Agenda

Call-to-Order

Guest Presenter: John Engelking presenting on Microsoft Teams

CPC Committee Breakouts (10 mins)
- Get into groups and catch

CPC Committee Reports:
- Communications – Leah Bosch
- Employee Recognition – Nancy Cowley
- Legislative – Brian Gilbert
- Outreach Events/Work Life – Kelly Hixson
- Executive – Meg Skeehan

Reports / Updates:
- Approval of CPC 8.08.2019 Meeting Minutes
- Adrian Financial Update
- Wayne – University Committees and CPC Committees

Meeting adjourned – Thank you!

Dates to remember:
- Sept 18 – Canvas Credit Union Ram Staff Financial Seminar – The Psychology of Money
  12 pm LSC 328-220 and 3 pm LSC 304-306
- Sept 21 – C2C Football Game – Purchase your tickets online (go to commitmenttocampus.colostate.edu)
- Oct 14-18 - Diversity Symposium
Classified Personnel Council Meeting  
Tuesday August 20, 2019 10:00am-12:00pm  
Regular Monthly Meeting  
Rockwell West 220 – GLC Conference Room

Agenda

☒ Jim Abraham, Environmental Health Services  
☒ Stacey Baumgarn, Facilities Management  
☒ Leah Bosch, CVMBS  
☒ Nancy Cowley, Lory Student Center  
☒ Emily Farrenkopf, College of Liberal Arts  
☒ Joseph Gallegos, Facilities Management  
☒ Brian Gilbert, ACNS  
☒ Magdeline Golnar, College of Liberal Arts  
☒ Wayne Hall, ACNS  
☐ Kelly Hixson, Housing and Dining Serv.  
☒ Randy Gallegos, Facilities Management  
☒ Dustin Pothour, Facilities Management  
☒ Chuck Richards, CSU Police Department  
☒ Meg Skeehan, Dept of Accounting  
☒ Laura Snowhite, Business and Financial Serv.  
☒ Kristin Stephens, Statistics  
☒ Kate Sherman, Political Science  
☒ Lourdes Zavala, The Access Center

☐ Amber Lobato, Housing and Dining Services  
☐ Anselma Lopez, VP for Enrollment Acc.  
☐ Adrian Macdonald, Statistics  
☐ Rachel McKinney, VP for Diversity  
☐ Dustin Pothour, Facilities Management  
☐ Chuck Richards, CSU Police Department  
☐ Meg Skeehan, Dept of Accounting  
☐ Laura Snowhite, Business and Financial Serv.  
☐ Kristin Stephens, Statistics  
☐ Kate Sherman, Political Science  
☐ Lourdes Zavala, The Access Center

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  
Guest – Kalie McKenna

Call-to-Order 10:05 AM

How is everyone doing?  
Check in with CPC members)

CPC Committee Group work for 30 minutes – Committees met for 15 minutes to review budgets as well as priorities. Topics covered were:
• 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 – Getting Life Article together. We are doing an article on what our committees are doing vs. tying into what the CPC is working on in a larger sense. Looking to get a CPC article in the communicator out by the end of September. We’ve been speaking about Microsoft Teams as this is where the University is going for
communicating in groups. We currently have our CPC drive, but we may be looking to move to Teams. We should at least start looking at how Teams works. Wayne and Brian will look to set something up to demonstrate Microsoft Teams and set something up for the CPC as well as committees.

Wayne – Teams works great, let’s look further into it in how it would work for the CPC.

Leah – Let’s look to do a presentation on Teams so we can see what it’s about and make a decision from there.

Laura – If you have department newsletters go out, please look into having our committee push out CPC news through your department newsletter. We are also looking at a “Comment Box” at the employee appreciation event. As well, looking to add a comment box on the communicator so we can get feedback from personnel who read the communicator once they are done.

