



**Classified Employee Council Regular Meeting
December, 8 2008 at 2:00 p.m.
Facilities Services Break Room**

Meeting Minutes

- I. **Call To Order by Jeff Cook** at 2:08
- II. **Establish a Quorum-**
Jeff Cook, Peggy Dunn, Sally Kelly, Kevin Ruybal, Jacqueline Vigil
- III. **Approval of Agenda** (with or without changes)
- IV. **Approval of Previous Meeting Minutes-** Approval motion made by Kevin with the change of Maria's name from Vigil to Valdez on page 1.
- V. **Treasurer's Report-** See attached. Peggy will get in touch with Lisa Brown to collect the little piggy banks that the Administrative Assistants used to collect money for the Holiday Fund Drive.
- VI. **Old Business**
 - a. **Craft Fair-** Haven't heard from Kari as to whether she was able to get the survey up. None of us have seen it.
 - b. **Shirts-** Orders should be in before Christmas. Colorado Sports had problems with sizes and embroidery. Give our apologies to those who ordered, that the shirts weren't here sooner.
 - c. **Final Exam Packages-**We have 90 packages to give out this Thursday 11th and Friday the 12th. Those who will be helping are: Sally 1:00-2:00 both days, Peggy 2:00-3:00 on Thursday, Kevin whole time both days, Jacque's work study Thursday afternoon, Jeff to set up and get a spread sheet ready.

We talked about taking over the packages ourselves, but agreed we would need to form a sub committee to be in charge of it, as this council is not able to take on any other projects. We'll ask Kari to put out an e-mail announcement to all classified employees requesting volunteers to serve on this committee.

VII. New Business

Holiday Fund Drive- We've had great response to the drive this year. It looks like we'll be able to help at least 10 families with \$50 gift cards which Jacque will purchase from Wal Mart, then she and Jeff will get them distributed to the families. The council will kick in money if needed to equal an even \$50 for all.

VIII. Reports

a. Statewide Liaison Council- Colorado WINS will be on campus December 10th in room A-131 of the SUB at 5:00. All are encouraged to attend to learn more about Colorado WINS. Jeff is planning to attend.

IX. Set next Meeting Date- The next meeting will be Wednesday January 7th, 2009 in the Facilities Services Break Room at 9:30 a.m. We'll be planning the Valentine's Day spaghetti luncheon.

X. Adjourn- Motion to adjourn at 2:52 by Peggy, second by Kevin.

Respectfully Submitted,

Peggy Dunn, Secretary

