

**CLASSIFIED EMPLOYEES COUNCIL**  
**May 8, 2003**  
**Washington Campus, Lib 112**  
**Emergency Meeting MINUTES SUMMARY**

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

**Absent:** Nora Moore

**Item 1: Confidentiality**

Janice Newburg explained the circumstances that occurred when a breach of confidentiality occurred by a Council member from the East campus. She reiterated to the Council members the rules of confidentiality that are stated in the CEC Constitution. Council members should never state election results or the number of votes received during an election. As a result of this incident the Council voted to change Section II - C and Section V in the CEC Constitution. The changes were unanimously approved by the Council. Angie Kleffman will distribute the updated CEC Constitution to the members of the Council via email. Janice Newburg will distribute the Constitution at the May 29<sup>th</sup> meeting to the new Council members.

Trey Merritt will write the official correspondence to the party involved in this incident and have it ready for signature during the May 29<sup>th</sup> Council meeting. He will send out a draft of the correspondence before the meeting for correction and approval.

**Item 2: Communication Problems**

The Council discussed the lack of participation by the Classified Employees in the last election. As previously discussed, there seems to be a serious problem with communication to employees who do not have email. This affects all campuses and more importantly impacts the East Campus Facilities Management personnel more often than on other campuses. The Council agreed to address this issue with Dr. Joyner in the May 29<sup>th</sup> Council meeting.

Several Council members suggested that we develop some kind of Classified Employee suggestion/concern box. Rhoda Key will handle this suggestion. She will contact the PBX/Mailroom Supervisor and ask if there is a vacant mail box available. She will report her findings at the May 29<sup>th</sup> meeting.

**Item 3: July Pinning Ceremony**

Angie Alvarez will help Janie Roach with the July Pinning Ceremony. Janice Newburg will distribute information.

**Item 4: Presidential Search**

It was unanimously agreed by the Council that Janice Newburg will continue on as the Classified representative for the new Presidential search.

**Item 5: Next Meeting**

2:00 pm, Thursday, May 29, 2003, Washington Street Campus, Lib 112.

Janie Roach will attend the next Board of Regents meeting on May 27, 2003.

**Item 9: Adjournment**

The meeting adjourned at 4:32 pm.

Respectfully submitted,

Angie Kleffman, Secretary  
Classified Employees Council

Janice Newburg, Chair  
Classified Employees Council