

# Classified Personnel Council Meeting

Thursday, Jan. 11<sup>th</sup>, 2018 – 1-3 pm

Regular monthly meeting



**CLASSIFIED  
PERSONNEL COUNCIL**  
COLORADO STATE UNIVERSITY

## Agenda

### Call-to-Order

**Guest Speaker:** Marsha Benedetti, Associate Director, CSU Training and Organizational Development

### Announcements:

- *Happy Birthday* this month to: Isaac Newton (1643), Benjamin Franklin (1706), and Alexander Hamilton (1755), OK, and Elvis ☺ (1935). No CPC birthdays in January.

### Reports / Updates:

- Approval of CPC 12-14-17 Meeting Minutes
- Treasurers Report – Anthony King
- Volunteers to form a committee to plan the 2018 Recognition Luncheon?
- Time to recruit new members – who will you invite?

### CPC Committee Reports:

- Communications – Megan Skeeahan / Will Schwab
- Employee Recognition – Carol Carroll
- Legislative – Brian Gilbert
- Outreach Events – Kristin Stephens
- Work Life – Kelly Hixson
- Executive – Stacey Baumgarn
- Other reports?

Meeting adjourned – **Thank you** – see you next month

Next CPC meeting – Thursday, Feb. 8<sup>th</sup>, 2018 – 1-3 pm – LSC, Room 304-306

### Dates to remember:

Feb 16 – nominations close for the Outstanding Achievement Award and the Distinguished AP Award – who will you nominate?

April 11 – Celebrate! CSU

April 12 – CPC regular monthly meeting

- **New member elections**
- **Officer elections for FY19**

## **FY18 CPC Calendar for January, February, and March 2018** – What’s going on and coming up?

### **JANUARY (2018)**

- **COUNCIL** Attend University Budget Hearing (BARC’s not happening for FY19 budget)
- **EXECUTIVE** Set date for recognition luncheon, reserve meeting space, caterer and speaker, and send out save the date to CPC members and VIPs
- **CHAIR** Schedule annual meeting with University President and APC leadership for Spring
- **LEGISLATIVE** Prepare Council for upcoming legislative session; summary of what to expect
- **OUTREACH** Host University PDI and HDS Conference Style Training sessions about CPC
- **RECOGNITION** Spring Educational Assistance Award: call for applications (website, listserv, newsletter, SOURCE, University calendar, etc.), confirm applications received, review applications, choose awardees, notify applicants, update website, etc.
- **RECOGNITION** Call for Outstanding Achievement Award nominations via website, listserv, CPC Communicator, SOURCE, University calendar, etc.
- **RECOGNITION** Start planning the Positive Action Award process: update application and award guidelines, update information on website, draft correspondence templates, discuss solicitation and notification plan, etc.

### **FEBRUARY**

- **EXECUTIVE** Start planning elections: review current member terms and vacancies, update application, meet with VPUO admin support to discuss election process, etc.
- **EXECUTIVE** Start planning the CPC Recognition Luncheon: location, theme, speakers, etc.
- **CHAIR** Set date for VPUO and President to attend a CPC meeting in the Fall
- **CHAIR** with Chair of APC prepare annual memo to Dr. Frank regarding budget items
- **VICE CHAIR** Host committee chairs meeting
- **COMMITTEE CHAIRS** Attend committee chair meeting: review progress of goals
- **LEGISLATIVE** Start working with State representatives, senators, JBC, PERA, the CSU Chancellor’s Office to arrange a legislative field trip in March (?) or April
- **OUTREACH** Start planning Spring Outreach Event (Emp. Appreciation Day = 1<sup>st</sup> Friday in March; Emp. Appreciation Month = April)
- **OUTREACH** Host building parades / specific unit outreach (?) to build awareness about the Council and encourage State Classified to run for election to the Council next month
- **COMMUNICATIONS** CPC website review and update

### **MARCH**

- **COUNCIL** Encourage State Classified employees to submit a CPC membership self-nomination
- **EXECUTIVE** Review and update officer roles and responsibilities
- **CHAIR** Contact HR regarding date, time, etc. of State Classified Benefits Fair
- **CHAIR** Call for CPC member nominations; pinpoint departments on campus in need of CPC representation, ask VPUO to reach out to department heads and deans, and request department liaisons to re-circulate communications to State Classified in their areas
- **CHAIR** Assist with the creation of a ballot and nominate election tellers (if needed)
- **CHAIR/VICE CHAIR** Attend APC Recognition Luncheon
- **VICE CHAIR** Request Director of the Office of Policy and Compliance and the Deputy General Counsel attend June meeting to provide legislative update
- **OUTREACH** Host building parades (building specific visits) to build awareness about the Council and encourage State Classified employees to consider joining
- **OUTREACH** Finish planning Spring Outreach Event
- **OUTREACH** Start planning something for “I Love CSU Day”
- **RECOGNITION** Outstanding Achievement Award: confirm nominations received, review nominations, choose awardees, notify CPC chair, nominators and applicants
- **RECOGNITION** Call for Positive Action Award nominations

## CPC Chair Report for Jan. 11<sup>th</sup>, 2018



CLASSIFIED  
PERSONNEL COUNCIL  
COLORADO STATE UNIVERSITY

What follows a brief narrative, is a listing of the meetings I have attended. I have also listed a short series of meetings coming soon.