- Employee Recognition – Nancy Cowley – We’ve awarded 3 awards for the Employee Assistance award and those people have been contacted. We have also two Everyday Hero Awards. I will get Leah the article after the start of classes. We’re looking to change up the Employee Assistance award application per suggestions from Stacey. Looking to make sure activities are funded prior to awarding the assistance. Looking to also invite awardees to the October meeting.

Stacey – the hope we have is that we would give 5 awards instead of 3 awards. We have donor funding so we want to make sure we’re utilizing those funding. We would like to get the word out more so we can use that award and use it for anything educational. It is a no-strings attached award, unique and special. Let us make sure we’re using the funding we’ve been given for the award.

Rachael – have we thought of asking for testimonials from awardees?

Stacey – We have only done that on the front end to highlight what and how people are using the awards.

Nancy – There is an effort to request a follow up on how they’ve used the award.

Meg – I want to make sure we’re not asking for too much info afterwards so that SC personnel feel trusted as the money can be used for anything that supports their education, not necessarily for class costs.

- Legislative – Brian Gilbert – Adrian, Jim, Kristin and myself met with representatives Jeni Ardnt and Cathy Kip regarding leave practices. We presented the data to them and they are looking to move forward through the legislature through the long-bill. They are in favor in moving forward to add leave to SC through the legislature. They are in the research process now, but are hopeful in the prospects of adding leave. On Sick Leave, we tie for last place in all 50 states. They are looking into that issue as well. Jeni will be meeting with the Chair of the JBC and look into how we may get that addressed.

Leah – Where are we with the front loading of Sick Leave?

Brian – I’ve met with Diana on this and we’ll need to look into it. The state statute say how much we can get, but not dictate “how” or “when” that would be applied. My point of view is that it can be added on the front end to SC personnel records. We believe CSU can add it.

Diana – I will bring this issue to Lynn and start that conversation with administration.

- Outreach Events/Work Life – Kelly Hixson – Reported by Lourdes – Last year we spent time to give information about resources and we did that through the lunches. We were not getting the turnout we wanted. This summer we planned and put on our first annual Discovery of Work-Life Resource Fair and this was our first annual fair. We had the event at the LSC plaza in August. We had to quit a bit early due to the rain. We had 28 vendors come and share information. The vendors were excited about doing it again next year.
Thank you for your help on everything as it was considered a great success. We had a
great turnout and we believed more people would have come had it not been for the
weather.

• Executive – Megan Skeehan – The work life event was very expensive. We received money
from the Provost’s office. APC covered half of the massage chair costs. CPC covered
printed mailers and postage, as well as catering. Wayne and I met last week and discussed
University Committees. We did get Magdelene connected with the Campus Climate group.
We are still trying to figure out committee membership.

Diana – Discovery Work Life event was really a good set up. There was great energy and it was a
great event. Will this be done again next year?

Meg – We definitely want to, but we will have to look at our expenses. Largest expense was the
tents and catering.

Diana – I wonder if Lynn would fund the tents.

Meg – I’ll be meeting with Lynn and providing a breakdown of expenses.

Reports / Updates:

• C2C – Tammy Hunt – Policy Office Assistant.

Work Life balance Resource Fair was a great experience. Thanks for setting that up.
I’m here to discuss C2C (Commitment to Campus). University’s recognition of the value of
their employees. Constantly evolving and growing including discounts to numerous
vendors and services on campus.

