

**To:** Dr. Tony Frank, President Colorado State University  
Lynn Johnson, Vice President for University Operations

**From:** Stacey Baumgarn, Chair, Classified Personnel Council

**Date:** July 12, 2017

**Re:** FY17 Annual Report – Classified Personnel Council



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The Colorado State University Classified Personnel Council (CPC) was proud to contribute to the continued practice of Shared Governance at CSU during FY17. This summary report is intended to highlight the FY17 CPC activities and accomplishments.

**About the Council:**

Representing ~1,800 State Classified employees, throughout FY17, the Council had an average membership of 22 representatives and several very committed volunteers, including two Ex-officio members: Bob Schur from the Office of Policy and Compliance, and Diana Prieto, Executive Director of CSU Human Resources. CPC representatives and volunteers came from 16 different university departments including: ACNS, Business & Financial Services, Procurement, CSU Health Network, CSU Libraries, CVMBS, the Graduate School, Sponsored Programs, Central Receiving, EHS, Facilities Management, Housing & Dining (Operations Management and Residential Dining), Accounting, Economics, Psychology, and Statistics.

The Council met throughout the year, beginning in July 2016 with an Annual Retreat, held 11 regular monthly meetings, and the Annual Recognition Luncheon. A record of meeting minutes can be found at <http://cpc.colostate.edu/council-meetings>. The Council co-hosted the 7<sup>th</sup> Annual Employee Appreciation (and Community Ice Cream Social), offered seven outreach events including, for the third year, a float in the CSU Homecoming Parade.



**CPC Committees:**

Much of the work and the many contributions of CPC representatives happens through participation in committees. The CPC has six standing committees: Communications, Employee Recognition, Legislative, Outreach Events, Work Life, and the Executive. The CPC also sends up to two representatives to quarterly meetings of the Statewide Liaison Council – bringing together State Classified employees from across the state.

This year two of our members participated in a special meeting that included representatives from the CSU Administrative Professional Council and employee representatives from CSU Pueblo. The purpose of the meeting was to discuss priorities, challenges, and best practices of shared governance. The meeting was hosted by the CSU System offices in Denver, and coordinated by Amy Parsons, Executive Vice Chancellor of the CSU System.

The CSU practice of shared governance additionally allows CPC representatives to serve on a large number of University committees, initiatives, and ad hoc groups – serving the interests and as the voice of our State Classified colleagues. In total, CPC representatives served on 29 University committees not including several Budget Area Review Committees.

**Communications:**

The CPC Communications Committee is charged with developing ways to disseminate information about the Council, University and State Classified employees to various audiences. Chaired by Veronica Nicholson, the committee develops a yearly calendar for CPC communications and determines the most appropriate channel for each intended communication effort. This committee of seven members accomplished a lot during FY17 including:

- Five issues of the *CPC Communicator* were emailed to ~350 self-subscribed campus employees – highlighting timely and important campus opportunities, news and events
- *CSU Life* – six articles about CPC and issues relevant to State Classified employees
- *SOURCE* – seven articles authored/co-authored by committee members about CPC or our Council activities were posted in FY17
- The Communications Committee also works with Pam Jackson, Dell Rae Ciaravola, and Kate Jeracki, with requests to post various items on CSU social media channels

At the core of CPC communications and transparency is our website: <http://cpc.colostate.edu>. Many thanks goes to CPC Secretary, Megan Skeeahan, for serving as our webmaster. Megan is also a member of the Communications Committee.

**Employee Recognition:**

This CPC committee, Chaired by Anthony King, manages four special awards created by the CPC and exclusive to State Classified employees. During FY17, the CPC recognized:

- Five – Outstanding Achievement Awardees (this award was first given in 1976, and now includes a \$1,000 award and recognition at Celebrate! CSU)
- Two – Positive Action Awardees

