Minutes
Staff Employees’ Council Meeting
Tuesday, September 18, 2001
Reynolds School of Journalism, room 304

Executive Officers Present: Jodie Helman (Chair/Secretary), Ginger Miller (Vice-Chair/Chair), Sue Warren (Public Relations/Vice Chair), Kristy Forbes (Treasurer), Kathy Hoffman and Linda Spezia (Co-Public Relations Coordinator).

Representatives Present: Eileen Aragon, Val Chappel, Brian Draper, Rose du Plessis, Marianne Fuller, Curtis Funk, Lisa Johnson, Audra Knight, Diane Krutz, Raymond Needham, Lori Roundtree, Valerie Thomas, Terry Torvinen, Peggy Troupe, Emi Weldon, Eve Welker, Linda Wong, and Diane Yohey,

Representatives Absent: Michelle Krick (excused), Judi Hamilton (excused), Janis Bennett (excused), Robin Collins (excused), Demonsthenes Papaeliou, and Connie Rehard.

Advisor: Stephanie Flatt

I. Guest Speaker: John Lilley, President of the University
   a. Dr Lilley conveyed his thoughts on how important the Classified Staff is to the success of the university.
   b. He asked how many people were involved in the strategic planning process. There was a show of about 5 hands out of about 40 classified staff. The people who had been involved spoke regarding the process. He stated it is also important to have student ideas taken into consideration.
   c. A conversation regarding departments trying to make cuts for a 10% savings, and how this may affect classified staff and job security was addressed. Dr Lilley replied that this could mean movement of personnel, not necessarily job cuts. He also talked about streamlining our programs to carry classes for the degrees we offer.
   d. The issue of major evacuations and the proper notification of employees for campus closure was an issue on the table.
   e. Dr Lilley was asked if he felt his new position was properly portrayed to him, he stated the most challenging issue is the Fire Science Academy. He was pleased the legal issues had been resolved but said a lot of work is needed on the financial aspects.
   f. His new staff was commended by one attendee for their helpfulness. Dr. Lilley stated they are doing a great job and working very hard. In closing he hoped we all looked at the future as a great opportunity for growth and development.
II. **Classified Employee of the Year nominee's certificates:**
President Lilley helped pass out certificates for the employees who were nominated for employee of the year for 2000-2001.

III. **Approval of August Minutes.** Approved.

IV. **Elections for SEC Executive Board:**
- Ginger Miller     Chair
- Susan Warren    Vice Chair
- Kristy Forbes     Treasurer
- Jodie Helman    Secretary
- Kathy Hoffman and Linda Spezia Co-Public Relations Coordinators

V. **New Business:**

a. Ginger Miller passed out Orientation Packets with the SEC Brochure, Committee Descriptions and a copy of the revised Bylaws.

b. Chair Miller went over the bylaws and what was changed: Article IV, Section C: 'Human and Community Sciences' switched from 1 representative to 2 representatives; Article V, Section A, changed from secret ballot to mail-in ballot, first paragraph; Article IX, combined SEC committees, plus added two committees to the University Committees (Administrative Manual Review Board and University Planning Council). Two additional changes were made: Article IX, Section 7, SEC Web Page Committee is changed to a committee of two; and Article IV, Section C, University Advancement changed to 'University Development/Alumni Relations'.

c. Committee Report: Kathy Hoffman added the American flag to our web site to show our support. Approved July minutes on web in PDF printed document format. A suggestion was made to add our meeting schedule and agenda to the web site. The button “Meeting Schedule” has been added. It includes meeting schedule and available agendas. September agenda is listed on the “Meeting Schedule” web page. Classified Employees of the month awardees are listed on the web site along with pictures: Marianne Fuller, Accounting & CIS Clem Velez, B&G,

d. The Web Committee will come to the October 16th meeting 20 minutes early to take pictures of the new members. If any existing member would like a new picture, they are welcome to have it taken at this time also.

VI. **Open Discussion:** There is a can for donations to the Red Cross or Salvation Army in the Student Services Building. Please write all checks to Red Cross or Salvation Army. All cash will be divided equally between both Organizations.