CLASSIFIED STAFF COMMISSION
EXECUTIVE BOARD
MINUTES
September 27, 1995

The meeting was called to order at 2:35 p.m. by Chairman Robbie Nicholson.

Present--Robbins, Becker, Bell, McGuirt, Nicholson, Belding, Hickman

The minutes were approved as written.

Announcements from the Chair:
1. Susan Reeves will be here at 3:00 p.m. to discuss plans for the upcoming Benefits Fair.
2. Becky Martin is the scheduled guest speaker for the November Commission meeting. She should be able to give us a legislative update at that time.

Committee Reports:
1. Policy/Welfare--no report
2. Communications--no report
3. Scholarship--Tony McGuirt has the backdrop and photographs of the scholarship recipients for the display at the Benefits Fair.
4. Budget--Calvin Becker stated we have $300.00 in discretionary funds. The funds transferred for the scholarship endowment fund were deposited in the wrong account.
5. Membership--Kaye Hickman reported on the September 20, 1995, meeting. Elections were held and the results follow: Chair--Kaye Hickman, Vice Chair--Alexandra Barnes, Secretary--Billie Jones. Subcommittees, their composition, membership and duties were explained. The committee discussed the attendance policy of the Commission and its enforcement. They recommended that the Commission secretary keep an attendance record and notify the Executive Board of any representative that misses three(3) meetings with no alternate present in accordance with the existing policy. Three representatives are in violation of the policy and their names will be submitted to the board for further action. Other discussion included ways to encourage meeting attendance and committee participation. The Policies and Procedures need to be updated to include the changes that have occurred since 1993. The Membership Committee recommended the following addition to B. Elections, Section D. Vacancies. of the Policies and Procedures. Add the sentence Vacancies in the alternate position may be filled by the third runner-up of the previous election or by appointment by the Executive Board if the previous election option is not available. Another recommendation was to review the committee representation list and delete any defunct committees. Several questionable ones are Strategic Planning, Vending Machine, Fine Arts and UCCAC. Kaye read committee assignments and they are as follows:
Policy/Welfare--Steve Robbins, Jeffrey Hubbell, Lynn Belding, Barbara Warmath, Mark Pullen, Gladys Butler, Stephanie Pawlowski, Kathy Clark, Mary Ladd, Lauren Irick, Nancy Allgood, Natalie Garrison and Diane Palmer.
Membership—Alexandra Barnes, Teresa Daniel, Randy Holiday, Janice Bishop, April Haynes, Kaye Maatheson, Freddie Harbin, Billie Jones, Zelda Kleister, Michael Moore, Gail Jameson and Kaye Hickman.
Scholarship—Tony McGuirt, Catherine Bell, Teri Alexander, Mike Parker, Calvin Becker, Betty Moore, Helen Adams, Cindy Calcutt, Margie Spangenburg, Joyce Staggers, and Diane Jones.

Unfinished Business:
None

New Business:
1. Meeting time for the Executive Board will remain on the last Wednesday of the month in 106 University Square.
2. Changing the date for October’s Commission meeting due to a conflict with the Benefits Fair was discussed. The Board decided to retain the same date because there is no speaker scheduled for October and we will be able to solicit help for the fair if needed from the attending members.
3. Susan Reeves is coordinating the booth on behalf of the Commission. She stated the Communications Committee has not cooperated in organizing the booth. Help is desperately needed for the fair as nothing has been done to date. Susan was thanked for all her assistance and she will get the committee organized.
4. A lengthy discussion about the Commission and its function, goals and purpose ensued. Catherine Bell detailed the Library Staff Committee and how they operate and their means of communication to constituents. The October meeting will be open for discussion about the Commission and our goals for the future.