

CLASSIFIED EMPLOYEES COUNCIL
October 17, 2002
Library 112
MINUTES SUMMARY

Present: Angie Alvarez, Brenda Andrews, Rhoda Key, Angie Kleffman, Trey Merritt, Janice Newburg, Lee Proctor, Janie Roach, Claudia Robinson, Billy Touchstone

Absent: Margie Clements, Nora Moore

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

Item 2: Pinning Ceremony
Angie Kleffman stated that everything was taken care of for the Fall Classified and Administrator Pinning Ceremony that will be held on Tuesday, October 22, 2002, at 2:00 pm in Badger Den.

Item 3: Door Prizes for the CEC Retreat at Ceta Canyon, October 24-25, 2002
Rhoda Key stated that several Council members had turned in their required three door prizes; however, there were still some that had not turned in anything yet. Janice Newburg reminded all Council members to get their door prizes turned in to Rhoda Key by Monday, October 21. Rhoda Key will purchase wrapping paper and wrap all the door prizes. Janice Newburg will reimburse Rhoda out of the \$100 petty cash that Patsy LeMaster will give to her.

Item 4: Finalized Retreat Plans:
Janice Newburg distributed the final agenda to each council member. Angie Kleffman distributed the final Shopping/To Do List. The final plans are as follows:

Retreat Menu: Angie Kleffman called Ceta Canyon with our requested menu. They are to call her if there are any problems.

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 member is 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)

Billy's Birdhouses: Billy Touchstone will make 41 birdhouses for each participant and Patsy LeMaster to complete. Permanent markers will be used to decorate each bird house instead of paint.

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 bring all the supplies for this activity.)

Goodie Bags: Brenda Andrews and Margie Clements will get the completed goodie bags to Angie or Janice by Tuesday, October 22, 2002. Lee Proctor sent Angie Kleffman stickers and key chains from FM 90 for each goodie bag.

Retreat Packets: Angie Kleffman has the folders that were donated by the AC Bookstore - Connie Windows and has put all material that has been printed into the folders.

Retreat Snacks: Trey Merritt and Angie Kleffman will purchase the following at Sam's for the retreat on Monday, October 21:

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 stated that she had the completed name tags. Janice Newburg told Claudia that their were animal stickers in the storage closet.

Theme: "Wild About AC"

Notepads: Angie Kleffman has the completed notepads and has placed them in each participant folder.

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.

Continental Breakfast: Margie Clements, Angie Alvarez, and Trey Merritt will handle the set-up and clean-up of the Continental Breakfast. Everything should be set-up and ready to go in the Facilities Management Center Break Room on Thursday, October 24, by 7:15 am.

Retreat Orientation Meeting: Janice Newburg asked Angie Kleffman to conduct the Retreat Orientation Meeting since she will be out-of-town on Friday, October 18, 2002 at 2:00 pm in the CUB Badger Den. She reminded all Council members to attend this meeting.

Retreat Shirts: "California Blue" was selected for the Council shirts and "Purple" was selected for the participants shirts. Claudia Robinson passed around the logo that will be placed on each shirt. Claudia verified that she had ordered shirts for Patsy LeMaster, Kalina Hill, LouAnn Seabourn, and Bobbie Glasscock.

Pictures: Patsy LeMaster will bring the Professional Development digital camera. Angie Alvarez had contacted Henry Ortega to take the group pictures.

Lead Team: Janice Newburg, Angie Kleffman, and Lee Proctor will go to Ceta Canyon on Wednesday, October 23, 2002 to set-up for the Retreat. Lead team needs to arrive at Ceta Canyon no later than 7:00 pm.

Item 5: Next Meeting
2:00 pm, Thursday, November 26, 2002, Polk Street Campus, Margie Clements will schedule room.

Item 6: Adjournment
The meeting adjourned at 2:50 pm.

Respectfully submitted,

Angie Kleffman, Secretary
Classified Employees Council

Janice Newburg, Chair
Classified Employees Council