**Note:** With each *CPC Chair Report* I intend to share a few highlights and mention things that are not likely to be discussed at the regular meeting. I hope to give you a sense of where I am going, who I am meeting with, and the topics under discussion. I expect you will have questions or input to these conversations. If and when you do, send an email – I am happy to provide additional information, context or details.

Thanks for all you do – Stacey Baumgarn, CPC Chair for FY18.

### Thank you:

- Communications Committee and Laura Snowwhite for the December issue of the *CPC Communicator* – now reaching ~470 subscribers
- Kristin Stephens, Megan Skeeahan, Anthony King, Kelly Hixson, and Clint Kranz – for volunteering for the Housing & Dining Services Resource Fair on Jan. 2<sup>nd</sup>, 2018. We collected another 35 names for our mailing list!
- Kristin Stephens, Anthony King, Wayne Hall, and Kelly Hixson – for presenting “*Why the CPC Matters to YOU*” for the HDS Conference Style Training on Jan. 3<sup>rd</sup>, 2018. Thanks for informing and recruiting!
- Kristin Stephens, Wayne Hall, and Anthony King – for presenting “*Why the CPC Matters to YOU*” during the 2018 CSU Professional Development Institute on Jan. 8<sup>th</sup>, 2018. Thanks for informing and recruiting!

---

### Updates of note:

*Please keep this information to yourselves until you see an official SOURCE article later this month.*

Since the fall of 2015, I have been attending meeting of the CSU Housing Task Force. At the conclusion of the first year (2015-2016), the Task Force sent a report to CSU President Tony Frank providing an overview of the groups’ activities, a summary of our findings, and list of seven recommendations. During 2016-2017, the Task Force set to work on several of the recommendations. The first fruit of those labors is about to be realized.

In January 2018, you will see press releases and information about a new partnership between CSU and [Neighbor to Neighbor](#) (N2N). Over the course of the past few months, the CSU Housing Task Force issued an ITN (Intent to Negotiate) seeking a partnership that that we have achieved with N2N. N2N will be opening an office in the Lory Student Center, inside the Office of Off-Campus Life. From that office, a N2N employee will begin delivering a suite of housing and rental assistance services to CSU employees. Some of the services include:

- Short-term rental assistance to help secure housing or to avoid eviction
- Homelessness prevention
- Rental housing search assistance
- Home purchase advising
- Homeowner education
- Foreclosure prevention counseling

This is a very exciting and important development in helping CSU employees in this challenging housing environment. This is not the end of the work of the Housing Task Force – it is just the first of several pieces that will help CSU employees. Watch for more information to come soon and expect that we will have a presentation from N2N (and Emma Chavez of the CSU [CARE Program](#)) in a month or two. Yippee!

**Dates to remember:**

Feb 16 – nominations close for the Outstanding Achievement Award and the Distinguished AP Award – who will you nominate?

April 11 – Celebrate! CSU

April 12 – CPC regular monthly meeting – **member elections – officer elections for FY19**

***Where has Stacey been?***

**Meetings and activity:**

Dec 14 – CPC holiday lunch and meeting

Dec 18 – APC/CPC/FC Chairs & Vice Chairs

Dec 19 – APC/CPC Chairs & Vice Chairs

Dec 21 – Chair & Vice Chair meeting with Diana Prieto

Jan 2, 2018 – Discussion of CSU partnership with Neighbor to Neighbor

Jan 2 – Housing & Dining Services Resource Fair

Jan 3 – HDS Conference Style Training, “Why the CPC Matters to You” presentation (Kristin, Anthony & Wayne)

Jan 4 – CPC Executive Committee

Jan 8 – University PDI, “Why the CPC Matters to You” presentation (Kristin & Wayne)

Jan 11 – CPC regular monthly meeting

**Meetings coming soon:**

Jan 12 – discussion of a shared governance webpage / website with Pam Jackson

Jan 15 – volunteer at [Dr. Martin Luther King, Jr. March](#)

Jan 18 – volunteer at Mobile Food Pantry

Jan 19 – Chair & Vice Chair meeting with Diana Prieto

Jan 22 – Committee on Strategic and Financial Planning

Jan 25 – APC/CPC/FC Chairs & Vice Chairs

Jan 30 – CPC/APC Chairs & Vice Chairs meeting with Lynn Johnson and Cara Neth

Jan 30 – APC/CPC Chairs & Vice Chairs

Feb 1 – CPC Executive Committee

Feb 5 – APC/CPC Chairs and Vice Chairs meeting with President Tony Frank

Feb 8 – CPC regular monthly meeting