

Classified Personnel Council Meeting
Thursday February 14, 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: Dustin Pothour!
- *Welcome Educational Assistance Award Winners:* Emily Farrenkopf, Aleta Wagner Lowe, Holly Fielder, and Ashleigh Rose

Special Guests:

- Jennifer Welding – CSU Sesquicentennial (150 years!)

Reports / Updates:

- Approval of CPC 12.13.2018 Meeting Minutes
- Diana Prieto – EO coordinators
- Anselma Lopez – President Search update
- Business Operations Task Force – System Processing Mapping
- Taxable Uniforms and clothing
 - New rule and taxation
- Award nominations due noon February 15, Outstanding Achievement, Positive Action, AP Distinguished Service, and more!
- Speaking of award nominations... The executive committee would like to nominate the Living Wage working group for their work and impact on the CSU and Fort Collins community this year.
- Recruiting CPC members for FY20

CPC Committee Reports:

- Communications – Leah Bosch
- Employee Recognition – Nancy Cowley
- Legislative – Brian Gilbert
- Outreach Events – Will Schwab
- Work Life – Kelly Hixson
- Executive – Megan Skeehan

Meeting adjourned – **Thank you!**

Dates to remember:

- February 15 – nominations for university and employee council awards are due at noon
- February 22 – Executive Director of HR open forum Robyn Fergus 9:15 am – 10:00 am
LSC Grey Rock
- April 10 – Celebrate CSU
- April 16 – CPC Awards Luncheon 11:30 am – 1:30 pm

CPC Calendar

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 April.
- **OUTREACH** Start planning Spring Outreach Event (Emp. Appreciation Day = 1st 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. Advertising for CPC nominations.
- **RECOGNITION** Positive Action award nominations brought to meeting and vote
- **RECOGNITION** Outstanding Achievement Award: confirm nominations received, review nominations, choose awardees, notify CPC chair, nominators and applicants

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** Plaques, and other items for Positive Action, Outstanding achievement, Celebrate! CSU.

APRIL

- **COUNCIL** Attend Spring Employee Appreciation Event
- **COUNCIL** Attend Celebrate! CSU
- **COUNCIL** Attend CPC Legislative visit to the State Capitol
- **COUNCIL** Participate in CPC member elections (if necessary) and CPC officer elections
- **COUNCIL** Attend CPC Recognition Luncheon
- **EXECUTIVE** Finalize arrangements for CPC Recognition Luncheon: send invitations, catering order, purchase and pickup trophies and gifts, print program, etc.
- **EXECUTIVE** Host CPC Recognition Luncheon
- **EXECUTIVE** Attend annual meeting with University President, VPUO, and APC leadership
- **CHAIR** Sign letters for Outstanding Achievement Award nominees, recipients, and nominators
- **CHAIR** Present Outstanding Achievement Awards at Celebrate! CSU Awards ceremony
- **CHAIR** Announce election results and contact new CPC members: invite them to June meeting, new member orientation, and July retreat, and obtain preferred spelling for nametag, and supervisor info for letter from University President, etc.
- **LEGISLATIVE** Host CPC legislative field trip to the State Capitol
- **OUTREACH** Host Spring Outreach Event
- **OUTREACH** Coordinate CPC participation for "I Love CSU Day"
- **OUTREACH** Arrange for CPC to have a table at the State Classified Benefits Fair
- **RECOGNITION** Present Positive Action Award nominations to the council for vote, tally the votes, select a winner, and notify CPC chair; purchase plaque; create, sign and send letters to nominees and winners; submit story to SOURCE and update website
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