

Classified Personnel Council Meeting
Thursday May 9, 2019 1:00pm-3:00pm
Regular Monthly Meeting
LSC 304-306



CLASSIFIED
PERSONNEL COUNCIL
COLORADO STATE UNIVERSITY

Agenda

Call-to-Order

Special Guests:

- PERA Update – Jeff Sprole
- Lynn Johnson (2:30) – update on Business Operations Task Force

Reports / Updates:

- Approval of CPC 4.11.2018 Meeting Minutes
- Adrian Financial Update
- Special Election for CPC members beginning July 1, 2019, deadline is June 12 to submit nominations
- Discussion about membership rules/constitution and by-laws
- Retreat – On or off campus this year?
- Using employee climate survey data to better serve SC employees

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:

- May 13 – Open Enrollment ends. This year it is passive enrollment, so if there are no changes to your benefits you do not need to complete the enrollment process.
- May 20 – Summer semester begins! Remember that parking on campus is still enforced

CPC Calendar

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