



Classified Council Meeting November 7, 2012

Present:

**Rachel Hill (Chair)
Sara Cooper (Vice Chair)
Haley Bunney (Secretary)
Anna Major
C.H. Clark
Sylvester Anderson
Roselind Blackwell
Jackie Barnacastle**

Rachel began the meeting at 10:00.

- **Old Business**

- 1. Anna has a draft copy of the Classified Employee Handbook. Council members will proofread the draft copy before official submission to Dr. Blanding. Council members discussed adding JSCC's Mission Statement, org chart, and Classified Council by-laws and constitution to the Classified Employee Handbook.**
- 2. The Employee Appreciation Day will be the end of February. Rachel will write a proposal to Mr. Chase concerning what we will be doing during our employee appreciation day. The Council decided to ask Amy West, Human Resources Director to discuss issues that pertain to classified employees. There will be 2 sessions to try and accommodate all classified employees.**
- 3. The JSCC food bank is very low. Classified Council will collect items for food bank over the holiday season.**

- **New Business**

- 1. Four new employees have been added to the Classified Council. Roselind Blackwell and Jackie Barnacastle filled the 2 at-large positions. C.H. Clark has filled a Physical Plant position. Sylvester Anderson has replaced Tanis Hernandez in a Physical Plant position and will serve on the committee for 3 years.**
- 2. The Annual Report is due for the Classified Council. Rachel will verify with Mr. Chase if the report is physical year or fiscal year. Rachel will submit a copy of report to council members.**

Rachel adjourned the meeting at 11:20.