



## Minutes

### Classified Employee Council Meeting

June 6, 2007

Classified Employee Council meeting was held on June 6<sup>th</sup>, 2007 in the Facilities Services Break Room. The meeting was called to order by Mr. Jeff Cook, President, at 9:30 a.m.

Members Present were: Jeff Cook, Stacie Dove, Sally Kelly, Kevin Ruybal, Ruby Sanchez and Jacque Vigil.

Members absent: Bobbie Maul (excused absence).

The Council approved the Agenda unanimously. The Minutes were reviewed, discussed and corrected. A Motion was made by Stacie Dove to approve the minutes with the corrections discussed. Seconded by Jacque Vigil. Motion carried unanimously.

#### **Treasurer's Report:**

Stacie reported on April and May Treasurer's report (see attached). She suggested to the members that a \$1000.00 transfer into the scholarship foundation be taken into consideration. Discussion followed regarding amounts and upcoming funding for future events. After discussion Kevin moved to make a contribution of \$1,000.00 to the Scholarship Foundation. Sally seconded. Motioned carried unanimously.

Stacie shared that the Foundation will provide a report to the Council in July. Jacque reported that the employee monthly contributions were at \$68.50 a month. Stacie moved that a campaign be started in order to request funding from employees in order to build up funds. Kevin seconded the motion. Motion was carried unanimously.

#### **Old Business:**

Stacie read the letter received from the State regarding Amendment 41, noting that scholarships can be awarded until the appeal is resolved.

Members discussed scholarship deadlines and number of applicants. It was the consensus of the members to adhere to the June 1, 2007 deadline for fall applicants and any applications received after the June 1<sup>st</sup> deadline would be considered as spring applicants. Members discussed status of

the Scholarship Committee and the concern for getting summer scholarship applications reviewed and the importance of approving the summer scholarship applicants. After lengthy discussion the Committee agreed that the Classified Employee Council contact Ms. Dolly Valdez and Ms. Judy Jones to follow-up on status of their appointment or involvement as Scholarship Committee Members. Jacque recommended that the Council consider voting on the approval of the summer scholarship applicants in the absence of a Scholarship Committee due to the timeline allowed. After discussion it was the consensus of the Committee that Sally check into the number of applicants and their qualifications. Stacie moved that the Classified Employee Council approve any completed and qualified summer scholarship applicants for summer of 2007 via e-mail. Stacy seconded the motion. Motion carried unanimously.

### **Events:**

Members shared discussion on upcoming events for possible fundraising. Kevin shared with the members that for fall semester there will be four home football games with the first one scheduled for August 25, 2007. Jeff noted that he would check the events schedule for the 4<sup>th</sup> of July. Kevin shared that summer fest applications should be approved for the upcoming 2008 year. He noted that he would check into the deadlines.

### **Website Updates:**

Members discussed the importance of updating the Classified Employee webpage. Ruby will check with Jennifer Stoughton, Web Content Specialist, for bricolage training in order to keep the website updated with current issues and events. Ruby will provide Ms. Stoughton a current revised list of members and their positions in order to at least have that listed on the webpage and have the rest under temporary construction. Jacque will provide an updated list to the members as well as to the human resources department.

### **Review Bylaws:**

Stacie noted that human resources, Bill Mansheim, Finance and Administration Director, and President Svaldi should be provided with a copy of the Bylaws. Members shared discussion on their preference to have a condensed version of the Bylaws with no changes to the mission statement, and to incorporate the mission statement's future goals and plans. Stacie will work on the Classified Employee Bylaws.

### **New Business:**

Kevin reported that Coke will donate a trailer to the Classified Employee Council for fundraising events. Kevin shared a brief description of the trailer; he also shared that the trailer donated will be occupied through the end of summer. Members shared discussion on licensing, insurance and storage for the trailer. Jeff shared that he would check with the State Fleet Management in order to find out licensing procedures as well as checking into the up keep and maintenance of the trailer. Kevin excused himself from the meeting at 10:25 a.m.

Discussed a tabled issue in regards to employee contribution letters. Jeff noted that he would look at information that had previously been inserted with payroll checks/stubs. Information will be reviewed and mailed out to employees requesting contributions. Members shared that the Classified Employee Council does have copy paper to use as needed by the CEC.

Stacie suggested and recommended that each member look for any issues that had been previously tabled and share with the council in order to re-visit, review and resolve. Members were advised to go through any archives they may have and coordinate with each other in order to compile all minutes for publishing. It was also suggested that the council report any meetings that were not held when scheduled.

Jeff requested the help of the members in taking the contents out of previous envelopes that had not been sent out to parents regarding care packages. He noted that the post office would credit the account if the envelopes are taken to the post office.

### **REPORTS:**

Stacie shared discussion on Statewide Liaison Council and noted that the governor would be in attendance. She shared that the next meeting would be held in Sterling at the end of July. Stacie reported that she would not be in attendance for the July meeting. She also shared that the Statewide Liaison Council would be meeting in the San Luis Valley for their November meeting and would be bringing as many state agents as possible. Stacie reported that she would like to continue being involved in planning and helping the Classified Employee Council where she can. She suggested that the council begin brainstorming on ideas, questions, or concerns and be ready for presentation to the SLC in November's meeting. She recommended that as members we should talk with other people for input, questions, or concerns that need addressing. She noted that attendees from the Classified Employee Council will not be required to pay for registration fees at the November meeting. It was discussed that ideas, attendance, food and events be given some thought for the upcoming November SLC meeting.

There were no reports on Budget Committee or President's Council.

Stacie shared that James Trujillo, Administrative Assistant, has set up the date for the Valentine's Day luncheon for February 14, 2008.

It was emphasized that Stacie had been re-elected to fill a vacant position for members at large in the Classified Employee Council.

It was also shared that Deanna Kennedy, former employee of ASC, would volunteer with Classified Employee Fundraisers.

The next scheduled meeting will be held on July 11, 2007 at 9:30 a.m.

There being no further business to discuss the meeting was adjourned at 10:50 a.m.

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Ruby Sanchez, Back-up Secretary  
Classified Employee Council Member