Present:
- Eric Ackermann, President
- Rosemary Bowden, Secretary
- Stephanie Collins
- Lucy Cox
- Pat Elliott, Vice President/President Elect
- Diane Kaufman
- Christian Pascasio
- Jamie Wampler

Absent:

Minutes:
The meeting was called to order by Eric Ackermann, President, at 2:00pm on November 20, 1996. Minutes were approved for November 13 meeting.

Announcements
None.

Travel Requests
None.

Old Business
Stephanie presented the tally for the Holiday Luncheon. The numbers were evenly split for the two suggestions at 16 each. Since a minimum of 40 people will be needed to commit for suggestion no. 2 ($8/person fully catered) it was decided to go with suggestion no. 1($3/person plus a side dish where the money would buy turkey, ham, dressing and cranberries). The dinner is scheduled for Monday, December 9, 12 noon, in the Boardroom. Also for decorations Lucy suggested everyone bring a decoration from home to be used just for the dinner then you could take it back home.

LSA representation was discussed. Eric will send out two suggestions over e-mail for a vote by the staff.

Christian discussed his findings on getting classroom instruction scheduled during work hours in Newman. Staffing at New River Community College as well as at Information Systems was limited with hardly any flexibility that would allow their staff to come to Newman. Eric will contact Brenda Hendricks for the results of the Training Needs Survey that was sent out to staff on October 21.
New Business

Lucy led discussion of LSA requesting to the Dean that the library be closed on Monday, Dec. 23. As it stands now the library is closed Sun., open Mon., closed Tues.-Wed. It was noted that staff would have to use annual leave for that Monday if the library was closed. Eric will take this suggestion to the Dean.

Jamie led discussion of getting lines painted on the new pavement on the mall. Without the lines a car can get boxed in or a lot of room can be wasted. Diane will call Parking Services to find out more details.

Jamie led discussion of dealing with smoking odor at the back door on the loading dock. This led to the odor of the trash cans you must pass as you enter at the back door. Eric will check to see if the wall can be removed to make more room as well as increase ventilation.

Meeting adjourned at 2:10pm. The next meeting is scheduled for Wednesday, December 11, at 2:00pm in third floor classroom.

Respectfully submitted,
Rosemary Bowden
Secretary