

CLASSIFIED EMPLOYEES COUNCIL
September 26, 2002
Library 112
MINUTES SUMMARY

Present: Angie Alvarez, Brenda Andrews, Margie Clements, Rhoda Key, Angie Kleffman, Nora Moore, Janice Newburg, Lee Proctor, Janie Roach, Claudia Robinson, Billy Touchstone

Absent: Trey Merritt

Item 1: Call to Order
The meeting was called to order at 2:05 pm.

Item 2: Approve Minutes
Claudia Robinson made a motion to approve the minutes from the August 29, 2002 meeting and Margie Clements seconded the motion. The August 29, 2002 minutes were unanimously approved.

Item 3: Board of Regent Meeting Observation
Nora Moore was unable to attend the September 24, 2002 Board of Regents meeting; however, she had Pam Dickerson take notes for her. Nora reviewed Pam's notes of the meeting.

Item 4: Board of Regents Meeting Changes
Janice Newburg will distribute a new list of Council members assigned to each Board of Regents meeting at the October 17 Council meeting.

Item 5: Pinning Ceremony
Angie Kleffman and Billy Touchstone are in charge of the Fall Pinning Ceremony. Janice Newburg distributed a Pinning Ceremony sample packet to each of them. They will set a date and distribute information within the next few weeks.

Item 6: Door Prizes for the CEC Retreat at Ceta Canyon, October 24-25, 2002
Janice Newburg reminded all Council members to get their 3 door prizes by the October 17, 2002 Council meeting. Rhoda Key volunteered to collect all the door prizes.

Item 7: Select Participants
Janice Newburg provided the Council with a list of names that were submitted by Classified Employee Supervisors. The Council selected 28 employees to attend the retreat and 5 alternate employees in case of problems. Janice Newburg will send out the memo's to all nominated employees.

Item 8: Retreat Planning & Speakers
Angie Kleffman distributed the following to each Council member: Shopping & To Do List, Tentative Retreat Agenda, Menu, Map to Ceta Canyon, Retreat Center Rules, Lodge & Room Layout, & Camp/Retreat Layout.

Retreat Menu:	Thursday Lunch:	Hawaiian Haystack
	Thursday Dinner:	Fajitas
	Friday Breakfast:	Breakfast Burritos
	Friday Lunch:	Rotisserie Chicken

The Retreat Speakers are: LouAnn Seabourn & Kalina Hill

The Fireside Fun Entertainment will be provided by: Palo Duro

Games: Each Council member was asked to bring a game clearly labeled with their name to be used on Thursday evening. In addition, to prevent duplication, Angie Kleffman asked that each Council members are to provide her with their game title so she can distribute a list.

Retreat Drivers: Trey Merritt
Patsy LeMaster (Lead Driver)
Rhoda Key
Nora Moore (ATC Campus - will pick up vehicle from Washington Campus on Wednesday evening)

Angie Kleffman will check on the status of a College Vehicle for Janice, Lee, and her to use on Wednesday, August 23.

Billy's Birdhouses: Billy Touchstone will make 41 birdhouses for each participant and Patsy LeMaster to complete. He will provide Angie or Janice a supply list by the October 17th Council meeting.

Ice Breakers: Toilet Paper Go Around (1st Ice Breaker - Angie Kleffman will lead this Ice Breaker Activity)
Helium Pole Ice Breaker (2nd Ice Breaker - Billy Touchstone will lead this activity and provide supply list at October 17th Council Meeting)

Goodie Bags: Angie Kleffman gave the goodie bags and pens to Brenda Andrews that were donated by the AC Bookstore - Connie Windows. Brenda Andrews and Margie Clements will get the completed goodie bags to Angie or Janice by Tuesday, October 22, 2002.

Retreat Packets Angie Kleffman has the folders that were donated by the AC Bookstore - Connie Windows.

Retreat Snacks: Trey Merritt and Angie Kleffman will purchase the following at Sam's for the retreat:

Tissues	Gum for goodie bags
Napkins	Hard candy for goodie bags
Small Plates	Garditos
Silverware	Pickles
Cups	Fruit for continental breakfast
Water	Crackers for goodie bags
Coke	Hot Chocolate
Sprite	Spice Tea mix
Dr. Pepper	Popcorn
Diet Coke	Marshmallows
Trail Mix	Hershey Bars
	Graham Crackers

Name Tags: Claudia Robinson requested that all Council members forward their name tag information and she would go ahead and order our name tags.

Theme: "Wild About AC"

Notepads: Rhoda Key made five sample sheets for the Council to review. The Council unanimously agreed to use all five sample sheets. Angie Kleffman will order from the AC Copy Center 50 pads with 50 pages in each pad.

Room Assignments: Nora Moore and Billy Touchstone will take care of how rooms will be assigned. They will give their material to Janice or Angie by Tuesday, October 22, 2002.

Retreat Orientation Meeting: The Retreat Orientation Meeting will be on Friday, October 18, 2002 at 2:00 pm in the CUB Badger Den. Rhoda Key will complete the "Use of College Property Form."

Item 9: Retreat Shirts

"California Blue" was selected for the Council shirts and "Purple" was selected for the participants shirts. It was unanimously agreed that because the Classified Employee of the Year, Bobbie Glasscock, is unable to attend the Retreat that we would get her a shirt anyway. We are also purchasing shirts for LouAnn Seabourn, Kalina Hill, and Patsy LeMaster. Claudia Robinson will pre-order the Council shirts; therefore, all Council members need to email Claudia with their shirt size by Friday, October 4, 2002.

Item 10: Miscellaneous

Email message sent by Lee Proctor regarding the safety of the Ford College vehicles. Since Lee had been questioned as to the safety of these vehicles and why the College continued to use vehicles that had proven safety defects, Janice Newburg will forward the email to Dr. Joyner for his advice on how to handle the situation.

Item 11: Next Meeting

2:00 pm, Thursday, October 17, 2002, Washington Street Campus, Library 112

Item 12: Adjournment

The meeting adjourned at 4:15 pm.

Respectfully submitted,

Angie Kleffman, Secretary
Classified Employees Council

Janice Newburg, Chair
Classified Employees Council