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2. Emergency Hardship Loan Fund (EHLF)
   a. Interest free loans up to $1,000 to employees in need due to unforeseen calamity
   b. Supported by donations
   c. Loans pay back over one year by payroll deduction
   d. Need not to be a declared disaster
   e. Successful program since 2014, over 130 loans provided.
   f. Very low default rate

3. Employee Assistance Program
   a. Assessment and referrals, management consultation, outreach to employees struggling with mental health
   b. Departmental support after impactful event or loss within a community
   c. Collaboration on committees to advocate and serve as mental health liaison
   d. Education and mental health trainings for departments and units on campus
   e. Third Party Benefits
      i. ComPsych
         1. Six free sessions of counseling for all faculty, admin pro, state classified, and graduate assistants and members of their household per year
            a. Call 800-497-9133
         2. Staffed 24/7 with experienced clinicians
         3. Ability to offer same day access for higher risk individuals
         4. Legal and financial over the phone support during business hours
            a. Call 800-497-9133

4. CARE Program at CSU
   a. Connects and refers employees to resources
      i. care.colostate.edu
   b. Resources exist within the Fort Collins Community
   c. Discounts
      i. 10% at Safeway on Fridays
      ii. Flash your card by the Poudre River Library
      iii. 10% at Old Navy
      iv. 10% dog grooming services at Your Dirty Dog
      v. Savings from financial institutions like Canvas and Quicken Loans
      vi. 10% at RamTech Store
      vii. 30% at Otter Box store
      viii. New Costco member get a $30 shop card
      ix. 20% Discount Cards
   d. Snap Benefits
      i. Help4rams@colostate.edu
   e. Utility Assistance
      i. Coming soon in partnership with Energy Outreach Colorado
   ii. Employees’ Requests
      1. Financial
      2. Physical Health/Medical
      3. Mental Health Stress
      4. Childcare/Dependent Care
      5. Housing

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iii. If there are questions, pass those along to Catherine and she will send those over to the CARES Team

IV. Robyn Fergus – HR Topics
   a. Agenda
      i. Reflection: Professional Development Days
         1. Very fortunate to have three additional days provided by the President on November 16, 17, 18
            a. There was some initial confusion around these days, the university could not be closed by the university president but were hopefully a time to recharge and find ways to relax
         2. Feedback
            a. They were appreciated!
            b. Some supervisors did try to “force” meetings on those days anyway even though they weren’t urgent in nature.
            c. CEMML and the impacts that existed there for individuals
            d. PD was a brilliant idea - thank you! Some folx couldn't use all of them that week, but the plan is to be able to use them in the future. Appreciate the support
            e. It was very unclear what constituted "professional development."
            f. They were very appreciated, but the communication was a bit confusing
            g. Very useful - especially being a single parent
            h. Extremely beneficial and perfect timing! UA was is appreciative!!
            i. Very much appreciated. This has been a difficult year to take time off, so it was nice to have that extra time.
            j. It was not clear to me that it was days to take off work, the announcement of them read as if we were allowed to pursue workshops or trainings or such. It would be nice in the future if the language used was actually clear about how that time is allowed to be used rather than the vague statements from Pres. McConnell.
      ii. Temporary Work Adjustments
         1. This was a result due to COVID that allowed a lot of flexibility for our workforce. There is an application through the OEO website
            a. [https://oeo.colostate.edu/#1585667398674-b35b9a43-a247](https://oeo.colostate.edu/#1585667398674-b35b9a43-a247)
         2. If you or someone you care for is a vulnerable individual you may be eligible for this
            a. Vulnerable individual
            b. 65 or older
            c. Chronic lung or moderate/severe asthma
            d. Serious heart conditions
            e. Immunocompromised
            f. Pregnant
      iii. Legislative Updates
         1. Families First Corona Response Act (FFCRA)
            a. We are unsure if the federal government will extend this or not and it sunsets on December 31, 2020
            b. Provided paid time off for those who are impacted by COVID, this included those who have only worked for the university for a very short time.

