

Administrative Professional Council
Business Meeting Agenda
November 9, 2020 – 8:30 a.m.-10:30 a.m.
Zoom

Attendees: Aaron Buckley, Amy Quinn-Sparks, Anselma Lopez, Ashlee Clarke, Ashley Meyer, Bob Schur, Brandon Bailey, BreeAnn Brandhagen, Brett Eppich Beal, Bruce Shields, Catherine Douras, Chad Hoseth, Chelsey Lane, Chris Dorich, Christine Hooks, Claire Chance, Collette Hageman, Danielle Keller, Dawson Metcalf, Dennis Anderson, Diana Prieto, Ed Kluender, Erin Mercurio, Farrah Bustamante, Joanna holliday (Guest), Jason Scott, Jeff Penn, Jess Dyrdaahl, Jim Abraham, JJ Nelson, Jolene Buxman, Joyce McConnell, Justin Schwendeman-Curtis, Kacy Paul, Katie Ditter, Kelly Mapes, Kelsey Bustos, Kirsten Slaughter-Rice, Kris Seidel, Lynn Johnson, Matt Klein, Megan Boone, Melanie Nichols, Michael Lang, Nick Stratton, Rickey Frierson, Robyn Fergus, Ross Madden, Sally Jones-Diamond, Sarah Blessinger, Sarah Olson, Shana Ryken, Shannon Boepple, Shaun Case, Shauna DeLuca, Shawn Utecht, Sue Doe, Susan Becker, Tammy Felton-Noyle, Tanara Landor, Tori Anderson, Trish Torrez, Yvonne Bridgeman

I. Call to Order 8:

- a. Please ensure that you are changing your name to reflect your area during this meeting**

II. Announcements (8:30AM – 8:35AM)

- Next APC meeting – December 14, 2020: 8:30 a.m.-10:30 a.m. (Zoom)
 - No speaker currently scheduled for the month of December, do a mid-year check-in.
- Employee Pulse Survey
 - Sent out by President McConnell and Laura Jensen, really relying on folks to answer this survey so that we can understand where our campus community is in terms of needs.
 - This will also help identify what resources we as employees may need
 - If you did not receive the email, please let Catherine know and she will work to get you this information
- Supervisor Information
 - Please work to fill the form Catherine sent out, so that recognition can be done in order to show the work you are doing as a member of SPC

III. Guest Speakers

- President Joyce McConnell 8:30-9:30 (**8:35AM – 9:32AM**)
 - Incredibly proud of APC and our staff, the work that we are doing. We have been able to do what virtually no other university our size has been able to do, keeping things up and running. Only 12 days until Fall Break!
 - One of the things we discovered that both the transmission both in the county and at CSU has been smaller groups of about 6, no contact tracing has been directed back to a classroom.
 - There was discussion around what spring break would look like as an institution. Attempted to work with local school district but was unable to coordinate accordingly.
 - Asked to reflect on her first year as President, and in turn she asked us to reflect upon the year we have had together.
 - We hired a new VP for University Communications

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- For the five years prior to Joyce becoming a University President, we steadily declined our investment in marketing as an institution
 - What is next for higher education, specifically land grant univ
 - Learned from first-year students that being on-campus is very important to them
 - For a lot of people, technology and remote learning works well, but for many others, it doesn't work the best.
 - We had projected an 8% drop in enrollment, but this has turned out to only be a 5% drop in enrollment
 - Working to create more hands-on learning opportunities
 - We are poised to take over a good portion of the impact within public health
 - CSU is poised for reasons such as our focus on sustainability, all of our work on water, and our work with zoonotic diseases (diseases which can move from animals to humans)
 - How we work in the future?
 - What will our work look like moving forward. How can we adjust to what individuals may need in a workplace environment
 - What ways can we shift funds/building spaces, shared workspaces, larger meeting spaces, interactive learning spaces.
 - Turning to us as an APC, what makes a good workspace in both an in-person environment versus a virtual environment
 - VPD Search and Chief of Police Search
 - Will either be launched at the end of this semester or the start of next semester. The hope to have someone in the role by May or June.
 - CSUPD Chief of Police
 - She did amazing work to ensure that our campus community was ready for post-election possibilities
 - Access portion of the land grant
 - First Gen Grant Proposal
 - This has been worked on heavily by Shannon Archibald Engle
 - Budget Cuts/Hiring Freezes
 - Lynn may be able to provide clearer updates
 - Things are looking much clearer now as opposed to a week ago.
 - Originally looking at a 30% decrease in budget. When the governor released his budget, we were looking flat with FY20.
 - Our Board has shared and stayed committed to not laying off, or furloughing individuals regardless of what the state guidance has shared
 - As of now, we do not have any indication of a potential for CARES Act funding. This may shift after January 20, 2021.
 - We have a long time between now and April to see what the budget will truly look like
 - Q&A
 - President McConnell, while our first- year students express their desire to be on campus we also hear the struggle many experience with the lack of connection to others. is there discussion about ways we can create more virtual connections spring term? In terms of organizations, regular maybe weekly opportunities, as well as celebrations (as you mentioned)? How can we support these efforts?

