

Classified Personnel Council Meeting
Thursday April 11, 2019 1:00pm-3:00pm
Regular Monthly Meeting
LSC 304-306



**CLASSIFIED
PERSONNEL COUNCIL**
COLORADO STATE UNIVERSITY

Agenda

Call-to-Order

Special Guests:

- Jennifer Schneider and Shannon Archibeque-Engle – Employee Climate Survey Presentation

Reports / Updates:

- Approval of CPC 3.14.2018 Meeting Minutes
- Adrian Financial Update
- Benefits Fair May 7th 9 am – 2 pm. Looking for volunteers to represent CPC! Set up 8:30 am
- Special Election for CPC members beginning July 1, 2019
- Vote Positive Action Award
- Election: CPC Members
- Election: CPC Executive Committee

CPC Committee Reports:

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

Meeting adjourned – **Thank you!**

Dates to remember:

- April 16 – CPC Awards Luncheon 11:30 am – 1:30 pm
- April 19th - CPC Brown Bag Lunch Take Charge of your Credit. LSC 322 12:00pm-1:00pm
- April 22nd – Legislative Visit Denver
- April 23rd - CPC Brown Bag Lunch Money Management. LSC 322 12:00pm-1:00pm
- April 26th - CPC Brown Bag Lunch Home Buying 101. LSC 322 12:00pm-1:00pm
- May 7th 9 am – 2 pm LSC Ballroom D
- May 9th – Regular CPC meeting – PERA will be a guest. Please feel free to share this within your units as this may be a great meeting for guests to attend.

CPC Calendar

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

MAY

- **COUNCIL** Attend State Classified Benefits Fair
- **EXECUTIVE** Reserve location, catering and speaker for CPC Retreat
- **EXECUTIVE** Plan new member orientation
- **CHAIR** Update CPC calendar
- **VICE CHAIR** Host final committee chairs meeting
- **COMMITTEE CHAIRS** Attend committee chair meeting: discuss accomplishments, challenges, lessons learned, and suggestions for improvement; if necessary, plan committee chair transition; prepare list of accomplishments / year-end report for CPC Annual Report
- **COMMITTEE CHAIRS** Review and update committee roles and responsibilities
- **LEGISLATIVE** Prepare summary of legislative session
- **OUTREACH** Start planning Annual Employee Appreciation Event; work with CSU Events, APC, Faculty Council, the VPUO and President's Office: discuss date, agree on event budget, select employee appreciation gift, determine when to send invitations (and who will do it), discuss vendors / tables / booths desired, determine activities, music, sponsors, other (CPC) giveaways, door prizes, etc.
- **OUTREACH** Reach out to School is Cool organizers

JUNE

- **EXECUTIVE** Spend remaining funds and closeout year-end account
- **EXECUTIVE** Complete officer transition
- **EXECUTIVE** Plan next year's budget
- **EXECUTIVE** Order name tags for new members
- **EXECUTIVE** Host CPC new member orientation: discuss Constitution & Bylaws, budget, goals, vision, member expectations, etc.
- **CHAIR** Prepare the annual report for approval by the Council before submitting to President and designee
- **TREASURER** Prepare a fiscal year-end Treasurer's Report
- **SECRETARY** Collect CPC Representative plaques from non-returning members
- **SECRETARY** Schedule meetings / reserve rooms for the next year
- **VICE CHAIR** Assign representatives to CPC and University committees
- **COMMITTEE CHAIRS** Send a summary of committee activities and accomplishments and an updated list of committee roles and responsibilities to the CPC Chair
- **UNIVERSITY COMMITTEES** Send a summary of committee activities and accomplishments to the CPC Chair
- **RECOGNITION** Review and update (if necessary) award criteria and processes for next year
- **OUTREACH** Work with CSU Events to finalize Annual Employee Appreciation Event details
- **OUTREACH** Figure out volunteer shifts for School is Cool