MINUTES
COMMISSION ON CLASSIFIED STAFF AFFAIRS
November 13, 1984

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

Jane Kidd called the meeting to order, and Ron Herrin presented a motion to accept the minutes from the last meeting.

The Communication Committee passed out its report. Alice Allen discussed this report. The Committee will prepare a draft of a form to be used by staff for items to be included in the Departmental Notes portion of the Newsletter. When completed, this form will be placed throughout campus for faculty and staff to use: Bursar's Office, Canteen, Department Heads, Payroll, and Personnel. The title of the Classified Staff Commission's column will be "Classified Information". The Personnel Department's name will be removed as being involved in this column. Ron Herrin suggested that the Commission's box number be placed at the bottom of the column. The majority agreed with this suggestion. Diane Haselton presented a motion that the Question and Answer Column in the Newsletter be started January 1985. Alice Allen seconded this motion. Ray Thompson stated that Personnel will write a question and answer regarding leave to get the column started. Diane Haselton and Jane Kidd suggested using the questions that the Commission had already received. The above motion carried.
Paul Gable, Policy Committee, passed out a report. This report covered two main issues: (1) the use of classified staff to prepare textbooks written by faculty members, and (2) secretaries doing outside work on University time and using University facilities and equipment. No additional information has been found on #1. However, the committee will continue to work on this. Paul Gable stated that #2 was covered under Progressive Discipline in the Personnel Manual. The Policy Committee's recommendation was to add the following statement, from the SC Ethics Commission, to the Personnel Manual: "Employees may have outside business interests or employment provided (1) no public materials are utilized, (2) the outside activity does not interfere with the needs of Clemson University, (3) Clemson University is not used to obtain or continue such activity, and (4) such activity is engaged in on other than normal working hours."

Ray Thompson will prepare for the next meeting where this should be added to the Manual. There was some discussion of omitting the word "business" from the statement, but was eventually decided to leave it in. There also was some discussion of typing for civic groups and students.

Marty Koldyke reported from the Welfare Committee. There was lengthy discussion on the draft letter of response regarding the merit increase and pay lag. Marty Koldyke will include an example in the letter and send it to Jane Kidd to be sent. Pat Durham lead the discussion of a draft response to an employee concerning a jogging trail. In this response the Commission is requesting permission to give a copy of the employee's letter to the Wellness Program Committee. Pat will make changes and send the new draft to Jane Kidd to be sent. Marty Koldyke mentioned that the Welfare Committee seems to have an
abundance of letters, and they are not sure of their function and how involved in other Directors' areas they should become. Marty Koldyke, Jane Kidd, and others discussed the possibility of day care at the University for Employees' children. Jane will send copies of the original committee's findings to Commission members. Action on re-opening this issue will be decided at the next meeting.

Jane Kidd mentioned that the Faculty Senate was forming a policy on political activity as a result of the Tiger appearing with President Reagan. She also asked members to think about the committee structure and how well it was working and reminded members to look at the entire University, not just answer letters.

The Executive Committee will meet next Wednesday, November 21, 1984 in Ray Thompson's Office, at 10:00 a.m. One item of discussion will be nominations for replacements for the two Commission members rotating off in January.

The next Commission meeting will be December 11, 1984, at 10:00 a.m. in the Jordan Room.