

**Classified Personnel Council Meeting**  
**Thursday November 8, 2018 1:00pm-3:00pm**  
**Regular Monthly Meeting**  
**LSC 304-306**



**CLASSIFIED  
PERSONNEL COUNCIL**  
COLORADO STATE UNIVERSITY

## **Agenda**

### **Call-to-Order**

### **Announcements:**

- *Happy Birthday* this month to: Wayne Hall, Nicole Johnson, Lourdes Zavala, Dan Kelso, Carol Carrol

### **Special Guests:**

- Marsha Benedetti – Associate Director for Training and Organizational Development
- Senator (could be County Commissioner?!) John Kefalas

### **Reports / Updates:**

- Policy update - Bob Schur
- Approval of CPC 10.11.2018 Meeting Minutes
- Treasurers Report – Nicole
- University Committees – Wayne
- Review calendar items
- CSU President search update
  - Open forums on Nov 15 1-2 pm and 3-4:30 pm (the 3<sup>rd</sup> of 3 open forums)
  - PSAC open meeting November 16 9 – 10:30 am in Conifer Room in Michael Smith natural Resources Building
  - Anselma Lopez is on the committee
- Employee Climate Survey update

### **CPC Committee Reports:**

- Communications – Leah Bosch
- Employee Recognition – Nicole Johnson
- Legislative – Brian Gilbert
- Outreach Events – Will Schwab
- Work Life – Kelly Hixson
- Executive – Megan Skeeahan

Meeting adjourned – **Thank you!**

### **Dates to remember:**

- November 16<sup>th</sup> – Professional Development Award Application closes
- November 17<sup>th</sup> – Employee discounted football game, CSU vs Utah state – code is C2CFB
- November 22<sup>nd</sup> and 23<sup>rd</sup> are university holidays
- November 30<sup>th</sup> – Educational Assistance Award application for spring 2019 closes

- December 6<sup>th</sup> – Mobile Food Pantry - 4pm-6pm – West University Avenue (across from Hartshorn)
- December 13<sup>th</sup> – Next Regular CPC meeting LSC 308-310 12:00pm-2:00pm

## NOVEMBER

- **LEGISLATIVE** Host state representative / senator / JBC member at CPC meeting to discuss upcoming legislative session
- **COUNCIL** Attend Fall Outreach Event
- **CHAIR** Invite VPUO, HR Director, APC Chair and Vice Chair, and FC Chair to Dec. CPC meeting
- **VICE CHAIR** Host committee chairs meeting
- **COMMITTEE CHAIRS** Attend committee chair meeting: review progress of goals
- **OUTREACH** Host CPC Fall Outreach Event
- **RECOGNITION** Post 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.

## DECEMBER

- **EXECUTIVE** Host December CPC meeting (potluck or meal out)
- **EXECUTIVE** Plan, sign-up, and coordinate CPC presentations for the University PDI & HDS Conference Style Training session about CPC
- **RECOGNITION** Spring Educational Assistance Award: confirm applications received, review applications, choose awardees, notify applicants, update website, etc.

## 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** 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.