

Classified Personnel Council Meeting
Tuesday August 20, 2019 10:00am-12:00pm
Regular Monthly Meeting
Rockwell West 220 – GLC Conference Room



**CLASSIFIED
PERSONNEL COUNCIL
COLORADO STATE UNIVERSITY**

Agenda

Call-to-Order

How is everyone doing?

CPC Committee Group work for 30 minutes

- Review and plan budgets
- Finalize meeting date/times if you haven't done so already
- Next steps, anything you need from executive committee

CPC Committee Reports:

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

Reports / Updates:

- C2C – Tammy Hunt
- Approval of CPC 7.10.2019 Meeting Minutes
- Adrian Financial Update
- Wayne – University Committees and CPC Committees, computer/email access and training
- Statewide Liaison Council update - Jim
- Voting on changes to constitution and by-laws (pages 7 and 8 of the bylaws/constitution document)
 - Merging Work life with Outreach
 - Writing in “vice-chairs” as a requirement for committees

Meeting adjourned – **Thank you!**

Dates to remember:

- August 27 8:30 am – 10:30 am – Meet and Greet with President Joyce McConnell
- Sept 4 11 am – 1 pm – Employee Appreciation Event (we will have a table and will need volunteers!)

Classified Personnel Council Meeting
Wednesday July 10, 2019 9:00am-10:00am
Regular Monthly Meeting – CPC Retreat
Tamasag



CLASSIFIED
PERSONNEL COUNCIL
COLORADO STATE UNIVERSITY

Agenda

- | | |
|--|---|
| <input checked="" type="checkbox"/> Jim Abraham, Environmental Health Services | <input checked="" type="checkbox"/> Amber Lobato, Housing and Dining Services |
| <input checked="" type="checkbox"/> Stacey Baumgarn, Facilities Management | <input checked="" type="checkbox"/> Anselma Lopez, VP for Enrollment Acc. |
| <input checked="" type="checkbox"/> Leah Bosch, CVMBS | <input checked="" type="checkbox"/> Adrian Macdonald, Statistics |
| <input checked="" type="checkbox"/> Nancy Cowley, Lory Student Center | <input type="checkbox"/> Rachel McKinney, VP for Diversity |
| <input checked="" type="checkbox"/> Emily Farrenkopf, College of Liberal Arts | <input type="checkbox"/> Dustin Pothour, Facilities Management |
| <input checked="" type="checkbox"/> Joseph Gallegos, Facilities Management | <input checked="" type="checkbox"/> Chuck Richards, CSU Police Department |
| <input checked="" type="checkbox"/> Brian Gilbert, ACNS | <input checked="" type="checkbox"/> Meg Skeeahan, Dept of Accounting |
| <input checked="" type="checkbox"/> Magdeline Golnar, College of Liberal Arts | <input type="checkbox"/> Laura Snowwhite, Business and Financial Serv. |
| <input checked="" type="checkbox"/> Wayne Hall, ACNS | <input checked="" type="checkbox"/> Kristin Stephens, Statistics |
| <input checked="" type="checkbox"/> Kelly Hixson, Housing and Dining Serv. | <input checked="" type="checkbox"/> Kate Sherman, Political Science |
| <input checked="" type="checkbox"/> Randy Lamb, Housing and Dining Serv. | <input checked="" type="checkbox"/> Lourdes Zavala, The Access Center |
| <input type="checkbox"/> Valerie Lewis, Health Network | |

Ex-Officio Members & CPC Volunteers:

- Steven Dove, APC Representative
- Paige Flores, Department of Biology
- Eric Gardner, Housing and Dining Serv.
- Diana Prieto, Human Resources
- Robert Schur, Policy and Compliance

Call-to-Order

Reports / Updates:

- Approval of CPC 6.13.2019 Meeting Minutes
Stacey had changes to his conversation. Kristin's name was misspelled. Motion to approve June minutes. *Motion Carried.*
- Adrian Financial Update – We overspent our budget this past year due to an unexpected charge for the website (\$300). Lynn covered the deficit for CPC. You will need to know your budget for your committees for this afternoon.
- Wayne – University Committees and CPC Committees, computer/email access and training – we will be reviewing all committee memberships and making sure we have representation on as many committees as we can.
- Discussion about constitution and by-laws – present draft of changes to constitution/bylaws for consideration. Vote in August meeting to approve.

Meg – Please review the changes made to the bylaws for the next meeting. We are proposing to merge the Work/Life Committee and the Outreach Committees into one committee. After

discussion, the CPC now recognizes the new Employee Engagement and Experience Committee, We will vote in August as we need 30 days for review prior to voting on any changes to the bylaws.

- Guest speaker ideas for FY20?

Meg – Does anyone have any thoughts on having speakers nearly every meeting? If you think of any speakers, please let us know. We're trying to get our new President, Joyce McConnell to attend.

Brian – I will reach out to our legislators to see if they can attend a meeting.

- Special Election for Amber Lobato? – Meg – Amber could not make it this morning, but will be arriving later. A motion to approve Amber was presented by Stacy. All were in Favor. *Motion Carried.*

CPC Committee Reports:

- Communications – Leah Bosch – Nothing to report
- Employee Recognition – Nancy Cowley (Meg) – Budget issues were discussed relating to gifts and what we may be able to spend for next year. We received that money back due to the defective water bottles, but we will be donating those bottles to other programs.
- Legislative – Brian Gilbert – Working on leave comparison data.
- Outreach Events – Meg Skeehan – We're looking to get more people involved. Equitable pay will be an issue we also look into.
- Work Life – Kelly Hixson – How will we work out the budget since we are combining committees?

Meg – We will look at how we will combine those budgets moving forward.

- Executive – Meg Skeehan (Existing initiatives we will continue in 2019).