Three components – Existing programs, Programs that receive special subsidies, Off
campus vendor discounts. Some of the benefits include:

- Free music and theater and dance tickets.
- Athletic discounts - $28 game day tickets with tee shirts and meals.
- VTH discounts – 20% discount on services.
- Career counseling discount.
- Nutrition counseling/cooking classes
- Fitness and recreation
- Off campus Vendors – we have numerous participants through the State of Colorado as
well.
- Airport discount parking – almost 50% off on any of the companies that provide parking.
- Alternative transportation
- Heart Disease prevention
- Diabetes prevention
- USA Today/Denver Post/ NYT
- Grocery Discount
- Professional development award. Will only be done one time this year. We’ve given
$24,000 away for professional development.
- Dependent tuition scholarship
- Employee Study privilege. Employees who take classes can get further discounts as they
are classified as students and can get student discounts from Amazon.
- Advance care planning
- Bike repair maintenance at the Spoke.
- Adult Fitness – C2C pays 50% off for campus recreation
- Individuals and Couples Therapy session
- Campus Corp (mentoring for youth who are struggling) C2C pays half the cost.
- City of Fort Collins recreation locations – between 25 – 70% off of fitness classes.
- Summer camps for kids – 15% off costs
- Safeway grocery store – Every Friday 10% off groceries.
- Employee Hardship Loan Fund for unexpected expenses. Can get a no-interest loan.
- C2C website – [https://commitmenttocampus.colostate.edu/](https://commitmenttocampus.colostate.edu/)
- C2C Listserv – [https://colo.st.edu](https://colo.st.edu)
- C2C Email – C2C@colostate.edu

The money for C2C comes from University vendor rebate programs – buying food on campus provides money back into the program.

- Who develops the program? – Bob Schur is the chair. University Benefits Committee, Human Resources, Employee Appreciation Board. All programs are approved by Lynn. New programs are added every few months.
- We need ideas. Please feel free to contact me on what businesses you feel would be a good fit for C2C.

Kristin – Where is the information for buying tickets for Ag Day football game, tee shirts and vouchers for food?
Tami – It is on the website, but we don’t have times yet. There still needs to be clarification on some of the items on the website and I’ll contact them.
Kristin – Some of the logistics have not been clear on how you receive the vouchers.
Stacey – Thank you for all of your work. It is really impressive what has been done in the last few years with this program.
Brian – Canopy parking is great. Very good benefit. Cost of the covered parking is now the same as exposed parking.
Tami – Use the Canopy App as it makes it much easier.
Adrian and Anselma – The QR code is not working for Canopy parking.
Tami – I didn’t know that was an issue. I’ll reach out to them and let them know there is a problem.
Meg – Tami has made a lot of improvements to the website. Please check out the website as there are many benefits that people are not aware of.

Meg – Thanks Tami! On to our regular agenda. Kalie is looking to fill a vacancy but has not been here a full year. We need to examine our bylaws to see if we can add Kalie as a member. We still need to review this issue with our executive committee

- Approval of CPC 7.10.2019 Meeting Minutes – Stacey provided changes to the draft. We were talking about the Housing task force land swap deal for property near Timberline. Motion by Brian. Second by Laura. *Motion Carried.*
- Financial Update – Adrian – The tents are around $1200 for the work/life event. We spent $1000 on event planning and catering. Lynn will give $861 to cover estimated costs for printing for our work/life event in August. The provost will transfer $1500 for tent rentals. We went a little over budget on the retreat breakfast. We have ordered gifts for the employee appreciation event in September as well.
- Wayne – University Committees and CPC Committees, computer/email access and training – No updates
- Statewide Liaison Council update – Jim – Went to Colorado Springs on July 22nd. The Statewide council doesn’t have money. Most statewide councils have little to no money for support. We are lucky to have the support we do from administrations. Many councils are combining their professional staff with their state classified personnel, diluting the voice of SC personnel. The Statewide council is currently down by 9 members. Diana
Regan is the president of the State wide council but will be leaving this next year. I presented the data we’ve collected on leave to the Council and it is clear CSU’s CPC is better organized and supported to address the issues of our staff. They did address some changes to their by-laws. They pay for their meetings by charging $35 for attendees to come to the meeting. The State Wide Council sends a letter to the Governor just as we do every year.

Stacey – Their website has not been updated in some time. I didn't see anything on the by-laws.

