



**Classified Employee's General Meeting
October 10, 2008 at 10:00 am
Coronado Hall Lobby**

Council Members present: Jeff Cook, Kevin Ruybal, Rosalie Schlaufman, Jacqueline Vigil, Karie Young

Absent: Peggy Dunn, Sally Kelly

Special Guests: Dr. David Svaldi, Mr. Joel Korngut and Ms. Isabel Medina-Keiser

A. Welcome and call to order:

- Motion to call meeting to order by Rosalie Schlaufman, second by Bernadette Torres. Meeting called to order at 10:37 am
- Welcome statement made by Jeff Cook, floor turned over to Dr. Svaldi

B. Dr. Svaldi

- Thanks to Facility Services for all the work on the Presidents house.
- An email was sent out this morning indicating that the governor had declared a hiring freeze that at this time does not affect higher ed. Adams State has decided not to spend unless we really have to. Right now this is not affecting current department budgets. There will be careful review of upgrades or new positions. The review will be done by Dr. Mumper, Dr. Svaldi, Bill Mansheim and Bruce Landis. Later in the year the state could recall funds so the college wants to keep as many funds available so employees will not be affected if this happens. A hard copy of the email will be delivered and posted
- We will have to wait and see if the Pay for Performance is affected. It will depend on what is going on in the state. The December economic forecast is that there could be a \$100 million shortfall for Colorado
- At this time the bond market is not where it needs to be to begin building projects. They will be delayed a few months until the bond rates drop.

C. Office of Equal Opportunity

- Joel Korngut and Isabel Medina-Keiser from the new Office of Equal Opportunity introduced themselves and their new office. Office reports directly to Dr. Svaldi
- So far they have been working on affirmative action and trying to increase diversity on campus. They have formed a Students with Disabilities club and are there to help students and employees with any accommodation needs they may have.
- They have already conducted some mediation sessions between employees and supervisors.
- Some reports of discrimination on campus have been investigated

- Have started a faculty and exempt staff committee to look at search practices and are also considering expanding search committees to include students, classified staff and community members.
- They are working with HR to put together a supervisor training and will consider offering this training to anyone on campus who would like to take it. Looking at it being about 2 ½ days would include things like EEO/ADA, policies and procedures and how to do and understand evaluations. Also looking at smaller trainings for different issues done as “Brown Bag Lunches”
- Joel Korngut can be reached at joelkorngut@adams.edu
- Isabel Medina-Keiser can be reached at isabelmedinakeiser@adams.edu
- The Office of Equal Opportunity is usually open from 11-4 and will set up individual appointments if needed. The office phone number is: 587-8213

D. Reports:

- *Treasurer report*
 - Michelle Hall fund drive raised over \$500 for family
 - Baked potato sale for Autumn at Adams made \$170 before we ran out of potatoes.
 - Scholarship fund balance: \$48,419.80
 - Club account balance: \$1,056.59
- *No Scholarship report*

E. Discussion Items

- *Craft Fair*
 - The craft fair will be held Saturday, November 1, 2008 in the Student Union Building, hours are 9-4—Thanks to Crystal who has helped us with this
 - At this time there are 3 confirmed registrations for the fair and 6 others who said they will be registering.
 - There will flyers, announcements on portal and PSAs will be on KRZA to advertise
 - Baked potatoes will be sold by CEC in confined area
 - Other food can only be sold if packaged and not eaten at the craft fair.
 - Volunteers are needed for help
- *Classified employee shirts*
 - Working with Carlucci’s to get the shirts. Offering men’s and women’s sizes in most styles of shirts
 - They will have the ASC logo with “Classified Employee” underneath either embroidery or silk screened
 - We will be taking orders through November 10, 2008
 - The shirts will be delivered by December 1st and payment will be due at delivery.

- *Holiday gift basket*
 - Will ask for donations then determine how many families can be helped.
 - If you know someone who needs assistance send your name to the council. Names will also come from financial aid, housing, and the business office.
 - Thinking of tying the fundraising to a jeans day, we need to check with Dr. Svaldi on that first.
 - Last year 13 families (everybody on our list) were given a \$50 gift card
- *Final exam packages*
 - We are still under contract through the current company until the end of this school year.
 - This year the company is handling everything, we are only labeling and mailing out the letters because we do not give out address of our students/parents.
 - At the end of the year we will get a check from the company for any profits.
 - 40 Welcome packages were sent out
 - Halloween and Valentine packages will be sent out through the mail room
 - Will need help to distribute the final exam packages.
- *Coat drive*
 - We will not be doing a coat and food drive this year since other clubs have already decided on doing these things.

F. Adjourn:

- Jacqueline Vigil made a motion to adjourn meeting, Rodney Martinez seconded motion. Meeting adjourned at 11:47am.