

Classified Personnel Council Meeting

Thursday, Aug. 10th, 2017 – 1-3 pm

Lory Student Center – Rooms 376-378



Agenda

Call-to-Order

Announcements / Reports / Updates:

- Welcome members and guests – thanks for visiting
- Happy Birthday this month to: Anthony, Derek, and Leah
- Approval of 7-12-17 Retreat Meeting Minutes
- Treasurers Report (and approval of CPC FY18 Budget)
- CPC Reps. to serve on University Committees – update
- Emerging Women Leaders Series – a plug from Megan
- Aug. 5th – Community Open House – report
- Aug. 8th, 9th, and 10th – School is Cool – did anyone volunteer?
- Aug. 24th – Employee Appreciation Celebration 4:30-6:30 pm
 - Planning / need volunteers
- Who we are – a snapshot of State Classified employees at CSU

CPC Committee Reports:

- Communications – Veronica Nicholson
- Employee Recognition – Carol Carroll
- Legislative – Brian Gilbert
- Outreach Events – Kristin Stephens
- Work Life – Kelly Hixson
- Executive – Stacey Baumgarn
- Other reports?

Meeting adjourned – **Thanks for attending** – see you next month

Next CPC meeting – Thursday, Sept. 14th, 2017 – LSC, rooms 304-306

Other upcoming events:

- President's Fall Address & Picnic – Wed. Sept. 20th, 2017 – The Oval – 11:30 am-1:30 pm

FY18 CPC Calendar for August and September 2017

What's going on and coming up?

AUGUST

- **COUNCIL** Attend Annual Employee Appreciation Event
- **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** (Co-host) Annual Employee Appreciation Event
- **OUTREACH** Coordinate CPC participation in School is Cool
- **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.
- **RECOGNITION** Fall Educational Assistance Award: call for applications (CPC website, listserv, CPC Communicator, SOURCE, University calendar, etc.), confirm applications received, review applications, choose awardees, notify applicants, update website, etc.
- **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.
- **COMMUNICATIONS** CPC website review, updates and training
- **COMMUNICATIONS** Start planning CSU Life and SOURCE articles and CPC Communicator editions
- **WORK LIFE** Start researching and analyzing work life issues to address

SEPTEMBER

- **COUNCIL** Attend President's Fall Address
- **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
- **OUTREACH** Plan Homecoming float (?), and organize CPC volunteers
- **WORK LIFE** Report to the Council the issues the committee will pursue during the year

CPC Chair Report for Aug. 10th, 2017



What follows a brief narrative, is a listing of the meetings I have attended. I have also listed a short series of meetings coming soon.

Note: 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 and when you do, send an email – I am happy to provide additional information, context or details.

Thanks for all you do – Stacey Baumgarn, CPC Chair for FY18.

Thank you:

- To Megan Skeeahan for taking care of many of the details that made our CPC Annual Retreat a successful day – good venue, snacks, lunch, and succulents! And, thanks to all of the Executive Committee members for the extra planning and presentations during the Retreat!
 - Kristin Stephens, Megan Skeeahan, and Kelly Hixson – for representing CPC and helping out at the Aug. 5th Community Open House at the new on-campus stadium!
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Employee Voice Survey –

Kristin and I have been spending many hours (together and individually) coding open-ended survey responses and writing narrative descriptions of the findings to be included in a report. The report will outline the survey process, the questions, and the demographics of the respondents. The bulk of the report will include verbatim comments employees shared as open-ended responses. We optimistically hope to have a final report to share with Dr. Frank, Rick Miranda, Lynn Johnson, and Diana Prieto (as an initial group) by Sept. 1st.

Professional Development Fund Initiative –

A committee of APC and CPC representatives (Stacey and Kelly Hixson) have submitted a proposed program and application process to Bob Schur for his review. Following Bob's review and any revisions, we will submit it to Lynn for her approval. We hope this funding opportunity (very similar to our Educational Assistance Awards) will be in place by the fall of 2017 – more info coming soon.

Housing Task Force –

This task force has been meeting for ~2 years – and is approaching the topic of housing through a number of channels – as there is no single solution to the variety of housing needs and challenges faced by our diverse group of CSU employees.