Jim – I don’t know about the website, but Diana came prepared to address the by-laws. It is obvious they need to inject some new energy into the council as Diana has been the president for quite some time.

Meg – I would like to be cautious in what energy we provide to the council. We will need to be strategic on what information we share and how much energy we give the statewide council. We may look to invite the statewide council to a CPC meeting.

Jim – Six people attended the meeting, so we may have an easy time with inviting them. Although they are down by nine members.

Stacey – We should put some energy into the group as we would need to rely on the statewide council in times of need. If we had a significant budget crunch or a dramatic change, it would be great to have access to a well-run statewide council to advocate for all of us. While we may not need to run it, when we need each other, we need each other.

- Voting on changes to constitution and by-laws (pages 7 and 8 of the bylaws/constitution document)
  Language changed to update the following
  - Merging Work life with Outreach
  - Writing in “vice-chairs” as a requirement for committees – ensuring continuity within our committees if the chair leaves.

Meg – We can go section by section to approve each section or we can approve the changes as a whole.

Stacey – I would like to put a motion on the floor to approve changes as presented in the meeting packet. Second by Kristin. {Motion Carried.}

Meg – I will get the changes updated and sent to Bob for final approval.

New items (Not on Agenda)
- Meg chatted with President Joyce McConnell for 45 minutes. I was on her schedule. She is excited to work with the Council. Joyce has a lot of experience working with SC employees in West Virginia University. Top issues we discussed were climate survey data such as wages, promotion, and affordable housing. Currently our CPC meetings are at the same time as the executive leadership meetings on her schedule. She will not be able to make a CPC meeting this fall. We may change our meeting times in the spring to accommodate her schedule. She would like to attend a meeting. Please attend the meet and greet with Joyce that is coming up and introduce yourself as a member of the CPC.

- Football tickets – We have 4 tickets. Rocky Mountain Showdown tickets on August 30th. How do we want to do that?

Leah – How about a random drawing of our Everyday Hero Awardees?

Meg – We will do one random drawing for CPC members, and we’ll do a raffle for the Everyday Heroes.

Meg – Anything else?
Brian – Forgot to bring up that Jeni complimented the CPC and is well known at the capital for being very well informed and a great voice for State employees. Our opinions and data research is highly regarded.

Chuck - CSUPD is doing a community meet and greet on August 28th with close to 100 police cars from Fort Collins, CSUPD and Larimer County. We’ll be going door to door to introduce ourselves to the surrounding campus neighborhoods.

Meeting adjourned at 12 noon – 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!)
CPC Chair Report for September 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.

– Meg Skeehan, CPC Chair for FY20.


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**Where has Meg been?**

**Meetings and activity:**

- **Aug 13** – SLDS Co-Chair Meeting
  - Discussed Feminist Fight Club at CSU updates – introducing the new FFC:MASC (formerly FFC for Men).
  - Held mini FFC committee meeting for communications discussing the tagline and FFC day communication materials and prep.
- **Aug 14** – Assessment Group for Diversity Issues
  - Employee Climate Survey Presentation Updates – a few units still need to schedule
  - Open end follow up – we are working with Office of General Council to determine if the coded open end information would be appropriate to publish on the climate survey webpage. There are concerns about this information being published, but we also want transparency.
- **Aug 19** – One-on-one meeting with Joyce McConnell
  - A brief 30 minute meeting introducing myself and CPC. We talked about CPC at CSU, what our primary focus and concerns are, about state classified engagement and communication issues.
  - Joyce will want to meet with CPC, we may need to change our schedule as she has a conflict on the third Tuesday.
- **Aug 20** – CPC Monthly Meeting
  - See the incredible meeting minutes, thanks Jim!
- **Aug 26** – CPC Chair and Vice chair with HR and OEO
  - Diana has discussed the front loading sick leave for state classified employee idea with Lynn Johnson – we have support and are having general council review the state statute to ensure we would not violate any state rules. If there is no concern, we are hopeful to move this forward with an anticipated rollout date of July 1, 2020. Lynn has also requested information on employees using leave if they do not work at the university past their first year – exploratory data finding.
o Discussed the mass email from HR about the various HR trainings, I recommended to Diana that to ensure lack of confusion that when there is any EO training offered there is a note that it is only for AP and faculty.