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c. We paid people at their full pay rate as to not impact them as a result due to COVID

2. Health Families and Workplaces Act
   a. Colorado Law that ensures paid sick leave for all employees
      i. Includes student workers, non-student hourly, part-time employees, grad assistants, postr docs, etc.
      ii. Accrue one hour for every 30 hours worked up to 48 hours annually
      iii. Earned, but not taken, does not get paid out. Remains available if rehired within six months
      iv. Time Clock Plus will likely be the process to request/approve
   b. There is a provision: Public Health Emergency Leave (PHEL) Pending State Interpretation
      i. 80 hours, prorated for aprt time, at the time a public health emergency is declared
      ii. Cannot require documentation, can ask individual to identify qualifying reason
      iii. Track in Time Clock Plus using similar process to FFCRA

3. Minimum Wage Increase
   a. New Colorado minimum wage is $12.32 per hour effective January 1, 2021
   b. Automatic process to raise those below minimum effective December 19th
   c. Nothing for you to do in the system
   d. HRIS will complete the process prior to payroll run

4. Equal Pay for Equal Work Act – The Act
   a. Prohibits pay inequities based on gender or gender identity, alone or with other protected status for employees performing “substantially similar” work
   b. Differences in salary may be acceptable based on seniority in system, a merit system, systems that measure quality or quantity of work, geographic location, education, training, experience, or required travel
   c. Requires making all employees aware (posting) of all promotional openings, including benefits, all compensation, and how to apply
   d. Prohibits the following activities
      i. Seeking salary history of applicants
      ii. Using previous salary information to determine future wages, internal & external
      iii. Discriminating against applicant to disclose salary history
      iv. Retaliation for application or employee for complaints or claims

5. Questions being worked through
   a. Which employee types are covered?
      i. All CSU employees are covered, including students
   b. What is a “promotional opportunity”?
      i. A “promotional opportunity” exists when an employer has or anticipates a vacancy in an existing or new position that could be considered a promotion for one or more employee(s) in terms of compensation, benefits, roles, etc.
   c. What does “posted” mean?
      i. All employees must be notified of all promotional opportunities
   d. What about interim/temporary assignments?

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i. 6 months or less is temporary
ii. Non-student hourly positions that go up to the 9-month limit
iii. If it will go over either of these, our guidance will likely be that it is posted to provide employees the opportunity to apply for the permanent position
e. How will we post/make known to employees?
   i. Internal posting site within TMS
f. What is meant by “seniority system” or “merit system”?
g. How will this impact AAR?
h. What’s Next?
   i. Collection information to assist decision-making process for administration
   ii. Reviewing state process/documents to determine SC process (perhaps broader)
   iii. Determine processes for requests to review for equity if applicable
   iv. Communication plan
6. Compensation and Classification project
   a. Currently in the discovery phase with many individuals who are involved in this process
   b. In January we will be coming to several stakeholder meetings to talk about next steps. Looking at is practices and determining where we can find efficiencies, how can we update systems/practices in order to better address pain points.
   c. In 2021 we are working to find out more information surrounding total compensation.
iv. Questions
1. Question regarding the Healthy Families & workplace Act with paid sick leave accrual. How will that sick leave be paid for by the employer at CSU, i.e. will fringe rates go up for CSU student employees to cover this?
   a. There are no plans for fringe rates to increase across the board. Conversations with Career Center to look at student employees. A bit more complicated in regards to federal funding and ways in which this will be implemented. More instructions to come out before first payroll in January
2. Can an employee request an equity review?
   a. Can be done through OEO
3. Since the university does not allow employees to identify gender identity, how can you say there is an equitable review being performed?
   a. We only have information that we have through federal determined categories, an individual can come forward through OEO and ask for the equity process
4. This applies across all employee groups (including RAs)?
   a. Yes
5. Are the reviews based on job descriptions alone? It seems that many employees are taking on work that is outside of their job descriptions right now
   a. 6
6. Related to this would be the question of the process to bring equity to situations where new people are being hired at a higher pay rate than those currently working