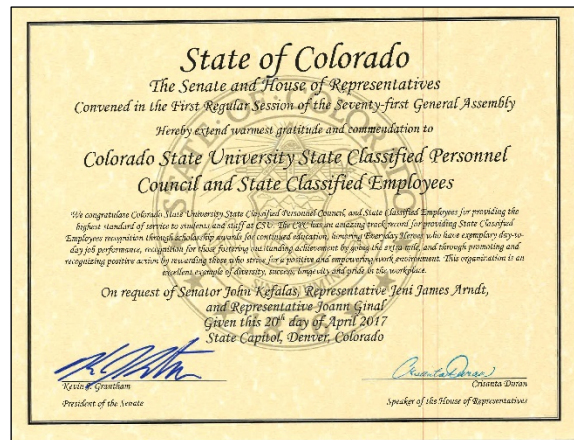
- Nine – Everyday Hero Awardees
- Eight – Educational Assistance Awards, (\$500 per award given to help State Classified employees further their education or professional development) made possible through a donor funded account

CSU can be very proud of these honorees, the hard work of the nominators, and this CPC committee that keeps it all going. Congratulations!

**Legislative:**

FY17 continued our tradition of an integrated approach to the legislative agenda between CPC and CSU administration – tracking several bills and issues in tandem throughout the legislative session. Additionally, the Council maintains a regular and robust conversation with our local elected officials including Senator John Kefalas, Representative Jeni Arndt, and Representative Joann Ginal.

Chaired by Brian Gilbert, the CPC Legislative Committee organized the annual Legislative Visit to the capital where we spent time on the floor of the Senate where Senator Kefalas read a commendation to our Council at the start of the morning session. The CPC hosted a working lunch that included 13 of our council members and the three legislators mentioned above.



The CPC Legislative Committee has also been active with communications to the State of Colorado Department of Human Resources and Department of Personnel & Administration (DPA) regarding the annual salary survey (total compensation survey), and the 1-2-3 evaluation scale used in the performance rating of State Classified employees. Our Council has been investigating a possible change to this rating system, moving to a 5-point scale – allowing for greater distinction in evaluations – and hoping to increase morale with a broader range of ratings. The Legislative Committee hosted a video conference in October 2016 bringing together: three CPC members; Diana Prieto and Tracy Hutton (CSU Human Resources); June Taylor (DPA); Kim Burgess (DPA); Jack Wylie (DPA); Senator Kefalas; Representative Arndt; and Representative Ginal – to discuss this change and likely timeline.

### **Outreach Events:**

The purpose of the CPC Outreach Events Committee is to increase the visibility and engagement of the Council and State Classified employees at CSU – they did not let us down in FY17. Organizing, hosting and co-hosting seven events through the year, Outreach, Chaired by Carol Carroll, got the job done.

The year began with the 7<sup>th</sup> Annual Employee Appreciation event – this was the first year combining with the CSU Community Open House and Ice Cream Social. The event was co-hosted by the three employee Councils and CSU Events, and attracted hundreds of employees for food, fun, games, and prizes. Employees who “checked-in” at the employee councils table received a baseball hat as a gift of appreciation from the councils. The Employee Appreciation Event is a proud tradition for CPC and our Outreach Events Committee.

You may have also seen the CPC volunteering, participating and/or presenting across campus including the following: School is Cool, an outreach event at the CSU Horticulture Center, the Homecoming Parade, the 2017 PDI and the 2017 HDS Conference Style Training, the State Classified Benefits Fair, and our Annual Recognition Luncheon. Outreach keeps us connected.

Pictured at right is Clint Kranz, celebrating with a classified employee at the January Housing & Dining Resource Fair. While working the CPC Outreach table – Clint encouraged over 70 people to sign-up to receive the *CPC Communicator*!



### **Work Life:**

Chaired by Kelly Hixson, the CPC Work Life Committee researches, reviews, evaluates and suggests ways to improve the work lives of State Classified employees. During FY17, the committee spent time investigating, learning and better understanding some of the issues that complicate and challenge an employee’s ability to manage work life balance.

The Committee met with Emma Chavez, the CSU Community Resource Coordinator and engaged in discussions with the Commission on Women and Gender Equity. Several topics of shared interest include: emergency after hours (24hr) access to supplies (diapers, hygiene products, motel funds, etc.); emergency loans (small amounts of money that can be accessed without having to go through an extensive process); loan forgiveness (when employees who received an Employee Hardship Loan – and can't pay it back, can it be written off?); and, a food pantry for CSU employees.

This CPC committee works with the employee in mind. Heading in FY18, the Committee has invited Emma Chavez, CSU Community Resource Coordinator and Bob Schur, representing the Commitment to Campus program, to join the committee as Ex-officio members.

