MINUTES
COMMISSION ON CLASSIFIED STAFF AFFAIRS
January 8, 1985

Present: Diane Haselton, Jane Kidd, Flora Walker, Gary Pringle, Marty Koldyke, Pat Durham, Martin Fowler, Gary McCombs, Ray Thompson, Paul Gable, David Matthews, and Janet Olbon

Absent: Emma Barber, Alice Allen, and Ron Herrin

Jane Kidd passed out the minutes from the last meeting for everyone to read. Diane Haselton presented a motion to approve the minutes. Ray Thompson pointed out that on Page 4, Item 7, the holiday schedule is issued by the Budget and Control Board—not the Governor's Office. The motion was seconded and carried.

Paul Gable, policy committee, passed out a proposed policy for typing textbooks. He reported that his committee had had a very good meeting with Dr. Maxwell. In this meeting, Dr. Maxwell suggested that departments establish a priority list for work to be done by that department's employees. After a great deal of discussion, Jane Kidd suggested that the policy committee prepare a letter to Dr. Maxwell thanking him for the meeting and asking him to act on the priority list suggestion. The policy committee will present this to the Commission at the next meeting. When approved, the letter will go to Dr. Maxwell with Jane Kidd's signature.

There was no report from the welfare committee nor the communications committee.

Ray Thompson handed out a draft of questions to be put in the Commission's Question and Answer Column. These questions will appear in the Newsletter, with a few suggested, minor changes. He reported that he had been working on the
merit increase information in response to those letters received by the Commission on this subject. Two suggested items for the Column were (1) the difference between reclassification and reallocation, and (2) explanation of why an employee's review date changes when he is reclassified. Ray Thompson asked the Commission to write down any other questions they might have for the Newsletter. It was suggested that the Commission prepare a list of questions and answers for the column to be kept for use in the Newsletter.

Paul Gable stated that Dr. Maxwell is willing for Jane Kidd to present a report from the Commission at the Faculty/Staff meetings.

Jane Kidd mentioned a letter she had received from Dwight Camper, SC Employees Association. She will send the Commission members copies.

There was no old or new business to discuss.

Jane Kidd reported that there will be an article in the next Newsletter mentioning the University Day Care Program. Also, the program is on the agenda of the President's Council for February 22, 1985.

Gary Pringle reported that he had not checked the Commission's mailbox, but would do so this week.

Martin Fowler entertained a motion to adjourn. Ray Thompson seconded the motion, and it carried.