o Discussed some issues brought up from employees, state classified hourly raises and position reviews. Learn more about state classified compensation and salary reviews at http://policylibrary.colostate.edu/policy.aspx?id=706

- Aug 27 – State Classified Meet and Greet with President Joyce McConnell
- Aug 27 – Presidents Commission on Diversity and Inclusion
  o Welcomed new members to the commission
  o Discussion on the audit being conducted by President McConnell’s office on presidential commissions and leadership groups – there has been formal internal audits conducted on each commission. Leadership of these groups were asked to provide summary of the commission (purpose, work/accomplishments/etc). We are currently on pause with moving forward any recommendations at this time.

o Summer incident review – we discussed situations like the Inclusive Language Guide media blowup that occurred over the summer. We talked about what we need to keep doing the work focused on diversity and inclusion on campus when there are fears about it being taken the wrong way or out of context. While this was a guide created by campus communicators to be more aware and sensitive to inclusion in their work, it quickly escalated into a presumed university policy or stance. We are working on how we can best handle these situations and protect employees who receive threats in the future.

- Sept 4 – CSU Employee Appreciation Event
  o Thank you to all the CPC volunteers, CSU Events, and other participants! This was a great event. I know that many people who didn’t get a mug really want one… but we got a limited supply so that the gift was nicer than the water bottles we got last year (Leak-gate 2018). We will have a debrief meeting later this month.

- Sept 5 & 6 – Fall Leadership Forum
  o This was a chance for leadership to get to know President McConnell (did you know that she was a roadie for rock bands before she went to college at the age of 21).
  o A lot of focus on university strategic planning, all colleges presented their strategic plans in 3 mins, a major theme was diversity and inclusion.
  o Breakout sessions that I attended included:
    - CSU Culture and Community where we discussed at our tables major culture concerns. A major theme that all folks agreed with was the hierarchy on campus with SC employees feeling like an unseen workforce. This information will go to the Presidents Culture Committee (which I am part of) to help inform next steps and planning.
    - Enrollment Management we discussed the upcoming cliff of high school graduates in Colorado and talked about what we need to do to start recruiting more diverse students. There was also a discussion about overall makeup of CSU students per financial support.
  o On Friday morning, Catherine Douras (APC chair), Wayne and I pitched a topic on APC and CPC participation. We talked at length with Amy Smith at CSU Online
and she is very interested in having us into an all staff meeting and getting representation onto our councils.

- **Sept 9 – Committee on Strategic and Financial Planning (CoSFP)**
  - Reviewed Faculty Council Committee Procedures, added an update that we will rotate voting members who take minutes in our meetings
  - We approved a department name change to Agricultural Biology
  - Decided to continue with Curriculum Management System updates being sent out to the CoSFP committee
  - Discussed CoSFP projects from spring about reviewing programs at the 5 year mark. We need to set metrics, evaluate how we will measure fairly success, and watch for “success” that is on the back of unpaid labor (NTTF)
  - We got enrollment update data from Laura Jensen to review, need to incorporate enrollment projections for our review metrics.

- **Sept 10 – Policies and Practices to Support Trans and Non-Binary Employees**
  - Discussed our plan moving forward for the year, what recommendations we want to work on. We talked about recommendations vs possibly working on a policy for the university, but the policy piece will likely happen later.
  - We are producing a tip sheet for Feminist Fight Club on Fight Moves to support trans and non-binary students/faculty/staff on campus. We will collaborate and get that ready for the FFC day at the Diversity Symposium on Monday October 14.
  - Update on the pronoun statement recommendation – all recommendations from presidential committees are on hold with President McConnell coming on board, we hope to have this move forward soon. No time frame for when these recommendations will be moving forward. Meg will share the recommendation that has been developed.
  - Discussed the Community Inclusive Bathroom Guide and how we can make recommendations for hiring committees to use restaurants that have gender inclusive bathrooms in their space for interviews. This goes beyond access for trans and non-binary employees, as it also impacts those who have a disability or other needs.