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- Housing & Dining has been working extremely hard for our first-year students living in the halls
- Faculty has been extremely engaged in working to connect with students who are quarantine/isolation
- Doubled our number of case managers
- Talking with Student Affairs about ways in which we can work together as a community to outreach to students, also connect with APC
- Mentioned Land Grant and priorities that fall within that realm, but what are priorities for you? Recognizing with the
 - Marketing and enrollment purposes. We have already put together an enrollment planning & marketing group. Hitting this work very hard right now and will continue to push hard here in the spring.
 - With this, hopefully working to overcome the 5% enrollment drop from the this year
 - Well-being of our employees and working to ensure that we are mindful of this. Thinking of fall break and designating the Monday, Tuesday, Wednesday, as professional development days.
 - This should be a priority all of the time, but the pandemic has shown us that we need to fulfill this differently.
 - If someone is unable to take three days off, supervisors need to work with individuals to ensure that this time is given at another point in time.
- I manage the advising team at CSU Online and sometimes our fully online students are overlooked in these conversations. Similarly it feels that off-campus employees, such as in Extension, are overlooked in this conversation of providing support/flexibility/outreach. How could we bring more of a voice to off-campus students and employees?
 - Do worry about our off-campus students, grouped into a couple different categories, 100% remote not in Fort Collins, 100% remote and in Fort Collins, 50% remote but feel detached from campus community given our current circumstances.
 - Up until now we have focused really on the education side of things, but next semester we really need to focus on our efforts on ways we can further engage these individuals
 - VP for Engagement & Extension
 - Did a week or virtual sessions/engagement. Not focused on work persay but were focused more on the future of the work
 - Joyce did a town hall with these members as well.
 - CEMML
 - Check back with Blake to see if anyone was in the planning group as well so we can see what we can do here as well
- Thank you for addressing our questions about working from home, but can you please talk about leave for parents who are doing school from home with kids this academic year. I know the federal leave ends next month. Is there consideration for parents who have kids at home to continue to use their FMLA if needed?

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- Joyce's response, there is federal FMLA and then state FMLA, understanding the nuances of what you can do within this.
- Robyn Fergus
 - A few developments at the state level that we are working to understand and interpret.
 - Health families and workplace act, this goes into effect January 1, 2021
 - This is an extension FFCRA looks similar in the states bill, working to interpret this and will send out update in the next month of what a better understanding here is.
 - They are also offering a sick leave accrual, there is a new accrual of 1 hour per 30 hours worked for employees who have previously not accrued sick leave before
 - Proposition 116, this has a new provision that will go into place in 2023, lots on the horizon
 - Work with Catherine about presenting on these in a future meeting
- Clarification around fall break pro devo days, should offices be closed during this time?
 - Students should already be virtual at this point in time, if individual employees have questions, HR will be able to work with supervisors/their employees to make sure that individuals can take the time as they need.
- Question from Joyce, what have been the strengths of working virtually and the weaknesses
 - Strengths
 - Flexibility and getting to different meetings.
 - Saving time with commuting
 - Creating new efficiencies, electronic documents, etc.
 - I have less distractions at home because I have a large shared office space at CSU, so I actually have less distraction at home
 - Within Area 15, groups that still meet regularly for one on ones with managers and in team meetings seem to be happier/more motivated than groups who do not have scheduled check ins.
 - I love the creative ways we have found to connect with each other. I have been able to make it to more things than I normally would have, prioritizing my time is much easier.
 - I love not contributing to the global warming crises with no commuting and the amount of time that gives me with my family. I have found a lot of ways to invest more in myself, and it's really nice!
 - Flexibility, ability to focus (also in a shared space when in-person). Challenge: I agree with Tori, figuring out the balance has been tough (I have a 6-month-old now!)
 - I'm getting more exercise. It's hard to get away from the office at work to get to the gym and back over a noon hour. Here I can go for a walk or work out in my basement and be back at work in no time.
 - Less money on lunches/gas, lots of productivity because fewer interruptions. I have tried to be more mindful in the moment.

