

Meeting was called to order at 9:37 a.m. by Jeff Cook.

**Members present:** Jeff Cook, Bobbi Maul, Sally Kelly, Ruby Sanchez, Kevin Ruybal and Peggy Dunn. The quorum was established.

**Agenda** – Council reviewed the agenda and Maul made a motion to accept it. Dunn seconded. Motion passed.

**Previous Meeting Minutes** – from the October 3<sup>rd</sup> meeting were reviewed and Sanchez made a motion to accept them with the changes noted. Dunn seconded. Motion passed.

**I. Treasurer's Report** – Vigil did not have a report prepared due to some issues with the Final Exam packets but informed everyone that she would e-mail the report to everyone. Vigil went on to report briefly on the paycheck inserts, final exam packets, and holiday baskets.

**II. Old Business**

- a. Paycheck Inserts – Vigil spoke with Shirley Gibson, ASC Payroll Administrator, who suggested that we prepare more inserts for the February paycheck. Dunn motioned to approve this decision, Maul seconded.

**III. New Business**

- a. Final Exam Packs – Vigil is in the process of getting everything figured out. There were some problems with the mailings that she has been trying to get sorted. She is still receiving orders.
- b. General Meeting - December 19, 2007 – Cook had started an agenda for the meeting. He asked that everyone take time to look it over carefully and send him any items that need to be added to it via e-mail.
- c. Holiday Baskets – Vigil reported that we have received several donations from the ASC employees. One gift was handed out on Thanksgiving Break to an ASC employee. Vigil has been collecting names of those who will be getting a Christmas gift and presently has 11 names. The plan is to purchase ten \$50 WalMart gift cards. If there are not sufficient donations to cover the balance, the CEC account will make up the difference.

December 5, 2007 at 9:30 a.m.

Pg. 2 of 2

- d. Vice President Position – Kelly nominated Maul as Vice President, Vigil seconded. Sanchez moved that the motion cease, Dunn seconded. Motion passed unanimously. Nominations were open for the secretary position. Kelly moved that Dunn fill this position, Maul seconded. Vigil moved to cease the nominations, Sanchez seconded. Motion passed unanimously.
- e. Presidential Meetings – Cook reminded everyone that the council had a meeting scheduled today at 2 p.m. No agenda will be prepared as there are items from the previous meeting's agenda to finish discussing.

**IV. Reports:**

- a. Budget Committee – nothing to report due to no meeting
- b. Statewide Liaison Council – nothing to report at this time

Next meeting date was set for January 9, 2008, at 9:30 a.m.

The meeting was adjourned at 10:42 a.m. with a motion from Dunn and seconded by Kelly.

Respectfully Submitted,  
Bobbi Maul, Secretary/Vice President