

**Classified Personnel Council Meeting**  
**Thursday April 21, 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 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"/> Kristin Berthold, Chemistry               | <input checked="" type="checkbox"/> Valerie Lewis, CU School of Medicine at CSU |
| <input checked="" type="checkbox"/> Amy Bruning, Human Resources              | <input checked="" 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 type="checkbox"/> Kate Stevens, Political Science                        |
| <input 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"/> Lourdes Zavala, Access Center               |
| <input checked="" type="checkbox"/> Eva Hybiak, WCNR                          | <input checked="" 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"/> Sonjia Cervantes                          |
| <input type="checkbox"/> Sue Doe, Faculty Council Chair       | <input checked="" type="checkbox"/> Cameo Banks                               |
| <input type="checkbox"/> Christie Mathews, APC Representative | <input checked="" type="checkbox"/> Jeff Sprole                               |
| <input type="checkbox"/> Robyn Fergus, Human Resources        | <input checked="" type="checkbox"/> Michael Steppat                           |

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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[Call to Order](#)

[Jeff Sprole – PERA](#)

[CPC Announcements and Updates](#)

[Approval of CPC February and March Meeting Minutes](#)

[Financial Update – Meg](#)

[Meg and Eva’s last CPC Meeting](#)

[Employee Appreciation](#)

[Leave Bank](#)

[Replacement for Meg](#)

[Election](#)

[Positive Action](#)

[HR Update – Robyn Fergus](#)

[Colorado WINS Updates](#)

[CPC Discussion](#)

[Courageous Strategic Transformation Follow Up](#)

- [Action Items/Takeaways](#)

[Future Meeting Structure](#)

[CPC Committee Reports:](#)

[Communications – Kristin Berthold](#)

[Employee Recognition – Nancy Cowley](#)

[Legislative – Adrian Macdonald](#)

[Employee Engagement and Experience – Meg Skeehan/Alisha Zmuda](#)

[Executive – Adrian Macdonald](#)

## Call to Order

### Jeff Sprole – PERA

- Jeff Sprole works with PERA and Michael Steppat
  - Jeff Sprole – stake-holder engagement Manager
  - Michael – Public and government affairs for PERA
- Update on all things PERA and answer any questions you might have.
  - Will go through a few slides on PERA's status and move through 4 bills that are going through legislature right now.
- June 17<sup>th</sup> is when the PERA report will be released for 2021. We are going to be looking at the year in review from June 2020.
  - This report will go to all of our members
  - COPERA.org/snapshot – also location of the report
    - We have over 200,000 active members
    - 410 employers
    - Investment management team that manages investments in house.
    - 128,000 retirees – most of whom stay and live in Colorado State University.
      - PERA matters to our states economic impact as well.
- In 2020 and 2019 had two very strong years
  - Expect to see strong 2021 as well
  - Everything that we are doing is for long term though.
    - 2021 should see large investment return while in 2022 we might not see that which is why we look long term.
  - Investment dollars have a large role in paying off lifetime benefits.
- Funded Status gets looked at every year.
  - If there are changes needed because we are not on track, we will adjust accordingly.
    - Need to be on track to be fully funded by 2047.
  - Automatic adjustment provision was enacted last year. Did not have enough dollars coming in to get to the fully funded time frame status.
  - July 1, 2022, contribution rates will go up by .5% by both member contributors and employers.
    - Membership contributions only will ever go to fund your personal retirement account.
      - Your account earns interest
      - If you were to terminate PERA account, you have direct access to those dollars.
        - If you terminate after 5 years of service credit you are 50% match on those dollars or if retirement eligible 100% max.
- We're here to serve you – interested in learning more about your PERA contributions connect in.