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in similar positions.. I think that can be addressed in a SALX discussion if supervisor/budget permits, but is this currently being discussed on a bigger/policy/practice level?
   a. We are looking at providing additional information to hiring authorities at the time of hire, they are looking at hiring across similar positions at the time of hire. Guidance around what information to gather/consider so that when are looking at experience at the time of hire so we can make informed decisions.
7. What protections are in place for those situations where new “opportunities” as available only to student employees, and at a higher pay rate than existing non-exempt employees, when they could be done by existing employees?
   a. This would fall under the posting rules within the Act itself
8. So, when OEO does their annual review, there is no way for them to actually know if gender non-conforming persons are receiving inequitable pay, correct?
   a. I don’t know that there is a way to confirm this in the current collection of data. We would likely have to request more information since this data is not currently collected.
9. What are the findings in the market benchmarks (if you can summarize - it may be dependent on specific areas)?
   a. We are not at the phase of this effort just yet. Will be looking at several hundred data points around benchmarking. Survey will help feed into this as well.
10. Is there strong support from administration in regards to compensation conversations?
    a. I understand there is some frustration around this topic. There is support from the top of the university down to ensure this project is seen through. Highly supported and will be a top priority from our HR team.
11. Thank you for your work on the Compensation and Classification Project - it is certainly a large and important effort. Are things running on time? Any unexpected roadblocks or delays (other than COVID of course)?
    a. We have really built in change management to a deep extent on the project plan. We need buy in at all levels of the organization. While there are things people may not agree on, we need to ensure folks understand this.
12. Will RAs have the opportunity to access things such as paid leave or other benefits during potential govt shut downs?
    a. Working to find answers to this questions!

V. Guest Speaker Topic Discussion
   a. Cares Program
      i. No Discussion
   b. President McConnell Discussion
      i. What will remote working look like once we shift back to “post COVID”?
         1. Having tangible things to go on once there is a better idea
      ii. Supervisory Training around COVID expectations and what working during the time of COVID will need to be
         1. How to navigate this going in, will be in discussion with Marsha B.
      iii. Is there any kind of process that employees have where they could access resources in having difficult conversations with supervisors?
         1. Ombuds or OEO are good resources

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a. [https://ombuds.colostate.edu/](https://ombuds.colostate.edu/)

iv. External Units feeling neglected and the ways in which we fall through the cracks, what can we do to support these folks?
   1. Comprehensive communication in outreach, supervisors need to have better support and guidance for folks who do not work on campus

v. Student Athletes and the Allegations surrounding Title IX
   1. Are there opportunities for advocacy or showing of support for students who are impacted by these?
      a. Catherine is looking for guidance for how to proceed and find ways in which we can support the students
      b. Ways in which we can both support our students and the faculty council as well
      c. This was a topic of conversation at the RBEI retreat last week in order to find ways to effectively support students and staff who may be impacted by these incidents

   c. HR Topics
      i. Included above in the presentation discussion

VI. **Action Items & Discussion**

a. Approval of November APC meeting minutes
   i. Approval of minutes

b. Secretary Election
   i. Nominations and elections committee update from Bruce
      ii. Justin Schwendeman-Curtis is the only nominee at this point in time
      iii. Typically, would be done via written ballots, however given the current logistics, we will need to go forward with a Zoom poll
   iv. If there are write in nominations, we will need to figure out what those logistics looks like!
   v. Justin was approved for the role!

