



**Classified Employee Council Retreat
May 9, 2008 at 12:30 pm
Nino's Restaurant**

Meeting Minutes

I. Called To Order by Jeff Cook at 1:10

Members present: Jeff Cook, Jacqueline Vigil, Peggy Dunn, Sally Kelly, Kevin Ruybal, Roselie Schlaufman, Ruby Trujillo, Karie Young and Bobbi Maul.

II. Approval of Agenda (with or without changes) Peggy motioned to approve agenda with changes as necessary, seconded by Sally, motion passed.

III. Election of Officers and explanation of duties and expectations:

- a. Secretary- Peggy was nominated by Jacqueline, seconded by Bobbi, motion passed.
- b. President -Jeff was nominated by Sally, seconded by Peggy, motion passed.
- c. Vice President - Roselie Schlaufman was nominated by Kevin, seconded by Ruby, Jacqueline moved to cease and close which was seconded by Sally, motion passed with Roselie as Vice President.
- d. Treasurer- Jacqueline was nominated by Bobbi and was seconded by Sally. Move to cease and close nominations by Bobbi, seconded by Peggy. Motion was passed with Jacque as Treasurer.
- e. Scholarship Representative- Motion was made by Jacque for Sally to be the Scholarship Representative, seconded by Roselie. Bobbi motioned to cease nominations, seconded by Jeff. Motion passed with Sally as Scholarship Rep.

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- f. Webmaster for CEC- Jacque nominated Karie, Sally seconded, Bobbi moved to cease nominations which was seconded by Roselie, motion passed with Karie as Webmaster.
- g. Statewide Liaison Council Representatives (2)- Roselie nominated Kevin which was seconded by Jeff. Sally nominated Jeff, seconded by Bobbi. Motion to cease and close was made by Jacque and seconded by Bobbi, motion stands with Kevin and Jeff as Statewide Liaisons with any other council members as back-up when needed.
- h. ASC Budget Committee Representative- Bobbi nominated Jacqueline which was seconded by Sally. Bobbi moved to cease and close nomination, seconded by Roselie, motion passed with Jacqueline as Budget Committee Representative.
- i. Sergeant-at-Arms- Kevin was nominated by Roselie and seconded by Jacqueline. Ruby moved to cease to close, seconded by Rosalie. Motion stands with Kevin as Sergeant -at- Arms.

IV. 2008-2009 Meeting Schedule

Regular council meetings will continue to be held the first Wednesday of each month at 9:30 a.m. in the Facilities break room. Ruby offered the TED conference room if needed. The General meetings will be held in October and April. Motion was made by Kevin, seconded by Jacque. Motion passed.

V. Review and adjust goals

- a. The council agreed that last years goals had been met. (see attached)
We need to change the wording on number one to read, "begin growing the CEC Scholarship fund to a self-sustaining level to approximately \$100,000."
- b. Item #2 needs to be changed to read, "increase the number of annual scholarships available," instead of "given." It was pointed out that we added a "Summer" scholarship as well.

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- c. Item #4 revision needs to include training on ABM e-mail messages. Jeff, Peggy and Roselie will talk to Mark Schoenacker and request permission and training.
- d. Updating and maintaining the CEC Web site would be a helpful tool for raising awareness of events and concerns. Karie agreed to take responsibility of this project. It was mentioned that Barbara Griego-Jones offered her assistance as well.
- e. New Hires Packages Jeff will talk to Shirley Gibson about getting notified when there are "New Hires" so that we, as a Council can contact them and get them a welcome package.
- f. The records need to be cleaned up, which Karie offered to help with as she has a scanner, but needs to be given access to the "S" drive through Computing Services.

VI. Review and adjust Mission Statement (if needed)

The Council agreed that no changes need to be made to the Mission Statement, but that last year's changes need to be put in the official by-laws. Jacque agreed to take care of that item.

VI. Plan fundraising

- a. Craft Fair-Possibly to be held in October or November. Plachy Hall may not be available due to the renovations. Suggested checking on the SUB, REX Center, Alamosa Family Rec. Center or Ski Hi Park in Monte Vista. Kevin will check on the availability of the SUB, as that would be our first choice. Karie suggested advertising, even outside the Valley. Peggy will check with Claire and others who are very familiar with Craft Fair procedures to find out what needs to be done to make this event a success. Agreed that the funds would go directly to the General Fund and then dispersed to other funds as needed. We'll also consider having door prizes, an auction and silent auction.

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- b. 4th of July at the Park- We decided not to participate in the activities as a Council in the Park this year.
- c. Football games in Fall – Jeff will talk to Dr. Svaldi about initiating a meeting with Larry Mortensen to work out a compromise for selling of concessions.
- d. October Fest- Kevin will check with Elks for details.
- e. Any other venues- We discussed the possibility of putting our own Welcome Packages together in an effort to make more money instead of giving so much to the vendor who we've been purchasing them from. Last year we only made \$7.00 per package. Decided to try making just the Welcome Packages ourselves first and see how it goes, then, possibly do Finals Packages as well.
- f. CEC and Member Shirts-The Council would like to purchase black Polo shirts for ourselves and outgoing members (Bobbi and Ruby) from the general fund. Kevin will talk to Penny and Colorado Sports and Jacque will talk to Aspen to get pricing, styles, etc. We'll discuss shirts for general members at our next meeting.
- g. Valentine's Luncheon- We won't have to spend much on the luncheon next year as we already have all decorations and other supplies. Make to-go boxes again. Have it while the Board of Trustee is here in February.

VIII. Social

The Summer Social will be held on Thursday, July 31, after work. (around 4:30) as a Pot Luck according to last name. All family members are invited. Council will provide the hamburgers and hot dogs. Kevin will check with Parks and Rec. to see if reservations are required. Possible activities will include Volleyball, Softball and Horse Shoes. We will discuss further details at our June and July meetings.

IX. Adjourn

Meeting adjourned at 4:17 by motion from Jacque and seconded by Peggy after presenting farewell and thank you gifts of mugs and cards to Bobbi and Ruby.

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Respectfully Submitted,
Peggy Dunn, Secretary