

Classified Employees Personnel Advisory Committee (CEPAC)

Fall 2006 Bulletin

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www.montana.edu/wwwcepac

What is CEPAC?

A committee of 11 classified staff members, elected by their peers to serve every MSU classified employee (1100 people, in 193 titles across 5 EEO categories, working locally and remotely). CEPAC (which is not a union) facilitates communication and co-operation between MSU staff, students, faculty, professionals, our campus administration and that of the MUS. Through Shared Governance, CEPAC pursues improved professional welfare for the staff, and various other pertinent goals. It promotes higher education, and the University's role within the State economy.

What is the CEPAC Bulletin?

An outline of our recent work and activity, published quarterly for staff not regularly accessing electronic communications. This service is in direct response to staff requests.

If you would like further details on any topic mentioned here, please see the "how to find out more" section at the end of the bulletin.

2005-06 Overview

FY06 annual report available at
<http://www.montana.edu/wwwcepac/annreppage.html>

During 2005-06, we have greatly enhanced our partnership role, both on campus and across the MUS. **New ventures led by CEPAC** include: Regents' Orientation in Shared Governance at MSU; Shared Governance promotional literature; and the "Supporting Student Success" button.

We are particularly proud of the collaboration of the **MUS Staff Associations** (MUSSA). CEPAC is a founding member, and our Administrative Associate also coordinates and supports all MUSSA activity. After discussing with the Board of Regents, in July 2005, the embryo of a concept to pool existing MUS resources and provide professional development and training for the entire staff, MUSSA's Implementation Plan was approved in June 2006 (please see "Pooled Resources Project Update" below).

CEPAC has continued to **research** and present issues of classified recruitment and retention, and the employment and housing markets specific to Gallatin County. We also published Supplementing Staff Salaries information, updating our 2004 survey.

Implementing the outcomes of our 2005 360 Review, and pursuing elements of the MUS Staff Compensation Plan (some issues existing since the MAP era) were **goals for 2005-06**. Since recruitment and retention is of growing concern on campus, our efforts in pursuing one goal often supported the advancement of the other, and vice versa. In fulfillment of the first we, among other things, launched an ambitious program of outreach meetings. The information derived is even richer and more powerful than we anticipated, and will take time to disburse appropriately. The second goal prompted various meetings with HR/P&P culminating, for now, in:

- the production of the June 2006 "Did You Know?" flyer of compensation opportunities. This, we circulated to staff, deans and department heads; and
- an open exchange of feedback and suggestions regarding job "titles and classifications", and supervisor training and evaluation. Discussion will continue in FY07.

CEPAC's Focus

CEPAC strives to tie classified staff priorities into the mission, goals and strategy of MSU, the MUS, and the Board of Regents. We place great emphasis on communications with our constituents, partners, and governing bodies such that our research, presentation materials, and input are relevant within the context of others' objectives. As CEPAC's role expands, we bring to the Shared Governance and MUSSA forums our belief in the benefits of consolidating experience and strengthening communication to build foundations, and fulfill goals and objectives.

Outreach

In response to the outcomes of CEPAC's 360 Review, 2005 we launched an ambitious program of outreach meetings. We gave priority focus to groups of staff identified, via our 360 Review, as least familiar with CEPAC's work (**Skilled Crafts, Service Maintenance and Technical Paraprofessional**), or least involved in direct activity (off-campus staff). We met with about 270 people from:-

Animal Range Sciences
Animal Resource Center
Biofilm Engineering
Carpenters
CEPAC new members
Chemistry
Electricians
Extension support staff
Facilities Services custodians
Food Service management
FSNE/EFNEP Nutrition Assistants
Grounds
Hannon Food Service
Harrison Food Service
Heat Maintenance
Laborers
Mechanics
Miller Food Service
Mullan custodial
MUS Staff Associations

Painters
Plant Sciences
Plumbers
Potato Lab
Refrigeration
Research Center Staff
Sports Custodians
SUB Food Service

Findings include:-

- a loyal and committed staff concerned with student/department/institutional success
- an eagerness to promote the benefits of teamwork at MSU
- a depth of classified contribution the scope of which is far richer than even CEPAC anticipated

Issues raised included (in no particular order):-

- Over time; titles and pay scales; salary; organization; payroll frequency; flexible pay options; benefits; staff recognition; involvement of off campus staff; training; recruitment; retention; communications; licensure; longevity; competition between departments in recruitment situations; pay raises absorbed in increased parking/gym fees; changing workforce demographics.

