MINUTES
COMMISSION ON CLASSIFIED STAFF AFFAIRS
April 8, 1986

Present: Marty Koldyke, Martin Fowler, Tom Kasperek, Pat Padgett, Diane Haselton, Ron Herrin, Gary McCombs, Paul Gable, Ray Thompson, Alice Allen, and Janet Olbon

Absent: Gary Pringle, Mary Ann Eddy, and Joyce McCormick

Alice Allen presided over the meeting in Gary Pringle's absence. She opened the meeting by asking Janet Olbon to read the minutes from the February meeting, and asked for corrections and additions. There were a few minor changes. Diane Haselton presented a motion that the minutes be approved with the changes. Pat Padgett gave the second and the motion carried.

COMMITTEE REPORTS:

Diane Haselton, Communications, reported that she had received an answer to the question pertaining to the Police Department which had been given to Tom Kasperek to answer.

Paul Gable, Policy, reported on three items: First, he passed out a draft memorandum responding to parking at the Trustee House. Ron Herrin entertained a motion that the memorandum be sent to the individual. A second was given by Pat Padgett and the motion carried.

Second, he passed out a draft memorandum to the individual concerning the date on service certificates. Dick Simmons, Personnel, had reviewed this and made suggestions. It was mentioned that this topic would be a good item for the Question and Answer Column in the Newsletter. Therefore, Diane Haselton will
have this put in the Newsletter. After discussion, Pat Padgett presented a motion that the draft memorandum be approved with suggested changes. The motion carried after a second from Ray Thompson.

Third, he passed out a draft of the Staff Interest Survey. This draft was discussed at length and changes were suggested. Marty Koldyke presented a motion that an ad hoc committee be formed of the committee chairpersons to study the form further by the next meeting. Also, Paul Gable would chair this ad hoc committee. After a second from Pat Padgett, the motion carried.

Pat Padgett, Welfare, mentioned rumors that had been brought to her attention that Clemson University's Retirement Plan was not as good as other South Carolina Universities. After lengthy discussion, Ray Thompson entertained a motion that Dick Simmons and Debbie King, Personnel Division, come to a Commission meeting and give a briefing on retirement. Martin Fowler gave the second and the motion carried. Ron Herrin suggested that the Commission might want to have outside speakers at the State level come and speak on retirement, insurance, FLSA, etc.

OLD BUSINESS:

Diane Haselton passed out a draft memorandum to the library on staff only being able to check out items pertaining to their work. This was discussed and many changes were made. Pat Padgett presented a motion that the memorandum be approved with the mentioned changes. Diane Haselton seconded the motion and it carried.
Diane Haselton asked Ray Thompson if there were any nominations from Agricultural Sciences in the nominations received for the Commission. Janet Olbon stated that she had checked on this and there were some from Agricultural Sciences.

The Wellness Program was mentioned briefly.

NEW BUSINESS:

Pat Padgett mentioned, for information, that the staff had not been invited to the general faculty meeting in May.

Diane Haselton mentioned, briefly, a memorandum that had gone out on tax deferred programs.

Alice Allen mentioned the following items as information:

1. Dr. Elam, Institutional Advancement, has agreed to provide $100 each for 5 Staff Employee of the Year Awards from the following areas: clerical, trades/services, technical, administrative, and professional. He would like for the Commission to come up with an appropriate name for these awards. Ray Thompson suggested that "Alumni" be incorporated into the name. Also, the Executive Committee will need to work further on the nomination process, etc.

2. General Clausen sent a memorandum to Gary Pringle asking the Commission to look into University Policies. Paul Gable was asked to review the policy on holding political office in the Personnel Manual.

3. A Staff Benefits Summary from the University of North Carolina was passed out and discussed.
4. An anonymous complaint about parking was received in P.O. Box 2121.

5. At the President's Cabinet Meeting, it was mentioned that departments should not send political letters in bulk. Instead, they should be sent separately.

   A motion to adjourn was made.

JHO
MEMORANDUM

To: Gary Pringle, Chairman
   Commission on Classified Staff Affairs

From: Joseph F. Boykin, Jr.
   Director of Libraries

Re: Library Check-Out Policy

Date: April 18, 1986

Those authorized to borrow periodicals and serials are individuals with faculty and graduate student loan privileges and the loan period is three days. We have extended this privilege to these two categories of users because of research needs. We have restricted it to these two categories because we would like to keep these materials in the library rather than on loan.

University staff who have research needs may be given faculty borrowing privileges if their supervisor writes the Library and defines the research need. Faculty privileges include periodical and serial borrowing as well as extended loan privileges. Otherwise, staff have the same borrowing privileges as undergraduate students.

The various privileges are assigned on need and position expectations. We have found that except for a relatively few staff, most do not need extended loan privileges or periodical and serial borrowing privileges. All Clemson University employees library needs are not the same, just as all Clemson University students library needs are not the same.
Mr. Gary Pringle
Chairman
Commission on Classified Staff Affairs
Physical Plant Division
Clemson University
Clemson, SC 29634

Dear Mr. Pringle:

I am writing with regret that I feel that I must resign from the committee of Commission on Classified Staff Affairs. Due to my financial situation I feel that I will not be able to attend these meetings as I should and I feel that it would be wrong to serve on this committee if I can't attend as I should. I have certainly enjoyed meeting each of you and will certainly miss these meetings. I wish the committee much success and am pleased that this committee is functioning in a professional manner.

Maybe someone closer to Clemson University would not have the problem I have been having in adequate transportation.

Sincerely,

Joyce McCormick
Administrative Specialist B

jmc

xc: Paul Gable
D. W. Howe
Nelda Howell

Stamped