Present: Ronald Addis, Lynn Boiter, Jean Kopczyk, Cindy Long, Corey Ferrier, Dexter Hawkins, Phil Landreth, Lawrence Nichols, Jenny Peay, Dan Schmiedt

Absent: Barbara Bergman, Gary Pye

President Phil Landreth called the meeting to order at 8:35 AM.

1. Approval of Minutes: The minutes from October 28, 2003, were approved as submitted.

2. Announcements from the President
   A. Academic Council, Phil Landreth. Task forces are being formed to revise the Academic Council information. Disciplinary actions were displayed from spring; Goldwater scholarships were discussed; the General Education Curriculum Committee is on track to have the general education format revised by spring; grades were discussed at length – there is a proposal for a bachelor/graduate program being examined.
   B. Administrative Council, Phil Landreth reported that the CSS compensation resolution (2003-01) was discussed and the Council did not appear to understand or advocate the measures outlined in the resolution. Phil did not waiver on our decision to impose the resolution.
   C. Board of Trustees, Phil Landreth reported the BOT did not approve of the China Center. This will be reconsidered in the future.
   D. Governmental Affairs, Ron Addis. No report.
   E. President's Cabinet, Phil Landreth and Lawrence Nichols elaborated on the discussion regarding staff compensation. They also discussed the mandatory direct deposit for all paychecks. There will be provisions made for departments that do not have access to email. It was suggested that with the elimination of issuing checks, the payroll staff could instead take care of the employee’s checks that need to be dispersed. Cindy suggested that the Senate should provide this feedback to President's Cabinet via Phil.

2. Treasurer's Report, Cynthia Long reported the following:
   - E&G fund balance is as follows:
     Travel Line = $1,000
     Other Line = $2,000
     Vending = $5,000 received, 3,500 remaining plus $1,000 for Senate anniversary celebration by all classified staff;
   - As far as the transfer recommendation to the endowment, Cindy stated that after the full Senate votes on December 9, the approved
minutes reflecting the Senate’s approval of the recommendation must be submitted before the money is actually transferred. She also stated that in reviewing other endowment balances for FY01, the CSS endowment would need to increase to approximately $235-$240,000 in order to support our current number of scholarship recipients. After said transfer, the endowment will total $158,000. She does not recommend increasing the number of recipients until the endowment reaches the $235,000 level;

- The committee decided not to send out a solicitation letter at this time, rather a letter announcing the spring tournament will be written in the future acknowledging the tournament sponsors and soliciting payroll deductions from staff.

3. Standing Committees
   A. Membership, Ron Addis reported:
      - three vacant Senate seats exist; one new Senator has been appointed;
      - the number of staff in each area needs to be revised for more equitable distribution of representation;
      - the recent revisions to the bylaws need to be read to full Senate for vote on Dec. 9.

   B. Communications, Corey Ferrier. No report.

   C. Policy and Welfare, Dan Schmiedt. Committee is still looking at the impact of health insurance increase.

   D. Scholarship, Jean Kopczyk spoke with Lind Davey regarding the revising of the scholarship agreement for next year. A revised scholarship agreement should state that **CSS will award up to 50% of the set number of scholarships based on financial need; the remaining will be awarded on academic merit.** (If 50% of the applicants do not qualify for financial need the remaining scholarships will be awarded to the academic applicants.) Allie will submit the revised wording to Linda Davey, who will produce the document; a proposal will be made to full Senate to revise the scholarship agreement for a vote. This revision will not be effective until fall 2004.

   E. Activities, Lynn Boiter/Gary Pye. Lynn announced that holiday gifts will be distributed at the December 9 meeting. The gifts will not be delivered or mailed. The Activities Committee will resume regular meetings, possibly as early as next week, after taking a much deserved break following the fall golf tournament.

4. Unfinished Business
   A. Senate meeting refreshments were discussed again and it was decided that Allie can remain in charge of the food for CSS meetings. Membership Committee will meet prior to the Senate meeting, Communications Committee will meet after the Senate meeting, and therefore, Allie can set up the refreshments and attend both meetings.

5. Adjournment

Next Meeting: Tuesday, December 30, 8:30 AM, 801 University Union