

Classified Personnel Council Meeting
Thursday, November 20th, 2025. 1:00pm - 3:00pm
Regular Monthly Meeting
LSC Room 304-306



**CLASSIFIED
PERSONNEL COUNCIL**
COLORADO STATE UNIVERSITY

Agenda

Call-to-Order -- Chair Jim Abraham called the meeting to order at 1:01 p.m.

Guest 1:00PM-1:30 PM – University Ombud – Matt Ricke

- Matt Ricke reported that he is one of two University Ombuds that serve in the Office of the Ombuds at CSU. Melissa Emerson is the second ombuds and has been at CSU for over twenty (20) years and joined the Office of the Ombuds in 2020.
- There has been an ombuds function in some form at CSU since the 1980s. For the past decade, it had been part of the Employee Assistance Program (EAP) and now is fully separated as its own office.
 - The Ombuds Office serves all CSU employees, regardless of classification or FTE levels.
 - Employees can come to the Ombuds for confidential support around conflicts, concerns, and challenges.
- The Office of the Ombuds operate on four (4) key principles:
 - Confidentiality—anyone can meet with the ombuds for any workplace-related concern and the information will stay with the ombuds.
 - Impartiality—the Office of the Ombuds is informal and act as a third-party neutral participant to address the conflict and concern at the lowest level.
 - Informal—the Office of the Ombuds does not participate in any of the formal University grievance processes or dispute processes, including performance management or discipline.
 - Independent—the Office of the Ombuds is independent in structure and function. Administratively, the office reports to the Office of the President, but not even they are aware of what occurs in the Office of the Ombuds.
- The basic day-to-day functions of the office typically involve meeting with employees to listen to concerns and identify what is important to them.
 - We look at a range of options available to the employees and can facilitate communication between two employees when issues are happening.
 - The office can answer questions, reference University policy, and figure out what resources are available.
 - The Office of the Ombuds also does informal mediation around conflicts.
- The Office of the Ombuds also identifies trends and systematic problems. As long as confidentiality can be maintained, we can raise those concerns to administration or someone we think would be reasonable positioned to address those issues or concerns.
 - Matt Ricke provided an overview of visits and general topics over the past fiscal year.

- It was noted that about 45% of visitor issues are related to the supervisor/employee category. CPC members discussed this topic in relation to the movement for more comprehensive supervisor training.

Guest 1:30 PM – 2:00 PM – University Commencement Team – Cara Egan

- Emily Seems provided an overview of the process leading to the new commencement last year. A lot of debrief conversations and feedback was acquired to make adjustments for this year. Some of the adjustments include:
 - Going from four (4) days of commencement activities to two (2).
 - There will be no finals on the Friday, which allows commencement to start on Friday without impacting finals, and also having Saturday.
 - We moved from thirty-eight (38) ceremonies to twenty-one (21). This will include twenty (20) recognition ceremonies and then the University-wide commencement ceremony.
 - The University-wide ceremony will be held on Saturday morning, which will help with traffic and potential weather concerns.
 - The commencement ceremonies will occur in three (3) locations: Moby Arena, Lory Student Center ballroom, and on-campus tents.
- An overview was provided on how the recognition ceremonies would work and the considerations around campus impact.
 - Information around volunteering was also provided to members.

CPC Announcements and Updates, 2:00 PM-2:30PM

- Review and Approval of October Meeting Minutes
 - Nancy Cowley moved, Corey Martin seconded. Motion approved.
- ASCSU Update
 - No formal update.
 - Chair Abraham indicated that the employee council leaders recently met with the leadership of ASCSU and the Graduate Student Council. There were questions about adding a liaison or ex officio member on CPC. For now, an invitation has been extended to one of their members in ASCSU and we have left a space on the agenda for them to provide an update.
 - The main topic right now is the Free Speech policy.
- COWINS Update
 - Trevor Rothanzl introduced himself as one of the union stewards in the Lory Student Center. Indicated he is happy to act as a liaison and take any questions back.
 - COWINS has recently started something to have representation for administrative professional staff as well.
- Letter from Amy Parsons to Council Leadership on Free Speech
 - There will be a forum on December 3rd at 1:00 p.m. in Lory Student Center rooms 374-376. Jannine Mohr will be presenting on the topic of free speech. This will be only for APC and CPC council members.

- The letter from President Parsons was sent to the chairs of the employee councils with a request to get back to her with some things to move forward with in regards to the free speech policy. The request has been to report back by December 15th.
 - There is a free speech task force being stood up by Faculty Council that will include APC and CPC members, as well as students.
- Meeting for December – Light snacks for holiday season.
- Meeting with Marc Barker – CSUPD Staffing Concerns
 - There have been ongoing conversations to not have dispatchers move to 8-hour shifts and there is a significant number of officers leaving.
 - It was requested that the chief provide reasoning behind the move to 8-hour shifts and that we provide a counter-argument, so conversations are ongoing regarding this issue.
- Update on Website
 - Amy Barkley reported that a development site had been created with the new branding and the newer website editor through WordPress. The hope is to have this live before the spring semester.
- Secretary Update
 - Jillian Zucosky is moving to a new position and has been converted to an administrative professional classification and will be stepping away from CPC.
 - More information will be provided on elections for the secretary position for the December meeting.
- Status on Name Tags to be ordered
- Facilities Group Discussion – CPC to present to VPUO Hanlon
 - Vice Chair Sammi Milyard put together a summary of discussion points from Facilities Management to be addressed in this meeting. Members were encouraged to continue deliberating in the group chat around potential solutions and ideas.

CPC Committee Reports, 2:30-2:45

- Communications
 - The CPC Communicator is still in the works.
- Employee Engagement and Experience
 - The committee will be holding a Cookies, Cocoa, and Coffee meet & greet event on December 10th from 3:00 p.m. to 5:00 p.m. in Yates 102-103.
- Recognition
 - The Everyday Hero awards are coming in and will need to be voted on by the committee.
- Legislative
 - No report at this time.
- CPC Subcommittee on HR and Business Operations and Consolidation
 - Concerns were expressed around the loss of meal swipes at the end of each week for students.
 - The committee met to talk about the HR realignment development sessions. There is a survey that was sent out to HR and finance individuals.

- o Training guides are going out and some sessions will happen on Workday starting the first week of December.
- o Conversations continue around exit interviews, as well as stay interviews.
- Book Club on Leadership

Council and Committee Budget presented last month

	Budget	Spent	Remaining
Executive	734.83	310.59	424.24
Retreat	1,515.17	1,515.17	-
Legislative	500.00	-	500.00
Communications	500.00	180.00	320.00
Recognition	7,000.00	-	7,000.00
EEE	750.00	98.77	651.23
TOTAL	11,000.00	2,104.53	8,895.47

Open Discussion – Department Issues & Speaker Feedback, 2:45-3PM

Meeting adjourned at 3:04 p.m. – **Thank you!**

Events: <https://calendar.colostate.edu/>