Meg – I charged the Legislative Committee to review leave policy. Adrian and Jim compiled data from all 50 states and we've passed that information on to Diana Prieto. We have also reviewed statutes to see how we can move forward. HR is reviewing the data we've compiled and we'll see what direction they want to go. We will also be looking to meet with our legislators to review the data and urge them to update leave practices. How we recruit and retain talent will be tied to leave practices for newer employees. Our fringe rate is ~43% (highest on campus), but the majority of that fringe is related to PERA and health insurance. Leave accounts for a very small fraction of that fringe and less than 1%. The pension plan is not a big driver as at used to be, so addressing the leave issue would be a good idea.

Meg – Equitable pay will be another issue. Housing and Dining recognizes that they still need to do more for their lower paid employees. Even with the Living Wage Initiative, the issue is still ongoing.

Meg – Another initiative that came up in the employee climate survey - how do we set people up for promotions at the University? Sometimes the only way to get a promotion is to apply for a new job. The term "other duties as assigned" ends up being a way for duties to be added to a PDQ without providing a monetary promotion. A big focus for HR this upcoming year will be finishing up the AP framework and evaluations. We should keep looking into how the promotion system works at the State as there is not a lot of room to be able to be moved up. This has been an issue in Housing and Dining where they have positions at the I or II level and no room to move to a III or IV until someone retires. Affordable Housing – This conversation is still going.

- Stacey – Housing task force has not convened in over a year. I asked Nic Olson if he could find out who is chairing that committee as Tom Milligan used to chair the committee, but has since left the University.
- Kristin – I have asked the city about the plans for the land swap that occurred at Hughes.
- Stacey – The housing task force has been working on trying to make affordable housing units for some of CSU employees to have a choice of housing in the new development as part of that land swap deal. I haven't heard anything on the land swap deal that was being considered. There was a list of other issues that came up as it is not the responsibility of the University to provide housing to employees.
- Bob – In relation to the affordable housing issue, the Neighbor-to-Neighbor (N2N) contract has been terminated. We are going to hire Debbie Mayer to replace the N2N program with our direct employee. Things shouldn't change much in the services we were providing through that program. We will be reassessing the program. There is no one in the office right now performing those services. She will be able to provide more services as our employee such as home buying. The rental assistance is up in the air, as CSU cannot provide those services to State Classified employees. Employees can still be referred to N2N and Debbie can provide assistance in working with N2N.
- Leah – I will remove their information from our website.
- Stacey – There are many different roles she was filling regarding those services, is she able to continue in those roles?
- Bob – We can help with Rent assistance, but our services are limited. A person can still be referred to N2N outside of CSU and still utilize the program that way. The eligibility rules we were using at CSU was more forgiving to receive assistance compared to the national program.
- Kristin – The city also does down payments up to 15K for new homebuyers. We still have the emergency hardship loan fund?
- Bob – We do. We can refer people who need rent assistance to that program.
- Kelly – We could have a table about this at our upcoming employee fair.
- Stacey – I noticed in your chair's report for the State of Colorado's salary survey and housing. Would it be worth attending at the event to Gallagher to talk about some positions that maximums are near \$30k, can we get that addressed with classifications that max out below the living wage established by CSU? Could we frame this as a living wage issue for these classifications to be addressed statewide?
- Meg – I will ask Diana about that and will follow up. There are many new people in the Colorado Department of Personnel, so there seems that there will be some changes coming. FMLA is still under review and they are looking to frontload some of that leave. They received pushback from some departments on that so the rule was reversed, but they are still looking to see how they can make the frontloading work.
- Meg – We will have some of the same issues that always come up such as parking, but let's try to focus on issues that we can address going forward. Please look to bring issues you may hear in your workday to the CPC so we can look to address issues.

Dates to remember:

- Aug 7 – Work Life event. Kelly has been working on this to set it up.
- Sept – Employee Appreciation – Meg – this year it will be on September 4th between 11AM – 1 PM. We are rotating times for this event every year in an effort to have it available to employees who work different shifts. Lunch will be provided if you RSVP. A

gift will be given to employees who attend. The Engagement committee will be asking for volunteers soon.

Kristin – Are we going to be drawing names for football games for the September 4th event?

Meg – Yes, we will also be getting 2 tickets per game for the CPC.

Meeting adjourned – **Thank you!**

DRAFT

CPC Chair Report for August 2019

With each *CPC Chair Report* I intend to share a few highlights and mention things that are not likely to be discussed at the regular meeting. I hope to give you a sense of where I am going, who I am meeting with, and the topics under discussion. I expect you will have questions or input to these conversations. If/when you do, send an email – I am happy to provide additional information, context or details.



One more thing, for those that read this, I will be making a bigger announcement in our CPC meeting, but I use they/them/their pronouns and you can just call me Meg – my friends have called me that for years and I don't want to separate my personal and professional life anymore (it is exhausting). Have questions about my pronouns? Check out this website: <https://www.mypronouns.org/what-and-why>. And of course, feel free to reach out!

– Meg Skeehan, CPC Chair for FY20.

Where has Meg been?

Meetings and activity:

- July 10 – CPC Annual Retreat – Tamasag
 - A big thank you to everyone coming and engaging in a jam-packed day. I am looking forward to this year and the vision we will build for CPC!
- July 16 – C2C Advisory Committee
 - Tammy Hunt is officially managing the website and has made some awesome improvements to help with site navigation!
 - Partnering with Canvas Credit Union, Athletics, and College of Agriculture for the employee football game
 - This game will be Ag Day (Sept 21) this year! The basic plan right now is a package, where the employee can get a discounted ticket and a free t shirt and access to the Ag Day BBQ before the game begins. 4 tickets per employee.
 - Advertising – C2C email and website, SOURCE, Athletics email, CPC communicator and website, campus mailer, and at the employee appreciation event
 - Reviewed the budget for FY20
 - No room to create new programs at this time as the budget is complete taken up by current commitments.
 - TSA pre-check, looking to doing another event in October for employees and students.
 - Looking at what it would look like to provide recreation center discounts for CSU employees NOT in Fort Collins – reaching out to county rec centers and exploring an option.
- July 17 – Facilities Management Employee Climate Survey Presentation