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- I think the flexibility has been key in retaining employees who travel distances, from Denver for example.
- More time to take care of personal items, for sure, and less money expended on gas.
- Strengths... flexibility (especially with kids at home)
- We were able to fast track a lot of projects that kept falling on the back burner, like chat interactions on our office website.

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- Flexibility; support and resources from unit and university to get work done; learning and adapting to new challenges. Challenges: disconnect from in-person community; motivation (for me, my colleagues and our students) - inspiration, strategies and actual implementation on how to keep things going
- Certainly has been easier to connect to some folks internationally as people are more comfortable with the use of videoconferencing.
- The flexibility is amazing. I get to spend more time with my family and still find myself able to focus completely on work while I'm working. I also eat better and can take advantage of getting in some physical activity when I need to restart my brain! It is more challenging to bounce ideas off of colleagues without the informal office chat.
- For a strength, as a CEMML employee constantly working with remote clients, I have struggled to explain technology to clients and military staff. We have primarily used email. But now everyone has zoom and Microsoft teams and communicating with clients and sharing screens has become so much easier.
- I think its important to remember access to abilities in these discussions. Being able to work remotely creates an incredibly opportunity to work with folx who might struggle more with our offices and infrastructures in person. Folx with disabilities may not be able to connect in those same ways in the halls or the bathrooms because the spaces designated for them are not common spaces. By changing the space to a virtual one, we create new opportunities for us all to connect.
- Difficulties
 - Setting up those boundaries of working from home
 - Missing the community aspect. Luckily, I still go in a few times a week!
 - The challenge is that things can tasks can take longer to complete as we can't just walk over to some's office and get a quick answer.
 - Many research teams are now having many times more meetings than they ever had before...this adds more hours to the workday than when we were in the labs together.
 - Separation (like Tori spoke of), missing personal interactions/not feeling as connected. I do like working at home more than I thought I would, but I think I'd like a hybrid so I could be in the office maybe half time.
 - In a student-facing support role, there is something missing in my encounters with students, I don't feel AS helpful working remotely.
 - Cyber-bullying is starting to raise its head in some workplaces. A lot of new hires are not used to the environment and treat it as a Facebook type communication style instead of a professional environment. We need to train our new hires on how to be professional in this new work environment.

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- Missing on informal interactions like Pres. McConnell just mentioned.
 - My office has a 30 minute "Mugs run" every Monday, Wednesday and Friday!
- Lynn Johnson 9:30-9:45 – brief budget update (**9:33AM – 10:12AM**)
 - Wanting smaller chunks of a budget discussion throughout the process, we will have her share where we are now, but will have her join us again as we have a better understanding of the budget
 - Lynn Johnson Presentation
 - Three Topics
 - FY22 Budget Update
 - Revenue
 - Planning on state budget reductions along with flat and a 3% tuition increase
 - We had projected a 7% reduction in total student headcount going into FY21, actuality this is a ~5% resulting in an estimate of \$7M in additional tuition over the budgeted
 - Differential Tuition revenue is higher than projected
 - Over 1K students who have deferred their start from Fall 20 to a future semester – potential positive impact to future enrollment
 - The number of students on Approved Planned Leave in Fall 20 is double of that from Fall 19
 - Expenses
 - There were not merit/COL salary increases factored into our plan for FY22
 - We continue to include resources for faculty promotion
 - November Updates
 - 1st year apps are done 6% over this time last year
 - Transfer student apps are up 10% over same time last year
 - CSU had the higher number of applicants on Free Application Day in CO
 - Limiting Tuition to an increase of up to 3%
 - No proposed salary increases for employees statewide
 - New funding formula approved, impact to CSU unknown
 - \$15m for scholarships for displaced workers
 - \$10m in improved operating efficiencies to adapt to the new normal
 - Protecting statewide funding for financial aid
 - Election Updates
 - Amendment B – Gallagher Amendment Passed
 - Prop 116 – Reduction in State Income Tax Rate from 4.63% to 4.55% approved
 - Prop 117 Passed – restrictions on turning to new fees to make up lost revenue
 - Prop EE – Tobacco Tax mostly preschools & K-12
 - Q&A

