I. Call To Order – The meeting was called to order at 3:05pm.

II. Approval of Minutes- The December 5th working meeting notes were approved.

III. Treasurer's Report -- Checking: $2425.71; Savings: $601.59

IV. Spring Meeting Schedule – Due to scheduling issues, the executive board meetings were moved from Tuesday mornings to Thursday afternoons. The meeting schedules were adjusted to reflect this change.

V. Classified Survey – The Classified Survey will be done by the end of Spring 2014 after the Cultural Climate Survey. (Tabled for the next meeting on January 23rd.)

VI. Classified Service Awards Tables– The Classified Service Awards are scheduled to be held in MS-140. Options for tables are being evaluated. The tables in MS-140 are big half-moon tables. Other tables in the room are too small. If MS-140 isn’t suitable for the Awards Banquet, the Senate will look into other possible rooms to hold the event.

VII. Round Table

A. Cleaning the Office. Next week, the Classified Senate office will be cleaned. Various office and cleaning supplies will be needed.

B. Adopt-a-Family - As of December 12th, half of the Adopt-a-Family awards were given out.

C. Fundraisers – Several possible fundraisers for the spring semester were discussed. Some of the possible fundraisers discussed were the Cakewalk, a nacho social, hot dogs, a potato bar, and a gift basket auction.

D. Professional Development – Many Classified employees have expressed the need for a professional development workshop.

E. End of the Year Social – The Senate plans to hold the End of the Year Social again at the end of the spring semester. Further discussion was tabled for future meetings.

VIII. Adjournment – The meeting was adjourned at 3:55pm.