- **Sept 10 – CPC Executive Meeting**
  - Joint report update, we have all pieces from APC, FC and CPC. Need to finalize the document before we send to President McConnell.
  - Leave bank donor drive, the leave bank is in need of hours, we will be providing raffle prizes again. We will hold one game of football tickets for this raffle as well as use swag items for up to 5 winners.
  - Employee Appreciation Event
    - Meg asked for feedback from executive team on this event for the follow up meeting. It went well, pros to being inside: no tent rentals. Cons: it was loud at the beginning. Next year work on how to make it more engaging instead of a “grab table” for swag. Everyone loved the mugs! Next year for communications, ask Lynn for support in reaching out to operations supervisors to encourage them to let employees go and share the information with employees as some SC’s don’t have access to email.
  - Scheduled future executive committee meetings
Statewide Liaison Council
- No real sense of direction from this group, more of a venting session. We would like to reach out and set out some recommendations on topics we can write individual letters to the governor for the budget this October. Invite this group to a CPC meeting on campus for a showcase/Q&A session. We know the SLC needs leadership, but it is a big commitment without compensation.

Private Public Partnership chat
- Bring Laura Jensen to CPC meeting to talk about strategic plan, perhaps provide some more SC insight.

Letter to governor
- PERA concerns
- Sick and annual leave
- Benefits
- Policy on employees having to report having a second job
- Adrian will reach out to chair and vice-chairs of CPC committees to talk budget proposals for the year

Coming soon:
- Sept 11 – Assessment Group for Diversity Issues
- Sept 12 – CPC/APC with Lynn Johnson
- Sept 17 – CPC Regular Monthly Meeting
- Sept 17 – Employee Appreciation Debrief
- Sept 19 – Fall Address at the Oval
- Sept 20-22 – Pride Resource Center Retreat as a small group facilitator and presenter
- Sept 21 – AG Day/Employee Appreciation Football game
- Sept 23 – Committee on Strategic and Financial Planning (CoSFP)
- Sept 25 – Presidents Commission on Diversity and Inclusion
- Oct 2 – Trans and Non-Binary Oversight Committee Meeting Prep
- Oct 9 – Trans and Non-Binary Oversight Committee
- Oct 9 – Assessment Group for Diversity Issues
- Oct 14 – 18 – Diversity Symposium
- Oct 15 – CPC Monthly Meeting
- Oct 16 – CSU Inspire – I’ll be presenting on my service work on campus!

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 the semester. Be sure to check out the courses available and register early or get on the waitlist!
Any questions? Give a call 970-491-5102 – thanks 😊 – Meg
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<th>Work Life Committee</th>
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<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:Kelly.Hixson@colostate.edu">Kelly.Hixson@colostate.edu</a></td>
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<td>09/02/2019</td>
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<tr>
<td>Topics/Issues Discussed</td>
<td>Did not hold meeting because of holiday;</td>
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<tr>
<td>Action Items</td>
<td>We will be helping with the Employee Appreciation-sign up also at the Mobile Food Pantry-Kelly</td>
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<td>Do you wish to provide a verbal update at the next regular CPC meeting?</td>
<td>No</td>
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Sent From: Classified Personnel Council - https://cpc.colostate.edu
**University Committee Name:**

