

## **Classified Employee Council Minutes for May 4, 2005**

### **Attendance**

- Existing members: Cheryl Ravens, Rodney Martinez, Andrea Benton-Maestas, Jenny Yund, Stacie Dove, Karen Melgares, Pat
- New members: Jeff Cook, Bobbi Maul, Otis Hager, Becky Steenburg.
- Classified Employee Observer: Sally Kelly, Dave Newmeyer.

### **Minutes**

President Rodney called the meeting to order at 1:15 p.m. Minutes were read. Jenny moved to accept minutes, Cheryl seconded - motion passed.

### **Agenda**

Cheryl moved to accept the meeting agenda, Bobbi seconded - motion passed.

### **Treasurer's Report**

Jenny reported \$2,335.14 noting that there is an outstanding invoice for the care packages. Foundation account balance is \$38,170.36 (interest posted once per year). Andrea moved to accept the treasurer's report, Stacie seconded – motion passed.

### **New Business**

Election of officers: Jeff Horton submitted resignation. Need to recruit for at-large position (bylaws dictate appointment).

Office of President: Cheryl Ravens was nominated. She verbalized her concern over the amount of duties and requested help if she were to be president. Past members discussed the use of the VP to help and actually function as co-chairs. Pat moved to close nominations, Bobbi seconded – motion passed. Cheryl elected by default.

Office of Vice President: Pat was nominated. He also verbalized his concern over the amount of duties, but agreed as co-chair with Cheryl. Stacie moved to close nominations, Jenny seconded – motion passed. Pat elected by default.

Secretary: Becky Steenburg was nominated. Pat moved to close nominations, Stacie seconded – motion passed. Becky elected by default. Bobbi Maul agreed to assist Becky as needed.

Treasurer: Jenny Yund was nominated to remain in this position. Pat moved to close nominations, Stacie seconded – motion passed. Jenny elected by default.

Sargent of Arms: Otis Hager was nominated. Karen moved to close nominations, Pat seconded – motion passed. Otis elected by default.

Scholarship Advisor: Bobbi Maul was nominated. Jenny moved to closed nominations, Stacie seconded – motion passed.

State Liaison: Rodney offered to stay in this position as an ex-officio member of the CEC. Jenny moved to accept, Pat seconded – motion passed. Stacie Dove asked to be a backup for Rodney so she can learn more about the state council.

Schedule of Regular Meetings: Times and days were discussed resulting in a general consensus for meeting the first Thursday of each month at 1:15 p.m. Additionally, members suggested trying to have one meeting place that is scheduled for the entire year. Cheryl said she would contact Patti Ortiz about using the conference room at Computing Services.

June Retreat: Rodney suggested using his home for the June Retreat and explained to the new members that this is the time during which all details of the CEC functioning will be passed on. The retreat day and time was discussed and set for Friday, June 17, 2005 to be held at Rodney's home on 604 Murphy. Cheryl will provide the meat; all others are to bring a side dish. The retreat will begin at noon. All council members are to get supervisor approval as soon as possible.

This retreat will take the place of the regular June meeting!

Pat suggested inviting the scholarship committee as a thank-you for their service. Rodney agreed to invite them.

### **On-Going Business**

Care Package Process: Rodney said the current project is going well. He is volunteering to go the "extra mile" to get packages to students before the end of the week. He outlined the care package process as follows:

1. The care package company sends out a letter with instructions.
2. We receive the parent letters and print labels "to the parents of" for all students – it was noted that this is generally done by the Housing Office.
3. As parents send back orders with checks, the order information is denoted by the secretary and the checks are given to the treasurer.
4. The packages are shipped to the mailroom and taken to the SUB mailroom.
5. The secretary and helpers send slips to the students indicating that their parents have sent them a package. The slip should include the dates and times during which the packages can be claimed.

6. Council members need to count and prepare the packages for distribution.
7. Students bring their slip on distribution day (or show their ID) and sign the slip. The package and accompanying envelope with a note from home is given to the student and marked-off the list.
8. All unclaimed packages are taped with their envelope and given to the SUB mailroom for later delivery.
9. Any remaining packages are given to charity.

Andrea noted that the average number of students receiving packages is 60-80 and that the fall is usually larger than the spring.

Heidi Ho Nut Sales: This fundraiser has not yet been beneficial. Several members said they still have some product to sell. No one knows exactly what we have and all were requested to bring an inventory to the retreat in June. Stacie suggested selling said inventory at the Summerfest on the Rio event.

Rodney indicated that he had not yet received the information to request a booth for that event. Andrea informed the new council members that the Coke trailer is the best way to go. The trailer is free and we would buy the products to sell. New council members indicated a willingness to participate in this event.

Cheryl requested to move the Nut Sales item to the "future agenda items".

Retiring council members were applauded for their years of service and dedication.

### **Future Agenda Items**

Rodney suggested the new council look into other fundraising options such as filing for private, non-profit status so that we can hold raffles.

Retiring council members suggested the new council look closely at the bylaws.

Need to plan for July all classified-employee-picnic as well as homecoming.

### **Committee Reports**

Statewide Liaison Council: Rodney said the next meeting is in July and he would get details for anyone interested in attending with him. He also mentioned that this council meets all around the state and should be on campus in November.

Scholarship Committee: Karen reported that the current committee membership has served for a long time and probably should be allowed to retire. Andrea consulted the by-laws and discovered that none of them had been adhered to in

regards to this committee. The by-laws state that the committee should consist of 7 members and also suggested increasing its size.

The current membership is Karen Melgares, Dolly Meastas, Jeanne Reed, Judy Jones, Eleanor Cruz, Carmel Jaramillo and Ruby Sanchez. Andrea and Rodney both offered to serve on the committee. Pat moved to table the scholarship committee appointments until the next meeting pending the existing members choice to remain or retire. Jenny seconded the motion – motion passed.

Rodney said that the council needs to send out new scholarship deadline reminders to all classified employees as soon as possible. The deadline, which was voted on by the general assembly, is June 1.

CWAC: Meets the third Monday of the month in the mornings. There was no report at this time. James Trujillo will be notified of the CEC changes so that he can update his committee listings.

### **Next Council Meeting**

The next council meeting will be the retreat in June.

### **Adjournment**

Cheryl offered a word of thanks to the “old” members and a welcome to the “new” members of the CEC.

Pat moved to adjourn the meeting. Stacie seconded the motion. Motion passed.

Respectfully Submitted,

Andrea Benton-Mestas

Becky Steenburg