

**CLASSIFIED STAFF COMMISSION
EXECUTIVE COMMITTEE
MINUTES**

December 6, 1995

Chairman Robbie Nicholson called the meeting to order at 2:40 p.m.

Present: Nicholson, McCaskill, Bell, Moore, McGuirt, Becker, Robbins, Belding

The minutes were approved after noting Tony McGuirt was absent at the previous meeting.

Announcements:

1. Dr. Bud Bodine, President, Faculty Senate, is eager to work with us on issues that concern both groups. Robbie asked if Bud should be invited to a full Commission meeting. The consensus was to invite him to attend our next Executive meeting.
2. Stephanie Pawlowski attended the Faculty Senate meeting as our representative. The discussion indicated we needed representation on some committees. The Faculty Senate sends us copies of all their minutes and resolutions. We will reciprocate in order to open the lines of communication and inform the senate of our activities. Discussion continued about the revision of the Faculty Manual and the procedure for inclusion on committees. Executive members should procure a copy of the Faculty Manual and read it prior to the next meeting.
3. Michaelann Evatt is the new chair for the Communications Committee.
4. Sue Lasser is our graduation marshal and Mike Bitzer is the banner bearer.
5. A representative is needed for the Traffic and Parking Committee.
6. A representative is needed for the Bookstore Advisory Committee.
7. The annual awards and recognition banquet is forthcoming. There is a charge for using a room at the Madren Center. Ray Thompson can handle the food but cannot pay for the room rental. We have used the President's Box at the stadium gratis for the last 4 years. The consensus is to use the Madren Center even with a room charge for a change of location.

Committee Reports:

1. **Policy/Welfare:** Steve Robbins reported there was not good attendance the meeting so most agenda items were deferred to the next meeting. Items carried over are the review of the Commission's Policies and Procedures Manual, EPMS forms and tuition breaks for employees and children. The Wellness Committee has requested a representative from the Commission. If anyone is interested see Steve. He will ask for a volunteer at the full Commission meeting in December.
2. **Communications:** Michaelann Evatt is the chair. The newsletter is scheduled for release in January 1996 and Conrad Stuntz is revising the legislative brochure.
3. **Scholarship:** Tony McGuirt stated the scholarship solicitation flyer is ready to print. Lynn needs to check on stock of excess envelopes and pass them on to him. She estimated there are only 150 envelopes on hand.
4. **Budget:** no report