One area we have been making significant progress is in seeking to establish a partnership with a housing solutions provider – a sort of one-stop shop serving CSU employees across the continuum of housing needs. These services are likely to include (but not limited to): renters programs, housing search assistance, first month's rent assistance, homelessness prevention,

lease reviews, homebuyer education programs, financial capability/homebuyer's club, home purchase advising, foreclosure prevention counseling, etc.

In April, the task force sent out an ITN (Intent to Negotiate) to eight area service providers. I am excited to share that we are making great progress to bring this partnership and these services to campus. Final details and negotiations are wrapping up in the next few weeks and we hope that service delivery can begin mid-semester (?). While this will likely not assist or solve every unique housing situation – I am confident that many CSU employees will benefit from this new on-campus service. Watch for the “official” news release coming next month.

2017 CSU Employee Appreciation Celebration and Community Open House –

I have had many many emails in planning (and trying to plan for) these events. As I write this, one event, Aug. 5th, is behind us. The big one is still ahead of us. More details to be discussed at our regular CPC meeting. In brief:

- Aug. 5th – Community Open House – the Coloradoan reported over 21,000 in attendance – the table shared by the three employee councils had given away over a hundred items before the event even officially started at 10:30 am. In total, we gave away ~800 small swag items, and had ~200 employees “check-in” and receive their employee appreciation gift (a double-walled tumbler for cold drinks) and register for door prizes (like football tickets)
- Aug. 24th – Employee Appreciation Celebration, 4:30-6:30 pm – a Thursday, during the first week of fall classes – this event will focus on CSU employees – and thus, an Employee Appreciation Celebration!

Where has Stacey been?

Meetings and activity:

June 8 – CPC regular monthly meeting
June 12 – APC regular monthly meeting
June 13 – APC/CPC/FC – Employee Voice Survey discussion
June 14 – APC/CPC Chairs and Vice Chairs
June 15 – CPC meeting with Diana Prieto (Stacey, Kristin, & Wayne)
June 15 – APC/CPC/FC Chair and Vice Chair monthly check-in (Stacey, Kristin & Wayne)
June 15 – Re-envisioning CSU
June 19 – CPC Committee Chairs quarterly mtg. (Kristin & Wayne [Stacey missed it!])
June 23 – Planning mtg. for Aug. 24th Employee Appreciation Celebration (and for Aug. 5th)
June 28 – CPC New Member Orientation (Stacey & Wayne)
June 28 – Planning mtg. for Aug. 24th Employee Appreciation Celebration – stadium site visit
June 28 – APC/CPC/FC – Employee Voice Survey discussion
July 6 – CPC Executive Committee
July 12 – CPC Annual Retreat
July 14 – University Policy Review Committee
July 17 – President’s Sustainability Committee – Planning Retreat
July 25 – Check-in mtg. with APC Chair (for Aug. 5th event and other start of year activities)
Aug 2 – APC/CPC/FC – Employee Voice Survey discussion
Aug 3 – Housing Task Force

Aug 3 – CPC Executive Committee
Aug 5 – Community Open House at the new stadium
Aug 10 – Planning mtg. for Aug. 24th Employee Appreciation Celebration
Aug 10 – CPC regular monthly meeting

Meetings coming soon:

Aug 15 – CPC meeting with Diana Prieto (Stacey & Wayne)
Aug 16 – CPC Committee Chairs quarterly mtg. (Stacey, Wayne & CPC Committee Chairs)
Aug 23 – APC/CPC meeting with Lynn Johnson & Cara Neth (Stacey & Wayne)
Aug 24 – CSU Employee Appreciation Celebration
Aug 28 – APC/CPC/FC Chair and Vice Chair monthly check-in (Stacey & Wayne)
Aug 30 – APC/CPC Chairs and Vice Chairs
Sept 5 – Faculty Council
Sept 6 – CPC Legislative Committee
Sept 7-8 – CSU Fall Leadership Forum in Estes Park (Stacey & Wayne)
Sept 11 – APC regular monthly meeting
Sept 11 – CPC Executive Committee
Sept 14 – CPC regular monthly meeting

Just a few upcoming events:

- Aug 13-15 – Bohemian Nights at New West Fest
<http://bohemianights.org/bohemian-nights-at-newwestfest.html>
- Aug 19 – 2017 Peach Festival <https://fortcollinspeachfestival.com>
- Aug 21 – First day of CSU classes!
- Aug 24 – CSU Employee Appreciation Celebration on the New Belgium Porch at the new on-campus stadium – 4:30-6:30 pm
- Aug 25 – First home CSU Volleyball game – Moby Arena – 6 pm
- Sept. 4 – FORTitude 10K <http://fortitude10k.bolderboulder.com>
- Sept. 20, 2017 – President’s Fall Address & Picnic – The Oval – 11:30 am-1:30 pm

...a few pictures from Aug. 5th – and the crowds!



