

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

**From:** Stacey Baumgarn, Chair, Classified Personnel Council  
**Date:** June 30, 2018

**Re:** FY18 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 FY18. This summary report is intended to highlight the FY18 CPC activities and accomplishments.

### **About the Council:**

Representing ~1,800 State Classified employees, the Council began FY18 with a membership of 22 representatives, several very committed volunteers, and two ex-officio members: Bob Schur, Executive Director – Policy, Risk & Environmental Programs, and Diana Prieto, Associate Vice President for Human Capital and Chief Human Resource Officer. CPC representatives and volunteers came from 13 different university departments including: ACNS, Business & Financial Services, Central Receiving, the College of Business, CVMBS, Economics, EHS, Facilities Management, the Graduate School, Housing & Dining (Operations Management and Residential Dining), Psychology, and Statistics. By the end of FY18, our Council has lost three members – two left the university and one transitioned to an AP position on campus.

The Council met throughout the year, beginning in July 2017 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 8<sup>th</sup> Annual Employee Appreciation Event, offered and participated in an additional nine outreach events including, for the fourth 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 representatives to quarterly meetings of the Statewide Liaison Council – bringing together State Classified employees from across the state.

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.

### **Communications:**

The CPC Communications Committee is charged with developing ways to disseminate information about the Council, the University and items of interest to State Classified employees through various channels. First Chaired by Veronica Nicholson, then Co-Chaired by Megan Skeehan and Will Schwab, the committee develops a yearly calendar for CPC communications and determines the most appropriate channel for each intended communication effort. This committee of six members met nine times and conducted a lot of work via email. Accomplishments for FY18 including:

- Seven issues of the *CPC Communicator* have been emailed to 450+ self-subscribed campus employees – highlighting important campus opportunities, news and events
- CSU Life – eleven articles about CPC and issues relevant to State Classified employees
- SOURCE – eight articles authored/co-authored by committee members (and/or External Relations staff) about CPC or our Council activities were posted in FY18
- The Communications Committee worked in collaboration with the APC Communications Committee and with Pam Jackson throughout the year for topics of shared interest

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

### **Employee Recognition:**

This CPC committee, Chaired by Carol Carroll, manages four special awards created by the CPC and exclusive to State Classified employees. Most of the work of this committee is conducted via email with just a few committee meetings. During FY18, the CPC recognized:

- 5 – Outstanding Achievement Awardees (this award was first given in 1976, and now includes a \$1,000 award and recognition at Celebrate! CSU)
- 1 – Positive Action Awardee
- 12 – Everyday Hero Awardees
- 8 – Educational Assistance Awardees, (\$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. Thank you and congratulations to all the awardees!

**Legislative:**

FY18 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. This year, the focus was on the Long Bill and, Senate Bill 18-200 – the proposed changes to PERA. Additionally, the Council maintains a regular and robust conversation with three local elected officials: 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 in the House of Representatives with Representative Arndt. Members had an informal lunch that included six of our council members who enjoyed a very engaging conversation with Representative Arndt.



The CPC Legislative Committee continued periodic communications with the State of Colorado Department of Human Resources (DHR) 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. For the past two years, the CPC has been proposing a change to this rating system, requesting a change to a 5-point scale – allowing for greater distinction in performance evaluations – and hoping to increase morale with a broader range of ratings.

While DPA and DHR are both supportive of this change, there have been delays while DHR implements a new HRWorks software package. This issue remains on the radar of the CPC Legislative Committee, our Executive Committee and our three local elected officials who support this change. It's good to have a project – and the CPC Legislative Committee has one!

**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 FY18.

Organizing, hosting, co-hosting, and participating in 10 events through the year, Outreach, Chaired by Kristin Stephens, brought CPC to the campus in many unique ways.

The year began with the 8th Annual Employee Appreciation event – co-hosted with CSU Events, the Administrative Professional Council, Faculty Council and the Employee Appreciation Board (and with extraordinary support from Lynn Johnson, VPUO). The event was held at the new on-campus stadium (now Canvas Stadium) and attracted hundreds of employees for food, fun, games, and prizes. Employees who “checked-in” at the employee councils table received an employee appreciation gift – compliments of the councils and the EAB. The Employee

Appreciation Event is a proud tradition for CPC and our Outreach Events Committee. This event has become larger and more formal each year, FY19 will welcome the next iteration of the event with CSU Events taking the lead.

