MINUTES
COMMISSION ON CLASSIFIED STAFF AFFAIRS
May 22, 1984

Present: Gary McCombs, Marty Koldyke, Paul Gable, Pat Durham, Emma Barber, Jane Kidd, Gary Pringle, Flora Walker, Alice Allen, Diane Haselton, Ron Herrin, Martin Fowler, Ray Thompson and Janet Olbon

Jane Kidd began the meeting by calling for corrections of the minutes of the last meeting. There were none. Jane Kidd discussed the commission directory. She will make necessary changes and give everyone an updated copy.

Discussion of the draft memorandum to employees introducing the commission began. It was decided that the official name of the commission will be: Commission on Classified Staff Affairs. Jane Kidd will make suggested changes and get the memorandum to Personnel. Personnel will have the memorandum duplicated and mailed with a gummed label affixed for each classified employee. Ray Thompson will request that additional funds be put into Personnel's budget to accommodate the future expenses of printing, etc. of the commission.

Jane Kidd entertained a motion that the commission will meet monthly starting in June. Gary McCombs seconded the motion. The motion carried. The next meeting will be June 12, 1984, at 10:00 a.m., in the Jordan Room.

Volunteers were taken for a bylaws and constitution committee. Paul Gable will chair this committee. Other members will be: Ray Thompson, Ron Herrin, and Pat Durham. This committee will have recommendations ready for the next meeting.

The memorandum to employees was discussed again. It was suggested that everyone submitting a letter to the commission receive an acknowledgement reply,
whether or not the commission will handle the request. Eventually, the com-
mission would like to go to a suggestion system of some type. It was agreed that
some letters will need to be returned for the department to handle internally.
Committees will be formed to screen incoming problems. Names will be devulged
only if the individual agrees and as a last action. Confidentiality will play a
very important part in this system. There was a brief discussion of obtaining
legal counsel to review the commission's bylaws, once established.

Martin Fowler entertained a motion to send out the memorandum to employees,
including necessary changes discussed. Flora Walker seconded the motion. The
motion carried.

A motion to adjourn was made, all were in favor.

Respectfully submitted,

Ray L. Thompson
Personnel Director

RLT/jho