

## **Classified Council Minutes**

### **April 16, 2014**

Present: Jackie Barnacastle, Lisa Crow, Glory Griffin, Rachel Hill, Ray Wainwright, Holley Wood

Absent: Sylvester Anderson, Roselind Blackwell, CH Clark

Meeting Called to Order 10:13 a.m.

Old Business

New Business

- Voting set-up on JWEB
- Rachel Hill looked at Constitution and Bylaws about the breakdown of voting
  - Maintenance/Security votes for Maintenance/Security
  - Clerical votes for Clerical
  - Everyone votes for At-Large
- Rachel Hill has the paper ballots. Trying to figure out a way to do an electronic ballot. Need to talk with OIT.
- Certificates will be given if wanted.
- Meal form approved. Purchase order needs to be done
- Total Cost of Event \$552 (approximate)
  - Food: Latham's—if chicken pre-ordered 60 quarters (58 attended last year). BBQ pack 2 packs comes with three sides of slaw, beans, and potato salad. Ordered tea, five sweet and three unsweet. Paper goods 0.70 per person for all paper goods. There is a \$25 delivery fee. All we need is ice and desserts. Total for meal \$398.00.
  - Invitations are approximately \$50 to \$60 dollars
  - Table covers \$38
  - Honorarium \$50
- Table decorations: "Mint" to be on our team—informational and business cards. Rachel checking on price of business cards. Holley volunteered her student worker to laminate cards
- Glory Griffin will do the work orders for set-up/take down; getting with Dr. Woods about any audio-visual needs and will submit work order to OIT.
- Haley Bunney has volunteered to help
- Check with Sylvester about speaking about Classified Council
- The question was asked if the Council needed to be there the whole time and was informed that they did not need to be. Council does need to be there about 9 a.m.
- Rachel Hill will call Latham's to see if we can be refunded the delivery fee and Ray Wainwright pick up the food.
- Need to have the food ready to set up around 10:30
- Holley Wood will work the sign-in/voting table.
- Glory Griffin will introduce the speaker

- Next meeting will be May 15, 2014

Adjourn at 11:12 a.m.

Respectfully submitted,  
*Glory Griffin, CAP-OM*