



Friday, June 5, 2020 | 5 p.m. MT

Colleagues,

This past week, our work at CSU Pueblo has been filled with concern, not just for the impact of the worldwide pandemic, for the outrage and sadness felt by our Black communities. We stand with you, and we applaud the acts of heroism and peacefulness that have been embraced by so many protestors, law enforcement officials, and public servants at every level. I want you to know that everything we do at CSU Pueblo, from 2020 forward, will be mindful of the systemic racism and inequities that put our communities of color and difference at risk every day. We are here for you. Your life — and your dreams — matter at CSU Pueblo.

FISCAL YEAR 2021 BUDGET AND COMPENSATION

Despite the challenges our world is facing, I am buoyed by an unwavering sense of hope for CSU Pueblo, our students, our campus, and our community. I write to you now, as we close the June 2020 Colorado State University Board of Governors meeting. The budget we put forth this week projected a possible \$21 million budget gap for CSU Pueblo. To balance this budget, we prioritized feedback from the President's Budget Advisory Board (PBAC), the University Leadership Team, and Cabinet. In every instance, our leadership asked that we prioritize people first — that we maintain tuition rates for our students, and that we preserve positions, salaries, and benefits whenever possible. Just a few hours ago, the Board approved our fiscal year 2021 budget, pending completion of the State's budget through the Colorado General Assembly's Long Bill. The budget will not require tuition increases, pay cuts, furloughs, or employee layoffs.

What does this mean to you? Utilizing the aid of combined resources, including CARES Act funding allocated directly to the campuses, state-designated CARES Act funding authorized by Governor Polis, debt refinancing, and Board reserves, CSU Pueblo will make only a \$1 million expense reduction as part of this comprehensive budget plan. Though the budget *did* include the elimination of next year's salary increases (COLA), our budget reduction will be managed through leaving open positions unfilled, eliminating vacant non-critical positions, and promoting voluntary early separation incentives. Given the Board-approved budget, no cuts are planned for part-time employees or to discretionary expenses, and the campus will not be required to make adjustments to salaries, existing positions, or programming.

While I certainly know that a year without raises *is* a reduction in salary, and that leaving many open positions unfilled will impact campus in both big and small ways, I am grateful that we were able to preserve positions, current salaries, and the future of our campus. Read the entire press release here: <https://www.csupueblo.edu/news/2020/06-05-colorado-state-university-system-board-of-governors-approved-new-fiscal-year-budget.html>

VISION 2028: BOARD OF GOVERNORS AND CONTINUING SUPPORT

As part of today's announcement, the CSU System Board of Governors expressed continuing support for CSU Pueblo's strategic plan – Vision 2028 – and they extended financial support for these important initiatives. As you know, CSU Pueblo began looking at campus wide, cost-cutting measures early in the pandemic. Not only did Vision 2028 give us important guiding principles for an unprecedented moment in time, our vision provided a detailed blueprint for our future; we remain grateful to the System and to the Board for the ongoing investment in the transformative work that continues to happen at CSU Pueblo.

As always, today's communication includes some "Just-in-Time" information, and an invitation for each of you to join in on our Friday "Fun" hours in order to connect with me, campus leadership, and each other while we are all working remotely.

JUST-IN-TIME INFORMATION

SUMMER CLASSES, CAMPUS EVENTS, AND REMOTE WORK

As a reminder, all previously scheduled face-to-face (F2F) courses this summer are being delivered via online or distance learning. Exceptions may be made for some in-person classroom or laboratory education, for fewer than 10 students per classroom or lab, in designated "medical training" fields only, following direction provided to us by the Colorado Department of Higher Education and the Office of the Governor. Additionally, as I announced on April 3, employees will continue to work remotely — through June 30 — and all campus events are canceled until July 1. As always, these dates may be shortened, extended, or adapted for specific employee groups, buildings, camps, or events as new information becomes available.

CAMPUS SAFETY PROTOCOLS: ESSENTIAL PERSONNEL, BEGINNING JUNE 8

Beginning this week, all facilities essential personnel and designated employees began going through a daily check-in/screening process. **Beginning Monday, June 8, all personnel are required to go through screening immediately upon arrival to work and prior to accessing any location, building, or office on the CSU Pueblo campus. Face masks/face coverings must be worn by everyone while on campus.** As a reminder, per state guidelines from the Colorado Department of Higher Education and the Colorado Department of Public Health and Environment, only designated employees are allowed on campus until further notice.

At this time, the screening checkpoint will ONLY be open from 7:30 a.m. until 10:00 a.m. at the Health, Physical Education, and Recreation (HPER) main entrance lobby. Please plan all arrivals to campus accordingly.

The screening protocol, location, and operating hours are subject to change as the situation evolves or as directed by local or state public health officials. Employees are responsible for bringing their own face mask and must wear it at all times on campus. If you do not have a face mask, one will be issued to you when you reach the screening site. If you cannot safely wear a face mask, due to a documented medical concern, please contact Jen Martin-White in Human Resources at jennifer.martinwhite@csupueblo.edu.

HUMAN RESOURCES

COVID-19 PAID TIME OFF (C-PTO)

In May, we surveyed all employees and asked what concerns you had about our future, and we asked specific questions about our return to campus in July and in fall 2020. Many of you shared a common frustration: not being able to use annual leave during the stay-at-home order and possibly forfeiting that leave, as "unused" leave, on June 30, 2020.

We heard you, and a team has developed a solution. On July 1, 2020, all Classified and Administrative Professional staff may rollover up to 80-hours of annual leave in excess of their maximum accrual. Leave will be coded as "C-PTO" in employee portals, separately from regular annual leave. All C-PTO must be used by the end of FY 2021 (June 30, 2021), is available only to active employees, and will not rollover for a second fiscal year (FY 2022). Should an employee leave the university before the end of FY2021, C-PTO will not be paid out.

Annual leave accrual will continue at regular rates; however, because it is available for a limited time, we suggest employees use C-PTO first when entering leave for FY2021. We encourage employees to work with their supervisor and use any additional annual leave before the end of this fiscal year 2020. If you have

any questions, please contact HR Director, Kat Abernathy, at kat.abernathy@csupueblo.edu, with any questions or concerns.

PERFORMANCE REVIEWS AND TECHNOLOGY SUPPORT

1. The new deadline for CSU Pueblo's Annual Performance Review process for Administrative Professionals is June 30. Classified Staff reviews must be completed and returned to HR by June 12. Performance review forms may be found at: <https://www.csupueblo.edu/human-resources/doc/classified-performance-planning-evaluation-10-2015.pdf>. As always, feel free to contact Jennifer Martin-White at jennifer.martinwhite@csupueblo.edu or Kat Abernathy kat.abernathy@csupueblo.edu, with any questions or concerns you may have.
2. If you have new resource needs for a university computer or Wi-Fi hot spot, a check-out procedure and pick-up schedule has been established. Please complete the Remote Faculty-Staff Technology Form online at <https://bit.ly/RemoteFacStaffTech>.

CONNECTING THE PIECES

I recognize that our world is suffering on many fronts. History will remember 2020, and our dedication to serving this state and our nation is an important part of the story we will all tell one day. I remain grateful, focused, and committed to the hard work we are doing together. I am proud to be your president, and prouder still to be part of this Pack.

With sincere wishes for your continued health and safety,

A handwritten signature in black ink that reads "Timothy P. Mottet". The signature is written in a cursive, slightly slanted style.

Dr. Timothy P. Mottet
CSU Pueblo President