Minutes

Classified Staff Association
Board Meeting

May 1, 2013
10:00 a.m.
Jennings 115

Present: Don Johnson, Kathleen Briggs, Sylvia Bradshaw, Will Powell, Jan Maxfield, Tracy O’Kelly, Hailey Orr, Barbara Turnbow, Christina Merrill, Sheila Cannon,

Excused: 

Absent: Kathi Steadward, Bart Peacock

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

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<tr>
<th>Approval of the Minutes</th>
<th>The minutes from the April 3, 2013 were approved by majority vote.</th>
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<td>Welcome</td>
<td>Gratitude and congratulations were expressed to the Socials Committee for a superb job on the Spring Luncheon.</td>
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| Committee Reports/Binders (Christina) | Awards/Motions – The following motions were brought forth and passed unanimously:  
  - Members of the CSA board may be nominated and recognized with a certificate of nomination for the “Employee of the Semester” award but are exempt from the final award of “Employee of the Semester”.  
  - The Classified Staff Association will present one “Employee of the Semester” award each Fall and Spring semester. We will not award an “Employee of the Year” award. No cash award will be presented to allow all staff to be considered. All nominees will be presented with a certificate of nomination.  
- Socials – Christina did a great job at keeping the Spring Luncheon to 45 minutes in length. We should follow her lead and continue to be appreciative of the time spent in meetings/socials.  
- Professional Development – Great comments have been received regarding the shortcut card provided by the Prof. Dev. Committee. More can be made if needed.  
- Membership – Don asked for each of us to find someone to encourage joining the CSA. We should utilize the video, newsletter, and business cards that were created for the Spring Luncheon to help educate everyone about the Classified Staff Association. |
| Financial Report (Sylvia) | Handouts were given with detailed expenditures for the last two years along with a three year comparison and projected budget. It was decided to forego any cash award to recognize employees and use the money to help fund the new CSA Scholarship. |
| CSA Scholarship | We will communicate through email to finalize the scholarship |
Nominees were presented to the board for 2013-2014. Don will contact each nominee to assess their willingness. If more than four nominees are willing, we will hold an election. Will Powell agreed to stay on the board for 2013-2014.

The following motion was presented and passed unanimously:
- Go forward with the design of the CSA/ESA paver stone as presented with the addition of the year “2013”.

Next meeting

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>June 5, 2013</td>
<td>10:00 AM</td>
<td>Jennings #115</td>
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