MINUTES
COMMISSION ON CLASSIFIED STAFF AFFAIRS

May 14, 1985

Present: Martin Fowler, Jane Kidd, Emma Barber, Paul Gable, Gary Pringle, Pat Durham, Diane Haselton, Alice Allen, Gary McCombs, Ray Thompson, Jack McKenzie, and Janet Olbon

Absent: Marty Koldyke, Ron Herrin, and Flora Walker

Jane Kidd called the meeting to order and asked for a motion that the minutes be approved. Gary McCombs made the motion and Paul Gable the second. The motion passed unanimously.

Jane Kidd called for committee reports:

Paul Gable, policy, had no report.

Alice Allen, communications, no report. However, she did emphasize that she needed more material for the Question and Answer Column. Jane Kidd gave Alice Allen a list of letters the Commission had received in Box 2121.

Jane Kidd reported that Pat Durham's and Emma Barber's, terms were expiring and Flora Walker had resigned from the Commission. Also, Mary Ann Eddy will take Jane Kidd's place; Thomas Kasperek--replace Flora Walker; Joyce McCormick--replace Emma Barber; and Pat Padgett--replace Pat Durham.

At the July 9, 1985, meeting the Commission will elect new officers and committee chairmen. The agenda for this meeting will be determined at the June 11, 1985, meeting. Jane Kidd will send the new members copies of the Commission's Constitution and Guidelines.
There was discussion of the Faculty/Staff Meeting held this morning at 10:00 a.m. It was mentioned that staff retirees should be recognized at the Faculty/Staff Meetings. Also, perhaps, select an employee-of-the-year from those employees who had been at the University for several years (15 or more), and were retiring.

The list of letters received by the Commission was reviewed.

Ray Thompson was asked to work with Alice Allen on a Question and Answer for the Column regarding what, if any, preference is given to employees already working for the University when a vacancy occurs. Ray Thompson stated that he felt there was a big advantage in already working here when a vacancy occurred. Other items suggested and discussed for the column were cost-of-living and merit increases, filling a position before the other employee leaves, using time sheets, and workweek—37.50 hours vs. 40.00 hours.

Jane Kidd stated that Larry Bauer did not come to this meeting, as previously planned, because it was determined that the Commission could not be on a faculty senate committee to improve communication with the Board of Trustees.

Jane Kidd suggested that a committee needed to be appointed soon to review the Commission's Constitution and Bylaws to see if they are working well, or if they need revising.

It was mentioned, and discussed briefly, that the Clemson House was named the Continuing Education Center in 1972. This discussion was a result of a letter to the Commission asking if the name was an accurate description of the Clemson House in light of the activities taking place in Professional Development, Civil Engineering, Engineering, etc.
Ray Thompson stated that Jane Kidd had done a good job representing the Commission. There was brief discussion of Jane Kidd's leaving the University and moving to Athens, Georgia.

As a result of a motion, the meeting was adjourned.

jho
MINUTES
COMMISSION ON CLASSIFIED STAFF AFFAIRS

May 14, 1985

Present: Martin Fowler, Jane Kidd, Emma Barber, Paul Gable, Gary Pringle, Pat Durham, Diane Haselton, Alice Allen, Gary McCombs, Ray Thompson, Jack McKenzie, and Janet Olbon

Absent: Marty Koldyke, Ron Herrin, and Flora Walker

Jane Kidd called the meeting to order and asked for a motion that the minutes be approved. Gary McCombs made the motion and Paul Gable the second. The motion passed unanimously.

Jane Kidd called for committee reports:

Paul Gable, policy, had no report.

Alice Allen, communications, no report. However, she did emphasize that she needed more material for the Question and Answer Column. Jane Kidd gave Alice Allen a list of letters the Commission had received in Box 2121.

