

**CLASSIFIED SENATE MINUTES**  
August 1, and August 2, 1991

**Attendance:**

Penny Lewis  
Marge Nielsen  
Christina Ortiz  
Yvonne Price

Michael Estes  
Connie McClain  
Beth Brokaw

**1. ELECTION OF OFFICERS -**

President  
President-Elect  
Secretary  
Treasurer  
Members-at-large

Penny Lewis  
Michael Estes  
Beth Brokaw  
Connie McClain  
Christina Ortiz  
Yvonne Price

**2. BY-LAWS - REVIEW AND REVISION -** The by-laws have been rewritten and will be submitted to the membership for approval.

**3. STAFF DEVELOPMENT GUIDELINES -** Connie McClain gave an overview. Funding will be at the same level as last year. Four deadline dates have been set - Aug. 1, Nov. 1, Feb. 1, and May 1, for submission of applications. The \$500 maximum award per person has been retained. We are looking into a point system to help the committee make its decision and plan to develop application and evaluation forms.

**4. OTHER BUSINESS -**

The Board Meeting on September 10, 1991 will be attended by Penny Lewis.

Meetings have been scheduled for Fridays at 10:00a.m. in the Staff Lounge (Cafeteria).

We agreed to invite President Carroll to a meeting of the Executive Council.

Beth Brokaw will send a brief memo to President Carroll to let her know who the new officers are for this year.

Penny Lewis will do the notice for the President's Messages.

P.J. Schramel will be the spokesperson at the Classified Breakfast on the 14th.

If you attend a meeting for the Classified Senate a short written report should be turned into the President-Elect.

We discussed reserving a table at the Fund-raising Gala at the Mission Viejo Mall. Proceeds could be used to provide a scholarship.