

*correction made  
10-16-84*

MINUTES  
COMMISSION ON CLASSIFIED STAFF AFFAIRS  
September 11, 1984

Present: Flora Walker, Pat Durham, Martin Fowler, Gary McCombs, Marty Koldyke, Diane Haselton, Emma Barber, Ron Herrin, Gary Pringle, Jane Kidd, Joyce Barrett, Ray Thompson, and Janet Olbon

Absent: Paul Gable and Alice Allen

Jane Kidd opened the meeting by asking for corrections or additions to the minutes--there were none. Ron Herrin presented a motion to accept the minutes as typed and Ray Thompson seconded. The motion carried.

Jane Kidd reported that the Constitution had been presented to the President's Council and accepted.

Jane Kidd mentioned that the Wellness Program seemed to be progressing. Ron Herrin also commented on this program.

There was some discussion of the recent faculty/staff meeting.

Ron Herrin reported on Payroll's upcoming projects (dental program and salary continuation program).

Jane Kidd passed out letters to the committees for their consideration.

The Executive Committee will meet September 18, 1984, at 10:00 a.m.

There was a discussion about the current controversy over other State agencies going to a payroll lag system and the possible impact on the classified staff of Clemson University if the University either adopts the payroll lag system or refrains from doing so.

The next Commission on Classified Staff Affairs meeting will be October 9, 1984.

The meeting was adjourned.

*original*

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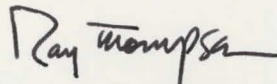
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Respectfully submitted,



Ray L. Thompson  
Personnel Director

RLT/jho



**CLEMSON**  
UNIVERSITY

OFFICE OF ADMISSIONS AND REGISTRATION

October 5, 1984

MEMORANDUM TO: Commission on Classified Staff Affairs

FROM: Alice Allen

SUBJECT: Report of Communications Committee

Emma Barber, Martin Fowler, and Alice Allen met in Columbia, September 28 to discuss means for communicating with the classified staff.

Media suggested: University Calendar - for reporting meetings  
Newsletter - primary means  
Clemson University News  
*inter-office mail*

Other suggestions:

- 1) Use the Question/Answer column.
- 2) Feature staff member(s) who have made significant contributions.
- 3) Have a regular "Classified Staff Affairs" column and make some type of report each time; e.g., insurance, pay raise, typing personal matter for the boss.
- 4) Publish article regarding meetings attended by classified staff members; e.g., Secretaries Workshop, which was held this past week at Tri-County TEC.
- 5) Obtain newsworthy items from secretaries *and other classified staff.*

Further, it is the feeling of this committee that all letters should be promptly acknowledged.



- 1) MERIT SYSTEM
- 2) COST OF LIVING INCREASE
- 3) PARKING
- 4) WELLNESS
- 5) DAY CARE flora collection
- 6) OPPORTUNITY FOR GROWTH