- We have adapted to find a way to connect with you.
  - Webinars:
    - Learn more about your PERA benefits @ copera.org/webinars
    - New! Video library available on PERA website now as well.
      - You can access this through PERA website @copera.org/webinars-on-demand.
  - Website:
    - Launched refreshed website in January to provide easy to find information and log into membership dashboard.
      - Can estimate your benefits based on when you would like to retire.
    - Have a refreshed membership board.
      - If you have beneficiaries to update or need to send a secure correspondence, you can do that via the website.
      - Sign up for 401k plan if you want to save more.
- 2022 Legislative Updates:
  - 2022 Legislative session kicked off in January and is scheduled to adjourn in 20 days.
    - There are about 14 working days left.
    - 613 bills introduced since yesterday.
      - A lot are still out in the process and are continually being introduced.
    - Past two years calendar has not followed the typical timeline of January to May. Has stretched with the pandemic.
  - There have been a few bills introduced concerning PERA - all 4 have been introduced in January during the first week.
    - 3 out of the 4 have been signed into law and 1 has not.
    - House Bill 22-1029 – has not made it to law
      - Compensatory Direct Distribution to PERA.
        - Proposal to pay back scheduled direct distribution payment of \$225 million dollars along with missed investment gains to make PERA whole.
      - The reason we have not seen this move forward yet is the state budget situation which just came to resolution and trying to identify the funding source, and there was an ask of what missed investment gains would be.
      - Do not know if we will see a bill move forward at this point.
        - Bill was assigned to first committee hearing on Monday 4/18.
      - If you would like to follow this bill you can find more information on the PERA website. PERA is tracking all bills in the legislature.
    - House Bill 22-1807: Special District Director Retirement Benefits



- **Jim:** You mentioned the rate of return. In 2019 it was 20% and in 2020 it was 17.4%. On the ground level we are seeing that we continue to have to pay .5%. What would the rate of return need to be to not continue to pay an additional payment and for that to flatten and allow employees not to pay additional money into PERA?
- **Jeff:** strong investment years are a great help but not the only factor that is in play when looking at our funding status.
  - In 2020 conducted an actuarial assessment
    - As a result of this assessment the board did adopt some new numbers that had a big impact on the funded status.
      - Found that members tend to live longer.
        - This is great for a member, but when it comes to an actual fund status the increase in people has outweighed the actuarial assumptions.
- **Michael:** Trying to pinpoint a return of the auto adjust it tips it backwards, what that number is, actuaries are trying to determine this.
  - A lot of factors go into the auto adjust equations.
    - There are two sides to the equation.
  - Not sure what the number was but given the strong investment return year from last year don't think it is as much of a concern as what that number needed to be.
    - Not anticipating an auto adjust for the upcoming year.
- **Jim:** Is it right to assume that there are 3 general factors that play into this? The age of people, how many workers you have coming into or out of the system, and the stock market on how the rate of return comes in.
  - Is this a fair assessment of what you can pay into PERA each year?
- **Jeff:** On our website there is the exact experience study that you can look at under financial report. There are demographic assumptions, economic assumptions, and investment return.
  - Economic assumptions
    - Rate of inflation, investment rate of return salary and payroll growth and head count growth.
  - Demographic assumptions: Mortality, retirement, and termination
    - How long everything is projected is listed on this study.
  - The head count growth is very important to PERA.
    - For those who are contributing are paying for a large portion of our benefit.
- **Michael:** The economic and demographic assumptions are made at the beginning of the year. At the end of the year we look at how assumptions played out vs what we were expecting.
  - The auto adjust equation looks at how much in contributions we did receive vs. what need to receive.
    - Whether folks are living longer this might mean more contributions.

- To go back to your question on state employees, not sure we have it broken down by classified vs non classified
  - State division active member as of December 31<sup>st</sup>, 2019 – 55,252 active members
  - December 31<sup>st</sup>, 2020 – 53, 643 active members.
    - A little less than 2000 - in the state division. This dropped higher in the school division.
  - January 31, 2022, State division active members is back up to 54, 099.
- **Adrian:** In February PERA when the Ukrainian conflict began PERA divested investments in Russia. Can you explain how that decision is made?
- **Michael:**
  - When the Ukrainian conflict began there was a mandate that came down from President Biden to remove investments in Russia.
    - PERA did divest its holds in Spurbank – very small amount.
    - This also aligned with the request from Governor Polis as well.
  - PERA has a statement that broadly outlines their oppositions to divestment mandates, regardless of the reason.
    - Broadly the PERA board does not determine policy and they do believe that they should fulfill their fiduciary duties by seeking the best risk adjustment returns.
- **Adrian:** In the PERA bill that came out a few years ago, PERA allowed new employees to choose between defined benefit and defined contribution is that correct?
- **Jeff:** that is correct; it expanded it for the local government position it already existed in the state division.
- **Adrian:** Do you know what the ratio of people selecting those two options is?
- **Jeff:** Not sure that we have the exact numbers but its about 90/10 for defined benefit.
- **Adrian:** When does the new report come out?
- **Jeff:** Report will come out on June 17<sup>th</sup> at the board meeting, and on July 7<sup>th</sup> we will be having town hall meetings to discuss the release of that report. You can join those at [copera.org/townhall](https://copera.org/townhall), via social channels, or telephone if you would prefer.

