

Minutes of the
Association of Classified Employees (ACE) Council
September 8, 2005

Present: Dick Porter, Erin Miller, Nan Braddock, Craig Berndt, Debbie Cockburn

Opening: The meeting opened at 8:08 a.m.

Approval of Minutes: The minutes from the August 18, 2005, meeting were approved as submitted.

1. Elections: Gary McDowell described the procedure used for the elections and presented the documentation. HR provided all labels. He suggested that when conducting elections in the coming years, the Election By-laws be checked to ensure compliance regarding terms, etc. Debbie will keep the election materials and results.
2. Alayda Morosco and Peg Mason were introduced as the newly elected members. They were advised of the meeting schedule.
3. Garage sale:
 - a. The hold procedure worked well with the claim ticket and time limit
 - b. Suggestion – bring refreshments and beverages for the workers
 - c. Large items – post pictures on board, people keep at their own houses, give a “bill of sale” to purchaser along with contact information of owner
 - d. Get contact information for donors of some electronic equipment such as printers
 - e. Don’t sell items until the sale begins. Have one person dedicated to selling while others are setting up. Document pre-sales for people who don’t have money with them.
 - f. Do not accept clothing
 - g. Plan for storage space for donated items well in advance, ~ 4 months prior
 - h. Look into renting PODS (temporary storage)
 - i. Take pictures
 - j. Send thank you notes for garage sale helpers: grounds crew: Tim Cake, Jim Gummoe, Dave Shellenberger, Jeff Hayes, Floyd Page, Doug Sutton, Dick Berzkey, volunteers, Nan’s students
4. Terry Garcia proposed that we hold a drive to collect school supplies for Katrina disaster evacuees sent to Denver. He will approach school districts to see if they would accept items. Some are not accepting donations of goods. A motion was made and seconded that Terry make calls to school districts to see if donations would be accepted, what would be needed, and where they would be delivered. Erin and Dick will assist Terry. Terry will start collecting boxes. Notice of the drive will be done via email, flyers = Nan will design. Craig will do the grunt work.
5. Newsletter – Articles are as written in the 8/18 minutes
 - a. Garage sale – Dick will write an article that includes a thank you to all helpers
 - b. The Mickey Mouse ears
 - c. Don Bruegger employee article – Craig
 - d. Nan – Expanding your Horizons article on ID theft
 - e. Gary – election article

- f. Referendum C article and its implications to CSM – Erin will ask Dan Montez to write
- 6 Website maintenance will be moved from Erin’s duties to be done by a student. A motion was made to hire a webmaster to maintain the ACE website. It was seconded and approved. Also approved was a budget of about \$50 per month to pay the student. Debbie will check with her Department’s student webmaster to see if she would assume the duties.
- 7 Issue of Referenda C and D – We will check with Dan Montez about how it affects the school if it doesn’t pass. We will try to get the students involved.
- 8 Dick will contact the President’s office to ask for our annual budget of \$2,000.
- 9 Mutual Aid Project – It has been on hold due to the garage sale. A proposal for its operation will be submitted at the next meeting. Mike Sullivan should attend.
- 10 Suggestion: Someone should attend the alcohol awareness meetings. Debbie will attend.
- 11 A motion was made to adjourn the meeting. It was seconded and approved. The meeting ended at 9:22 a.m.