

To: Amy Parsons, Vice President for University Operations

From: Farrah Bustamante, Classified Personnel Council Chair
Lori Bates, Classified Personnel Council Vice-Chair

Date: July 8, 2013

Re: Classified Personnel Council Annual Report FY12-13

The Classified Personnel Council (CPC) must file an Annual Report as required by Article IV.F of the CPC Bylaws and Constitution with the President of the University or Designee. In accordance with this requirement, the CPC hereby submits its final report for the period July 1, 2012 through June 30, 2013 (FY 12-13).

CPC would like to bring your attention to the following accomplishments and initiatives for the above mentioned period.

During FY13, CPC represented state classified employees on 16 standing University Committees (Safety, Leave Bank, UBC, CoSFP, SPARCs, etc.).

One significant highlight is the CPC representative to CoSFP was changed from 'ex officio, non-voting' to 'ex officio, voting' to better reflect the role of the committee as a voice of shared governance for the campus.

CPC coordinated a visit to the State legislature on April 4, 2013. During the visit, CPC and Administrative Professional Council members had the opportunity to meet with Senator Kefalas, sit on the House and Senate floor, attend minority and majority party committee meetings and meet with Chancellor Martin.

For the term July 1, 2013 through June 30, 2014, the Council will have 19 members representing various departments which will provide the Council with diverse perspectives. This is a significant increase in membership compared to the current year.

Due to a waiver of the administration fee by VPUO, CPC was able to accomplish additional initiatives in FY13 such as department visits, the visit to the state capitol and the purchase of collateral marketing pieces in an effort to educate state classified employees about CPC. It is important to note CPC stayed within budget and paid for all FY13 expenses in FY13 as compared to FY12.

Communications Committee

The Communications Committee is responsible for developing communication strategies for CPC. The committee explores means of disseminating information and makes recommendations on the appropriate methods to use.

For FY13, the main goals of the Communications Committee were to redesign the CPC website and subsequently create enhanced collateral material to reach out to all CSU state classified employees. The objectives of creating a new website and new collateral materials were focused on education of the CSU state classified population about CPC and how they represent and help classified employees. The new website can be found at: www.cpc.colostate.edu.

After the website was developed, a postcard (included) was sent to all state classified employees directing them to the website for more information. A new collateral piece (included) was recently developed that includes key messaging about CPC. It will be disseminated at upcoming CPC events throughout the year and will be sent to new state classified employees educating them about the Council and their representation of state classified employees. As result of the Communications Committee's work this year, there has been more interest in serving on the Council.

Employee Recognition Committee

The Employee Recognition Committee handles all aspects of recognition awards such as suggesting, receiving and reviewing awards, advertising awards, and overseeing management of awards. Awards include: Everyday Hero, Outstanding Achievement, Positive Action and Distinguished Alumni Employee.

For FY13, the CPC Employee Recognition Committee recognized six (6) employees as Everyday Heroes; selected five (5) state classified employees from a pool of 13 applicants as recipients of the Educational Assistance Award (a \$500 scholarship to be used towards educational expenses); recognized five (5) Outstanding Achievement Award winners from a pool of 26 nominations; and selected Commitment to Campus (C2C) from a pool of three (3) as this year's recipient of the Positive Action Award.

Legislative Committee

The Legislative Committee is responsible for reviewing, studying and reporting on any legislation which may have an impact on the University community, in particular state classified employees.

The Legislative Committee tracked ten (10) bills that directly affected state classified employees and provided weekly updates. The Legislative Committee redesigned the report provided to Council which allowed for easier tracking and served as a central repository for all information related to legislation being tracked.

Outreach Events Committee

The Outreach Events Committee is charged with increasing the visibility of the Classified Personnel Council and state classified employees at Colorado State University. This committee directs state classified and CPC involvement in university service projects, special activities and campus forums.

The Classified Personnel Council participated in or hosted ten (10) outreach events on campus. The events included outreach efforts at the Commitment to Campus football and volleyball games, Benefits Fair, President's Fall Address, Housing and Dining Services Resource Fair and employee appreciation events at the Recreation Center, University Center for the Arts and Trial Gardens. CPC participated in Housing and Dining Services Operations Management Annual Award Ceremony. CPC also volunteered with School is Cool. The Outreach Committee enhanced organization and communication by streamlining sign-up process for volunteers, and increasing collaboration with the Administrative Professional Council. The committee coordinated four (4) visits to departments with large numbers of state classified employees in order to increase awareness on campus of the Classified Personnel Council (CPC).

Statewide Liaison Council

The Statewide Liaison Council is a group of state classified representatives from various higher education institutions in Colorado. CSU CPC has one voting member and one alternate member on the Council.

During FY13, the Statewide Liaison Council provided a forum to facilitate communication among the classified staff of Colorado public higher education institutions and disseminated information based on exchanges between the Council and other agencies on issues concerning all State Classified Personnel.

The meetings covered:

- FY 2013-2014 Compensation Plan
- Changes to the state personnel system as a result of HB 12-1321 and amendment S.
- FY 13-14 Annual Compensation Survey
- FY13-14 Compensation and Benefits adjustment and changes

Work Life Committee

The Work Life Committee is charged with researching, reviewing, evaluating and recommending ways to improve/change the work life of State Classified employees.

The Work Life Committee researched a number of items that were reviewed and referred to the appropriate area for action. Some of the items reviewed were free bus passes for employees, employee discounts for classes at Front Range Community College and having PDI's recorded and streamed online.

Enclosures