Classification Council Meeting
Tuesday, November 2, 2010 – Autzen
Call to Order 10:15 a.m.

Attending:
President Mary Ann Zielinski; VP Leonard Snodgrass; Treasurer Pam Nyburg; Area 1- Janet Jobes; Area 3- Ramona Murtha (alternate); Area 4- Holli Davenport; Area 6 Scott Abdon
Quorum present.

October Minutes: Not reviewed

Treasurer’s Report - Pam Nyburg
(Report was presented but not approved yet.)
1. ISSUE: Confirmed that there was no roll over of funds this year. Discussion around the table revealed this was consistent to what individual departments experienced this year.
   SOLUTION: If we spend on track with budgeted amounts for monthly luncheon we will be short $138. However, we have NOT been spending the entire budgeted amount for luncheon décor and this will absorb this shortfall if we continue spending as we have.

2. ISSUE: GALA of TREES (2011): Due to the shortfall there would not be enough funding for the Gala of trees in next year’s budget. The best strategy would be to purchase as much as possible during this fiscal year, cover the remainder next year, and solicit donations. Second, if donations are solicited how do we protect them roll over depletion.
   RECOMMENDATION: A donation jar could be set out for luncheons.
   Pam will ask Bob Olson if an account can be set up or if we can use the currently inactive Cookbook account to collect donations.
   FURTHER INFORMATION NEEDED: The council would like Janene Allman and Jim Ames to come to the December council meeting to further discuss the plan for the Gala and what the needs are so we can effectively plan for it.

2. Classified Staff Forum: Thursday, November 11 8:00 a.m.
   Classified Council Announcements
   Leonard will represent Classified Council as Mary Ann is unable to attend. Announcements will include:
   November luncheon and ask for a show of hands for interest in a Movie Night (@ Northern Lights).
   Before we commit to the theatre we want to get a solid read on whether people are interested.

   Budget Shortfall: The main topic is what the current options are to address the budget shortfall.
   Wendy Gleason has notified us there will be a second Forum in mid-December after some of the decisions have been made about what will be done to address the shortfall.

   Presidential Search Process: Kristen Grainger, Vice President and Executive Assistant to the President, will be present to report on the Presidential Search process.
   The council discussed the apparent inequity of employee representation on the search committee (6 faculty – representing CLA, AGSM, Law and 1 staff – representing all classified and administrative staff). Also, noted, as clarification, that the search is a duty of the Board of Trustees. As such, the composition of the search committee mirrors the composition of the Board of Trustees.
   The Council encourages all staff to participate at any opportunities to be part of the process as they are opened to us.
   The Council encourages staff to be prepared for the Forum with questions, especially while we have the benefit of an open forum.

3. Environment and mission of Classified Council & Staff – Mary Ann Zielinski
   Mary Ann would like to initiate a plan to work on:
   1. cultivating a positive, forward moving Council- emphasizing what we can do and not what we can’t and
2. a mission statement that supports this plan by incorporating the elements of community, communication, and service. The By-Laws address these ideas to some degree in the Purpose and Scope sections. However, a mission statement would provide distinct direction for practical decision-making on how we spend our time and resources.

4. **Cookbooks** – V. Gonzalez not present.

5. **November Luncheon**– Leonard Snodgrass
   - Menu has been set.
   - RSVP numbers/names needed by Friday, November 12.
   - Areas to send list of donations to Leonard by Monday, November 15.
   - Invitation: Leonard will follow up on this.
   - Decor: Fall theme, on track.
   - Prize tables: Items will each have the numbered glass jars as usual.
   - Funds recipients: Council unanimously approved Family Building Blocks and Liberty House – both local groups that support families.

6. **Movie Night** – Leonard Snodgrass
   - **Probable attendance:** Before we commit to this activity, Leonard will be getting an informal show of hands at the Forum to see if there is real interest among the general staff. He also proposed sending out an email to get an idea of how many might show for the date we’ve chosen (see next).
   - **Date of event:** Assuming the response is favorable we only need to choose a date. After discussion, Council settled on Thursday, December 2. We won’t be able to choose the movie until approximately two weeks prior.
   - **Participation:** Limited to a classified staff member plus ONE guest over the age of 18. Because we can only choose from the available movies the theatre receives, the movie may not be child “friendly”, hence the age minimum.

Meeting Adjourned: 11:20 a.m.

Respectfully submitted by Ramona Murtha, Area 3 Classified Council Alternate Representative