

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

**From:** Stacey Baumgarn, Chair &  
Kristin Stephens, Vice Chair Classified Personnel Council

**Date:** July 20, 2016

**Re:** FY16 Annual Report – Classified Personnel Council



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The Colorado State University Classified Personnel Council (CPC) was proud to contribute to the celebration and practice of 100 Years of Shared Governance at CSU during FY16. This summary report is intended to highlight the FY16 CPC activities and accomplishments.

**About the Council:**

Representing ~1,800 State Classified employees, throughout FY16, the Council maintained a full membership of 20 representatives, several “alternates,” several very committed volunteers, including two Ex-officio members: Bob Schur from the Office of Policy and Compliance, and Diana Prieto, Executive Director of CSU Human Resources. CPC representatives and volunteers came from 13 different University departments including: ACNS, Business & Financial Services, CSU Health Network, CSU Libraries, CVMBS, Ethnic Studies, Facilities Management, the Graduate School, Housing & Dining (Operations Management and Residential Dining), Physics, Psychology, and Statistics.

As opportunities to participate in shared governance expand, and as CPC representatives have been invited to serve on a growing number of University-wide committees; the Council approved changes to the Constitution and Bylaws of the CPC to allow for a Council of up to 30 members, and to remove to provision of “alternate” members. Individuals serving as alternates were as active as each regular member but did not have voting rights. The changes were approved by Vice President of University Operations, Lynn Johnson on March 18, 2016. CPC will begin FY17 with an expanded roster of 25 representatives and will look to fill the remaining open seats in the months to come.

The Council met through the year, beginning in July 2015 with the Annual Retreat, held nine regular monthly meetings, a December Potluck meeting, and the Annual Recognition Luncheon. Complete meeting minutes can be found at: <http://cpc.colostate.edu/council-meetings>. The Council also co-hosted the 6<sup>th</sup> Annual Employee Appreciation event at the Trial Gardens, offered six outreach events, and for the second year – had a float in the CSU Homecoming Parade.

### **CPC Committees:**

Much of the work and contributions to shared governance happens through participation in committees. The CPC has six standing committees: Communications, Employee Recognition, Legislative, Outreach Events, Work Life, and the Executive. The CPC also sends up to two representatives to quarterly meetings of the Statewide Liaison Council – bringing together State Classified employees from across the state. In addition, CPC representatives served on 28 unique University committees and initiatives (which included the eight BARCs).

### **Communications:**

On June 30, 2016 – the CPC proudly launched a beautiful new and improved website to start FY17 with a website consistent with CSU brand standards. Please, take a look at <http://cpc.colostate.edu>. Many thanks goes to our Secretary, Megan Skeehan.

Through the efforts of the Communications Committee members, there was a regular column in *CSU Life* – eight articles about CPC and issues relevant to State Classified employees, four issues of the *CPC Communicator* were emailed to ~350 self-subscribed campus employees – highlighting timely and important campus opportunities, news and events, and – did I mention we have a new website?!

The Communications Committee also worked with Dell Rae Ciaravola, Kate Jeracki, and Pam Jackson with requests to post various items on CSU social media channels including ten articles posted to SOURCE, written by CPC representatives.

### **Employee Recognition:**

This CPC committee manages four special awards created by the CPC and exclusive to State Classified employees. During FY16 the CPC recognized:

- Five – Outstanding Achievement Awardees (this award was first given in 1976, and now includes a \$1,000 award and recognition at Celebrate! CSU)
- One – Positive Action Award
- Eleven – Everyday Hero Awardees
- Fifteen – Educational Assistance Awards (\$500 per award given to help State Classified employees further their education or professional development)(these awards are made possible through a donor funded account)

CSU can be very proud of these honorees, the hard work of the nominators, and this little CPC committee that keeps it all going. Congratulations!

### **Legislative:**

FY16 marked a more integrated approach to the legislative agenda between CPC and CSU administration – tracking several bills and issues in tandem throughout the legislative session. Additionally, the Council maintained a regular and robust conversation with our local elected officials including Senator John Kefalas, Representative Jeni Arndt, and Representative Joann Ginal. The CPC Legislative Committee organized the annual Legislative Visit to the capital where we spent time on the floor of the House and hosted a working lunch including 10 of our members and the three legislators mentioned above.

The CPC Legislative Committee has also been active with communications to the State of Colorado Department of Human Resources and Department of Public Administration regarding the annual salary survey (total compensation survey), and the 1-2-3 evaluation scale for rating State Classified employees. Our Council is currently investigating a possible request to change this rating system to a 5-point scale – allowing for greater distinction in evaluations – and hoping to increase morale (with a 3-point scale, a “2” is often perceived as less than satisfactory and therefor, few employees feel valued after receiving a “2”; with a 5-point scale we have a true middle and a bit more distinction between meeting and exceeding expectations).

### **Outreach Events:**

The Outreach Events Committee is charged with increasing the visibility and engagement of the Council and State Classified employees at CSU – they did not let us down in FY16. Organizing, hosting and co-hosting 11 events through the year, Outreach was the name of the game.

