

**Classified Personnel Council
Annual Retreat
Thursday, July 10, 2014 – held at Primrose Studio**

Meeting Minutes (unofficial)

Members Present: Sheela Backen, Geri Baker, Stacey Baumgarn, Carol Carroll, Sandy Dailey, Debra DeVilbiss, Jesse Epstein, Eric Gardner, Kelly Hixson, Anthony King, Clint Kranz, Shami Loose, Debra Parker, Terri Pecora, Tammy Perez, Terri Ratzlaff, Laura Snowwhite, Kristin Stephens, Jeff Sturgeon and Marvin Withers

Absent: none

APC Representative: Kristine Bennett

Guest (for team building): Guy Arnesen

8:30 a.m. New Employee Orientation – the FUN begins! CPC Chair, Jeff Sturgeon kicked-off the morning with a hearty welcome to our new members. Introductions went around the table – including new members, CPC officers, and Committee Chairs. Jeff asked a few of the Committee Chairs to offer reflections on being a 1st year member of CPC and to share some highlights from serving as a Committee Chair this past year. Jeff then walked everyone through the items and resources to be found in member binders.

9:30 a.m. Welcome/Breakfast/ Pictures – tasty breakfast burritos were available while member photos were taken – we have a good looking bunch of folks. Thanks for your smiles.

10:00 a.m. Team Building with Guy Arnesen – which member collected the most signatures on her CSU Autograph's page ... it was Geri Baker, great job!

11:15 a.m. FY14 Review / FY15 Goals – CPC Leadership – to consider the year in review and goals for the coming year, Jeff asked each CPC Committee Chair to briefly answer two questions. 1) What is different from a year ago (on or about your committee)? 2) What can Council expect from your committee in the coming year? Here are a few of the “goals” mentioned:

- **Recognition Committee:** clarify member roles and interaction with Communication Committee; work with Outreach Committee to promote awards at Outreach events; and, to better meet donor and specified criteria through awards and recognitions
- **Legislative Committee:** keep in touch with Legislation that (may) effect higher education; invite Legislator to CPC meeting as our guest; increase CPC participation in annual visit to the State Capitol to meet with our local Representative and/or members of the Joint Budget Committee
- **Work Life Committee:** work to identify constituencies and help to make connections; explore creating a brochure
- **Communication Committee:** get the wonderful member biographies on the CPC website; evaluate and expand the “Resources” page of the CPC website
- **Outreach Committee:** continue to plan, collaborate, help, and deliver great outreach events for State Classified staff and all CSU employees; present about CPC at the University-wide Professional Development Institute (PDI) in January 2015

Looks like an exciting and fulfilling year ahead for our Committees.

Jeff asked members to be sure to review the proposed FY14 Annual Report included in the member binders – a vote to accept the Report will be taken later in the day.

Jeff reviewed the FY15 CPC Budget and explained the changes and adjustments from FY14.

12:00 p.m. Lunch – Yummy – thanks Kristin for organizing.

12:45 p.m. FY15 Topics / Introduction to Facilitation - Each members of CPC has been and continues to be involved in many important on-campus issues (see the Annual Report for a refresher), some of these issues will remain part of our meetings over the coming months. Issues include: on-campus parking permits and rates, a supervisor training program, the smoking (ban) task force, and employee needs (through the lens of affordability). Your involvement and commitment can and will make a difference, thank you for sharing your time, talents and voice.

Kristin Stephens introduced an exciting and challenging new initiative for CPC, the “Campus-Community Connect – a resource fair for everyone” (official name of event TBD). To begin the dialog about creating and delivering this event to CSU employees, Kristin also introduced our very own Debra DeVilbiss to facilitate the discussion and brainstorming.

1:00 p.m. Community Resource Fair Facilitation with Debra DeVilbiss – Thank you Debra, with your help we accomplished a lot. Debra began by helping us to look at the “resource fair” concept from different perspectives using the story of the starfish. In the story we have three perspectives; the naysayer, the starfish (the one who needs help), and the helper. What does the starfish need; what do all the different types of employees at CSU need? We created the following list (illustrative not exhaustive) as a guide to think of the types of services we may bring together for the fair:

Affordable health care, IT access and support, transportation options, housing assistance, budgeting/financial literacy, mentors, support, confidentiality, food, daycare (for children, elders, pets, and care for the self), clothing, training and career development, legal advice, a safe space, assistance with substance issues or abuse, mental health, crisis advice, management (supervisor) support, permission to ask for help, awareness of services available, etc.

The remainder of the brainstorming notes will be integrated into the initial planning document and distributed separately. Thanks to everyone for your great ideas and enthusiasm for this CPC initiative. We have a lot of exciting and rewarding work ahead of us.

2:15 p.m. Committee Assignments, Roles and Expectations – thanks to each one of you, our committee rosters are full – but do not hesitate to ask or join in other committee work or efforts if you are interested.

3:00 p.m. Committee Planning – a great kick-off for each committee – thanks everyone!

Bonus; an Action Item: A motion was made by Eric Gardner with a second by Marvin Withers to accept the FY14 Annual Report of CPC as presented to the Council. The vote was unanimous to accept. The report will now be sent forward to Amy Parsons, Vice President for University Operations and, will be posted on the CPC website. Special thanks to Jeff Sturgeon and Terri Pecora for preparing this report.