

# Memo



**To:** Amy Parsons, Vice President for University Operations  
**From:** Farrah Bustamante, Classified Personnel Council Chair  
Lori Bates, Classified Personnel Council Vice-Chair  
**Date:** June 28, 2011  
**Re:** Classified Personnel Council Annual Report

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The Classified Personnel Council (CPC) must file an Annual Report as required by Article IV.F of the CPC Bylaws and Constitution with the President of the University or Designee. In accordance with this requirement, the CPC hereby submits its final report for the period July 1, 2010 through June 30, 2011.

The CPC would like to bring your attention to the following accomplishments for the above mentioned period.

- Host of the First Annual Employee Appreciation Event at the Trial Garden
- Attendance and booth at the President's Fall Address
- Attendance and booth at the Commitment to Campus sporting events for football, volleyball, Men's basketball, and Women's basketball
- CPC Chair and Vice Chair attended Fall Forum in Estes Park.
- Creation of the CPC's Legislative Committee
- Initiated process to revise the guidelines of the Leave Share Committee as well as start the process of converting the Leave Share Committee from a CPC Committee to a University Committee
- Revision of the CPC Bylaws to allow for additional Members and Alternates
- Revision of the election process for newly elected Members to include Supervisor and Department Head or Director signatures on nomination form
- Revision of the term of service to coincide with the University's Fiscal Year
- Revision of the term of office for the Chair for up to three one-year terms
- Instituted CPC New Member Orientation

- Spearheaded submitting a letter to the Board of Governors of the Colorado State University System, Dr. Tony Frank, the Governor of the State of Colorado and the Joint Budget Committee to address the Council's concern with regards to the PERA Contribution Swap
- Attended the Colorado Higher Education Legislative Update at Auraria Campus
- Instituted monthly Executive Committee meetings
- Created Shared Governance slides on behalf of all employee councils for presentation at University New Employee Orientation
- Formalization of CPC which included creation of a CPC timeline, creation of CPC Committee descriptions and duties, creation of Executive Committee duties and creation of a Committee structure to include a Committee Chair and Committee Members.
- Reviewed CPC budget in detail which resulted in reducing VPUO administrative fees/phone usage expenses charged to CPC on an annual basis.