Classified Personnel Council FY18

	Beginning	Spent	Over/Under
Total Expenses	\$11,000.00	\$2,978.18	▲
Remaining	\$8,021.82		

	Estimated	Actual	Over/Under
Administrative Expenses			
Extra CPC Nametags	\$25.00	\$0.00	▲
Other	\$300.00	\$0.00	▲
Total Administration	\$325.00	\$0.00	▲

	Estimated	Actual	Over/Under
Fall Leadership Forum			
Stacey Registration	\$165.00	\$165.00	▲
Wayne Registration	CSU Administration covered		
Motor Pool Estes Park	\$100.00	\$0.00	▲
Total Leadership Forum	\$265.00	\$165.00	▲

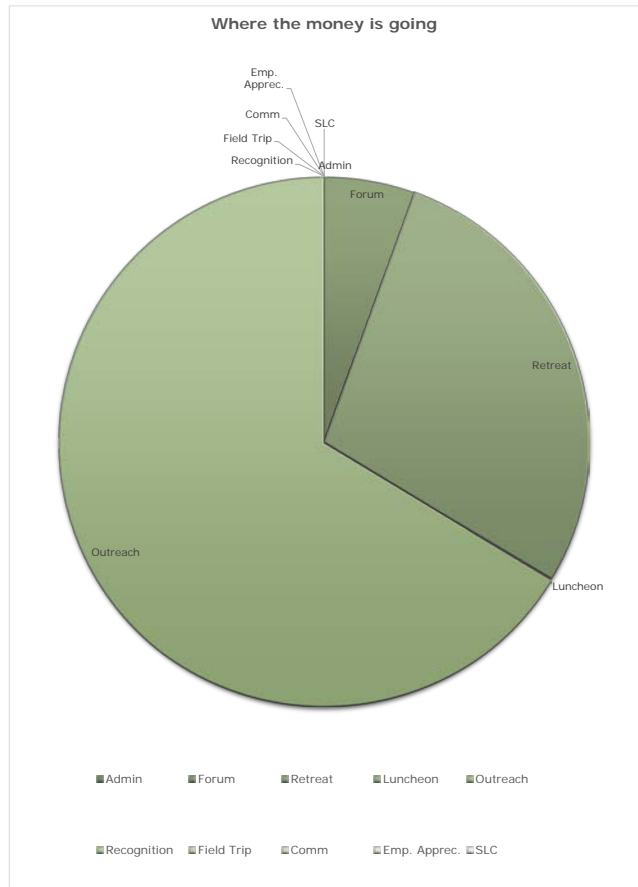
	Estimated	Actual	Over/Under
Retreat			
Brk/Lnch/Snck/Drnks - LSC	\$650.00	\$597.00	▲
Facility Fee - LSC	\$80.00	\$80.00	▲
CPC Member Plants	\$100.00	\$92.00	▲
New Member Name Tags	\$70.00	\$67.70	▲
Total Retreat	\$900.00	\$836.70	▲

	Estimated	Actual	Over/Under
CPC Recognition Luncheon			
Luncheon	\$900.00	\$0.00	▲
Room fee	\$100.00	\$0.00	▲
Flowers for Recipients	\$100.00	\$0.00	▲
Program Printing	\$25.00	\$0.00	▲
Pos. Action Award Plaques	\$120.00	\$0.00	▲
Departing CPC Mbr Trophies	\$150.00	\$0.00	▲
OAA Gifts	\$250.00	\$0.00	▲
Total Rec. Luncheon	\$1,645.00	\$0.00	▲

