

The retirement program was 50% of the work in the General Council and it could not be handled in any two or three hours by the board of directors. Mr. Chidsey continued that if it were agreeable with the board, he would call another meeting in February. Mr. Chidsey said there still was considerable business to be attended to at the present meeting and since there appeared to be no objection, a meeting will be called for February, the exact date to be set later.

Mr. Chidsey said one problem that must be decided on at the present meeting of the board was the question of a legal counsel. He opened the meeting for discussion of the problem prior to formal action. After a full discussion the following action was taken:

Mr. Wilson moved that a committee be appointed to meet with Leo Smith to advise him that the board of directors in official meeting have adopted the policy of not contracting with a legal counsel, but to secure the services of an attorney or legal counsel on a per diem basis and they would like to have his services available on a job basis, not on a contract basis; that the board also adopted the policy that the executive secretary now has been in the game long enough and has his feet on the ground so that he can be the legislative agent during the forthcoming session of the legislature; and that the committee report at the February meeting of the board. Motion carried.

Mr. Chidsey appointed Mr. Query chairman of the committee and said he could appoint the other two members of his committee.

**MATTER OF TAKING VACATION BY CERTAIN DATE OR LOSING IT.**

Mr. Wilson said it was the policy in their department that they only transfer eight days over the end of the year. It is left to the head of the department whether it can be accumulated or not.

Mr. Shattuck stated that he did not believe it was the intent of U.C.C. to take anyone's vacation. It is the policy that employees are asked to take any of their vacation leave, which is in excess of eight days, beginning January 1st each year. This is done so that everybody has a twelve day vacation in the period in which they are supposed to take vacations. It is not the intent that any employee shall lose that time. There has been a misunderstanding among the employees, apparently. They try to have the vacations taken at the employees convenience and the supervisor's convenience.

Mr. White said in his opinion an employee does a better job if he has a vacation and does not go through a year without one. There should be a policy and it is allowed under civil service that the employee can accumulate up to twenty-six days.

Mr. Vaughn said the trouble is there is no uniformity in the departments.

Mr. Chidsey said the chair would entertain a motion that this matter be taken up by members of the various departments

with their executive staff and contacts to the departments in the handling of vacation time.

Motion to this effect was made and motion carried.

**ALLOWING TIME OFF TO ATTEND GENERAL COUNCIL (time off with pay).**

Mr. Wilson moved the matter be referred to the executive secretary to take up with the various departments, and motion carried.

**PROVIDE YEARLY MERIT STEP INCREASES ON ANNIVERSARY DATE OF EACH PERSONNEL ACTION RATHER THAN JANUARY 1st AND JULY 1st.**

(To be continued)

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