Present: Ruth Taylor, Patsy Sowell, Jana Mize, Ben Morton, Judy Nicks, Ron Herrin, Lynn Belding
Absent: Ray Thompson, Jo McAnally, Kathey Ricketts
Meeting was called to order at 8:35am by Ruth Taylor.
These corrections were made to the Dec. Executive Committee minutes:
In line 12 where it is stated these suggestions a note needs to added to
include that these suggested changes to the scholarship contract are:
1) Change the part of the contract which states that the employee has to be permanent full time to only require that the employee be a permanent state employee with no stipulation attached concerning whether the employee is full or part time.
2) Make the scholarship renewable each year.
3) To give a second scholarship in the Fall of 1992.
With no further corrections the minutes were approved.
Chair gave the following announcements:
Speaker for Jan. Commission meeting will be Lib Crocket from the Dropout Prevention Center
Chair stated that she was concerned that we may need to look at making some minor changes to our Policies and Procedures for the commission for the following reasons:
1) We may need to add additional representatives in some of our vice presidential areas in order to better serve our constituents.
2) If we are going to take steps to insure better representation at our commission meetings and committee meetings we need to make sure that our Policies and Procedures are in agreement with these decisions.
3) Our Policies and Procedures now implies that the Parliamentarian has the responsibility for making any amendments to the Policies and Procedures. This is not necessarily true since the Policies and Procedures are not retyped every time a change is made. This could be handled by the Executive Committee or the Chair as a matter of review of the total Policies and Procedures on an annual basis or how ever often is deemed necessary. Prior to this review anytime a change is approved by the full commission the chair can type these changes up in the form of an attachment to the Policies and Procedures.
Judy Nicks put the following three changes to the Policies and Procedures in the form of three separate motions all of which were seconded by Patsy Sowell and received a unanimous vote of approval for the other Executive Committee members present.

1) To amend appendix B - Composition of Commission:
   to add another seat in academic affairs for Commerce and Industry, Term C, which expires in 1992.

2) To amend I. Membership of Commission
   C. Terms of Voting Members:
   To add: 4. After 3 absences during the year, without alternate representation at monthly meetings and committee meetings, a representative's status as a commission member will be reviewed by the Executive Committee for possible removal from the commission.

3) To amend II. Officers of the Commission on Classified Staff Affairs
   A. Officers and Duties:
   To remove the phrase:
   4. "And make any amendments to policies and procedures."

In addition to change no. 2 the Chair will continue to send letters each month to representatives who are absent without representation as a matter of reminding them that they might be jeopardizing their position as a representative on the commission, and to remind them of their obligation to serve their constituents. The Chair of each committee will send letters each month to members absent from committee meets without representation for this same purpose. The Executive Committee did not feel that there was a need to be state this in the Policies and Procedures since these letters are only to serve as reminders.

As an item of new business Ruth pointed out that she felt that it would be good to sent a letter of appreciation to anyone who visited our monthly meetings to encourage them to attend again and to invite them to encourage others in their area to attend. Ruth spoke with Ben Morton about this idea and at this time Ben presented a rough draft of a letter to send out. The members of the Executive Committee present liked the idea and the letter and Ben will present the letter in its final form before the full commission at the Jan. monthly meeting and the Communications Committee will begin sending these letters out after each monthly meeting. Ben had one request and that was that there be a separate sign in sheet for visitors at the door.
care of this. Ruth said she would work up something for the visitors to sign and get their name, department, and campus address for the Communications Committee to have. Ben also suggested that while we were working on a new attendance sheet if Ruth could also rework the old attendance sheet to separate alternates who were attending for a representative from alternates attending on their own. Ruth said this would be easy to change and would take care of that also.

Patsy asked while we were on items for new business if we could consider electing a secretary each year the same way we did other officers instead of trying to hire a part time secretary since we do not seem to be having any success in this approach. The rest of the members agreed. Ruth said she would check with Lind Westbrook who is currently serving in this capacity and see if she wants to continue serving for the rest of the year or would like for the commission to hold an election to finish out this term.

Note: Ruth spoke with Linda and she will be willing to finish out this term and we can begin our secretarial election with the next commission elections.

As a last item of new business Ruth asked who we should invite to our end of the year lunch and where we should have it. It was agreed that this would depend on what type of funding would be required. Jana Mize offered to contact Ray Thompson and see if he would be willing to fund any of this and report back to us at our next executive meeting in Feb.

Committee Reports:
Welfare Committee did not meet in Dec. and therefore there was no report.
Policy Committee is ready to present the Shuttle Bus Resolution at our Jan. commission meeting.
Communications Committee: Ben passed around a copy of the next newsletter and offered to make the changes necessary to add a listing of the vacant seats for representatives and alternates that will need to be filled when we elect for the next fiscal year of the commission.

With no further business Ruth asked Patsy since she has to drive a great distance to attend our meetings if a better time could be set for the Executive Committee meetings. Patsy asked if we could meet one hour later. Everyone agreed and in the future the Executive Committee will meet on the first Tuesday of each month at 9:30am. The location will be a part of the Executive Committee agenda and will be distributed prior to meetings.

With no further reports from anyone the meeting adjourned at 10:20am.