

MINUTES

CLEMSON UNIVERSITY STAFF COMMISSION  
May 15, 1984

Present: Jackie for Gary McCombs, Jane Kidd, Flora Walker, Pat Durham, Gary Pringle, Alice Allen, Diane Haselton, Martin Fowler, Marty Koldyke, Emma Barber, Ray Thompson, Janet Olbon and Joyce, Editor, Newsletter

Absent: Ron Herrin, Gary McCombs, and Paul Gable <sup>Barnett</sup>

Photographs were taken of those present.

Gary Pringle informed the commission that P.O. Box 2121 was the commission's number at the University Post Office. He will pick up the mail daily and bring it to the attention of the commission. The Personnel Department will pay the annual rental on the box of approximately \$20. Gary Pringle will inform the commission of the combination to the box.

Jane Kidd reported on her meeting with President Atchley. He emphasized that all staff should be represented and considered equal. He will meet with the commission whenever necessary. He warned against personal problems and pointed out that the commission was an advisory group and that his decisions may not always agree with the groups'. If the commission wants to contact a State Agency like the State Personnel Division, it will do so by going through Jane Kidd and the President's Council. Jane Kidd would like to rotate the order so that every member will have an opportunity to attend the President's Council meetings. Jane Kidd passed around a list for members to put their name, address, etc. for those who did not receive their information package which she mailed out.

Jane Kidd pointed out the fact that the faculty and staff meetings and orientations were geared mostly toward faculty, and this should be improved. It was further pointed out that these meetings should include more staff in all aspects.

Alice Allen presented a motion that Diane Haselton be the commission's parliamentarian. Martin Fowler seconded the motion. The motion was passed by majority vote.

Jane Kidd emphasized the need for implementation of a constitution and by-laws for the commission. She will bring sample commission by-laws to the next meeting.

Gary Pringle suggested that the commission promote staff functions and make the functions widely known to staff. It was reiterated to improve the faculty and staff orientation--gearing it equally to staff. President Atchley suggested to Jane Kidd that the commission use the Newsletter for the vehicle of communication with all employees (faculty and staff) for the present time. Ray Thompson mentioned that Personnel was working toward a staff orientation twice a month. He will keep the commission informed of this.

Ray Thompson presented a motion that the Newsletter be used, on an interim basis, to communicate with the employees. Gary Pringle seconded the motion. The motion carried.

Alice Allen entertained a motion that in order to improve communication to all staff employees, they be included in any communication that may be applicable or of interest to them i.e. (Newsletter, Tiger, Clemson World, University News, etc.). The motion was seconded by Diane Haselton. The motion carried.

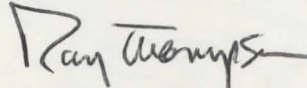
Diane Haselton entertained a motion that the staff be urged to communicate through P.O. Box 2121 to the commission on classified staff affairs. The motion was seconded by Alice Allen. The motion carried.

Martin Fowler entertained a motion to send out a memorandum to employees stating the members' name, department, the commission's P.O. Box Number, and President Atchley's charge to the commission. The motion was seconded by Gary Pringle and was passed. Jane Kidd will draft a letter to go out next week, before the article in the Newsletter.

It was decided that the next meeting will be Tuesday, May 22, 1984, at 10:00 a.m., in the Jordan Room. A 1 1/2 hour limit will be placed on the meeting.

The motion was unanimously made to adjourned.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ray Thompson", with a stylized flourish at the end.

Ray L. Thompson  
Personnel Director

RLT/jho