



Classified Council Meeting October 17, 2012

Present:

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

Rachel began the meeting at 10:00.

- **Old Business**
 1. **Anna will try to meet with Amy West this week while Banner is down to discuss Classified Employee Handbook. Classified Council set December 31, 2012 as the deadline to have the Handbook submitted to Human Resources.**
 2. **Election for four new members of the Classified Council is currently on j-web. As of today only thirteen votes have been recorded. Rachel will create paper ballots for Physical Plant employees to vote, as some of our employees do not have access to a computer at work.**

- **New Business**
 1. **The Classified Council discussed doing a food drive to supply Jackson State's food pantry for students and employees during the holidays.**
 2. **The Classified Council will be hosting a Classified Employee Appreciation Day on December 19th. The purpose of this event is to let Classified Employees know how much they are appreciated and to inform the employees of what the Classified Council is and how we are here to serve them.**
 3. **The Classified Council's goals for the remainder of 2012 are to appreciate our employees and finish the Classified Employee Handbook.**

Rachel adjourned the meeting at 10:55.