- Attended a special presentation about the employee climate survey results for facilities under Operations. A few key take away items:
 - 82.5% state classified. 63% men respondents
 - Culture: AP reported significantly higher perception in most categories, men had a lower perception in most categories (culture items: department, diversity, belonging, respect, favoritism, leadership and accountability, misconduct, bias incidents)
 - Work stressors: salary, lack of growth/promotion, workload, work/life balance
 - Department vs division was difficult for facilities, as the nature of their work is often not in their specific department. If we conduct the survey like this again, we will give some guidance on what to consider when responding to some questions.
 - Pulse survey – identify 2-3 topics to follow up on for facilities over the next 1-2 years.
- July 18 – CPC/APC leadership with Lynn Johnson
 - Our check in with Lynn. Touched on Discover Your Work Life Balance at CSU potential spending and our upcoming priorities. We did chat about the joint report APC/FC and CPC executive leadership are working on.
- July 24 – APC/CPC/FC Chair/Vice Chair
 - Checking in about the joint report and other needs for it. We will meet again on August 12 to finish the report.
- July 25 – COB Safety Task Force Retreat
 - This is a service committee for my college!
- July 30 – HIGHER Denver
 - Professional development, thank you to the Women and Gender Collaborative for sponsoring my attendance.
- Aug 7 – Volunteer School is Cool
 - We stuffed so many backpacks! Thank you to Kristin, Laura, Kate, Magdeline, and Valerie for joining me! Who else volunteered?! I would love to share photos!



- Aug 7 – Discover Work Life Balance CSU Fair
 - Kudos to the organizing committee for pulling this off. I was only able to attend for 1.5 hours, and it was raining, but we met a lot of great people on campus, have a lot of new names for our CPC communicator. Over all I think it was a nice reason for folks to get out of the office! Looking forward to doing this event again next year. A BIG thank you to Bob Schur for the help with wrangling some extra funding for the event, and Tammy Hunt for the amazing organizational skills.
- Aug 8 – CPC Executive Committee
 - Discover Your Work Life Balance Event
 - A couple of financial notes
 - The spoke said it was a great event with employees
 - Joint report update
 - Raffle prizes for leave bank donors
 - Meeting structure moving forward
 - We might want to think about changing meeting time/day – our meeting is at the same time as board of governors. We can wait until the spring
 - Constitution/bylaw updates at the August meeting
 - Merging Work life with Outreach
 - Writing in “vice-chairs” as a requirement for committees
 - For Diana: in class bump (how it works)? If budgets can allow, why can’t departments/units make the call? Classified hourly didn’t get 3% raise? Question asked by HDS facilities worker at work life fair.
 - H&D computer training/outreach –
 - Ask in meeting what the need is in various areas. Computer access is a large barrier. Training at CPC/outreach. Training and outreach.
 - Town halls – standard set of questions. Spread it out and have CPC members in their units work on it
 - Language barriers and phone email access (the issue is the phone access/work cross over issue, are departments offering people the stipend for using personal phone for work. How do we keep the separation for folks? How do we make sure people don’t feel obligated?)
 - Report back to Lynn and Nick in next meeting. Talk to Mari and (facilities director)
 - Statewide Liaison Council update from Jim
 - Financial Update
 - Did we get hit with the whole charge for mug for employee appreciate event. Meg ask Marketa
 - Budgeting for committees
 - Let’s have specific details for expenses for each committee for our next meeting, not just totals/summary of spending. This will help with them finishing budgets on the 20th.
- Aug 9 – APC Retreat
 - Invited for lunch and quick introduction of who I am
- Aug 12 - APC/CPC/FC Chair/Vice Chair
 - Finalizing the Joint Report for President Joyce McConnell

Coming soon:

- Aug 14 – Assessment Group for Diversity Issues
- Aug 19 – One-on-one meeting with Joyce McConnell
- Aug 20 – CPC Monthly Meeting
- Aug 27 – State Classified Meet and Greet with president Joyce McConnell
- Aug 27 – Presidents Commission on Diversity and Inclusion
- Sept 4 – CSU Employee Appreciation Event
- Sept 5 & 6 – Fall Leadership Forum
- Sept 9 - CPC/APC leadership with Lynn Johnson
- Sept 11 – Assessment Group for Diversity Issues
- Sept 17 – CPC Regular Monthly Meeting
- Sept 19 – Fall Address at the Oval
- Sept 21 – AG Day/Employee Appreciation Football game

Reminders / Resources:

- EAP Benefits – Jan Pierce is now official contact for EAP benefits – 970-491-1527.
 - ComPsych (counseling, legal advice, financial planning and work-life balance support) 1-800-497-9133

Training & learning opportunities:

- As always, Talent Development has a full offering of training opportunities for late spring. Be sure to check out the courses available and register early!

Any questions? Give a call – thanks 😊 – Meg

**CONSTITUTION AND BYLAWS
OF THE
CLASSIFIED PERSONNEL COUNCIL OF COLORADO STATE UNIVERSITY**

CONSTITUTION

ARTICLE I – NAME

The name of the organization shall be the "CLASSIFIED PERSONNEL COUNCIL OF COLORADO STATE UNIVERSITY", hereinafter referred to as the Council.

ARTICLE II – AUTHORITY AND MISSION STATEMENT

A. Authority

The Council was ordered and established by the President of Colorado State University, hereinafter referred to as the President, and approved by the Governing Board of Colorado State University on March 2, 1973.

B. Mission Statement

The Classified Personnel Council serves to represent State Classified employees at Colorado State University by promoting, improving, and protecting their role within the University system. Its elected members form a united voice on issues and decisions that directly affect State Classified employees of the University.

ARTICLE III – MEMBERSHIP

The Council shall consist of up to thirty (30) members elected from the certified State Classified employees, as determined by election. The President or the designee of the President may appoint *ex-officio*, non-voting members to the Council.

