

Classified Personnel Council Meeting

Thursday, Nov. 9th, 2017 – 1-3 pm
Lory Student Center – Rooms 304-306



**CLASSIFIED
PERSONNEL COUNCIL**
COLORADO STATE UNIVERSITY

Agenda

Call-to-Order

Announcements:

- Welcome members and guests – thanks for attending
- *Happy Birthday* this month to: Carol, Dan, Lourdes, Nicole, and Wayne

Guest Speakers:

- State Representative Jeni Arndt, House District 53 and
- State Representative Joann Ginal, House District 52

Reports / Updates:

- Approval of 10-12-17 Meeting Minutes
- Treasurers Report – Anthony
- Statewide Liaison Council report – Anthony
- Diversity Assessment Committee update – Megan

CPC Committee Reports:

- Communications – Veronica Nicholson
- Employee Recognition – Carol Carroll
- Legislative – Brian Gilbert
- Outreach Events – Kristin Stephens
- Work Life – Kelly Hixson
- Executive – Stacey Baumgarn
 - Questions about the Chairs Report?
- Other reports?

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

Next CPC meeting – Thursday, Dec. 14th, 2017 – Potluck? Lunch out?

Upcoming events:

- November is Native American Heritage Month – see the Diversity newsletter for info or, visit the [CSU Native American Cultural Center](#)
- Nov. 16th, 7 pm– photographer [John Fielder](#) – free and open to the public – LSC Theatre

FY18 CPC Calendar for November, December 2017, and January 2018

What's going on and coming up?

Note: The CPC calendar can be useful – make sure you and your committee are up to speed and on schedule. Thanks! Also, if you not see specific tasks for your committee in the current month(s) – now might be a good time to review your items on the website, do some research, or start planning ahead for your next great action!

NOVEMBER

- **COUNCIL** Attend Fall Outreach Event
- **VICE CHAIR** Host committee chairs meeting
- **COMMITTEE CHAIRS** Attend committee chair meeting: review progress of goals
- **LEGISLATIVE** Host State Representative / Senator / JBC member at CPC meeting to discuss upcoming legislative session
- **OUTREACH** Host CPC Fall Outreach Event
- **RECOGNITION** Start planning the Outstanding Achievement Award process: update application and award guidelines, update information on website, form a selection committee, draft correspondence templates, discuss solicitation and notification plan, etc.
- **RECOGNITION** Coordinate with CSU Events and VPUO for Celebrate! CSU event

DECEMBER

- **RECOGNITION** Start planning the Spring Educational Assistance Award process: update application and award guidelines, update information on website, form a review committee, draft correspondence templates, discuss solicitation and notification plan, etc.
- **OUTREACH** Host December CPC meeting (potluck or meal out)
- **OUTREACH** Plan, sign-up, and coordinate CPC presentations for the University PDI & HDS Conference Style Training session about CPC

JANUARY

- **COUNCIL** Attend University Budget Hearing
- **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.