

To: Dr. Tony Frank, President
Colorado State University

From: Jeff Sturgeon, Chair & Kristin Stephens, Vice Chair
Classified Personnel Council

Date: July 9, 2015

Re: FY15 Annual Report – Classified Personnel Council

2014-2015 was a productive term for the Classified Personnel Council. This is a summary of our activities and accomplishments.

Communication, Engagement and Collaboration

The Council continues to benefit from a strong, dedicated and informed group of representatives. An enhanced understanding and confidence in who we are and who we represent has helped us better engage our constituents and campus partners. Improvements to communication, engagement and collaboration have also helped us increase the visibility and perceived value of the Council on campus.

For example, strategic outreach and recruitment efforts led to increased interest among CSU State Classified in joining the Council and helped ensure a CPC representative election would take place after eight years without one. The Council election resulted in a full roster of representatives and alternates from a variety of University departments, including the Veterinary Teaching Hospital, Facilities Management, Graduate School, Department of Biology, Hartshorn Health Services, Housing and Dining Services Operations Management, Academic Computing and Networking Services, Residential Dining Services, International Programs, Department of Psychology, Business and Financial Services, Department of Statistics, Residence Life, Office of Engagement and College of Veterinary Medicine and Biomedical Sciences.

This past year, the Council had a regular column in the *CSU Life* newspaper and published six editions of the *CPC Communicator* e-newsletter. The monthly column allowed us to promote and share information about important Council topics, such as the CPC representative elections, CPC standing committees, Everyday Hero Award and Outstanding Achievement Award. Our interactive newsletter helped us disseminate information about upcoming CPC events, award nomination deadlines, CSU employee programs, State Classified news and announcements, and recent Council activity. Over three hundred employees have signed-up for the e-newsletter, and feedback suggests it is helping employees stay informed about State Classified and CSU matters.

The 5th Annual Employee Appreciation Event at the Trial Gardens experienced record-breaking attendance in August, and the Council co-hosted employee outreach events at the Lory Student Center in November and Animal Sciences building in April. In addition, the Council walked in the CSU Homecoming Parade, hosted a Colorado Statewide Liaison Council quarterly meeting and an open forum with Senator Kefalas, sponsored a booth at the CSU Earth Day Festival and CSU State Classified Benefits Fair, stuffed backpacks for *School is Cool*, and presented an informational session about the Council at the Professional Development Institute Conference and Housing and Dining Conference Style Training.

Last but not least, the Council served as the primary catalyst for University recognition of State Classified employees. This past year, the Council recognized ten Everyday Heroes, provided \$500 Educational Assistance Award scholarships to thirteen State Classified employees, selected five State Classified employees from twenty-six nominations for the prestigious Outstanding Achievement Award, and honored three Positive Action Award recipients. The Council also worked with University Advancement to create a donation webpage for the Educational Assistance Award fund.

Participation in Shared Governance

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 actively participate in shared governance at the University.

Council leadership met regularly with the Vice President for University Operations, Executive Director of Human Resource Services, Chair of Faculty Council, and the Chair and Vice Chair of the Administrative Professional Council. They also hosted multiple meetings with the CSU President, Vice President for Diversity, Associate Vice President for Finance, Director of Athletics, Director of Ombuds and Employee Assistance Program, Director of Training and Organizational Development, Director of Policy and Compliance, Director of Parking and Transportation Services, Director of the Center for Public Deliberation, and the Chair and Vice Chair of the Faculty Council Committee for Non-Tenure Track Faculty.

The Executive Director of Human Resource Services, Director of Policy and Compliance, and an Administrative Professional Council representative served as ex-officio members of the Council, and the following individuals were guest speakers at a monthly Council meeting: Dr. Tony Frank (CSU President), Rachel Wilkinson (Human Resource Services), Robert Jones (Provost Office), Kyle Henley and Kayla Green (Public Relations), Officer Forrest Anderson (CSU Police Department), Senator John Kefalas (District 14, Fort Collins), Mary Ontiveros (Vice President for Diversity), Jennifer Schneider (Institutional Research), Lanai Greenhalgh (Employee Assistance Program), Jennifer Aberle and Joseph DiVerdi (Faculty Council Committee for Non-Tenure Track Faculty), Lynn Johnson (Associate Vice President for Finance), and Joe Parker (Director of Athletics).