The year kicked-off with the 6<sup>th</sup> Annual Employee Appreciation event at the Trial Gardens. This event is now co-hosted by the three employee Councils and CSU Events, and attracts hundreds of employees for food, fun, games, and prizes. It has become a proud tradition for CPC Outreach Events. You may have also seen the CPC volunteering, participating and/or presenting across campus including for the following: School is Cool, an outreach event at the Scott Bioengineering Building, the Homecoming Parade, the December Potluck, the 2016 PDI and the 2016 HDS Conference Style Training, a Spring Break outreach event, Earth Day, the State Classified Benefits Fair, and our Annual Recognition Luncheon. Outreach keeps us connected!

### **Work Life:**

The CPC Work Life Committee doesn't shy away from trying to understand complex topics. During FY16 the committee spent time investigating, learning and better understanding the issues of maternity leave for State Classified employees, and ways in which we might assist those among us who struggle with issues of literacy. We also looked at what's being done to assist the lowest-paid employees at CSU (e.g., the discounted parking permit program) and CPC's Work Life Committee considered ways in which the Council and University can help when employee morale is challenged by low and/or non-rising wages.

Solutions to these issues are not easy or ready-made. Even moving the dial a little can take great effort, collaboration, extensive listening, and creative thinking. This CPC committee works with the employee in mind.

### **Executive:**

The catch-all Executive Committee – comprised of the four CPC officers: Stacey Baumgarn – Chair; Kristin Stephens – Vice Chair; Megan Skeeahan – Secretary; and Carol Carroll – Treasurer.

The Executive Committee on behalf of CPC would like to thank you for creating, building, and continuing a culture and practice of shared governance at CSU. The Classified Personnel Council is grateful to be at the table and to contribute to decision-making in so many aspects of the

University. There is something special happening when we make the efforts to include as many voices and perspectives as possible. Please know that we strive 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. As we continue to deepen our practice of shared governance and inclusion of campus voices, we need to “go beyond the invitation”- as Ria Vigil would remind us – to create a campus community interested in learning deeply from each other.

FY16 began with a three employee Council joint-budget submittal to enable a mandatory supervisor training program – we are very pleased this has received your support and University funding. The CPC counted a major success in the distribution of our Community Resource Interest Survey – the survey was taken by ~40% of the CSU State Classified employees – an exceptional response rate and giving us data to better plan and to understand the needs and priorities of Classified staff. This will also provide a useful dataset for Emma Chavez, now on campus as the Community Resource Coordinator – the result of a previous year budget request – and here to assist employees make needed community resource connections.

The CPC Community Resource Interest Survey has also been informative for several University committees and initiatives including: the (affordable) Housing Task Force, the \$30 x 20 (Living Wage) conversations, and of course the perennial issues of parking and wages.

In addition to these important University committees and initiatives, CPC's Executive Committee and representatives provided contributions to the recognition of 100 Years of Shared Governance at CSU, the kick-off of Re-envisioning CSU, and the budget roundtable discussions through last summer that lead up to participation in all eight of the BARCs. Council representatives also provided specific feedback regarding four different University policies under development/review.

CPC Chair Stacey Baumgarn utilized the State Classified Listserv on 14 occasions through the year to communicate directly with the ~1,800 CSU Classified staff. Topics included: encouragement to participate in the Community Resource Interest Survey, calls for entry for CPC awards and nominations, announcement of outreach events, encouragement to participate in our state legislative and budgeting process, a CSU budget update from the CPC perspective, election announcement (to join the CPC), and the CPC election outcomes.

The CPC Chair and Vice Chair participated in the President's Fall Forum to start the year, then met regularly with: Lynn Johnson, the Vice President for University Operations; Cara Neth, Director, Presidential and Administrative Communications; Diana Prieto, Executive Director of Human Resources; Mary Stromberger, Chair of Faculty Council; and Toni-Lee Viney and Katie Brayden, Chair and Vice Chair (respectively) of the Administrative Professional Council; Dr. Rick Miranda, Provost; and we had several occasions for direct conversations with Dr. Tony Frank, CSU President.

Oh, and FYI – the Council stayed within budget for FY16.

**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 strong advocates and ensure their voices are heard, appreciated, and valued.

In FY17, CPC will continue efforts and involvement with ongoing Council, University committees, and initiatives. CPC will be placing a particular focus on wages for State Classified employees. State Classified employees have had zero raises in four of the past ten years. More and more State Classified employees find themselves on the floor of their wage-range or moving down away from the midpoint if/as only the floor moves. The issue of wages is an underlying and exacerbating aspect of Classified employees job satisfaction, livelihood, health, and overall well-being. We must work together to find a solution to this challenging issue.

In addition, the Council will provide input toward issues such as: encourage a transition from a 3-point rating scale to a 5-point scale, parking (costs and equity), mandatory supervisor training, connecting employees to campus and community resources, providing solutions to literacy challenges, and involvement with the CSU budgeting process – to name a few. Our representatives are good, they are ready to work and ready to contribute to the continuous improvement of Colorado State University. We hope that you are as proud of us as we are of this great institution. Please accept this report as a reflection of the Council's efforts during FY16 and as a pledge to continued and improved representation in FY17.

Prepared by Stacey Baumgarn, Chair & Kristin Stephens, Vice Chair

Approved for submittal by the Classified Personnel Council on July 20, 2016