

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



**CLASSIFIED
PERSONNEL COUNCIL**
COLORADO STATE UNIVERSITY

From: Megan Skeehan, Chair, Classified Personnel Council
Date: June 14, 2019

Re: FY19 Annual Report – Classified Personnel Council

The Colorado State University Classified Personnel Council (CPC) was proud to contribute to the continued practice of shared governance at CSU during FY19. This summary report is intended to highlight the FY19 CPC activities and accomplishments.

About the Council:

Representing ~1,800 State Classified employees, the Council began FY19 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 14 different university departments including: ACNS, Business & Financial Services, Central Receiving, the College of Business, the CSU Police Department, CVMBS, EHS, Facilities Management, Housing & Dining (Operations Management), the LSC, Statistics, the Access Center, and VP for Enrollment and Access. By the end of FY19, our Council has lost two members – one left the university and one stepped down from the role of CPC member.

The Council met throughout the year, beginning in July 2018 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 9th Annual Employee Appreciation Event, offered and participated in an additional 8 outreach events including, for the fifth 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 CSU practice of shared governance additionally allows CPC representatives to serve on many 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 30 University committees.

Communications:

The communications committee is charged with developing ways to disseminate information about the Council and pertinent information to state classified employees. For FY19, the committee was chaired by Leah Bosch. The committee met ten times and conducted a lot of work via email. Accomplishments for FY19 included:

- Seven issues of the CPC Communicator were sent to 450+ self-subscribed campus employees – highlighting important campus opportunities, news, and events
- CSU Life – nine articles about CPC and issues relevant to State Classified employees. These articles were also published in the SOURCE.
- SOURCE - nine additional articles authored/co-authored by committee members (and/or external relations staff) about CPC and our council activities in FY19

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

Employee Recognition:

This CPC committee, first chaired by Nicole Johnson until December 2018, then chaired by Nancy Cowley, 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 FY19, the CPC recognized:

- Five (5) – Outstanding Achievement Awardees (this award was first given in 1976, and now includes a \$1,000 award and recognition at Celebrate! CSU)
- Two (2) – Positive Action Awardees
- Twelve (12) – Everyday Hero Awardees
- Ten (10) – 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:

FY19 continued our cooperation between the CPC and CSU administration by taking an integrated approach in tracking several bills and issues throughout the Colorado legislative session. This year, the focus was on the Long Bill and Senate Bill 19-188 (a proposed Family Medical Leave Insurance Program that would have added a new deduction to employees' paychecks. The bill did not make it out of committee. Additionally, the Council maintains a regular and robust conversation with three local elected officials: Senator Joann Ginal, Representative Jeni Arndt, and Representative Cathy Kipp.

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 Kipp and Arndt. Members had an informal lunch that included five of our council members who enjoyed a very engaging conversation with assistants from Representative Kipp, Representative Arndt, and Senator Ginal. Our elected officials were tied up on their respective floors waiting to vote on last minute bill changes.

The CPC Legislative Committee has been researching the possibility of front loading sick leave when a new employee is hired. It appears front loading sick leave for new employees is an option for CSU as Colorado statute makes no determination of an initial allotment of sick leave. The committee is also looking at state classified annual leave rates in comparison to other states, and that data is still being processed. The committee will look to work with CSU HR this upcoming year on these two specific issues.

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 to expand the rating system to a 5-point scale. The CPC believes, due to feedback from our employees, that an expanded rating system would allow for greater distinction in performance evaluations thereby increasing morale of our employees. The resignation of Kim Burgess as the head of DPA had put the changes on hold but the new head of DPA, Kara Veitch, is reviving the move to a 1-5 rating scale.

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 CPC Outreach Events Committee works to increase the visibility and engagement of the Council with State Classified employees at CSU. Many of our events are also attended by faculty and administrative professional staff. The committee was chaired by Will Schwab and Megan Skeehan. This past year, Outreach organized or cohosted 8 employee events for CSU faculty and staff. Those events communicated CPC's mission to the campus community in many unique ways.

