



Classified Council Meeting December 5, 2012

Present:

**Rachel Hill (Chair)
Sara Cooper (Vice Chair)
Haley Bunney (Secretary)
Anna Major
Sylvester Anderson**

Absent:

**C.H. Clark
Roselind Blackwell
Jackie Barnacastle**

Rachel began the meeting at 10:15.

- **Old Business**

1. Anna has finished editing the Classified Employee Handbook. Rachel has added the mission statement and org chart. Amy is discussing some policies with Dr. Blanding that need to be updated in all the handbooks. Once these policies have been changed we will submit a copy of the Classified Employee Handbook to Dr. Blanding for approval.
2. Professional Development Day has been approved by Mr. Chase. The date is February 21, 2013. Amy West will be our speaker and there will be two identical sessions, one at 10:00 and one at 12:00. The Classified Council will provide a chili lunch at 11:00 for classified employees. Invitations will go out through campus mail around the last week of January. Rachel will email Directors asking them to please encourage their employees to attend and ask them to provide a dessert. Haley will check with Steve Cornelison to see if the gym is available on February 21, 2013. The Classified Council will make a board explaining the purpose of the council. Council members will be present to answer questions.

- **New Business**

1. Haley will create a roster for council members with a start and finish date. The Chair and Co-Chair will sign the roster.

Rachel adjourned the meeting at 11:00.