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

Due to a schedule conflict, President Max Lennon could not attend the Commission meeting; his discussion on Black Faculty and Staff Association will be rescheduled.

There were no new submissions for publication in the Clemson Weekly "Question and Answer Column". Committee chairs were asked to send Mary Ann Eddy a copy of the information they are currently working on so that copies can be attached with these Minutes for distribution.

John Clemens highlighted a letter received from a staff member in the Library concerning the hazardous weather policy. General consensus was that although there is a policy, there seems to be no uniform adherence to the policy. The Policy Committee will draft a response and send copies to Commission members for review. Also, a copy will be forwarded to Mark Ford for inclusion in either the January 20th or 27th issue of Clemson Weekly.

The Chairperson gave an update on the proposed Policies and Procedures: the Cabinet approved the submission at its December 7, 1987, meeting with several recommendations:

1. Elect alternates at the same time members are elected. (This has been incorporated into Section II.A. of the Policies and Procedures.)

2. Several editorial changes within the document, i.e., change "appoint" to "elect" based on new election processes.

Final copy of these policies is now being prepared and should be distributed to Commission members within the month.

A general discussion about the election process followed. Points discussed included a nomination process and aspects and ramifications surrounding a nomination process. A nomination process step will be suggested to the Vice Presidents who can use their discretion whether or not to implement it.
The timetable for announcements/nominations/etc. follows:

January 20 or 27: Announcement of election in Clemson Weekly
February 15: Nominations due Executive Committee
February 24: Nominations to M. Ford for publication in Clemson Weekly
April 29: Election results to Executive Committee

Under new business, the Chairperson announced that an invitation would be extended to Vice President Larsen to speak on the merit system. A letter from Phyllis Mayes, Director of Human Resources Division, was circulated regarding the merit system. Pat Padgett, Bill Willis, John Clemens, and Dixie Schmittou will comprise an ad hoc committee to review the system and study recommendations for possible implementation and response preparation to Ms. Mayes' letter.

Vice Provost Reel briefed the Cabinet on the upcoming Centennial celebration. Commission participation will be discussed at a future meeting.

There were no reports from either the Standing Committees or University Committees.

Mickey Lewis distributed copies of the calendar of events for Black Awareness Month. Additional copies and posters are available in his office.

There being no further business, the meeting was adjourned.
The intent of this document is to inform constituents of the chair's activities relative to attendance at meetings of University councils and committees. If additional information on the topics presented below is needed, please write P. O. Box 2121.

December 7 Cabinet Meeting.
*Heard report from Sandy Underwood regarding a preview of the joint bond review hearing.
*Presented the proposed changes in Guidelines and Procedures of the Commission on Classified Staff Affairs. Several members of the Cabinet had a few editorial changes and made the following suggestion: elect alternates at the same time that the member is elected. The Cabinet then endorsed the proposed changes.
*Dr. Jerry Reel and Mr. Harry Durham presented the Centennial Alumni Honorees.
*Wade Green presented a briefing on the legislator visits to campus.

December 7 Joint City/University Committee.
*I was unable to attend due to a conflict in schedule. Agenda items included updates on the Areawide Transportation Study; Clemson Heights wastewater treatment and the security console for the City/University. Additionally, year-end task force reports were offered. (Minutes of this meeting are available upon request.)

December 14 Cabinet Meeting.
*I was unable to attend due to a College of Nursing Faculty/Staff Retreat. Agenda items discussed included:

**David Larson distributed a proposal on mid-year equipment allocations based on critical needs requests received from the Vice Presidents.

**Hugh Clausen announced that there will be a Planning Committee meeting on January 12, 1988 (location TBA). The structure of Trustee committees will be on the agenda.
**Nick Lomax distributed the policy on cancellation of classes due to inclement weather. The media will be notified of cancellations no later than 6:30 a.m. on the affected day. Joe Mullins asked that access streets and parking lots adjacent to academic buildings be cleared before other non-critical areas.

**Hugh Clausen gave an update on the parking and Traffic Committee.

**Hugh Clausen reviewed plans for the induction ceremony for Thomas Green Clemson into the South Carolina Hall of Fame. The ceremony will be Saturday, January 20 in the Myrtle Beach Convention Center with a private reception and dinner the evening before.

**President Lennon addressed a request from two individuals who would like to finance a room in the new AT&T Building in Columbia in the name of Clemson University. It was decided that this can be done; however, the plaque identifying the room should read "Thomas Green Clemson" and not "Clemson Room."

**President Lennon reviewed the possibility of a fiber optic network between Columbia and Clemson University.

**Nick Lomax distributed an update on admissions which indicates an increase in applications from this period last year.

**A request from a faculty member for school assistance regarding a reward that was offered for a missing exam was discussed. It was decided that no assistance would be given on this matter and that in the future any reward offers such as this should be coordinated through the Provost's office.

**Members of the Cabinet were asked to review the list of bills pending legislation that was distributed at the November 30th meeting and let Helma Gentry know if more information regarding a particular bill is required.

**Hugh Clausen asked the group to notify him of any items that they would like to seek legislative action on.

**A recent article in a local newspaper regarding faculty salaries was discussed. It was decided that Joe Mullins will write a letter to the editor of the newspaper with accurate facts and figures to rebut these statements.

**Milt Wise reported on plans for a campus visit by Senator Doar on December 18th and Senator Tom Smith on December 22nd (Smith has since cancelled.)

**Senator Horace Smith has agreed to come to campus after the Christmas holidays. Wade Green was asked to check on the status of a tour by Representative Bob Sheheen.
Facilities Planning Committee.
*The December meeting was cancelled.

December 21 Cabinet Meeting.
*I was unable to attend this meeting--on annual leave. Topics discussed included:

**Hugh Clausen responded for Clemson University declining the opportunity to complete the Center for Corporate Community Relations evaluation forms.

**Milt Wise reported on a successful visit and tour by Senator Doar.

**Hugh Clausen gave a report on local delegation meetings.

**President Lennon requested that Kathy Coleman obtain the date when the bond bill action will be released.

**President Lennon updated the group on contacts with the McNair Firm.

**Senator Lindsay has expressed to President Lennon his deep appreciation for the honorary degree received at the December graduation ceremony.

**Joe Mullins reported on good feedback from faculty regarding the graduation ceremony.

**Joe Mullins expressed concern regarding the poor attendance at General Faculty meetings.

January 4 Cabinet Meeting.
*Joe Mullins presented the Faculty Senate proposed reorganization of the Academic Council.

*Nick Lomax announced that ARA will soon take over control of the University Canteens.

*The Cabinet will meet at 10:00 a.m. each Monday with the exception of the first Monday each month.

*It was announced that the Strom Thurmond Institute contract has been signed and work will begin as soon as weather permits.

pmp
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