CLASSIFIED EMPLOYEES' COUNCIL MEETING
October 11, 2004

Rodney called the meeting to order at 1:35 p.m.

Members present: Rodney Martinez, Jennifer Yund, Cheryl Ravens, Karen Melgares, Patrick Roybal, Stacie Dove and Andréa Benton-Maestas.

Approval of Agenda: Patrick motioned, with Rodney providing the second that the agenda be approved with the addition of Homecoming follow-up, By-law review, and Holiday Gift Baskets. The motion passed unanimously.

Approval of September minutes: A change from retreat to meeting within the heading of the minutes has to be made. Jenny motioned, with Cheryl's second that the minutes be approved with this change. The motion passed unanimously.

Treasurer's Report: Rodney presented some invoices for Jenny to verify payment. She will make sure that the invoice to OCM for the spring care packages has been paid. The treasurer's report will be tabled until the books have been given to Jenny.

Old Business:

- Appointment of new member – Stacie Dove, Housing, was welcomed as our new member. She will be serving in an at-large position until May of 2006.
- T-Shirts - Rodney will obtain quotes from at least three vendors for the council shirts. There was not much interest in t-shirts/polo shirts for classified staff.
- Scholarships – Andrea distributed a ballot for the individual criteria for the new scholarships/grants. Each council member will vote and return the ballots to Andrea prior to the general meeting. A ballot on the criteria (an all or nothing vote) will be distributed for the general meeting.
- Benefits Fair – The fair has been scheduled for October 20th. It will not be held in conjunction with the general meeting. Tracy will be invited to address open enrollment issues.
- Homecoming – We will recommend that homecoming be scheduled to coincide with the Autumn at Adams events. We will also have homecoming planning on our September agenda.

On-going Business:

- Newsletter – Cheryl spoke with Linda Relyea about a campus wide newsletter. She will work with the council on this project.
- Fundraisers:
  - Care Packages – The letters have been sent out to all students who reside on campus as well as all Valley students. Rodney will collect and place the orders, Andrea will track orders, and Jenny will deposit the monies.
  - Heidi Ho – We sold some at the Homecoming game. The vendor has added a package of assorted chocolate-covered nuts. Rodney will clarify questions with the vendor. Patrick motioned, and Cheryl seconded, that Rodney can use best judgment and make the decision deemed appropriate. The motioned passed.

New Business:

- General Meeting – The meeting will be held October 27th and will include a coat and canned food drive. A member of the Board of Trustees will be invited, as will Bill Mansheim, Tracy Rogers, and Phil Schroeder.
- By-law review – The council members will review by-laws and recommend any changes. This will allow us to open discussions about any recommended changes at the general meeting.
- Holiday Gift Baskets – With November quickly approaching, we will begin the Holiday Gift Baskets process at the general meeting.

Committee/Other Reports:

- CWAC: No report at this time.
- Statewide Liaison: The next meeting is scheduled for November in Fort Collins. Karen and Rodney will attend.
- Scholarships committee: No report at this time.

The meeting was adjourned at 2:55 p.m.