# 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: Penny Lewis
   - President-Elect: Michael Estes
   - Secretary: Beth Brokaw
   - Treasurer: Connie McClain
   - Members-at-large: 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 10:00 a.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.