- CWGE

**Date of Meeting:**

- 08/28/2019

**Name of CPC Representative**

- Kelly Hixson

**Email of CPC representative**

- Kelly.Hixson@colostate.edu

**Meeting Highlights Pertinent to CPC and SC employees:**

- There is currently a hold on all new activities, programs, members, website edits, & expenditures of CWGE requested by President McConnell (due to an internal audit that was conducted in the President’s Office, etc.) The hold is temporary & the group will be notified when the hold is lifted.
- A draft of bylaws and how to establish guidelines, etc. is in process with SCSWF. Forward movement will happen as the hold is lifted.
- Meeting & structure of CWGE was reviewed, please see document below for further details.
- There are currently 4 vacancies in CWGE - Sandi Hodgin, Kelsey Prather, Karla Perez-Velez, Alison Lanning
- Title IX was discussed and resources were shared:
  - From Monica (regarding the importance of knowing and understanding Title IX issues)
  - Know your IX and EROC (End Rape On Campus) websites have basic information about Title IX without a lot of legal jargon. Both sites also have additional resources for education and activism
    - [www.knowyourix.org/college-resources/](http://www.knowyourix.org/college-resources/)
    - [www.EROC.org](http://www.EROC.org)
  - Chronicle of Higher Education-
  - Documentary –
    - [The Hunting Ground](http://thehuntinggroundfilm.com/)

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

- No

**Next Meeting:**

- 09/18/2019

**Link for more information about this University Committee:**
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<tr>
<td><strong>Name of CPC Representative</strong></td>
<td>Jim Abraham</td>
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<td><strong>Email of CPC representative</strong></td>
<td><a href="mailto:james.abraham@colostate.edu">james.abraham@colostate.edu</a></td>
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**Meeting Highlights Pertinent to CPC and SC employees:**

- Sept 9
  - Michelle Newhart presenting APC interview Activity relating to Leadership and recreating an exciting shared vision within a team. Then how do you broadcast that shared vision? The purpose is building a shared vision for the APC and how all members would be moving toward a common vision.
  - President McConnell coming to the APC October meeting. Scheduled for 1/2 hour. APC looking to share with Dr. McConnell where the APC wants to go from here.
  - Canvas is putting on Financial Seminars.
  - Work/Life Balance Fair was well attended. Was well received.
  - President's Fall address is September 19.
  - Goal mapping using the CSU principals of community

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

- No

**Next Meeting:**

- October 14

**Link for more information about this University Committee:**

- https://ap.colostate.edu/
CPC Committee

Communications Committee

Email:

leah.bosch@colostate.edu

Date of Meeting

09/10/2019

Time of Meeting:

02:00 pm

Location of Meeting:

Dazbog Coffee

Members Present:

Dustin Pothour
Rachel Mckinney
Laura Snowhite
Leah Bosch

Excused: Magdeline Golnar

Topics/Issues Discussed:

1. Communicator
2. CSULife/Source
3. Website updates
4. Any other business?

Action Items:

1. Communicator
   a. Laura is currently working on the communicator content and should be done by Friday to send on to Magdeline and Rachel for design
   b. Leah will send out email to rest of CPC in case there is other content needed with a deadline of noon on Thursday (9/12)
   c. We will aim to send out the next issue by the 18th of September due to time-sensitive content

2. CSULife/Source
   a. I haven’t seen the September issue as of yet, but it should have been published?!
   b. The upcoming article on parental leave is great! Thanks, Dustin! We'll submit to HR for verification before submitting the article
   c. No current ideas for the Source, will ask in the next CPC meeting
   d. Ideas for the next CSU Life article? Rachel will work on an article about the Faith, Belief, and Religious Observances calendar available online

3. Website updates
   a. Rachel will send a message to Meg and Wayne regarding committee representatives to complete the yearly updates to the website
   b. Rachel will be the primary on website updates and has some great ideas on spiffing it up - she will
make a short presentation during the CPC meeting

c. Magdeline could not attend today’s meeting but expects to get the “We want to hear from you” logo
done this week and ready for the website