ARTICLE IV – OFFICERS

Officers of the Council shall consist of a Chair, Vice Chair, Secretary, Treasurer, and any other officers as may be provided in the Bylaws.

ARTICLE V – ADOPTION OF BYLAWS

The Council may adopt such Bylaws as may be required for the accomplishment of its purposes.

ARTICLE VI – CHANGING THE CONSTITUTION

- A. Proposals for changing the Constitution may be initiated by:
 - 1. The President or the designee of the President;
 - 2. A simple majority of the voting members of the Council;
 - 3. Petition of five percent (5%) of certified State Classified employees; or
 - 4. The Executive Committee of the Council.
- B. Changes shall be approved by three-fourths (3/4) of the voting Council members subject to the approval of the President or the designee of the President.

BYLAWS

ARTICLE I – MEMBERSHIP

A. Eligibility

1. All certified State Classified personnel with appointments of half-time or greater who have been employed by Colorado State University for at least one (1) year as State Classified employees immediately prior to an election are eligible for membership on the Council. Employees reporting directly to the Colorado State University System or Board of Governors are not eligible.
2. Retired State Classified personnel are not eligible for membership on the Council, but may serve in volunteer capacities as approved by the Council.

B. Nominations and Elections

1. The membership year runs from July 1 to June 30. Elections are held in the spring semester each year for the membership term that begins on the next July 1.
2. Nomination forms shall be prepared and made available to any State Classified employee interested in being on the ballot. A call for nominations will be sent to all State Classified employees no later than March 10 each year.
3. Nomination forms shall require the printed name, date, and signature of the nominee and the nominees' immediate supervisor and Department Head. A brief biographical statement of the nominee and a statement of interest must be submitted with the nomination form.
4. Nomination forms must be returned by the due date stated on the nomination form.
5. Executive Committee will work with University administrative staff to verify the eligibility of each nominee and prepare a ballot.
6. Election ballots shall be distributed to all State Classified employees with instructions for them to be returned within two (2) calendar weeks. Ballots may be distributed and returned on paper, electronically, or both.
7. Ballots shall be returned to the Office of the Vice President for University Operations.
8. The Executive Committee shall appoint three (3) Tellers from among the State Classified personnel who are not running for election to the Council to ~~Tellers appointed for nominations shall also~~ serve as ballot counters. The candidates with the highest number of votes shall be elected to the Council. In the event of a tie, the Tellers shall conduct a drawing to determine the final candidate(s). All ballots shall be retained for 60 days in case a recount is necessary.

9. The Tellers shall make a written report of election results to the President or the designee of the President. Complete voting results shall also be given to Council members and to all candidates. The Chair shall notify all State Classified personnel of election results no later than the last day of May.
10. Elected candidates shall serve a three (3) year term on the Council and may run for reelection.
11. In the event that, following the regular election, fewer than 30 council seats have been filled, the Council may, in its discretion, hold a special election. The Executive Committee shall prescribe the procedures therefor. Members so elected shall serve the remaining portion of the membership year in which elected, plus two additional years, ending on June 30 and may run for reelection.
12. Vacancies
 - a. A vacancy occurs when a Council member resigns or otherwise terminates a term of membership on the Council.
 - b. In the event of a Council vacancy, the Council may make an interim appointment of any eligible State Classified employee based on a motion from the Executive Committee, or may call for nominations of and/or letters of interest from eligible State Classified personnel to serve on the Council. The members so appointed shall serve until the expiration of the vacant term of office membership.

D. Attendance

It is the responsibility of every Council member to attend monthly Council meetings and functions. If a Council member is unable to attend a Council meeting or function, that member must notify a member of the Executive Committee in advance. The Secretary shall keep attendance and report on matters of attendance to the Executive Committee. Further, it is also the responsibility of Council members to serve on at least one Council Committee. If a Council member is unable to attend a Council Committee meeting or function, that member must notify the respective Committee Chair. When a member of the Council has missed three regular meetings or three Committee meetings in an appointment year (July-June), the Executive Committee will review the circumstances and, at the Executive Committee's option, discuss the matter with the member and, if appropriate, reach an informal resolution or make a recommendation to the Council to initiate recall proceedings.

E. Recall

Any member of the Council may be removed from office for good cause. Good cause means: (1) failure to comply with attendance requirements under Article I, section D; (2) malfeasance or neglect in the performance of their duties as a Council member; (3) or discontent on the part of the State Classified employees with the member's performance, as evidenced by a petition signed by five percent (5%) of State Classified employees,

acknowledged by the Executive Committee. A motion to recommend removal must be made by the Executive Committee and approved by a vote of three-fourths (3/4) of the elected Council members. If approved, the recommendation shall be sent to the President or President's designee, whose approval or disapproval is final.

ARTICLE II - OFFICERS

- A. The officers are:
 - 1. Chair
 - 2. Vice Chair
 - 3. Secretary
 - 4. Treasurer
- B. The officers constitute the Executive Committee.
- C. Current Council members with at least one (1) year of Classified Personnel Council experience shall be eligible to serve as an officer.
- D. The officers shall be elected by a majority vote of the Council.
- E. The officers shall serve for one (1) year from July 1 through June 30. An officer may be reelected to serve up to two (2) additional one (1) year terms provided the officer remains an elected member of the Council.
- F. The immediate past Chair shall be invited to serve as an ex-officio member of the Council if the membership term of the Chair has ended. Ex-officio members are not considered voting members.

ARTICLE III – DUTIES OF OFFICERS

- A. Chair
 - 1. The Chair shall preside over all meetings of the Council.
 - 2. The Chair shall be the spokesperson for the Council at ~~conferences~~, meetings, functions, etc.
 - 3. The Chair shall ensure that all Council activities are accomplished in a professional and timely manner.
 - 4. The Chair shall have expenditure authority for the Council. This authority is delegable.
 - 5. The Chair shall prepare an annual report before the end of each term for submission to

the President or the designee of the President. The annual report, which must be approved by the Council, should contain details about the Council's activities and accomplishments for the year.

