MINUTES
COMMISSION ON CLASSIFIED STAFF AFFAIRS
December 1, 1987

Present: Pat Padgett, Judith McNinch, Judi Nicks, Bill
Willis, Mickey Lewis, John Clemens, Dixie
Schmittou, Hank Goodman, Mary Harvey, Gail
Jameson, Ray Thompson, Mary Ann Eddy (recorder)

Absent: Gary McCombs, Ron Herrin

Visitor: Clyde Woodall

The Chairperson called the meeting to order and asked
for changes or corrections to the minutes of the November
meeting. The minutes were approved as presented.

The Chair recognized two new commission members: Judi
Nicks from DAPS, representing the combined offices of the
President, Internal Auditing, Human Resources, Provost,
Undergraduate Studies, Graduate School, Computer Center,
DAPS, Development, Alumni Relations, and University
Relations; and Bill Willis (Engineering) who will serve as
one of two representatives for the combined colleges of
Education, Engineering, Forest and Recreation Resources,
and Liberal Arts.

Clyde Woodall, commencement marshall representing the
classified staff, was introduced and gave an overview of
general plans for commencement. Mr. Woodall was selected
marshall based on his tenure with Clemson University as
well as his educational ranking.

The standing committees are currently developing
replies to correspondence for the "Clemson Weekly". Topics
include: a staff representative on search committees,
collection of parking fines, name change for the
commission, a policy for Edgar's, and revised sick and
annual leave plans.

John Clemens, chairperson of the ad hoc review
committee, presented the following two recommendations on
procedural guidelines:

(1) That the Commission on Classified Staff Affairs
be changed to the Classified Staff Commission.

(2) That the Procedural Guidelines be modified to re-
fect the changes as approved during the last
meeting and as reflected in the document now
called Policies and Procedures.

Commission action (1): Table this item until
reorganization of the President's Council is enacted.

Commission action (2): Not approved as written.

The commission voted upon individual sections of the
Policies and Procedures as follows:
I. Responsibilities and Functions
A. Approved as written
B. Approved as written
C. Approved as amended: change "Council" to "Cabinet"
D. Approved as written

II. Membership of the Commission on Classified Staff Affairs
A. Election of Voting Members
   1. Approved as written
   2. Approved as amended: change "lump together" to "combined"; change "lumping" to "combining"
   3. Approved as amended: change "committee" to "commission"
   4. Approved as amended: last sentence to read: "The president of the University will then officially recognize those individuals elected to the commission."

A motion was made that the Executive Committee work out details regarding the breakdown by vice presidential area. Commission action: approved.

B. Terms of Voting Members
   1. Approved as written
   2. Approved as written

C. Vacancies of Voting Members
   Approved as amended: Delete last sentence.

D. Ex-officio Nonvoting Members
   Approved as written.

III. Officers of the Commission on Classified Staff Affairs
A. Officers and Duties
   1. Approved as written
   2. Approved as written
   3. Approved as written
   4. Approved as written

B. Election Procedures for Officers
   1. Approved as written
   2. Approved as written
   3. Approved as written

IV. Committees and Purposes
A. Executive Committee
   Approved as written

B. Communication Committee
   Approved as written
C. Welfare Committee
   Approved as written

D. Policy Committee
   Approved as written

E. Ad Hoc Committees
   Approved as written

F. Resolutions and Committee Reports
   Approved as written

G. University Committees
   Approved as written

V. Communications for the Commission on Classified Staff Affairs
   A. News Media Information
      Approved as amended: change "council" to "cabinet"
   B. Annual Report
      Approved as written
   C. Mail
      Approved as written
   D. Alumni Network
      Approved as written

VI. Meetings of the Commission on Classified Staff Affairs
   A. Meeting Schedule
      Approved as written
   B. Regular Meeting Agenda
      Approved as written
   C. New Business Items
      Approved as written
   D. Roll Call Votes
      Approved as written
   E. Substitutes for Commission Members
      Approved as written
   F. Visitors
      Approved as written
   G. Executive Session
      Approved as written
   H. New Members
      Approved as written
VII. Changes to Policies and Procedures
Approved as written

Commission action (Recommendation #3): That the
Procedural Guidelines be modified to reflect the changes
as approved during the last meeting and as reflected with
changes in the document now called Policies and
Procedures."

Commission action: approved.

The Chairperson will present the Policies and
Procedures to the President's Cabinet on Monday, December

New Business
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Standing Committee Reports

1. Communications Committee: studying with new
employees/communications
2. Welfare Committee:
3. Policy Committee: continuance of correspondence
and policy recommendations.

University Committee Reports

1. Athletic Council: Discussion of bowl tickets,
GPR/student athletes, tutoring sessions sponsored
by Student Government
2. Blue Light Alarm System Committee: Chairperson
reported that the President's Cabinet heard a
presentation by Ms. McCrory (Security Division)
regarding this proposal. Cabinet's
recommendation: study and alternate solution
utilizing patrols.
3. Traffic and Parking Committee: No report
(committee did not meet in November).

Announcements
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Chairperson announced faculty/staff meeting on
Wednesday, December 16, 10:00 a.m., Tillman
Auditorium.

Judi Nicks: Commission's use of computer mail system.

Motion to adjourn at 12 noon.