

**To:** Amy Parsons, Vice President  
University Operations

**From:** Jeff Sturgeon, Chair & Terri Pecora, Vice Chair  
Classified Personnel Council

**Date:** July 7, 2014

**Re:** FY14 Annual Report – Classified Personnel Council

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In FY14, the Classified Personnel Council focused on improving the prominence of the Council to more effectively promote, improve and protect the role of State Classified employees and ensure staff views, ideas and concerns are respected in University decision-making.

### **University Committees**

This past year, the Council appointed representatives to fourteen (14) University committees, which included four new committees: Employee Needs Committee, Employee Hardship Loan Fund (EHLF) Review Committee, Community Design Development Advisory Committee (CDDAC), and the Ripple Effect Core Team.

The Council also had representation on the Administrative Professional Council (APC), CSU Employee Appreciation Board (EAB), Faculty Council Committee on Strategic and Financial Planning (CoSFP), Internal Advisory Committee, Leave Bank Committee, Physical Development Committee, President's Sustainability Committee, University Benefits Committee (UBC), CSU Parking Services Committee, and University Safety Committee. In addition, the Council appointed a representative to each Strategic Plan Area Review Committee (SPARC) and the Tobacco Task Force and Childcare Taskforce.

### **Partnerships with University Stakeholders**

The Council sought opportunities to collaborate with University stakeholders in order to reach a wider audience and enact long-lasting, system-wide change. The partnerships we developed this past year helped to increase awareness, involvement, and buy-in from the University community for several important initiatives.

For example, the Council led a joint effort to address issues related to supervision, as identified in the 2012 Employee Climate Survey and subsequent focus group interviews. The Council partnered with various stakeholders, which included the Vice President of Diversity, Vice President of University

Operations, the Chair, Vice Chair, and Employment Committee Chair of the Administrative Professional Council, Associate Director of Human Resource Services, Director and Associate Director of Training and Organizational Development, and both Human Resource Solution Partners. The proactive and collaborative efforts of the Council helped elevate the importance of these issues and generate the buy-in needed from University administrators to start addressing them.

The Council enhanced its partnership with Human Resource Services (HRS), and as a result HRS communication and responsiveness to State Classified employees improved significantly. The Chair and Vice Chair of the Council met regularly with the Director of HRS, and time was set aside at each Council meeting for an HR representative to provide updates. The Council received regular and timely information related to employee benefits, compensation and employment, and the HRS Director and Associate Directors received regular updates from the Council about legislative changes related to State Classified compensation and retirement. The Council also provided input for State Classified compensation policy changes, the State Classified Benefits Fair, the new Health and Wellness Fairs, PeopleAdmin software, and the Café Well website. Additionally, the HRS Director delivered the keynote address at the Annual CPC Recognition Luncheon.

The Council also interacted regularly with the Office of Policy and Compliance. The Council provided feedback for proposed changes to the University flextime and mass communication policies, provided bill responses to HB14-1087 and SB14-113, and worked directly with the Director of Policy and Compliance to revise the CPC Constitution and Bylaws.

The Council continued its strong relationship with the Administrative Professional Council (APC), as the Chair and Vice Chair of each Council met monthly to discuss topics of interest and common goals. The Councils also co-hosted the 4<sup>th</sup> Annual Employee Appreciation Event at the Trial Gardens and employee outreach events at the Veterinarian Teaching Hospital and OnlinePlus.

Finally, the Council maintained regular contact with the Vice President of University Operations (VPUO), as the Chair and Vice Chair of the Council met monthly with the Vice President to communicate employee views, ideas and concerns. The Vice President was also a guest speaker at a Council meeting, attended the Annual CPC Recognition Luncheon, and hosted a meeting for Council leaders to discuss staff views, ideas and concerns with the University President. In addition, the Chair and Vice Chair of the Council attended the President's Fall Leadership Forum in Estes Park, CO.

### **Interactions with State Officials**

This past year, the Council hosted an informational session on campus with the Executive Director of PERA and was privileged to have Representative Randy Fischer of House District 53 as a guest speaker at a Council meeting. Council leaders also met with representatives from the Higher Learning Commission during their decennial site visit.

Seven Council representatives traveled to the State Capitol to observe House and Senate sessions and committee work, and met with the Chief Financial Officer for the Colorado State University System, Chief Analyst for the Governor's Office of State Planning and Budgeting, and the Director of Legislative Affairs at the Colorado Department of Higher Education.

Furthermore, the Council continued its active involvement with the Colorado Statewide Liaison Council, which facilitates communication between State Classified staff in higher education institutions across the State of Colorado. The voting and nonvoting members appointed by the Council attended quarterly meetings at Pikes Peak Community College, Front Range Community College, University of Colorado Boulder, and Metro State University.

### **Council Communication**

This past year, the Council launched a new electronic newsletter, *The CPC Communicator*, which is intended to be an infrequent dissemination tool that is quick and easy to navigate. It offers quick bursts of information with several pictures and hyperlinks to encourage employees to stay informed about State Classified and Colorado State University matters.

The Council also published several articles in *CSU Life* to increase awareness about Council meetings, guest speakers, elections, awards and outreach events. In addition, the CPC Communication Committee developed a flow chart for disseminating Council information, as well as an elevator speech to help Council representatives initiate conversations with constituents.

### **Council Membership**

Council elections resulted in a full roster of representatives from a variety of University departments, including Facilities Management, Veterinarian Teaching Hospital, Graduate School, Biology, Hartshorn Health Services, Housing and Dining Operations Management, Residential Dining, International Programs, Registrar, Psychology, Business and Financial Services, Statistics, Office of Engagement, and Residence Life.

### **Campus Engagement**

As previously mentioned, the Council co-hosted the 4<sup>th</sup> Annual Employee Appreciation Event at the Trial Gardens and employee outreach events at the Veterinarian Teaching Hospital and OnlinePlus. The CPC Outreach Events Committee also hosted an outreach event for State Classified employees at the Morgan Library and coordinated Council volunteers for *School is Cool*. Moreover, the committee hosted tables at the Earth Day Festival and State Classified Benefits Fair, presented an informational session during the Housing and Dining Conference Style Training, and served as honorary judges at the Super Bowl of Chili Cook-Off hosted by CSU Housing.

### **Employee Recognition**

This past year, the CPC Employee Recognition Committee recognized five employees as Everyday Heroes, awarded seven State Classified employees with the Educational Assistance Award, selected five State Classified employees from a pool of twenty-six for the Outstanding Achievement Award, and honored one Positive Action Award recipient.

## **Council Operations**

The Council made an effort to utilize and promote its website and designed processes for keeping it up-to-date. An internal calendar was also created to organize Council activities, and a summary of recent accomplishments was developed to communicate the outcomes of our work. Quarterly meetings with CPC Committee Chairs were held to build cohesion and camaraderie among our internal committees, and the roles and responsibilities of each committee were reviewed to promote accountability and understanding. The CPC Constitution and Bylaws were also updated to reflect recent changes to the Council, and the shared governance slides used for New Employee Orientation were revised to give a more visual presentation of the Council.

Finally, the Council was resourceful with its budget. Several items were purchased to promote Council engagement efforts next year, such as a new popcorn machine and event giveaways like a pair of season tickets to CSU football. Other items, like CPC Representative Signs, were purchased to increase awareness of the Council and familiarity with Council representatives.