6. The Chair shall receive an annual stipend in the amount of \$6,000, prorated by the month and paid from a University centrally-funded account.

B. Vice Chair

1. The Vice Chair shall serve as Chair in the Chair's absence.
2. The Vice Chair shall be responsible for assigning Council members to committees.
3. The Vice Chair shall assume the duties of the Chair for the unexpired term in the event the Chair is unable to complete the full term. The Council may appoint another Council member to complete the term of the Chair should the Vice Chair be unable to assume the duties.
4. The Vice Chair shall have expenditure authority for the Council. This authority is delegable.
5. The Vice Chair shall receive an annual stipend in the amount of \$3,000, prorated by the month and paid from a University centrally-funded account.

C. Secretary

1. The Secretary shall keep minutes of all regular and special meetings, including a record of attendance by Council members.
2. The Secretary shall make available the minutes of each meeting after they have been approved by the Council.
3. The Secretary shall maintain copies of all Council minutes and special reports for the President or the designee of the President.
4. The Secretary shall be responsible for Council meeting arrangements (distribution of the agenda/meeting packet, making room reservations, teleconferencing setup, ~~planning~~ guest speaker's logistics, publicizing time/~~place~~/location, etc.).

D. Treasurer

1. The Treasurer shall be responsible for the Council's fiscal affairs and must have basic working knowledge of the University financial systems, rules and regulations.
2. The Treasurer shall prepare a financial statement each month and report to the Council at each of the regular meetings.

3. The Treasurer shall prepare a fiscal year-end report for review and approval by the Council.
- E. In order to ensure a smooth transition, it is the responsibility of all outgoing officers to help train the incoming officers and to help close the budget.

ARTICLE IV – COUNCIL MEETINGS

- A. Regular meetings of the Council shall be held monthly (minimum of nine/year).
- B. Except in exigent circumstances, meetings shall be held during normal working hours.
- C. Council members shall be granted administrative leave to attend Council meetings and to participate in other appropriate activities when held during normal working hours.
- D. Special meetings may be called by:
 1. The President or the designee of the President;
 2. Any five (5) voting members of the Council;
 3. The Chair; or
 4. A petition of five percent (5%) of the CSU State Classified employees.
- E. A quorum is required to transact any business requiring a vote. A quorum shall consist of a simple majority of the voting members of the Council (>50%).

ARTICLE V – PARLIAMENTARY PROCEDURES

Any parliamentary procedure not covered by the Constitution and Bylaws shall be conducted in accordance with Council-accepted parliamentary procedures based on Roberts Rules of Order (as revised from time to time).

ARTICLE VI – COUNCIL COMMITTEES

- A. Executive Committee

The Executive Committee sets the meeting agenda, conducts monthly meetings, oversees budget and executive functions of the Council, and acts on behalf of the Council between regular meetings.

- B. Employee Recognition Committee

The Employee Recognition Committee oversees all aspects of Council awards. This

committee shall keep criteria and guidelines up-to-date, solicit applications and nominations in a timely manner, select awardees, promptly inform all nominees, nominators, and department heads as soon as the selection process is complete, and publicize the achievements of award recipients. Awards may be added or deleted by a majority vote of the Council. This committee will name a chair and vice-chair at the beginning of each year.

C. Employee Engagement and Experience Committee

Deleted: Work Life

The Employee Engagement and Experience Committee will research, suggest, plan, execute, evaluate and review Council outreach events, and the Council's involvement with University events and service projects that increase the visibility of the Council to State Classified Employees and enhance the employee experience at CSU. This committee will name a chair and vice-chair at the beginning of each year.

Deleted: The Work Life Committee is charged with researching, reviewing, evaluating and suggesting ways to improve the work lives of State Classified employees.

D. Communications Committee

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The Communications Committee is responsible for disseminating information about the Council to State Classified employees and the University community. This committee shall explore means of communication and make recommendations on the appropriate methods to use in various instances. This committee will name a chair and vice-chair at the beginning of each year.

E. Legislative Committee

Deleted: E. Outreach Events Committee¶

The Legislative Committee is responsible for reviewing and reporting on legislation which may have an impact on the University community, especially when the impact on State Classified employees is direct. This committee shall report information to the Council and work closely with the President or designee of the President and the General Counsel. This committee will name a chair and vice-chair at the beginning of each year.

¶ The Outreach Events Committee is charged with increasing the visibility and engagement of the Council and State Classified employees at Colorado State University. This committee shall oversee the planning and execution of Council outreach and events, and the Council's involvement with University events and service projects.¶

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F. Special Committees may be created at the discretion of the Council.

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G. Any State Classified employee may join a Council Committee if a majority of the respective Committee members approve.

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H. All Council Committees shall be chaired by a Council member unless a majority of the Council agrees to allow a non-Council person(s) to chair a committee.

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ARTICLE VII – UNIVERSITY, STATEWIDE, CITY COMMITTEES or OTHER AD HOC GROUPS

The Executive Committee shall appoint members to represent State Classified employees on university, statewide, or city committees, taskforce, or ad hoc initiative groups that have a direct impact on State Classified employees. State Classified employees not affiliated with the Council may serve on university committees, but may not act as a representative of the Council unless approved by the Council.

ARTICLE VIII – REPRESENTATIVES TO THE STATEWIDE LIAISON COUNCIL

The Statewide Liaison Council (SLC) is a network of State Classified representatives from various higher education institutions in the State of Colorado. Participation in the SLC provides an opportunity to share information and gain insight on key legislation and issues pertaining to higher education in Colorado. The Council views participation in SLC as worthwhile within budget constraints.

A. Eligibility

The SLC representative and alternate must be current Council members.

B. Selection

The Executive Committee shall appoint a delegate and alternate from the current Council membership each year. A Council member may serve as the SLC delegate or alternate for two (2) consecutive years.

