

## CAPAC 3/24/2021- Meeting recording and notes

Thanks to all that were able to join our meeting this week. The recording is available here <https://web.microsoftstream.com/video/d09a35eb-2765-41d0-99e6-701f18a8f8df?st=152>

### Highlights:

1. Grant Polzer - Travel DHA ad hoc approvals and KFS cloud update – testing needed.
  - a. Travel DHA- adhoc for travel will need to be added to all travel approvals beginning 7/1/21.
    1. Input \*TRAV\* in “group” to find appropriate travel group.
    2. Add/Remove contacts in DHA group through DHA authorization form- [http://busfin.colostate.edu/Forms/Travel/DHA\\_Form.pdf](http://busfin.colostate.edu/Forms/Travel/DHA_Form.pdf)
    3. Grant will be sending an email with additional info shortly.
  - b. Moving to KFS Cloud
    1. New environment testing is taking place through the end of next week, and testing volunteers are greatly needed. If you are able to help test, please email Grant Polzer at [Grant.Polzer@colostate.edu](mailto:Grant.Polzer@colostate.edu) and John Swaro at [John.Swaro@ColoState.EDU](mailto:John.Swaro@ColoState.EDU)
2. Tammy Hunt – Telework Policy

As a return to campus is being considered, clear guidelines and processes regarding teleworking will be needed to address employee requests to continue their work virtually. With that in mind, our leadership is asking that we move forward with the development of a Teleworking policy. This policy development process includes representatives from Human Resources, ACNS, Enrollment and Access, Risk Management, Research, Facilities (Parking and Transportation), and University Operations. A draft of the policy can be found [here](#), on the Policies Under Development page. Please share this information with your groups/departments and ask them to provide any feedback.

  - a. Telework MOU form is not available yet, but will be shared as soon as it is completed.
  - b. Feedback and questions should be submitted departmentally, rather than individually to [opc\\_general@mail.colostate.edu](mailto:opc_general@mail.colostate.edu) by **April 1<sup>st</sup>**.
  - c. Additional questions and answers not addressed in the meeting:
    1. Has there been any word about return to campus? **Any conversation about returning to campus will come from the President’s office and/or Safety.**
    2. Are students allowed to telework and sign the MOU if the department approves? **This policy applies to all employees of CSU. There is nothing that would specifically “except” a student.**
    3. Is there a minimum IT requirement required? **That will be an issue to be addressed by the department/supervisor/employee as to how to meet any technical needs for the teleworking arrangement. Nothing in the policy will be a directive or requirement for the department to provide the equipment.**
3. Alicia A – CAPAC Guidelines (attached)
  - a. Thank you for feedback!
  - b. We ran out of time to discuss, and will be hosting an additional meeting next week to discuss the updated guidelines. All are welcome to join, **meeting info is below:**  
Date: Wednesday, March 31<sup>st</sup>  
Time: 2 pm  
Teams Meeting: Join on your computer or mobile app

[Click here to join the meeting](#)  
Or call in (audio only) [+1 970-628-0547,,408153342#](#)

### **SPRING 2021 MEETING DATES**

Upcoming meetings (2-3 pm via Teams)

- [4/21/2021](#)
- [5/19/2021](#)

Past meeting recordings:

- [8/26/2020](#)
- 9/23/2020- Cancelled
- [10/28/2020](#)
- [11/18/2020](#)
- [12/16/2020](#)
- [1/27/2021](#)
- [2/24/2021](#)
- [3/24/2021](#)