You may have also seen the CPC members volunteering, participating and/or presenting across campus including the following events and places: the Community Open House, the Homecoming Parade, a PERA Community meeting, the 2018 PDI and the 2018 HDS Conference-Style Training, a new member recruiting lunch, the State Classified Benefits Fair, the Employee Voice Survey Open Forum, and lending a hand – volunteering at the Mobile Food Pantry throughout the year. The CPC Outreach Committee is all about connection.



#### **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 FY18, Work Life spent time investigating, learning, and better understanding some of the issues that complicate and challenge an employee's ability to manage work-life balance.

This year, the committee was joined by Emma Chavez, the CSU Community Resource Coordinator, and Bob Schur, as ex-officio members. Several topics of investigation included: resume, cover-letter writing and interviewing skills; better access to the study privilege (for workers whose shifts or jobs do not allow much flexibility); a free meal when working a (full?) shift in the dining hall; emergency after hours (24hr) access to supplies (diapers, hygiene products, motel funds, etc.); on-the-spot emergency loans (small amounts of money that can be accessed without having to go through an extensive process); loan forgiveness (when an employee receives an Employee Hardship Loan – and cannot pay it back, can it be written off?); and more!

This CPC committee works on ideas and situations that do not often have easy solutions but, with an employee focus, asking the questions and working together – Work Life can help.

**Executive:**

The Executive Committee is comprised of the four CPC officers: Stacey Baumgarn – Chair; Wayne Hall – Vice Chair; Megan Skeehan – Secretary; and Anthony King – Treasurer. The Executive Committee meets monthly to plan and review the next meeting agenda and to track and manage the work of the Council and our committees.

The Executive Committee, on behalf of CPC, would like to thank President Tony Frank, Vice President Lynn Johnson, and Provost Miranda, for creating, building, and continuing a culture and practice of shared governance at CSU (and for the financial support of CPC). 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 the Council strives 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 CPC does 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 Solutions Task Force; \$30 x 20 (Living Wage); the President's Commission on Diversity and Inclusion; CoSFP; C2C Advisory Committee; the Eddy & Kuder Scholarship selection committee; the new Professional Development Award and of course – tracking the annual legislative question of wages, and this year – changes to PERA.

CPC Chair, Stacey Baumgarn, utilized the State Classified list serv on five occasions through the year to communicate directly with the ~1,800 CSU State Classified employees. Topics of the Chair emails included: the new stadium and the Employee Appreciation Event, how and when State Classified employees get a raise, PERA, a call for nominations to recognize outstanding employees, and a follow-up to the Employee Voice Survey Open Forum session. Other campus partners utilized the State Classified list serv over 80 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, Associate Vice President for Human Capital; Tim Gallagher, Chair of Faculty Council; Shannon Wagner and Catherine Douras, Chair and Vice Chair (respectively) of the Administrative Professional Council; Dr. Rick Miranda, Provost; and, on several occasions, direct conversations with CSU President, Dr. Tony Frank.

**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 a strong advocate and ensure their voices are invited, heard, appreciated, valued, and included.

In FY19, CPC will continue efforts and involvement with ongoing Council and University committees and campus initiatives. CPC must retain a focus on 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 (lagging area cost of living increases) 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 solutions to these challenging issues.

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

- The roll-out, implementation, and communication of a “living wage” for all full-time CSU employees
- Working towards solutions for the highest concerns identified through the Employee Voice Survey in collaboration with APC, Faculty Council, and other campus stakeholders
- Coordinating with CSU HR and State of Colorado DHR and DPA toward a transition from a 3-point rating scale to a 5-point scale for State Classified evaluations
- Monitoring the implementation (and further development) of Public-Private Partnerships (where new contract labor takes the historic place of State Classified employees)
- Tracking outcomes of 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

Since 1972, our council members have represented the best of CSU – committed, dedicated, and caring – and they are ready to work and to contribute to the continuous improvement of Colorado State University. The Council hopes that you are as proud of us as we are of this great institution. Please accept this report as a reflection of the Classified Personnel Council’s efforts during FY18 and as a pledge to continued and improved representation in FY19.

Prepared by Stacey Baumgarn, Chair

Approved for submittal by a vote of the Classified Personnel Council on June 14, 2018