C. Expenses

The Council will support at least one member's participation in SLC by paying reasonable travel expenses. The Executive Committee shall decide if the Council will support other members' participation and which SLC travel expenses will be reimbursed.

ARTICLE IX – ORIENTATION

The Chair shall organize and/or conduct an orientation session for all new Council members. This introductory session shall be held before the July meeting at a time and place determined by the Chair or designee of the Chair.

ARTICLE X – TRAVEL FOR OFFICIAL COUNCIL FUNCTIONS

A State vehicle from the Colorado State University Motor Pool shall be used for Council-related travel. Exceptions may be made if approved by the Chair or Vice Chair and Treasurer prior to the travel.

ARTICLE XI – CHANGING THE BYLAWS

A. Proposals for changing the Bylaws may be initiated by:

1. The President or the designee of the President;
2. A simple majority of the voting members of the Council;
3. A petition of five percent (5%) of certified CSU State Classified employees; or

- 4. The Executive Committee of the Council.
- B. A 30-day notice shall be given to Council members prior to voting on changes unless unusual circumstances dictate otherwise.
- C. Changes shall be approved by a majority of the voting Council members subject to approval of the President or the designee of the President.

Approved: _____
Chair, Classified Personnel Council of Colorado State University

Date: _____

Approved: _____
CSU President or designee of the President, Colorado State University

Date: _____

DRAFT

From: [CPC Website](#)
To: [cpc secretary](#); [cpc chair](#)
Subject: New submission from CPC Committee Report
Date: Tuesday, June 11, 2019 11:10:22 AM

CPC Committee
Legislative Committee
Email:
brian.gilbert@colostate.edu
Date of Meeting
06/05/2019
Time of Meeting:
10:00 am
Location of Meeting:
Morgan Library Rm 302A
Members Present:
Jim Abraham, Adrian Macdonald, Kristin Stephens, Wayne Hall, Martha Coleman, Brian Gilbert
Topics/Issues Discussed:
Discussed sick leave policy. Discussed meeting with legislators to talk about leave policies. Discussed whether classified staff could sign a waiver to automatically donate any annual leave over their respective annual leave cap to the Leave Bank.
Action Items:
Brian will draft an email to Diana Prieto about sick leave policy findings. Brian will also draft an email to our elected officials inviting them to meet to discuss leave policies.
Do you wish to provide a verbal update at the next regular CPC meeting?
Yes
Next Meeting:
July 2, 2019 at 1pm in Morgan Library Rm 302A

Sent From: Classified Personnel Council - <https://cpc.colostate.edu>

From: [CPC Website](#)
To: [CSU CPC](#)
Subject: New submission from University Committee Report Form
Date: Monday, July 15, 2019 12:18:41 PM

University Committee Name:

Public Safety Team

Date of Meeting:

07/15/2019

Name of CPC Representative

Brian Gilbert

Email of CPC representative

brian.gilbert@colostate.edu

Meeting Highlights Pertinent to CPC and SC employees:

Secret Service report - Evaluate social media and threatening messages. Communication is the key. Secret Service report to be sent to group. Can HR be involved more in messaging for faculty and staff? New Colorado law banning asking about criminal history and behavioral discipline will make things a little tougher to protect the campus community. The report doesn't change what CSU is already doing.

Beaver fire - 100 acres and 75% contained. Forest Service check point outside Mountain Campus to keep hikers out of area.

Measles - "what if" tabletop exercise. Wide spread campus participation. August 15, 8am-12pm.

CSUPD - Update on officer training and retention. Additional take home cars are in process, procurement done and refitting last 4 cars. 50 weeks of training before they are certified. Short staffed but hiring for quality rather than quantity. One intern starting academy in August. Increase in pay band happened as well to help retain officers.

Canvas stadium received a national merit award for safety and security. Only 3 NCAA stadiums won award. Recognized as one of the best in the nation.

International evacuation/emergency virtual tabletop in October 18

Do you wish to provide a verbal update at the next regular CPC meeting?

No

Next Meeting:

August 19, 2019 at CSUPD Training Rm

Sent From: Classified Personnel Council - <https://cpc.colostate.edu>

From: [CPC Website](#)
To: [CSU CPC](#)
Subject: New submission from University Committee Report Form
Date: Monday, July 22, 2019 9:12:49 PM

University Committee Name:

State-Wide Liaison Meeting for Classified Personnel in Higher Ed.

Date of Meeting:

07/19/2019

Name of CPC Representative

Jim Abraham

Email of CPC representative

james.abraham@colostate.edu

Meeting Highlights Pertinent to CPC and SC employees:

Statewide Liaison Council of Higher Education Classified Staff
July 19th - Pikes Peak Community College

Sylvia Whiteman - Pikes Peak Community College - Sylvia.whiteman@ppcc.edu
Rose Johnson - UC Colorado Springs - rjohnson8@uccs.edu
Toni Tassone - UNC - toni.tassone@unco.edu
John Wiltsie - Metro State University - wiltsie@msudenver.edu
Jesse Vigil - School of Mines - jmvigil@mines.edu
Diana Ragin - FRCC - diana.ragin@frontrange.edu

- Diana Regan - President, but looking to leave the position as she has been the president for some time.
- Currently down by 9 members. Anthony King (CSU CPC) was the vice president of the state-wide liaison council of higher education classified staff and, one of the members who left the state classified system for admin pro.
- Diana - The state wide council has no money. Members pay in with cash. Money paid in goes to refreshments for meetings such as Coffee or guest speakers. Guests are usually geared toward professional development as a way to meet individual goals.
- Regarding performance evaluations - All community colleges are opting out of the quartiles for evaluations.
- Jesse - Colorado School of Mines - Custodial supervisor - School doing well - 600 freshmen new students. New student halls are being built. Donations are good to the school, without the space. They Do a leadership program with employees. Try to hire within. Leadership training is going well as custodial staff is being promoted to other positions in facilities. Encourage custodial staff to take other jobs within the college and move up.
- John - Metro State University Denver - Work in University advancement - alumni relations. Enrollment is down. Economy gets better - enrollment goes down. Down 3-3.5% for students. President is looking more at retention of students vs. driving up numbers of enrolling freshmen. Been with the state since 1997. They have a foundation board, not regulated by the state. They can issue bonuses for state classified employees. Last year John received a \$1000 bonus check as part of an agreement to meet goals set for the department. They have combined state classified and their professional staff into one council called the "Staff Senate". Benefit is that he feels they have a stronger voice with administration. Took about 6 months to put together the joint council. Their first meeting was July 1.
- Metro SC personnel council budget was \$1500 a year.
- Diana (FRCC) - 1-3 rating is actually calculated based off of individual goals. A database calculates the rating based off of % goals attained.