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- Robyn Fergus has moved into the Chief Human Resources Officer and has helped take some of the portfolio from under Diana Prieto
- AVP for Safety and Risk Services
 - Working to schedule on-campus yet virtual interviews for internal candidates
 - This position will work to ensure that we are prepared for any campus emergency (not solely physical but pandemic as well)
- Q&A
 - Nothing Initially
- Capital Projects in the Planning
 - We haven't been having big conversations around campus redevelopment
 - CSU Master Plan Committee
 - 5 Areas were identified
 - Motor pool/Facilities
 - Not currently interested in taking this off-line
 - Glover
 - EHS Facility
 - Clark Hall
 - Parking lot near the tennis courts
 - Not currently interested in taking this off-line
 - Logic prior to Dr. Frank
 - We needed to have the money in the bank prior to building a facility. This resulted in multiple one story buildings.
 - With Glover there is a 50k GSF to a 250k GSF
 - Clark there is a big interest in redoing this space. From 250K to 350k+ GSF
 - Provided proposed/drafted images of the new facilities that could potentially replace facilities on campus
 - Working to address new working environments in relation to employees working in-person or working remotely
 - Q&A
 -

IV. Guest Speaker Topic Discussion

- Will work to address this during our December meetings

V. Action Items & Discussion

- Approval of October APC meeting minutes
 - Approved with a vote of 100%

VI. Officer Reports

Chair, Vice Chair, Secretary, Treasurer

- Chair
 - Nothing to be highlighted at this point in time, please check the report for the most up to date information
- Vice Chair
 - Thank you to everyone who reached out on the sexual harassment panel

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- Parking Services Committee also needs 1 rep here, alternates are also able to serve in this capacity
- Secretary
 - Vacant
- Treasurer
 - Nothing additional report

VII. Standing Committee Reports

- AP Experience
- Awards and Events
 - Quick reminder about the AP Star Award and the DAFA
 - Currently have 5 for AP Staff but none for DAFA
 - This may be a really good time to recognize someone
 - Links for more information
 - <https://ap.colostate.edu/awards/ap-stars-award/>
 - <https://ap.colostate.edu/awards/distinguished-ap/>
- Communications
- Equity and Social Justice
- Executive Committee
- Nominations & Elections
- We currently have an opening for the secretary position
 - Normally, we would do nominations for the floor
 - Way to submit this, is to either email Bruce directly or there is a word document on Teams under nominations/elections, secretary elections 2020/2021
 - At the December meeting we will vote via poll on the individuals for this role
 - Eligibility
 - Any current APC member is eligible
 - IF you are currently a co-chair for a standing committee you will need to find a replacement for this role
 - Summer & Tori have both expressed their interest in helping individuals transition into this role.
- Policies and Procedures
- Service and Engagement
 - Winter Coat Drives
 - APC is accepting donations to our winter gear drive, the Murphy Center is the drop off location for these items
 - We are accepting donations at the following drop box locations
 - Forestry Building Room 203
 - First Floor of Animal Sciences

VIII. Classified Personnel Council and Faculty Council Reports (10:22AM – 10:28AM)

- Standing Committee Chairs Requested that there was updates provided during our time together for the reps
 - Classified Personnel Council Reports
 - We did not have a chance to get together to talk about different initiatives

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- We are working to accept nominations for our Positive Action and Outstanding Achievement Awards
- Faculty Council
 - Thank you for allowing me to be here today
 - Our employee councils can share and address
 - Mental Health support for all employees during this time
 - Reinvigorate our conversations around affordable housing
 - Salary freezes and how do we keep good people
 - Proposal that is being heard
 - On December 1, for non-tenured track faculty to be a part of the governance of Faculty council
 - In the count that determines representation
 - Allows for non-tenured track faculty to be nominated in order to represent on the faculty council.
 - How to engage faculty in conversations around systemic racism and sexism, working to update the faculty manual to truly address these points within our community.
 - Special Faculty Council
 - Resumption of football within the context of COVID19, two hour long meeting with fruitful discussion that include both President McConnell and Lynn Johnson.

IX. University Committee Reports

X. APC Initiatives

University Committees

- Bystander Intervention (Catherine Douras)
- **Campus Bicycle Advisory Committee (NEED REP)**
- 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 NEED 1 REP)**
- 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)

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- University Benefits Committee (Susan Becker and Trish Torrez)
- **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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