The 8th Annual Employee Appreciation event was 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 LSC lagoon 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. Hopefully, we will continue to see a rise in employee attendance for next year’s Employee Appreciation Event.

You may have also seen the CPC members volunteering, participating and/or presenting across campus including the following events and places: the Homecoming Parade, the 2019 Diversity Symposium, the 2019 PDI and the 2019 HDS Conference-Style Training, a new member recruiting lunch, the State Classified Benefits Fair, and lending a hand – volunteering at the Mobile Food Pantry throughout the year. The CPC Outreach Committee is all about connection.

Due to the needs of CPC, this committee will merge with Work Life, forming a committee that both identifies the needs of SC employees, and then helps coordinate and plan events. Work Life did much of the outreach in the spring 2019 semester due to a change in chair of the outreach committee, and will continue to do the work of this committee in FY20.

Work - Life:

The Work-Life Committee examines the balance between work schedules and duties as it relates to State Classified employees resources for housing, financial and educational benefits. The committee was chaired this past year by Kelly Hixson. This year, the committee focused on and offered one-hour brown-bag lunch sessions for employees. Utilizing a CPC poll of members, the highest interest subjects were examined. The educational seminars were as follows:

- March 13 – Rent Smart
- April 9 – Comm-Psych Online Resources (EAP)
- April 19 – Take charge of your credit
- April 23 – Money Management
- April 26 – Home Buying 101 (Neighbor2Neighbor program)
- May 7 – Alternative Transportation
- May 30 – The Spoke – bicycle repair and education

CPC is looking to combine Outreach & Events and Work Life Committees. We believe the two committees will compliment each other more effectively if they are merged together. Work-Life will continue to address the above issues and examine results from the employee climate survey conducted in fall 2018 to identify and execute more outreach to support employees on campus.

Executive:

The Executive Committee is comprised of the four CPC officers: Megan Skeehan – Chair; Wayne Hall – Vice Chair; Jim Abraham– Secretary; and Adrian Macdonald– 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: Assessment for Diversity Issues (Employee Climate Survey creation committee); Campus Climate Committee; Campus Bicycle Advisory Committee; the President’s Commission on Diversity and Inclusion (including the subcommittees on Pronoun Statement Creation and Class intersectional Topics); the Presidents Commission on Women and gender Equity; CoSFP; C2C Advisory Committee; the Eddy & Kuder Scholarship selection committee; Professional Development Initiative Award; The President’s Council on Culture; the University Benefits Committee; the Women and Gender Collaborative, and of course – tracking the annual legislative question of wages, and this year – the continued changes being implemented to PERA that impact employees.

CPC Chair, Megan Skeehan, utilized the State Classified list serv on three occasions through the year to communicate directly with the ~1,800 CSU State Classified employees. Topics of the Chair emails included: a call for nominations to recognize outstanding employees, a call for self-nominations for CPC membership, and advertising the Eddy and Kuder employee scholarships. 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; and, on a few 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 FY20, CPC will continue efforts and involvement with ongoing Council and University committees focusing on 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 lower than market 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 solutions to these challenging issues.

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

- Form a sub-committee within Work Life that will use the findings from the Employee Climate Survey from Fall 2018 to inform outreach events and other needs of state classified employees at CSU.
- 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
- Assessing leave for state classified employees in a 50-state comparison report
- Tracking outcomes of supervisor training as a key factor in campus climate with Training and Organizational Development
- 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 is grateful for the financial and administrative support from Lynn Johnson, VPUO, as well as Erika Borges – both of which give their time and energy to support our efforts on campus. We are also very thankful for the support from President Frank over the last decade, his leadership and commitment to shared governance has elevated the work CPC does on campus to support State Classified Employees. As we look forward to FY20, we are excited to welcome President Joyce McConnell to campus July 1, 2019 – we hope to build a strong relationship and support the next chapter of administration at CSU through the practice of shared governance. Please accept this report as a reflection of the Classified Personnel Council's efforts during FY19 and as a pledge to continued and improved representation in FY20. Here is to the next 150 years at CSU!

Prepared by Megan Skeehan, Chair

Approved for submittal by a vote of the Classified Personnel Council on June 13, 2019