- Sylvia - Pikes Peak Community College - Moving from a council group to a council senate. The senate requires a representative for each area be present. Bachelors in Nursing and Business being offered at all community colleges. Emergency Services training is also being offered at community colleges. Enrollment is down 4% for fall. President has been very supportive of the new Senate Council set up.

- Rose - UCCS - University of Colorado at Colorado Springs. Program assistant for the language department. College has 13,000 students. Hibel Sports Medicine Center is new and will be serving the Olympic athletes. Classified council is combined with exempt staff on one council. She has been championing to using the quartile system vs. getting a standard across the board increase. Has worked with Colorado Wins and DPA and has not been successful. She tries to stand up for the custodians. The combined board has more weight for exempt employees vs. State classified because there are more exempt employees than SC. Thus, the SC voice is diluted. College is growing but she wishes the attitude would change toward classified staff.

- Toni - UNC - Vice chair of classified council. Cannot get enough members to meet on the council. There has been talk of combining council, but new president is now including the chair of the classified council to be on the President's advisory council. UNC is in a \$10M operating deficit per year. Have a 60 day hiring freeze. Out of state travel is frozen. UNC has laid off 10 SC personnel in the last 6 months. Several custodial positions were just not filled. Director of HR comes to monthly meetings.

Diana - proposing to change bi- laws as president - motion to change bi-laws

1. Change to any member that shows up to represent their college. One vote per institution. Motion Carried.
2. Motion to change the fee to a flat fee of \$35 per person and keep the \$15 fee for a non-voting member to attend a meeting. First person can only vote. Added option to have a full year paid in advance of \$140 for annual membership. Motion Carried.
3. Section I Item C - Remove section on "only alternate may attend each meeting in addition to the voting delegate". All State classified personnel are welcome to attend as guests. Motion Carried.
4. Election of members will be ordered as deemed necessary and not confined to a specific time frame. Motion Carried.
5. Election of Council Officers is for 2 years, but Diana has been the president for 3 years. Her term is up. Motion carried to continue Diana's term. Will serve one more year.
6. Strike section VI. D for odd vs. even number years for elections. Motion Carried.
7. Quorum - Remove A. for a number of executive members present are required to attend. Changed to a total number of delegates. Motion Carried.

Do you wish to provide a verbal update at the next regular CPC meeting?

No

Next Meeting:

Unsure

Sent From: Classified Personnel Council - <https://cpc.colostate.edu>

From: [CPC Website](#)
To: [CSU CPC](#)
Subject: New submission from University Committee Report Form
Date: Friday, August 9, 2019 2:55:19 PM

University Committee Name:
APC Council
Date of Meeting:
08/09/2019
Name of CPC Representative
Jim Abraham
Email of CPC representative
james.abraham@colostate.edu
Meeting Highlights Pertinent to CPC and SC employees:
<ul style="list-style-type: none">- Speakers for next year. Trying to get Dr. McConnell, Robyn Fergus, Diana Prieto, and Rick Miranda are on the list.- APC switching to "TEAMS" to share documents. University is moving toward TEAMS. Bob Schur offered to have his assistant do a 20 minute training on the software platform.- Employee appreciation event is on Sept 4th from 11-1PM. - APC budget is the same as it was last year. Meeting was a shortened meeting and was at the end of the APC retreat.
Do you wish to provide a verbal update at the next regular CPC meeting?
No
Next Meeting:
September 9th
Link for more information about this University Committee:
https://ap.colostate.edu/

Sent From: Classified Personnel Council - <https://cpc.colostate.edu>

From: [CPC Website](#)
To: [CSU CPC](#)
Subject: New submission from University Committee Report Form
Date: Monday, August 12, 2019 2:50:26 PM

University Committee Name:
Dependent Care Committee
Date of Meeting:
08/12/2019
Name of CPC Representative
Leah Bosch
Email of CPC representative
leah.bosch@colostate.edu
Meeting Highlights Pertinent to CPC and SC employees:
<p>Congratulations to CSU - the Northern Colorado Breast Feeding Coalition has awarded CSU the honor of being a breastfeeding-friendly worksite. The Early childhood Center is hosting a couple of events for the 90 years anniversary: https://www.chhs.colostate.edu/ecc/celebrate-ecc/</p> <p>The committee will review the survey to be sent out to all personnel so it can be sent out. The committee will review the following policies</p> <ul style="list-style-type: none">- Parental Leave- Leave Sharing- Lactation- Flextime/Flexplace- Protection of Minors- EOE- VIPS - possible expansion to schools outside the Poudre Valley School District?
Do you wish to provide a verbal update at the next regular CPC meeting?
No
Next Meeting:
9/11/19 @ 1pm - LSC TBD
Link for more information about this University Committee:
In progress

Sent From: Classified Personnel Council - <https://cpc.colostate.edu>

From: [CPC Website](#)
To: [cpc secretary](#); [cpc chair](#)
Subject: New submission from CPC Committee Report
Date: Wednesday, August 14, 2019 3:13:24 PM

