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 reflect 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 7, 1987.

New Business

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

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.