

MINUTES
COMMISSION ON CLASSIFIED STAFF AFFAIRS
April 12, 1988

Present: Pat Padgett (Chairperson), Bill Willis, Judith McNinch, Gail Jameson, Judy Nicks, Mickey Lewis, John Clemens, Hank Goodman, Mary Harvey, Dixie Schmittou, Linda Rice, Mark Ford, Mary Ann Eddy (Recorder).

Absent: Ron Herrin, Ray Thompson

Visitors: Lynn Lesley (Wellness Program), Ruth Taylor (Library)

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

Lynn Lesley, Wellness Coordinator, reviewed the programs and progress of the Wellness Challenge. During the past year the program has grown statewide, and plans for future on- and off-campus programs are being implemented.

Linda Rice, who was elected to the term vacated by Gary McCombs, was introduced. Ms. Rice will continue in this capacity during the upcoming fiscal year.

No reports were presented for either the question/answer column or followup on letters.

A video has been received regarding the proposed centennial speaker sponsored by the Commission. Upon review, the Commission will then make a decision among those proposed speakers.

Dianne Haselton (alumni member) will serve as recorder for 88/89, pending departmental approval.

A preliminary follow-up on the elections identified two vice presidential areas reporting election results to date. Other areas will be contacted to ensure the 4/30/88 deadline is met.

FY88 agenda review is as follows:

- (1) Personnel Division Studies: J. Dais update to Commission early in year.
- (2) Employee Recognition Program: Not yet implemented in all VP areas. Letter to J. Newton emphasizing the importance of this program as university policy will be sent by the Chairperson.
- (3) Employee Training Program: Updated by Dick Simmons (Personnel)
- (4) Policies and Procedures: Changes incorporated in Commission guidelines.
- (5) Alumni Network: Incorporate group in future projects/committees.
- (6) Wellness Program: Updated twice this year by program coordinator.
- (7) Pre-Retirement Seminar Review: Encourage early career participation by all classified staff; consider use of video as general overview.
- (8) New Employee Orientation: Chairperson will follow-up with Personnel Director for report later.
- (9) Proportionate Parking Fees: Recommendation to University committee--tabled.

- (10) Fringe Benefits Program Review: Booklet will be issued to all employees.
- (11) Child Care Program: Vice President Larson has program plan for review.
- (12) Pay Increase Program: No merit program implemented this year. Chairperson to contact Vice President Larson regarding this program with follow-up report to the Commission.
- (13) Chair's Monthly Report: Chairperson implemented this year,
- (14) Improvement of Communications to Constituents: Progress includes re-organization, Chairman's Report, "Clemson Weekly" coverage.

It was announced that Mickey Lewis will be recommended to President Lennon as the staff representative for 88/89 to the Traffic and Parking Committee. Appointment will become effective May, 1988.

Standing Committee Reports:

- Communications Committee: No report
- Policy Committee: No report
- Welfare Committee: No report

University Committee Reports: None

NOTE: THE MAY 10TH MEETING HAS BEEN CHANGED TO WEDNESDAY, MAY 11, 10:00 A.M., 407 NURSING BUILDING.

There being no further business, the meeting was adjourned.