## CPC Announcements and Updates

### Approval of CPC February and March Meeting Minutes

- February meeting minutes – there was a question about “management” when connecting about an issue on the snow day in our February minutes.
  - Cameo clarified that this was a few managers in Facilities Management.
  - Julia motions to approve February meeting minutes, Jim seconds. Approved via silence.
- March Meeting minutes:
  - **Jim:** Don’t know if we go to discuss action items/takeaways from CST presentation.
  - **Adrian:** We will have a follow up conversation about this today.
  - Meg motions to approve, Jim seconds. Approval via silence.

## Financial Update – Meg

- Meg's final financial update.
  - We did do some spending in March
    - Sent out cards to State Classified Employees on campus. This plus mail processing was \$483.67.
    - Executive team invested in an OWL for hybrid meeting \$1,043.96
  - We have about \$6,888.00 remaining in the budget
    - Recognition Committee is planning on ordering cards for Everyday Heroes and that CPC is also looking at doing an award luncheon in the next few months.
  - We are also going on our field trip next Monday 5/25 to the State House.
    - Meg will process receipts for this as last act of treasurer.

## Meg and Eva's last CPC Meeting

- Meg emailed the council last week explaining it is their last meeting with us.
  - New AP job on campus!!
  - Meg has been very involved with the council even when they stepped down as chair.
  - They have been a good mentor to Adrian as he transitioned to chair!
    - Hope can still go to them with questions!
  - Adrian wanted to thank Meg for 7 years of service!
- Eva's role will be transitioning to AP as of May 1<sup>st</sup>.
  - Eva has been vital with running Facebook page and communications page!!
  - Eva would like to say "thank you to each and every one of you, and that this has been a challenging and exciting role to take on".

## Employee Appreciation

- Next week April 25 – 29 is Employee Appreciation Week!
  - Similar to last spring there will be coffee shops around town that you can go to get a beverage.
    - There will also be a table that you can stop by and say hi to folks at.
      - Spread the word!!

## Action Item/Takeaway:

- Spread the word to coworkers!
- [Source Employee Appreciation Article.](#)
  - Link of where you can go on and off campus to be appreciated

## Question:

- Julia: Will coffee be added into the \$100 that we're all taxed on?
- Julia: As within our department (Facilities Management), Food and drinks (not just apparel) go towards the \$100 even for recognition, unless the food/drinks has specific agenda/discussion items attached to the occasion. It seems that it applies to the whole University.
- Adrian does not think that anyone needs to worry about the coffee being taxed.
  - Adrian will ask about this.



## Leave Bank

- We are looking for someone from CPC to serve on a Leave Bank Committee.
  - Eva served on the Leave Bank Committee during first term at CPC.
  - If you are interested, please email Adrian and he will connect you with Jackie Swaro who leads that.
    - They are also looking for a non-CPC State Classified member.
    - This is a confidential committee.
- Information about Leave Bank: State classified employees are allowed to donate leave that they have banked up and are not planning on using or would like to donate.
  - Other classified employees can use this leave via application.
  - For example: Meg will be donating to the leave bank when they leave their state classified position.

## Replacement for Meg

- We are looking for a replacement Treasurer to serve as Treasurer and on the Executive team for the remainder of this fiscal year (2 remaining months).
  - Is there anyone interested in serving as treasurer for the next two months? Hopefully 14 months.
  - Numbers are only part of it. Serving on the Executive team is the bigger ask.
    - As treasurer you help set the agenda for the council and help determine how we move forward.
- Amber Lobato is willing to take over for Meg!
- Stacey would like to nominate Amber Lobato to serve as the CPC treasurer for the next two months and Jim seconds – approved via silence.
  - Will work through transition offline.

## Elections

- Self-nominations:
  - Returning Members:
    - Amber Lobato – statement in meeting packet
    - Valerie Lewis – statement in meeting packet
    - Stacey Baumgarn – statement in meeting packet
    - Wayne Hall – nomination statement read in meeting
  - New Members
    - Cameron Philips - in meeting packet
    - Amanda Banker – in meeting packet
  - *All returning and new members are elected to the CPC for the next 3-year term.*
    - Everyone that self-nominated did receive approval from their supervisors.
  - Question:
    - **Stacey:** Do you know how many members that gives us going into 2023 and how many we still can have?
      - CPC elected 6 members to the council, bringing the council to 21 we still have a total of 13 open positions.
- Executive Committee Elections:

