

MINUTES  
COMMISSION ON CLASSIFIED STAFF AFFAIRS  
October 16, 1984

Present: Flora Walker, Pat Durham, Martin Fowler, Gary McCombs, Marty Koldyke, Diane Hasleton, Emma Barber, Ron Herrin, Gary Pringle, Jane Kidd, Paul Gable, Alice Allen, Ray Thompson, and Janet Olbon

The meeting was called to order by Chairperson Jane Kidd. She called for any corrections or additions to the minutes of the September 11 meeting of the Commission on Classified Staff Affairs. Gary McCombs made a motion to amend the minutes to include: 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. Diane Hasleton seconded the motion and it carried.

Alice Allen passed out copies of the Communication Committee's report. Diane Hasleton entertained a motion to accept the Communication Committee's report with two changes: under media suggested, direct mail should be changed to interoffice mail, and the words "and other classified staff" should be added to the end of number five. The motion was seconded and carried. The Communication Committee will talk to Jack McKenzie and Joyce Barrett about using the Newsletter as a means of communication with the classified staff.

Paul Gable gave a report from the Policy Committee. He stated that they had been working on the problem of secretaries typing the boss's personal work. He reported that there is no policy on this in the Clemson University Personnel Manual and that this committee was checking for a State policy. He indicated that this situation would be discussed with Dr. Maxwell.

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After some discussion, Ray Thompson presented a motion that on a quarterly basis, the Communication Committee make a report of items being considered or worked on by the Commission in the Newsletter. Gary Pringle seconded the motion, and it carried.

Ray Thompson entertained a motion that the Commission be on record as endorsing regular staff meetings within departments to discuss University related items and items of concern to staff members. Alice Allen seconded the motion, and it carried.

Marty Koldyke presented the Welfare Committee's report. He reported that day care information would be attached with these minutes and asked that ideas and suggestions about the day care issue be given to Flora Walker. He passed out copies of a letter this committee would like to send in response to inquiries concerning the merit increase system. No motion was made, but it was mutually agreed that this letter could be sent from the Commission, after a statement offering to set up a meeting with the Welfare Committee members, Mr. Ray Thompson, and the individual was added. The letter will be amended and given to Jane Kidd.

Martin Fowler entertained a motion that the Executive Committee present a written report to all Commission members concerning the status of letters received by the Commission, including a brief description of each letter, in order to keep members informed. The motion was seconded by Diane Haselton and carried.

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Jane Kidd mentioned that the Faculty-Senate Welfare Committee was working on improving hospital billing procedures to improve our insurance coverage. She passed along a suggestion from a colleague that if Edgar's were to go out of business because of the new drinking law, that it would be a good place for a faculty/staff lounge. She asked for input concerning classified employees' attendance at seminars and functions--timing, content, etc.

Jane Kidd called for old business, but there was none.

Jane Kidd mentioned that a classified employee had suggested to her that the Commission contact the State Employees' Association. There was some discussion on this, but no motions made.

The meeting was adjourned.

The next meeting will be November 13, 1984, at 10:00 a.m., in the Jordan Room.