Priority outcomes for CEPAC include:-

- developing campus awareness of the scope of the classified contribution to MSU, and enhancing the classified "team spirit"
- improving familiarity (among staff and supervisors) with the flexible pay option application process
- researching the pay rules with respect to classified professional progress and promotion
- pursuing perceived inconsistencies within the "titles and classification" of some jobs
- exploring the possibility of reciprocal staff/supervisor evaluation opportunities
- applying enthusiasm for supervisor training to the development of the Pooled Resources facility
<http://www.montana.edu/wwwcepac/pooledres.html>

Progress as at June 30, 2006 includes:-

- Supporting Student Success button (for launch in August, 2006)



<http://www.montana.edu/wwwcepac/06-06-14.html#sg>

- "Did You Know?" flyer of compensation opportunities <http://www.montana.edu/wwwcepac/musscp2006.pdf>.
- At a meeting with HR/P&P, at the end of June, CEPAC introduced feedback and suggestions regarding job "titles and classifications", and supervisor training and evaluation. Information and ideas were openly exchanged, and discussion will continue in FY07

Reviewing our outreach experience throughout the year, has helped CEPAC promote the concept of *Staff Supporting the Complete Student Experience*, and our endeavors always to *Build on the Positive*.

Staff feedback is **the classified voice** which CEPAC represents in Shared Governance, and at other venues. As such, outreach has proven invaluable to engaging all of MSU in student, employee, and institutional achievement. We aim to continue outreach programming in FY07.

Meanwhile, recommendations gathered through this year's meetings are being forwarded appropriately as part of CEPAC's complete annual reporting.

Pooled Resources Project Update

The Montana University System Staff Associations (MUSSA), met on the Bozeman campus, July 13. Members from the University of Montana, MSU Northern, MSU Billings, UM Helena and CEPAC participated. Unfortunately, UM Western and Montana Tech representatives were unable to attend at the last minute. (MSU Great Falls declined our invitation at this time).

As member organizations keep pace with MUSSA's evolving role and system-level responsibility, Nancy Dodd, Ombuds and Associate Professor with MSU's College of Business joined the meeting to lead a useful and entertaining look at communications skills and styles. After Nancy's presentation, the meeting focused on the implementation of the Pooled Resources facility for **staff development and training** and achieved progress in the following areas:

- developing MUSSA's logo
- developing the facility's web site
- introduction to the UM HR Assistant Director, who will be working with MUSSA as the facility evolves
- planning the logistics of needs assessment and inventory
- discussing the principles of the facility's launch on each of the 8 campuses
- planning a competition to name the facility
- determining implementation time lines
- planning for the Board of Regents' meeting, in September.

MUSSA aims to launch the facility this Fall. A conference call determining the next steps is slated for August 24.

How to Find out More

For further information about any of the topics mentioned here, to ask questions, log concerns, or become more involved with CEPAC or Shared Governance:

Come to a CEPAC meeting:

CEPAC encourages everyone to attend our monthly public meetings held on the second Wednesday of the month from 9:00 – 11:00 am in SUB 106E.

Or contact us:

At our office:

Office: Room B, Hannon Hall

Tel: 994 6895

Hours: Mon, Wed, Thur

7.30am – 4.30pm

Admin Associate: Sara France sfrance@montana.edu

Via the web: www.montana.edu/wwwcepac

By calling a CEPAC member (*employment category shown in italics*):

Michelle Larsen, Chair

Secretarial/Clerical, ext. 5081

Mary Engel, Chair-elect

Secretarial/Clerical ext. 1982

Steve Burk, ext. 7787

Classified Professional

Genevieve Burmeister, ext. 3881

Secretarial/Clerical

Rose Cain, ext 4262

Service Maintenance

Diana Helgeson, ext 6865

Technical Paraprofessional

Kristine Mashaw, ext. 7042

Technical Paraprofessional

Robert Monnin, ext. 2107

Skilled Crafts

Dan McGuire, ext. 2098

Service Maintenance

Sheron McIlhattan, ext. 3653

Classified Professional

Rich Stafford, ext 2107

Skilled Crafts