Jane Kidd reported that Pat Durham's and Emma Barber's, terms were expiring and Flora Walker had resigned from the Commission. Also, Mary Ann Eddy will take Jane Kidd's place; Thomas Kasperek--replace Flora Walker; Joyce McCormick--replace Emma Barber; and Pat Padgett--replace Pat Durham.

At the July 9, 1985, meeting the Commission will elect new officers and committee chairmen. The agenda for this meeting will be determined at the June 11, 1985, meeting. Jane Kidd will send the new members copies of the Commission's Constitution and Guidelines.
Minutes  
Commission on Classified Staff Affairs  
Page 2  
May 14, 1985  

There was discussion of the Faculty/Staff Meeting held this morning at 10:00 a.m. It was mentioned that staff retirees should be recognized at the Faculty/Staff Meetings. Also, perhaps, select an employee-of-the-year from those employees who had been at the University for several years (15 or more), and were retiring.

The list of letters received by the Commission was reviewed.

Ray Thompson was asked to work with Alice Allen on a Question and Answer for the Column regarding what, if any, preference is given to employees already working for the University when a vacancy occurs. Ray Thompson stated that he felt there was a big advantage in already working here when a vacancy occurred. Other items suggested and discussed for the column were cost-of-living and merit increases, filling a position before the other employee leaves, using time sheets, and workweek—37.50 hours vs. 40.00 hours.

Jane Kidd stated that Larry Bauer did not come to this meeting, as previously planned, because it was determined that the Commission could not be on a faculty senate committee to improve communication with the Board of Trustees. Jane Kidd suggested that a committee needed to be appointed soon to review the Commission's Constitution and Bylaws to see if they are working well, or if they need revising.

It was mentioned, and discussed briefly, that the Clemson House was named the Continuing Education Center in 1972. This discussion was a result of a letter to the Commission asking if the name was an accurate description of the Clemson House in light of the activities taking place in Professional Development, Civil Engineering, Engineering, etc.
Ray Thompson stated that Jane Kidd had done a good job representing the Commission. There was brief discussion of Jane Kidd's leaving the University and moving to Athens, Georgia.

As a result of a motion, the meeting was adjourned.

jho
June 4, 1985

TO: Bill Pace, Chairman
Traffic and Parking Committee

Melvin Barnette, Chairman
Commission of Physical Facilities

Absalom Snell, Chairman
Planning Board

FROM: Commission on Classified Staff Affairs

SUBJECT: University Parking

The Commission on Classified Staff Affairs has received numerous comments and suggestions from Clemson employees who work in the Tillman Hall, Trustee House and Student Union area concerning the lack of adequate parking. Employee parking as well as parking for various functions in this area seem to be a matter of intense personal feelings which may significantly affect the morale of the work force in these particular areas.

Some of the suggestions that we have received, which seem to have good merit, are listed below:

1. Examine the possibility of re-opening the parking lot in front of the Student Union. The design should combine efficiency with natural beauty and safety.

2. Establish a university policy requiring that the provision of adequate parking for employees and visitors be made a part of the design phase of all new building and renovation projects.

3. Publicize the official actions of the Traffic and Parking Committee, the Physical Facilities Committee and the Planning Commission in the Newsletter. Most employees do not realize that such proposals as the following have been considered by these groups:

   b. Designation of reserved parking spaces for which employees would pay a monthly fee.
   c. Conversion of parallel parking spaces to perpendicular spaces.
   d. Creation of parking cul-de-sacs.
Memorandum
June 4, 1985
page 2

We realize that there are several committees that share the responsibility of parking, but we also realize that sometimes problems in specific areas are not emphasized or realized to be the problems that they really are. We would strongly recommend that the parking problems in these areas be reviewed again. We would also suggest that the committees specified in item three (3) meet with the employees in the specific areas mentioned to discuss the problems, recommendations, and hopefully some understanding for and solutions to the problems.

We will continue to be available and interested in any meetings to help resolve the parking problems at Clemson University.

cc: President Atchley
    Cabinet
    President's Council
    Walter Stone