Present: Ruth Taylor, Bonnie Stevens, Ann Duncan, Jana Mize, Verna Howell, Pat Padgett, Ray Smith, Judi Nicks

The meeting was called to order at 3:10 pm in Room 103B Barre Hall

Meeting began with discussion of revising the way the mail received is recorded. Ruth presented a draft of a mail record form to use. After much discussion it was decided that the form needed some revisions and a guide sheet for instructions on how the new method was to work.

Verna requested that Ruth decide if the committee chair should sign correspondence letters or should the Commission chair have this responsibility. This was open for discussion and Ruth decided that the chair should retain this responsibility for three reasons:

First, there might be some confusion as to what is committee work and what is Commission work and who should sign what.

Second, Sometimes the committee work is performed by one or two people from the committee rather than the committee as a whole.

Third, there is a need for centralization, and the chair should review documents prior to having them routed.

The floor was open for discussion of a future agenda for the Commission. Ruth passed out sheets for committees to review for their own agenda, and the past years agenda was reviewed for comment. Based on this discussion Ruth will work up a rough draft for the committees to discuss and comment on at the August Executive Committee meeting. This will be voted on at the August Commission meeting.

Everyone was reminded that Jack McKenzie, Margaret Pridgen, and Debra Andrews will be our guest speakers at the July Commission meeting and to remind their committees to come prepared to discuss survey Jack passed out at our last meeting, and to think of questions to bring up at meeting.

Ruth, reported that she had a meeting with Faculty Senate President Allen Dunn and that he wanted to meet with her on a regular basis, and had passed
on some ideas for their agenda for the upcoming year and for our scholarship drive.

Bonnie Stevens agreed to head up a committee to work on promotional ideas for our Scholarship. Ruth, asked Ann if she would get one or two people form the Communications Committee to work with Bonnie. Ann said she would pass this on to the new chair for the Communications Committee.

The price of graduation robes was checked into and Ruth decided that while the Commission had some money in the budget to go ahead and buy a robe for Ben Morton to use as graduation marshal, and to purchase 8 other robes in hope that this would encourage other qualified Classified staff to participate in graduation. Ben Morton handled this business transaction.

Bonnie reported that name tags had been ordered, and should be ready for July Commission Meeting.

Ruth requested that the Policy Committee remind Ray Thompson that he needs to get a copy of the final draft of the smoking policy to all Commission members. Ray, said that he would do this at our last Commission meeting.

Verna reminded Ruth that she need to take action on the Policy Committee's Parking Resolution and contact Hugh Clausen about forming a Panel to resolve our concerns expressed in the resolution. Ruth, will write a memo to Hugh Clausen and attach a copy of the resolution and send a xc to other concerned parties.

Verna also requested that it go on record that the Policy Committee only reviewed the Smoking Policy and did not take part in the makeup of the final draft.

Pat and Verna will not be in town for our July Commission meeting, but will have someone give a report of any meeting before that date.

Jana gave a report on the budget left for the year. We have $950.00 left and we will have some brochures on the Commission and the cost of name plates to come out of this. Ann, will take care of the brochures and Ruth will check on the name plates and get back with Jana.

Adjourned- 4:40 pm - Recorded by - Ruth Taylor