessarily be advertised.

Action Item:

- Hoping to bring forward a Positive Action Award nominee or two to the March meeting for a vote by CPC. If you have any folk you would like to nominate; reach out to someone on the Recognition team about that award.
- Still have some Educational Assistance Award to give out this Spring.

Legislative – Adrian Macdonald

- Optimistic that the current COVID climate will allow us to have a State House field trip this spring.
 - Last time we did this was 2019.
 - This is open to the whole council.
 - We will rent cars and drive down to the State House in Denver and sit in on a session of the legislature, go to lunch (hopefully) with local reps, and go over some of the issues that we are facing.
 - You get to learn about the legislative process that the state has.
 - Hopefully things will stay as they are or get better with COVID.
 - Stay tuned for a date!

- In the past we used to get a list of bills that CSU is following and going through the legislature and their opinions on them.
 - We are learning this is a CSU System thing that Tony Frank's office was tracking as Chancellor rather than CSU President level.
 - We are trying to get another list, but it seems like we'll have to go to the systems office to learn what they are tracking.
- Trying to dig into the increase fringe rate for State Classified Employees.
 - This will be going up 54%
 - Trying to see if this is related to PERA increases and State Classified Employee numbers on campus.
- Governor Polis will be at Avo's tomorrow and might be part of the announcement for his re-election.
 - This is something we can follow.
 - **Jim:** It is not determined yet who Polis will run against.

Action Item

- COWINS 5-point scale that Meg shared at the beginning. Won't affect pay because we have merit raises locked in for the next three years.
 - We will be entering negotiations soon about step raises for the upcoming fiscal years 23/24 and 24/25 years if they can successfully negotiate those.

Employee Engagement and Experience – Meg Skeehan/Alisha Zmuda

- EEE has not met.
- Meg will be sending out a Doodle Poll to see when folks are available
- Suicide prevention class through Larimer County, may try to get resources out.
- In person events don't seem to make a lot of sense at this point, but as we move into the summer might be able to look at something in August.
 - What do events look like moving forward at CSU?
 - Need to navigate that.
 - Seems that folks are burnt out with virtual events, but they are not on campus so that doesn't work.
- Focus on resources gathering. What can events look like.
- Meg and Kristin are helping Tammy Hunt to make sure the website is getting updates.
- **Adrian:** there will be another Employee Appreciation Event with the Human Bean coming up.
- COWINS would like to do an Employee Appreciation Event as well

Action Items:

- Meeting soon.
- Meg will work with the Communications team to provide resources for Communicator.

Executive – Adrian Macdonald

- Virtual meetings are very challenging. Muted microphones and cameras make facilitating a meeting very hard
- Jim and Adrian had a meeting with Robyn Fergus, Diana Prieto, Marsha Benedetti, and Erik Ray about the Exit Survey. Chair and Vice Chair of APC were also there.

- Exit survey is something we were hoping to implement, but it doesn't seem like this will be the case.
 - Not a priority to HR or OEO.
 - This has been on their to do list, to do an electronic survey, but it's still far down on the to do list of things.
 - Been on the to do list for the last 4 years but still has not been done.
 - There is an online form for State Classified Employees – will have Robyn look into that. Has been up there for a while, but the state hasn't pushed anyone to it.
- Connected about how to implement action items for further communication.
- Recruitment and elections coming up. Elections will be in April.

Action Items:

- Talk to people about CPC and see if we can find some folks to join.
- Adrian will reach out to people whose terms are expiring.

Questions/ Comments:

- **Julia:** Just throwing this question out there for discussion (not necessarily at this moment): I wonder what everyone thinks about moving CPC meetings back to all virtual. I have attended in person and remote this past year. When in person, I struggled to see what was being shared on the presentation and folks who were remote had trouble hearing me. Attending remote, I have a really hard time understanding everyone between the Owl and the mask muffle. Since in person attendance has been significantly low all year, do you think it could be better to be fully virtual rather than hybrid
 - Have a hard time catching what people are saying when virtual.
- **Stacey:** Agrees.
- **Jim:** Great points. Struggle trying to understand everyone when they are masked.
- **Teresa:** I do also.
- **Adrian:** It is very hard to run a meeting all virtually. There is not a ton of engagement. If we do have a virtual meeting would can we have some screens on?
 - **Meg:** Agrees that running virtual meetings is very challenging. Would love to have more in person meetings.
 - Having at least one person with their camera on would be helpful when facilitating.
 - There might be a shift back into person as we move through the summer and into fall.
 - There might be better ways to manage a meeting than the OWL.
 - It is usually better if we are fully virtually or in person, but the best way to do a hybrid meeting is in a hybrid room.
- **Julia:** Can understand folks during the meeting in person, but it is challenging to hear Adrian right now virtually even though he has moved closer. Not sure if there is a great way to move

forward. Just wanted to bring this conversation up. We don't need to stop this meeting to discuss, folx can talk through this at the executive meeting as well.

- **Adrian:** We do discuss this at every Executive Committee meeting to determine how we will move forward. We will discuss at the next meeting and see if we can figure out what to do.

Thanks for managing the OWL Meg!

End of Meeting!