The Council appointed representatives to thirty-two (32) University committees this year: Access SPARC, Administrative Professional Council, Athletics Director Search Committee, Childcare Taskforce, Commitment to Campus Advisory Committee, Community Design Development Advisory Committee, CSU Employee Appreciation Board, Employee Hardship Loan Fund Review Committee, Employee Needs Committee, Engagement and Outreach SPARC, Faculty and Staff

SPARC, Faculty Council Committee on Strategic and Financial Planning, Internal Advisory Committee, IT and Infrastructure SPARC, Research and Development SPARC, Leave Sharing Review Committee, Multicultural Staff and Faculty Network, Nanny Board Subcommittee, Parking Assistance Fund Subcommittee, Physical Development Committee, Physical Safety Committee, President's Commission on Women and Gender Equity, President's Campus Leadership Stadium Committee, President's Sustainability Committee, Principles of Community Subcommittee, Ripple Effect Core Team, Teaching and Learning SPARC, Tobacco Taskforce, Trial Garden Event Subcommittee, University Benefits Committee, University Parking Services Committee, and the Volunteers in Public Schools Subcommittee.

The Council also contributed two proposals for the Ripple Effect Grant Project, appointed two representatives to the Colorado Statewide Liaison Council, tracked Colorado General Assembly bills related to CSU State Classified, and represented CSU State Classified at the President's Fall Leadership Forum, Administrative Professional Council retreat, and numerous meetings and open forums hosted by the President, Vice Presidents for University Operations and Diversity, Human Resource Services and the Center for Public Deliberation.

Finally, as part of the annual CPC legislative visit, nine representatives traveled to the State Capitol to discuss State Classified issues with the Chancellor of the CSU System, Vice Chair of the Joint Budget Committee, Higher Education Analyst for the Joint Budget Committee, Senator John Kefalas, Representative Jeni Arndt, and Colorado WINS representatives.

Voice of State Classified

The University depends on our Council to ensure State Classified views, ideas and concerns are respected in University planning and decision-making. Moreover, State Classified employees depend on our Council to be strong advocates and ensure their voices are heard.

This past year, Council representatives reviewed and provided feedback for the new parental leave policy, a Skillsoft demo and workplace policies related to drugs/alcohol, smoking, bullying and violence. In addition, the Council appointed a representative to an ad hoc tobacco taskforce, collected feedback from State Classified employees about the current CSU smoking policy, and helped ensure policy changes met the diverse needs of State Classified employees.

The Council also spearheaded an initiative to improve transparency, employee engagement, and consideration for State Classified concerns during the planning process for campus parking. The Council hosted special meetings and open forums with parking administrators, solicited and shared volumes of feedback from State Classified employees, and advocated for the involvement of the Center for Public Deliberation to help gather and analyze input from across campus. As a result of Council efforts, and in light of employee concerns, the President decided to delay his presentation of the proposed parking plan to the CSU Board of Governors. Moreover, he later elected to forgo the proposed tiered-by-location model and instead adopted an alternative parking plan developed by the employee councils, which consisted of gradual changes to the current system, feasibility studies for a sliding-scale fee and punch-card permit option, and the creation of a new parking assistance fund to help defray permit cost increases for low-income employees.

Another CPC project focused on helping our lowest paid colleagues address basic human needs and connect to resources available in the community. Most notably, the Council championed a budget request for a new Community Resource Coordinator position within the Employee Assistance Program to help employees find and access resources that might help them maintain employment and improve quality of life. Related to that, a brainstorming session at the CPC annual retreat led to the creation of a State Classified “Resources” page on the Council website and the development of a survey to help us identify the specific needs of State Classified employees. The Council also appointed three representatives to review applications for the Employee Hardship Loan Fund and Leave Sharing Bank, discussed the implications of the State of Colorado pay-for-performance model and salary survey process with legislators and University administrators, and advocated for CSU to partner with the City of Fort Collins to address affordable housing, food assistance, public transportation and other localized issues.

The Council also made progress on an initiative started last year to develop greater expectations, accountability, training and support for the people who supervise State Classified employees. Council leadership reviewed the results of the Supervisor Development Program pilot and hosted discussions with representatives from Training and Organizational Development, Human Resource Services and the Diversity Office about staffing and resource needs for a mandatory supervisor training program. It was determined a substantial investment is required, so the three employee councils submitted a joint FY17 budget request for an additional position in Training & Organizational Development, a new learning management system, and trainers and materials for the initial roll-out of the program.

Maintaining the Momentum

The Council remains in good position to continue its upward momentum. The Council stayed within budget and recently updated its bylaws to clarify expectations for chair and vice chair stipends, committee participation, and officer eligibility. Next year the three employee councils will team up to celebrate the 100th anniversary of shared governance at CSU. The councils will host a special event at the CSU Trial Gardens and create a video, informational packets and a commemorative poster to highlight the importance of shared governance at CSU. Some other potential initiatives for the Council include: enhancing the CSU Employee Study Privilege; helping employees orientate to the different international cultures on campus; promoting staff volunteerism and University-sponsored volunteer opportunities; promoting professional development and networking opportunities for staff; creating a professional development scholarship for staff; establishing an administrative support/coverage pool; and facilitating better engagement between employees and the Athletics department.