	Estimated	Actual	Over/Under
Outreach Committee			
CSU Homcoimg Parade	\$250.00	\$0.00	▲
Fall Outreach Event	\$150.00	\$0.00	▲
Hand Out Items	\$1,980.00	\$1,976.48	▲
Spring Outreach Event	\$150.00	\$0.00	▲
Benefits Fair	\$170.00	\$0.00	▲
Other_____	\$0.00	\$0.00	▲
Total Outreach Comm	\$2,700.00	\$1,976.48	▲

	Estimated	Actual	Over/Under
Recognition Committee			
Evrydy Hero Awd Frames	\$75.00	\$0.00	▲
OAA Plaques	\$250.00	\$0.00	▲
OAA Photos of Winners	\$250.00	\$0.00	▲
OAA Framing	\$400.00	\$0.00	▲
Total Rec. Committee	\$975.00	\$0.00	▲

	Estimated	Actual	Over/Under
Legislative Field Trip			
Motor Pool	\$200.00	\$0.00	▲
Parking	\$50.00	\$0.00	▲
Lunch	\$200.00	\$0.00	▲
Total Legislative Field Trip	\$450.00	\$0.00	▲



	Estimated	Actual	Over/Under
Communication Comm.			
CSU Life advertising	\$800.00	\$0.00	▲
Total Comm. Comm.	\$800.00	\$0.00	▲

	Estimated	Actual	Over/Under
Employee Appreciation			
Event	\$1,500.00	\$0.00	▲
Football Season Tickets	\$475.00	\$0.00	▲
Total Emp. Apprec.	\$1,975.00	\$0.00	▲

	Estimated	Actual	Over/Under
Statewide Liasion Council			
4 per year	\$965.00	\$0.00	▲
Other_____	\$0.00	\$0.00	▲
Total SLC	\$965.00	\$0.00	▲

Educational Assistance Award Funds	\$ 3,694.58
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Category	Amount
Admin	\$0.00
Forum	\$165.00
Retreat	\$836.70
Luncheon	\$0.00
Outreach	\$1,976.48
Recognition	\$0.00
Field Trip	\$0.00
Comm	\$0.00
Emp. Apprec.	\$0.00
SLC	\$0.00

From: [CPC Website](#)
To: [CSU CPC](#)
Subject: New submission from University Committee Report Form
Date: Monday, August 7, 2017 12:21:21 PM

University Committee Name:

Commission on Women and Gender Equity

Date of Meeting:

07/19/2017

Name of CPC Representative

Kelly Hixson

Email of CPC representative

Kelly.Hixson@colostate.edu

Meeting Highlights Pertinent to CPC and SC employees:

CWGE Report & Recommendations for Tony Frank
Potential Future Recommendations
CWGE 20th Anniversary Celebration October 3, 2017-Keynote Temple Grandin; Quotes, Promotional materials being developed for this, CWGE in the Home Coming Parade
Membership reappointment
CWGE retreat Sept 19, 2017

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

No

Next Meeting:

August 22, 2017

Link for more information about this University Committee:

<http://cwge.colostate.edu>

From: [CPC Website](#)
To: [Skeehan,Megan](#); [Baumgarn,Stacey](#)
Subject: New submission from CPC Committee Report
Date: Monday, August 7, 2017 12:07:07 PM

CPC Committee

Work Life Committee

Email:

Kelly.Hixson@colostate.edu

Date of Meeting

08/07/2017

Time of Meeting:

09:00 am

Location of Meeting:

LSC Commons

Members Present:

Jeb Stuart
Bob Schur

Will email a reminder:

Lourdes
Nicole
Randy Lamb
Leah Bosch
Emma Chavez

Topics/Issues Discussed:

Goals to work on this year:
Getting C2C benefits out to Classified Staff
The food Pantry; accessing emergency items after hours i.e. diapers, formula, food, money etc.
Loan Forgiveness
Emergency Funds available after the work day
Food Bank-just for employees
Housing-Bob gave us information on Matthews House/ Community Life Center that offers some resources
Bob also talked about Neighbor to Neighbor working with CSU on some resources
Talked about prepping for a new position, filling out applications, resume writing, interviewing clothes etc.

Using employee privilege-some employees need help with basic math, science, English and aren't even prepared for the basics before college classes. Also talked about auditing a class taking out the stress of test taking etc.

Action Items:

Today was just more brain storming since Bob was able to attend.

Next meeting is on Labor Day will postpone until October

Next Meeting: