

CLEMSON UNIVERSITY  
COMMISSION ON CLASSIFIED STAFF AFFAIRS

**Executive Committee Minutes**

October 4, 1989

Present: Judi Nicks, chair; Ruth Taylor; Ann Duncan, Communications; Herb Stevens, for Policy; Ray Thompson; Ron Herrin.

The meeting was called to order at 3:05.

It was decided that the regular time for the Executive Committee meeting would be the Monday of the week prior to the regular Commission meeting, 10:30 a.m. in the DAPS conference room. Judi also announced that room 113 Lehotsky had been reserved through the month of June, 1990, except for April when the Commission would meet in the auditorium on the ground floor of Lehotsky. Thanks to Herb Stevens who made these arrangements.

Ray Thompson gave the members copies of a draft of the new Employee Handbook to review by next Friday, October 13. He then had to leave for another meeting.

It was decided that the new policy to elect a vice-chair/ chair-elect would be implemented as of the June 1990 election.

Due to the tie in the election for an alternate from the Ag/TIWET area, the committee accepted the recommendation of the Election subcommittee and chose Anolyn Watkins as the alternate. Gary Lemmon is the representative.

There was discussion as to whether to proceed with the brochure explaining the hazardous weather plan. Ray Thompson had previously expressed concern that this information should come from the Personnel Office. However, the members were unanimous in the decision to continue with this project. In reviewing past Newsletters, it was seen that the Commission has previously distributed information about policies through question and answer columns, such as *Classified Information*. The brochure is just another way to communicate information to the staff and to promote the Commission. A draft of the brochure will be given to Personnel and to the Physical Plant for review and will state that the brochure is a service of the Staff Commission in cooperation with the Personnel Office.

Judi presented a proposed budget for the Commission to the committee. There were no changes. She and Ruth will bring it to David Larsen.

Ron Herrin briefed the group on the Benefits Fair to take place Oct 24-25, (Tues 10:00 am - 6:00 pm and Wed. 8:00 am - 3:00 pm). It will be in the Tiger Den box at the stadium. Ann Duncan will coordinate the preparations through the Communications Committee. Some ideas discussed:

1. Promote the Scholarship - display the signs already made, hand out the brochures we had printed last year, make buttons to hand out to those contributing to the scholarship at the Fair, and accept donations there.

2. Have a suggestion/question box. (Will need box, paper and pencils.)
3. Have a poster to list accomplishments of the Commission. If there are extra copies of the *Weekly* with this year's members , we will have them on display.
4. Have members, alternates, and perhaps past members sign up to work in the booth during the two days of the Fair.

Judi asked that everyone think of ways to promote the Scholarship drive for this year.

Herb Stevens presented a possible suggestion that would designate the way the 4 airplane seats would be allocated for each of the 5 away games:

1. President's choice
2. Fixed Selection - President of Faculty Senate, Chair of the Staff Commission, Chair of the Athletic Council, and one other TBA
3. All Faculty
4. All Staff
5. Athletic Department's Choice

The Executive Committee said that this looked like a good approach and would await a recommendation.

The October 17 meeting with Phyllis Mayes and Tom Lucht was briefly discussed. However, we will wait for more information from the Welfare Committee. Judi reported that Pete Pepinsky said he may have to step down as chair of the Welfare Committee since he has been unable to attend the Executive Committee meetings.

The meeting was adjourned at 5:00 pm.