# Minutes

## Classified Staff Association

### Board Meeting

March 6, 2013  
10:00 a.m.  
Jennings 115  

**Present:** Don Johnson, Kathleen Briggs, Sylvia Bradshaw, Bart Peacock, Will Powell, Kathi Steadward, Jan Maxfield, Tracy O’Kelly, Hailey Orr, Christina Merrill, Sheila Cannon, JD Robertson  

**Excused:**  

**Absent:** Barbara Turnbow  

### Committee Assignments

- **Awards** – Jan Maxfield, Hailey Orr  
- **Socials** – Christina Merrill, Bart Peacock  
- **Professional Development** – Barbara Turnbow and Will Powell  
- **Membership** – Kathi Steadward and Tracey O’Kelly  

### Approval of the Minutes

The minutes from the Feb 6, 2013 meeting were approved via email vote.

### Welcome

**February Legislative Session**  

Don reported that there was not much time for open discussion but it was a very good day and very informative. Fun to see how the process works. Don encouraged everyone who is interested in watching the process to plan on attending next year.

### Committee Reports

- **Awards** – Discussion about an electronic submission took place. Kathleen will send Austin Zimmer to Jan to help create an electronic submission form. We will give out two “Employee of the Semester” awards and one “Employee of the Year” award. All will receive plaques and the Employee of the Year will receive $300 along with the plaque.  

- **Socials** – Plan for a lunch time social on April 25, 2013. Christina & Bart will work out the details. We will serve lunch as members arrive and then have a business minute, short video (could be playing during lunch), awards, and nominations for positions.  
  
  **Open positions:** President Elect, Public Relations, and four board members to replace the current 2nd year members (Hailey, Christina, Bart, and Will).  

- **Professional Development** – We will hand out the shortcut helps from Barbara at the luncheon. Also, possibly some web search helps from Will.  

- **Membership** –  

### Legislative Brown Bag Lunch

Scheduled for **March 28, 2013**. Frank Lojko and Brad Last have both agreed to present information from this year’s legislative session. We would like to invite everyone on campus. Use the dixiestaff and dixiefaculty email lists. Invite the “Beast” to park outside the auditorium for convenience. It was discussed that instead of providing cookies or treats, we could provide a coupon for those attending to pick up a cookie.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holland Paving Stone</td>
<td>Kathleen moved to propose that Don Johnson &amp; JD Robertson work together to have a paving stone(s) placed at the HCC from the Classified and Exempt Staff Associations. All agreed in the affirmative.</td>
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<tr>
<td>CSA Scholarship</td>
<td>No discussion took place regarding this item.</td>
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<tr>
<td>Spring Social?</td>
<td>See above comments under Committee Reports</td>
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<tr>
<td>PR Position</td>
<td>We will open up nominations at the Spring Social. Suggested nomination – Telauna Byamugisha</td>
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<tr>
<td>Part Time Staff</td>
<td>Email from HR reads,</td>
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<tr>
<td>Hour Limitations in 2013 (Kathleen)</td>
<td>“We can now use a total hours worked per month for our part time employees. We will no longer limit hours weekly. Employees may work up to 120 hours per month. Hours will be recorded on a pay period, so the average will begin from the 21st of the month to the 20th of the following month. Employees cannot be paid on a contract service for additional duties that would place them over the 120 hour limit.”</td>
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<td></td>
<td>It was acknowledged that this was a step in the right direction but there are still concerns over the policy. More work is needed on a permanent solution.</td>
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<td>JD Robertson – Exempt Staff Assoc.</td>
<td>JD encouraged us to keep the communication lines open between the staff associations. He reminded us that we are fortunate to have a voice on this campus with access to Pres. Nadauld. Having both associations gives the staff two votes on institutional issues. Kathleen gave appreciation for the collaboration of the two associations and invited JD to please extend an invitation to their members, who are also members of our association, to feel welcome to participate with us in all of our efforts and activities.</td>
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<td>Misc.</td>
<td>It was suggested that we work on establishing some goals for next year at our next meeting. Also, we should look into the possibility of opening up our committees to include other CSA members.</td>
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| Next meeting – Date                        | April 3, 2013  
  10:00 AM  
  Jennings #115 |