CPC Committee
Communications Committee
Email:
leah.bosch@colostate.edu
Date of Meeting
08/14/2019
Time of Meeting:
02:00 pm
Location of Meeting:
Dazbog Coffee on College
Members Present:
Leah Bosch Magdeline Golnar Rachel McKinney Laura Snowwhite
Topics/Issues Discussed:
1) Leah will be meeting with Rachel to show the ins and outs of the CPC website so we can keep it more up to date. Rachel and Magdeline are planning on making a new form in the site that allows users easier access to voicing their concerns that is more user-friendly. 2) Magdeline will be putting together another communication advertising the Employee Appreciation event to be sent out on the communicator listserv 3) I'll be putting together an article for the Source about the Work-Life balance fair last Wednesday 4) Upcoming article for September article will be about committee plans for the upcoming fiscal year. We brainstormed ideas for the October article – parental leave, front-loading sick leave, does anyone have any other recommendations? 5) Laura will be gathering content for the next communicator that should go out at the end of September. Rachel and Magdeline will revamp the format of the article to make it more exciting to look at. 7) We discussed if the CPC should move their shared drive to teams and will bring up at the next CPC meeting.
Action Items:
See above
Do you wish to provide a verbal update at the next regular CPC meeting?
Yes
Next Meeting:
Wednesday, September 4th at 2pm - TBD

FY20 Classified Personnel Council Calendar

Consider that we will need to combine work life/outreach activities once we modify our constitution/bylaws

JULY

- **COUNCIL** Attend CPC Retreat
- **EXECUTIVE** Host CPC Retreat
- **CHAIR** Set monthly meetings with VPUO, HR Director, APC and Faculty Council Chairs, APC Chair and Vice Chair, CPC Exec. Committee, and President Frank (quarterly with APC)
- **VICE CHAIR** Set quarterly meetings with CPC Committee Chairs
- **VICE CHAIR** Update CPC and university committee assignments
- **SECRETARY** Update member roster and schedule guest speakers for CPC meetings
- **SECRETARY** Coordinate with webmaster to update CPC website: members, officers, and any new FY documents
- **TREASURER** Prepare CPC budget for review by Council
- **UNIVERSITY COMMITTEE REPS** Obtain a meeting schedule for respective committee(s)
- **COMMITTEE CHAIRS** Set committee meeting schedule for the year
- **COMMUNICATIONS** Outline communications plan for the year
- **RECOGNITION** Plan process for Everyday Hero Award: update application and award guidelines, update information on website, form a review process, draft correspondence templates, create advertising plan, and assign committee members to send notification letters, prepare certificates, interview heroes and take their picture, purchase frames, write stories, invite recipients to a CPC meeting, etc.
- **OUTREACH** Finalize arrangements for Annual Employee Appreciation Event: coordinate with CSU Events, APC, FC, etc. on sending invitations, posting announcements, confirm tables / booths, etc. From CPC: solicit volunteers, etc.
- **OUTREACH** Arrange for CPC to participate in School is Cool **Move this to June of prior year?**

AUGUST

- **COUNCIL** Participate in School is Cool
- **VICE CHAIR** Host committee chairs meeting
- **COMMITTEE CHAIRS** Attend committee chairs: discuss committee meeting schedule, committee goals and action plans, and member roles and responsibilities
- **OUTREACH** Starting finding volunteers for employee appreciation event **Date TBD**
- **COMMUNICATIONS** CPC website review, updates and training
- **COMMUNICATIONS** Start planning CSU Life and SOURCE articles and CPC Communicator editions
- **RECOGNITION** Fall Educational Assistance Award: Select recipients and verify eligibility, notify recipients of their award, inform Erika Borges of who needs a check, pick up checks from cashier office and hand deliver, invite recipients to a CPC meeting, have communications publish announcement.
- **WORK LIFE** Start researching and analyzing work life issues to address

FY20 Classified Personnel Council Calendar

SEPTEMBER

- **COUNCIL** Attend/volunteer at Annual Employee Appreciation Event
- **CHAIR / VICE CHAIR** Attend CSU Fall Leadership Forum
- **LEGISLATIVE** Prepare summary for Council about preliminary DPA report
- **OUTREACH** Begin planning of a Fall Outreach Event
- **WORK LIFE** Report to the Council the issues the committee will pursue during the year
- **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.

OCTOBER

- **COUNCIL** Attend President's Fall Address
- **CHAIR** Assign CPC Reps. to SPARK's/BARC's (on years when this process is occurring)
- **LEGISLATIVE** Invite state representative/senator/JBC member to attend Dec. CPC meeting
- **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

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
- **COMMUNICATIONS** advertise Educational assistance award, CPC communicator
- **COMMITTEE CHAIRS** Attend committee chair meeting: review progress of goals
- **OUTREACH** Host CPC Fall Outreach Event
- **RECOGNITION** Spring Educational Assistance Award: Select recipients and verify eligibility, notify recipients of their award, inform Erika Borges of who needs a check, pick up checks from cashier office and hand deliver, invite recipients to a CPC meeting, have communications publish announcement.

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

FY20 Classified Personnel Council Calendar

- **RECOGNITION** Call for Outstanding Achievement Award nominations via website, listserv, CPC Communicator, SOURCE, University calendar, 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
- **COMMUNICATIONS** advertise for PDI sessions and awards and recognition
- **CHAIR** Schedule annual meeting with University President and APC leadership for Spring
- **LEGISLATIVE** Prepare Council for upcoming legislative session; summary of what to expect. Start tracking Long Bill and other bills that impact state classified employees
- **OUTREACH** HDS resource fair. Host University PDI and HDS Conference Style Training sessions about CPC
- **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.

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

FY20 Classified Personnel Council Calendar

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 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** 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

FY20 Classified Personnel Council Calendar

- **RECOGNITION** Start planning the Fall Educational Assistance Award: update application and award guidelines, update information on website, form a review committee, draft correspondence templates, discuss solicitation and notification plan, etc. call for applications (CPC website, listserv, CPC Communicator, SOURCE, University calendar, etc.), confirm applications received, review applications, choose awardees, notify applicants, update website, etc.

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

FY20 Classified Personnel Council Calendar

- **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

Version dated 7-09-19