4. Any other business?
   a. Leah has contacted the communications chair for the APC to see if they are currently adding any
   information to departmental newsletters as well…perhaps they already have a list? If not, maybe we can
   make this a joint effort

<table>
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<tr>
<th>Do you wish to provide a verbal update at the next regular CPC meeting?</th>
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<td>Yes</td>
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<tr>
<th>Next Meeting:</th>
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<tr>
<td>10/2/2019 @ 2pm - TBD</td>
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Sent From: Classified Personnel Council - https://cpc.colostate.edu
FY20 Classified Personnel Council Calendar

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.
- **ENGAGEMENT** 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.

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
- **ENGAGEMENT** 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

SEPTEMBER
- **COUNCIL** Attend/volunteer at Annual Employee Appreciation Event
FY20 Classified Personnel Council Calendar

- **CHAIR / VICE CHAIR** Attend CSU Fall Leadership Forum
- **LEGISLATIVE** Prepare summary for Council about preliminary DPA report
- **ENGAGEMENT** 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 occuring)
- **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
- **ENGAGEMENT** 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
- **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
- **ENGAGEMENT** Host 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.
- **ENGAGEMENT** Start planning Spring Outreach Event (Emp. Appreciation Day = 1st Friday in March; Emp. Appreciation Month = April)
- **ENGAGEMENT** 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
FY20 Classified Personnel Council Calendar

- **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
- **ENGAGEMENT** Host building parades (building specific visits) to build awareness about the Council and encourage State Classified employees to consider joining
- **ENGAGEMENT** Finish planning Spring Outreach Event
- **ENGAGEMENT** 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
- **ENGAGEMENT** Coordinate CPC participation for “I Love CSU Day”
- **ENGAGEMENT** 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
- **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.),
FY20 Classified Personnel Council Calendar

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
- **ENGAGEMENT** 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.
- **ENGAGEMENT** 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
- **ENGAGEMENT** Work with CSU Events to finalize Annual Employee Appreciation Event details
FY20 Classified Personnel Council Calendar

- **ENGAGEMENT** Figure out volunteer shifts for School is Cool

Version dated 9-10-19
We know our Ram staff fam are always looking to soak up even more knowledge. This fall, we’re offering our constant learners & leaders three financial education seminars to pack you with tips and tricks for the road to financial success.

**The Psychology of Money  ** **WEDNESDAY, SEPT. 18TH**

12PM - Lory Student Center Room 328-30  
3PM - Lory Student Center Room 304-06

This is not your normal Psych 101, folks! We’ll be exploring our emotions with money to discover what kind of spenders we are. From research based off the book, Dollars & Sense, we’ll delve into the weird world of our relationships with money, spending, and the social/emotional side of our finances.

**Building a Budget  ** **TUESDAY, OCT. 15TH**

12PM & 3PM - Lory Student Center Room 308-10

Wave goodbye to negative balances and hello to peace of mind. This seminar will cover the basics of setting up a budget you can live by, whether you’re just starting fresh or you just received that big promotion! You’ll set spending plans, track expenses, get your fire for savings burning, and start affording life.

**Home-Buying 101  ** **TUESDAY, NOV. 12TH**

12PM & 3PM - Lory Student Center Room 372-74

Buying a home can be the most exciting purchase of your life! Invest an hour with your by-your-side-guide before purchasing your brand new home. We’ll take you from start to finish: How to choose a realtor, different loan types, down payment options, closing costs, fees, & more. No questions are off the table, so ask away!

Interested in becoming a Canvas Member?  
**Check out our CSU staff mortgage discounts:**

- Discount of 0.125% APR‡ off your approved rate
- Waived Origination Fee and $250 application fee
- 100% Home Option (our 0% down mortgage)

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**Sign up to attend our free, laid-back seminars at:**

https://mylearning.colostate.edu

We can’t wait to stand with you, shoulder to shoulder, to help our Ram fam afford life.