- Chair Nominations:
  - Adrian Macdonald – statement in meeting packet
    - Adrian was elected as chair by anonymous Polly Poll vote.
      - No other nominations were made on the floor.
    - Adrian would like to thank you for your vote of confidence and is looking forward to serving another year. Looking to improve and grow in the position as we continue to work with the CST and grow our relationship with COWINS.
- Vice Chair Nominations:
  - Jim Abraham – statement in meeting packet.
    - Jim was elected as chair by anonymous Polly Poll vote.
      - No nominations were made on the floor.
    - Jim would like to thank everyone for their confidence.
- Secretary Nominations:
  - Alisha Zmuda is nominated by Stacey Baumgarn on the floor.
  - Alisha was elected as secretary by anonymous Polly Poll vote.
    - Alisha would like to thank everyone for your confidence and continued patience.
- Treasurer Nomination:
  - Adrian would like to push the vote for Treasurer to allow Amber time to try out the role and see if she would be interested in continuing in this position.

### Positive Action

- Positive Action Award is an honorary acknowledgement that is based on contributions to the campus and community. We got a lot of nominations this year.
  - Recognition team went through and chose the top Positive Action Award nominations to bring to the Council.
  - Typically, there is one award and sometimes there are two awards.
    - The last couple of years have had two awards.
      - Positive Action Awardees receive a plaque.
- Positive Action Award nominees
  - Aaron Mikulewicz – Nomination in April Meeting Packet.
  - Aggie Village General Labor Team – Nomination in April Meeting Packet
  - Amber Sanchez – Nomination in April Meeting Packet
    - Has stepped up in HDFs, constantly checks in with colleagues, makes a positive difference
  - Kelly Hixson – Nomination in April Meeting Packet
    - Kelly was on CPC and now serves as a volunteer.
  - Mary Seaman – Nomination in April Meeting Packet
- Adrian would like to consider choosing a Positive Action Award via email rather than determine this during the meeting.
  - **Stacey:** Previous years we only received a handful of nominations or no nominations. This was designed to be a prestigious award. These nominations

were 1 page long really connecting on what the Positive Action Award was meant to be. Recognition Committee really tried to narrow down the nominations.

- This year we had more nominations with less information. We have narrowed it down substantially from what the Recognition Committee had originally been provided, perhaps there was a misunderstanding about what this award was intended for.
- **Jim:** Would agree that it would be helpful to have time to digest this information and do a vote via Polly Poll or Teams channel.
- **Adrian:** Do we want to have two or determine if we want to have two?
- **Julia:** Think it might depend on how different voting ranks.

#### Action Items/Takeaways:

- Adrian will work with Meg to get this into a Polly Poll or Teams Poll.
  - Get this done next week April 25<sup>th</sup>!

#### HR Update – Robyn Fergus

- Unavailable for update

#### Colorado WINS Updates

- COWINS is starting to plan entity agreements.
  - Targeting CSU as a potential place they would like to do an entity agreement with.
    - They have already started these agreements elsewhere – Corrections and one other locations.
      - There are not currently enough members to do these entity agreements.
    - There was a meeting last week explaining that there are not enough COWINS members at CSU to enter into these discussions.
      - CSU currently has 160 COWINS members right now. Currently this is about 10% of the State Classified workers on campus. Would like to see it closer to 20% (250 additional members) before they have those discussions.
  - **Julia:** Does this include CSU Pueblo?
  - **Adrian:** No, this is CSU Fort Collins.
- Adrian attended a COWINS summit to learn how they endorse political candidates.
  - COWINS attends a meeting with the candidate and depending on the conversation they provide money for the candidate's campaign.

#### CPC Discussion

#### Courageous Strategic Transformation Follow Up

- Adrian and Jim met with APC and Faculty Council to pick out target areas in the CST framework
  - Asked to be actively involved in the specific priorities chosen.

