

Classified Employee Council Minutes June 16, 2006

The Classified Employee Council met on Friday June 16, 2006, at 1:00 p.m. in the Institutional Advancement & Community Development Conference Room (Administration Building Room 22.)

Members Present: Karen Robertson, C.H. Clark, Sylvester Anderson, Don Bishop, Glory Griffin, Stacey Hollowell, Tracy Gunn, and Jill Daniel

Absent: Beverly Austin, Barbara Lane, and Janice Taylor.

Chair person Karen Robertson called the meeting to order by welcoming the new members to the Council: Glory Griffin, Clerical/Support; Don Bishop, At-Large; Stacy Hollowell, At-Large; Janice Taylor, At-Large; and Tracy Gunn, At-Large.

- The Classified Employee Council discussed the new pavilion, and had some Ideas concerns about the trees being planted on the hill above the new pavilion. Karen Robertson will make plans to talk with Mr. Chase and/or Nick Trent, to discuss the Council's concerns.
- The Council also discussed the upcoming officer elections. Due to the majority of new council members and the current officers have only served in their positions approximately three months as suggestion was made to:
 - New elections held now **or**
 - Positions left as they are and new elections held next year (because current council members have only been in office for a short time.)

The Council voted and it was unanimous to leave the positions as they are. There are only five members who are eligible to hold positions. Sylvester and C.H. stated due to their regular job duties, they would not be able to serve on the Council as an officer.

- The new Classified Employee Handbook was discussed. It is now available on the JSCC web site under HR Handbooks.
- C.H. Clark made known that he is on the safety committee. Any ideas for safety around campus should be forwarded to him and he will pass them along during Safety Committee meetings.
- The Council determined that the assembly signs in various areas around campus are not visible or known to employees. All employees should be made aware of these signs. C.H. will make this known at the next safety meeting.

- Family Fun Day was discussed; the council will need to have some ideas for Family Fun Day before next council meeting.
- Karen Robertson will find out who does the upkeep for the Classified Employee Web Site.
- The Council also discussed J-Web and which documents the Classified Employees might need to have placed on J-Web. (PC 191, Classified Employee Handbook, 401K forms, etc.)
- The Classified Employee Council still has license plates for sale. The cost is \$5 each. Karen Robertson has approached Coach Cornelison on the possibility of the Council selling the vanity plates at future Student Activities and SGA car washes.
- The meeting was adjourned at 1:45 p.m. The date and time of the next Classified Employee Council meeting will be announced at a later date.

Respectfully submitted June 21, 2006

Jill K. Daniel, Secretary

Karen Robertson, Chairperson