VII. **Officer Reports:** Chair, Vice Chair, Secretary, Treasurer

a. Chair
   i. Faculty Council meeting
   ii. Been including links to the faculty council minutes
   iii. If there are questions on Catherine’s report please let her know

b. Vice Chair
   i. For the Co-Chairs: Action items for the template, please work to get the action items uploaded in the Teams folder, that is technically for the October setting. Updated ones will typically be done around the end of January
   ii. RBEI Retreat: Really thoughtful items in there. Really interesting space, representation from each council, Cori Wong, Kyle Oldham, Patricia Vigil. Really blunt and honest with the group. A lot of really good and powerful discussion about ways for us to move forward. A lot more detail will be given in the next report as well.
   iii. If there are questions or feedback please let Tori know!

c. Secretary
   i. No report

d. Treasurer
   i. No updates on the budget at this point in time

VIII. **Standing Committee Reports**

a. AP Experience

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b. Awards and Events
c. Communications
d. Equity and Social Justice
e. Executive Committee
f. **Nominations & Elections**
   i. Draw attention to hosting a town hall with area reps and how to coordinate these pieces.
      1. Did generate some talking points in the Teams folder for Nominations and Elections. A couple things to cover, introducing those in attendance to what APC is, what we do, etc. generate feedback around what working remotely has been like for APs. Every area is different so adjust accordingly.
   ii. We will start hosting elections around February. Use your town halls as a way to recruit and find interest in APC and what it is we do. This is an excellent chance to get feedback on the work that we do as APC.
g. Policies and Procedures
h. Service and Engagement
   i. Thank you to everyone who donated or shared about the winter care drive, so many donations were given to those in need.
   ii. If people still have things to give, you can donate to either Homeward Alliance of the Murphy Center

**IX. University Committee Reports**

**X. CPC and FC Reports**

a. CPC
   i. We had President McConnell and a
   ii. Follow us on Facebook
   iii. CPC awards are open until January/Awards
      1. Everyday Hero Awards are year round and can go to CP, AP, or Faculty Members
         a. [https://cpc.colostate.edu/annual-cpc-awards/](https://cpc.colostate.edu/annual-cpc-awards/)

b. FC
   i. December 1 Faculty Council Meeting
      1. Passed two motions for non-tenured track faculty, these will be counted towards the count for faculty numbers.
      2. S/U grading options and whether or not this would be offered to our students. There was a shift in not only our thinking but national trends as well.

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**University Committees**

- Bystander Intervention (Catherine Douras)
- Campus Bicycle Advisory Committee (Catherine Douras)

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• Campus Climate Committee (Shannon Boepple)
• Classified Personnel Council (CPC) (Shannon Boepple)
• CPC Leave Sharing Committee (confidential)
• Commitment to Campus (C2C) Advisory Committee (Matt Klein)
• Eddy/Kuder Scholarship Selection Committee (Brett Eppich Beal)
• Employee Appreciation Board (Kirsten Slaughter-Rice)
• Employee Hardship Loan Committee (confidential)
• Faculty Council – APC Representative (Catherine Douras)
• Faculty Council Committee on Strategic & Financial Planning (CoSFP) (Catherine Douras)
• Football Game Management Committee (Zach Campain)
• Grievance Panel (a confidential pool of 21 APs who serve for 3-year terms)
• Housing Task Force (Catherine Douras)
• Multicultural Staff & Faculty Network Committee (Tori Anderson)
• Parking Appeals Committee (Megan Boone and Farrah Bustamante)
• **Parking Services Committee** (Trish Torrez and Jess Drydahl (if current no current rep interest))
  • Utilizing a new parking app that will hopefully be rolled out within a month
• Physical Development Committee (Aaron Buckley)
• Commission on Diversity and Inclusion (Tori Anderson)
• President’s Council on Culture (Catherine Douras)
• President’s Sustainability Committee (Tammy Felton-Noyle)
• Professional Development Award Committee (Confidential)
• University Benefits Committee (Susan Becker and Trish Torrez)
  • Trying to get word out to the different councils. DCP retirement plan and how this impacts APs & Faculty. Potentially finding someone who is enrolled in the DCP to serve as a member of this team and Sally Jones-Diamond volunteered to help serve!
• University Sexual Harassment Panel (NEED a pool of 10 APs who serve for 3-year terms)

**Ad Hoc Committees**

• Research Associate Ad Hoc (Kacy Paul, Claire Chance, Ed Kluender, Chris Dorich)

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