



## Classified Employee Council Retreat Minutes June 17, 2005

### Attendance

Members: Cheryl Ravens, Pat Roybal, Becky Steenburg, Jenny Yund, Otis Hager, Stacie Dove, Jeff Cook, Bobbi Young.

Retiring Members: Andrea Benton-Maestas.

### Call to Order

President Cheryl called the meeting to order at 1:45 p.m.

### Agenda

Pat moved to approve the agenda, Bobbi seconded. Motion passed.

### Reschedule with Rodney

Because past-president Rodney had an emergency and was unable to attend the retreat, Cheryl will invite him to attend our next meeting on the first Thursday of July at 1:15 p.m. in the Computing Services break room.

### Minutes

Stacie moved to accept the May minutes which all had previously reviewed. Bobbi seconded. Motion passed.

### Treasurer's Report

Jenny reported \$687.14 in the club account and \$38,333.36 in the foundation account. When the \$478.50 due for the fall care packages and the \$331.00 for the spring care packages is paid, we will be \$200 in the hole. Becky moved to pay the fall amount and table the spring amount. Bobbi seconded. Motion passed.

Pat requested that Jenny check with Rodney and get an accounting of the Heidi Ho nuts.

Pat moved to accept the treasurer's report, Stacie seconded. Motion passed.

### Other Committee Reports

Cheryl reported that Ruby Sanchez volunteered to step down from the Scholarship Committee and join the Council as an at-large member. She would like to attend a meeting to see what we are all about. This would allow the possibility of Andrea serving on the Scholarship Committee.

### Fundraising

- ✓ **Care packages** - This has been a good project with an effective system in place. Andrea reported that the contract with the current company will be up after the 05/06 school year and that the new council may wish to research other companies with whom we can contract for the care packages.

Otis shared that in light of our financial situation, it would be good to reserve more of our profit for operating expenses. Andrea thought the only mention of where the funds go was in the letter the parents receive asking them to buy a care package for their child. It says that all the profit goes to the scholarship fund.

Pat moved to give Cheryl the authority to change the letter (when the time comes) stating that the funds will go to support all CEC activities. Jenny seconded. Motion passed.

- ✓ **Heidi Ho Nuts** – No one showed interest in continuing this project, in fact everyone adamantly refused to renew it. Jenny will check with Rodney on inventory. Bobbi offered to try to sell the entire inventory from her office and asked anyone with inventory to bring it to her.

Pat moved to reduce the price of the \$20 product to \$15 and the \$8 product to \$6. Stacie seconded. Motion passed.

Bobbie moved to be given the power to make deals on multiple can purchases. Pat seconded. Motion passed.

- ✓ **Fourth of July Booth** – Cheryl asked if anyone wanted to try to use the Coke trailer for a fundraising booth at the July 4 celebration in Cole Park. General consensus was yes. Andrea called Rodney who has all the details of the Coke trailer. Cheryl will contact the council by email when the information is available.

### **Scholarships**

Outgoing Scholarship Coordinator, Karen Melgares, could not be at the meeting. Cheryl will reschedule a time for her to visit with the council, especially Bobbi – incoming Scholarship Coordinator, about scholarship committee activities and procedures.

### **Break**

Cheryl called a break at 2:25 p.m. Meeting reconvened at 2:40 p.m.

### **New Business**

- ✓ **Review of Goals** – The council overwhelmingly felt that awareness of the CEC purpose is paramount. Awareness for all classified employees as well as their supervisors and increasing our visibility through measurable impact with the administration; from HR to the ASC President.
  - **Communication** – Implementing ways of keeping the classified employees and their supervisors abreast of current issues on a state and local level. Making contact with new hires and educating them on the mission of CEC. Meeting regularly with the administration as called for in our bylaws.
    - Website Maintenance – secretary’s job.
    - Newsletter -- featuring the fruits of the narrative above. A collaborative effort. Cheryl will get the history on the previous attempt at a newsletter.
    - Bi-annual meetings with the ASC President.
    - Bi-annual meetings with the HR Director.
    - Meet regularly with Bill Mansheim, administration sponsor to the CEC.
    - Meet regularly with the Board of Trustees.
    - Review and clarify mission statement.
  - **Employee Networking/Issues** – Finding ways to strengthen employee connections and recognizing outstanding efforts.
    - Work with CWAC – CHERYL, HELP ME SUMMARIZE HERE.....
    - Benefits Fair – work with HR to continue improving these events.
    - Picnic – need to increase club account balance to be able to host this event.
    - Class Time – authoring and revising a specific policy with the administration to include not only professional development coursework but also personal enrichment courses.
    - Salary Equity – address the need for employees to be paid appropriately for their level of experience as well as their number of years on the job.
  - **Campus/Community Outreach** – Consolidating processes and procedures to effectively assist employees, students and community members in whatever way necessary.
    - Homecoming – increasing awareness of CEC as a resource for all.
    - Jacket/Food Drive – usually done as part of the general meeting in October. Need to find ways to increase and emphasize this mission. Expand to include a referral system for needy students to existing community programs.
    - Holiday Baskets – expand this to include more than just the end-of-the year holidays. Increase awareness and emphasis of this mission.

- Service Days – find ways for CEC to volunteer in the community as a way of giving back and increasing awareness of CEC.
- **Fundraisers** – Implement a more focused approach to fundraising including using an appropriate amount for administrative costs.
  - Fall and spring student care packages – facilitate parent’s support of their student.
  - Valentine Luncheon – research past year’s planning for next year.
  - Treasure Hunt – A large-scale, reality show style event that would involve not only the CEC but campus clubs, local businesses, regional and state-wide businesses and politicians to not only raise money for CEC but to raise awareness of the value of classified employees and of Adams State College.
- ✓ **Review of By-Laws** – Jeff moved to table this until the next meeting. Otis seconded. Motion passed.
- ✓ **Fundraising/Treasure Hunt (Otis)** – Otis suggested leaving this to the last and did explain the event in detail which is summarized under the fundraiser section of goals (above).
- ✓ **CEC Focus** – Jenny suggested discussing this in more detail along with the goals at the next meeting.

### **Old Business**

Andrea asked that the CEC help to inform new hires that they need to have the Banner training which happens every Wednesday at 1 p.m. in the lab at the ES building.

Andrea informed the council that the CEC minutes need to go to Bill Mansheim, VP of Finance and the CEC sponsor; Tracy Rogers as HR Director; and President Wueste as ASC President.

Becky suggested that all of the items under old business had already been discussed in the context of other issues and moved to close old business. Otis seconded. Motion passed.

### **Next Meeting**

The next meeting will be held on Thursday, July 7 at 1:15 p.m. in the Computing Services break room.

### **Adjournment**

Becky moved to adjourn the meeting. Otis seconded. Motion passed.  
Meeting adjourned at 4:00 p.m.