- We will discuss this more during our retreat this summer as a group, but we would like to hear your thoughts.
- Priorities from APC, CPC and Faculty Council
  - PRIORITY 1.2 WORLD-CLASS TALENT
  - PRIORITY 1.3 EVERYONE BELONGS
  - PRIORITY 1.5 TRAINING CHAMPIONS
  - PRIORITY 2.1 INVESTING FOR IMPACT
  - PRIORITY 2.4 OPTIMIZING OUR SPACE
  - PRIORITY 3.2 ONE HEALTH
  - BUDGET REMODEL PROCESS
- **Julia:** Julia sent some questions in the long list of questions that she did not feel were addressed by Scott and Janelle. Hopeful they will keep those questions on their radar as we move into the future.
- **Jim:** Overall impression, a lot of it sounded great. 177 some priorities listed, but a lot of this hinges, in Jim's opinion, on the budget remodel process.
  - In some respects, you have a budget remodel process without knowing who your CFO, VPO is.
    - Feels like a lot of pie in the sky thoughts without considering inflation and concerns that have not been directly addressed.
  - Transparency could be improved.
    - A letter was sent from Jim and Adrian about the inclusion of CPC. From an executive committee standpoint, we were not approached on things to help pick CPC members that are working on this process.
      - Not sure how well the letter was received, but we did ask for more representation on the CST moving forward.
  - Thought it was a big overview that missed the mark on the concerns that we hear about and have right now for state classified employees.
- **Adrian:** Scott was named the new Assistant Vice President for Strategy.

#### Action Item/Takeaway:

- During the retreat would like CPC to take a closer look at the CST.
  - Board of Governors will be looking at a more focused version of the CST next month and hopefully after this presentation we can pick out aspects we would like to focus on.

#### Future Meeting Structure

- May Meeting will have President McConnell as a speaker.
  - We are hoping to have this in person and provide lunch.
- What would we like our future meetings to move towards? Thank you for staying on camera, Stacey, Julia and Jim
  - Virtual, hybrid, or in person?
    - In person meetings do have certain benefits.
      - Community
      - More open conversation – recordings create a hesitation about speaking freely but don't always feel like this is a space for speaking one's mind.

- Online meetings create potential for larger participation.
- **Julia:** Historically, have in person meetings had increased participation?
- **Stacey:** I think we have heard from folx when we had in person meetings that folx were excluded.
- **Jim:** Mix of both? Looking to have 2 – 3 meetings per year that are going to be in person to have folx together.
  - Virtual does create some disconnect.
  - Would push for hybrids with some set-in person meetings.
    - Retreat in person and one another meeting in person.
  - Would recommend checking in during hybrid meetings to see if the removal of masks will work better for participants to hear.
- OGC has asked for a Records Retention Policy to be instated.
  - Once meeting minutes have been completed and approved all recordings will need to be deleted.

Action Item/Takeaway:

- May meeting will be in person. We will connect on a hybrid meeting moving forward.

## CPC Committee Reports:

### Communications – Kristin Berthold

- Eva will be switching to AP soon so please connect with Kristin for anything related to Facebook and Department Communications/website updates.
  - Julia will be helping with a lot of this, but Kristin will be a gate keeper for this information.
- We need additional people for Communications.
  - Kristin will also be leaving CPC as of July 1 but will help serve as a volunteer.
- Will need a new Chair and Vice Chair for Communication Committee.

### Employee Recognition – Nancy Cowley

- Talking about updating the Everyday Hero Award to send out handwritten cards and have all on CPC sign them if we are in person.

### Legislative – Adrian Macdonald

- Going on a field trip to the State House on Monday.
  - Andrew Bassnectar and Kathy Kipp are going to try to meet with CPC.
- Bill to make Juneteenth a state holiday
  - This has been passed by the Senate not sure where it stands with the House currently.
    - Mostly likely will happen
- The long bill is in the conversation and will most likely get passed – this includes our 3% raises
- PERA bill

- 225 million will probably be approved the 78 million of interest is where there is a hang-up.
- There is a bill that would make it so that DPA would only have to put out Compensation Report every 4 year. COWINS wants to make Compensation Report line up with the contracts that are negotiated.

#### Employee Engagement and Experience – Meg Skeehan/Alisha Zmuda

- Employee Appreciation week next week.
- Will need a new Chair for EEE.

#### Executive – Adrian Macdonald

- Adrian has been sitting on interviews for Vice President for University Operations and CFO.
  - Finalist candidate's 1<sup>st</sup> and 2<sup>nd</sup> week of May. Hoping to get Jim and Adrian to meet with the finalist.
  - Julia heard that there is not going to be fully open forums for this position. Do you know why the forum is limited?
    - Adrian will try to find out. Update: Adrian found out they would open it to everyone.
- Involvement with CST
- Retreat with AP and Faculty Council Chair and Vice Chairs
  - Align ourselves with employee related issues.
  - Will include President and Vice President of the MFSN (Multicultural Faculty Support Network).

-End of Meeting-