

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

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

**Date:** June 28, 2011

**Re:** Classified Personnel Council Annual Report FY11-12

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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, 2011 through June 30, 2012 (FY12).

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

The CPC hosted the Statewide Liaison Council in November 2011. More than 10 representatives from Colorado institutions of higher education attended the meeting. The university received complimentary comments about the meeting location, the campus and the overall tone of the meeting.

During FY12, CPC has had representation on 16 standing University Committees (Safety, UBC, CoSFP, SPARCs, etc.).

The council chair along with the Administrative Professional Council (APC) chair presented the duties of the shared governance model at New Employee Orientation sessions. CPC and APC officers were also invited to attend the Board of Governors meeting held on campus in December 2011 to present our councils' purpose and the collaboration of shared governance.

#### Communications Committee

The Communications Committee is responsible for developing ways to share information related to CPC to various audiences. The committee explores means of disseminating information and makes recommendations on the appropriate methods to use.

This year, the biggest initiative undertaken by the Communications Committee was revamping the Council's website with the assistance of the web team in Communications and Creative Services. In addition to creating a new website, the council has revised our mission statement.

#### 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 FY12, the CPC Employee Recognition Committee recognized nine (9) employees as Everyday Heroes; selected six (6) state classified employees from a pool of more than 15 applicants as recipients of the Educational Assistance Award (a \$300 scholarship to be used towards educational expenses); recognized five (5) Outstanding Achievement Award winners from a pool of 30 nominations; and selected one employee from a pool of five (5) as this year's recipient of the Positive Action Award.

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, and employee appreciation events at the Recreation Center, University Center for the Arts and Trial Gardens.. CPC also volunteered with School is Cool and hosted an educational session in October 2011 entitled 'Furthering Your Education: Using Your Study Privilege or Earning Your GED.' More than 40 employees attended this educational session.

Leave Sharing Committee

The Leave Sharing Committee includes (3) CPC members, three (3) state classified non-CPC members, and one (1) administrative professional. This committee is responsible for reviewing requests for paid time-off by applicants with serious medical hardships, catastrophic illness/injury or life altering events, as dictated by University policy, and makes recommendations for the approval or denial of such applications. The Leave Sharing Committee is a University Committee and reports to all state classified employees of the University.

Reported hours/applications during FY11-12	
Total number of hours contributed to the main pool	1613.43
Total number of hours contributed by direct transfers	472.00
Total number of contributed hours	2085.43
<u>Total number of hours granted</u>	<u>2266.15</u>
Balance	2722.65
Applications Approved	19
Applications Denied	10
Total Applications Submitted	29

Legislative Committee

No report.

Statewide Liaison Council

No report.

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 committee is currently in the process of reviewing the 2012 Employee Climate Survey results (a campus-wide survey administered by the Office of Vice President for Diversity).