**Executive:**

The Executive Committee is comprised of the four CPC officers: Stacey Baumgarn – Chair; Kristin Stephens – Vice Chair; Megan Skeeahan – Secretary; and Carol Carroll – Treasurer. We meet monthly to plan and review the next meeting agenda and to track and manage the work of the Council.

The Executive Committee, on behalf of CPC, would like to thank you for creating, building, and continuing a culture and practice of shared governance at CSU (and for your financial support of the Council). The Classified Personnel Council is grateful to be at the table and to contribute to decision-making in so many aspects of the University. Please know that we strive every day to represent CSU's State Classified employees in a deliberate, fair, and honest manner. There is great diversity in each of the CSU employee groups – representing unique identities, experiences, and knowledge – and we do not take lightly our task and responsibility of representation.

Executive Committee members have served on numerous University committees and initiatives including: Re-envisioning CSU; the Housing Task Force; \$30 x 20 (Living Wage); budget roundtable discussions through last summer that lead up to participation in (most) all eight of the BARCs; and of course the perennial issues of parking and wages. Council representatives also provided specific feedback (via the CPC Chair) regarding three different University policies under development/review.

CPC Chair Stacey Baumgarn utilized the State Classified listserv on eight occasions through the year to communicate directly with the ~1,800 CSU State Classified staff. Topics included: encouragement to participate in the Campus Climate Survey and the Employee Voice Survey, announcement of outreach events, encouragement to participate in parking information sessions, and an affordable housing announcement. Other campus partners utilized the listserv over 60 times.

The CPC Chair and Vice Chair participated in the President's Fall Forum to start the year, then met regularly throughout the year with: Lynn Johnson, the Vice President for University Operations; Cara Neth, Director, Presidential and Administrative Communications; Diana Prieto, Executive Director of Human Resources; Mary Stromberger, Chair of Faculty Council; and Toni-Lee Viney and Deborah Yeung, Chair and Vice Chair (respectively) of the Administrative Professional Council; Dr. Rick Miranda, Provost; and, we had several occasions for direct conversations with Dr. Tony Frank, CSU President.

**In conclusion:**

The mission of the Classified Personnel Council is to promote, improve and protect the role of State Classified employees within the University system. The most effective means to accomplishing this mission is to maintain active participation in shared governance at CSU. The University depends on the CPC to represent State Classified perspectives, ideas and concerns in University planning and decision-making. Moreover, State Classified employees also depend on the CPC to be strong advocates and ensure their voices are heard, appreciated, and valued.

In FY18, CPC will continue efforts and involvement with ongoing Council, University committees, and campus initiatives. CPC will retain a focus on improving wages for State Classified employees. Too many CSU State Classified employees find themselves on the floor of their wage-range, with little opportunity to reach the salary midpoint. The ongoing issue of wages is an underlying and exacerbating aspect of our State Classified employees' job satisfaction, livelihood, health, and overall well-being. State wages must improve to allow CSU and State Classified employees to remain competitive in the work force – attracting and retaining the best talent available. We hope to work together to find a solution to this challenging issue.

In addition, the Council will provide input toward issues such as (but not limited to):

- Coordinating with CSU HR and State of Colorado DPA toward a transition from a 3-point rating scale to a 5-point scale
- Monitoring the implementation (and further development) of Public Private Partnerships (where contract labor “takes the place of” State Classified employees)
- Finding solutions for the highest concerns identified through the Employee Voice Survey in collaboration with APC and Faculty Council
- Parking (costs and equity) – a topic sure to spark many participants
- Mandatory supervisor training as a key factor in campus climate
- Employee recognition and professional development opportunities
- Connecting employees to campus and community resources
- Continued involvement with the CSU budgeting process
- Policies affecting all CSU employees

Our council members represent the best of CSU – committed, dedicated, and caring – they are ready to work and ready to contribute to the continuous improvement of Colorado State University. We hope that you are as proud of us as we are of this great institution. Please accept this report as a reflection of the Council's efforts during FY17 and as a pledge to continued and improved representation in FY18.

Prepared by Stacey Baumgarn, Chair

Approved for submittal by the Classified Personnel Council on July 12, 2017