MINUTES
COMMISSION ON CLASSIFIED STAFF AFFAIRS
OCTOBER 10, 1989

Present: Judy Nicks (Chair), Linda Cartee, Ann Duncan, Mary Harvey, Paula Henderson, Bruce Herczog, Verna Howell, Gary Lemmon, Diane Lollis, Mary Jo McAnally, John McKenzie, Jana Mize, Pat Padgett, Pete Pepinsky, Lou Robinson, Alt. (for Mike McLeod), Dixie Schmittou, W. Ray Smith, Bonnis Stevens, Herb Stevens, Ruth Taylor, Ray Thompson (ex officio), Mark Ford (Clemson Weekly) and one guest.

Absent: James Blanding, Charlie Butts, Mildred King, Mike McLeod, Martha Pace, Deborah Padgett, Ron Herrin (ex officio).

CALL TO ORDER: Chair Judy Nicks called the meeting to order at 10:05 a.m. and asked members to introduce themselves. Ray Thompson presented members with copies of "Staff Development and Training Programs for 1989-90" and asked for input. The plans are for it to be distributed at the beginning of each fiscal year.

GUEST SPEAKER: Ms. Nicks introduced Ron Alexander, Wellness Director, who presented aspects of the wellness program and answered questions. Mr. Alexander is located in 106H Nursing Center, tele. 656-5479.

APPROVAL OF MINUTES: The minutes of the September 19 meeting were approved.

COMMITTEE REPORTS:

Policy - Verna Howell presented a resolution from the committee on the makeup of the Executive Committee of the Commission for action at the November meeting.

Communications - Ann Duncan presented the report. Ray Smith reported on the P.O. box, noting that one letter had been received and he has acknowledged receipt to the sender. The new box number is 10049. John McKenzie and Jana Mize are working on the hazardous weather brochure. Mr. McKenzie discussed the areas of concern the committee had and asked for input from members. The draft of the brochure will be mailed to Commission members for input. Paula Henderson passed around a list for members to indicate the name they wished to be printed on permanent name tags. Ms. Duncan announced the Benefits Fair which will be held on October 24-25. Ms. Nicks had volunteered the group to be in the Fair.

Bonnie Stevens moved that the Commission on Classified Staff Affairs accept the invitation to participate in the Benefits Fair. The motion was seconded and passed.

Ms. Duncan that there would be a bulletin board, information on the staff scholarship program, copies of old "Clemson Weeklies" that have feature the Commission, pictures, and a suggestion box. A list was circulated among Commission members for volunteers to man the booth from 10-6 on October 24 and 8-3 on October 25.

Ms. Duncan asked the Commission to consider some form of special recognition for members completing their service last year.

Ms. Nicks noted that an election will be held to fill the term of James Blanding who has resigned from the University.

Ms. Nicks also noted that Anolyn Watkins had been elected to fill the alternate position for Wildlife Toxicology.
Welfare - Pete Pepinsky reported that arrangements had been made for the Mayes/Lucht forum to be held at Daniel Aud., 10:00 a.m., Tuesday, October 17. Biff Kennedy, Welfare Chair of the Faculty Senate, has been invited to attend. The Welfare Committee will meet with the speakers following the lecture. Welfare Committee will make arrangements for lunch.

UNIVERSITY COMMITTEE REPORTS:

Traffic/Parking - Bruce Herczogh reported discussion had taken place about the towing policy and the annual parking fee.

Athletic Council - Herb Stevens commented on the ongoing NCAA investigation and noted that he was chair of an ad hoc committee to develop an equitable plan for distribution of four seats on the Athletic Dept. transportation to away games.

Accident Review Board - Mary Jo McAnally noted this committee is meeting monthly. The $200 deductible on auto insurance may be charged to the dept. if the employee is at fault. Vehicles from the motor pool should be checked for damage prior to accepting them.

Telecommunications - Pat Padgett reported this committee had not met. Bonnie Stevens questioned the switch to 7-digit dialing.

OLD BUSINESS:

Ms. Nicks discussed funding for the Commission with VP Larson. A proposed budget will be developed.

NEW BUSINESS:

Draft copies of the Employee Handbook were distributed.

Discussion of a reception for outgoing Commission members ensued. The consensus was that some type of recognition would be held following the November meeting.

Bruck Herczogh asked if a demographic breakdown of staff employees was available. Elaine Hallums of Personnel will be contacted to see if such a breakdown does exist.

Dixie Schmittou questioned the lack of representation on the Commission for University Research. This will be checked.

ANNOUNCEMENTS:

1. John McKenzie has been promoted to Assistant Director of Public Safety.

2. 113 Lehotsky has been reserved through June 1990 for meetings. Volunteers are needed to set up the room. Herb Stevens and Pat Padgett volunteer to set up for November.

3. AAUP meeting on October 18 will address "The Role of Classified Personnel at Clemson University." Pat Padgett, Dixie Schmittou and Dianne Haselton will make up the panel.

Ms. Nicks requested that agenda items and handouts for the meeting be sent to her prior to the Executive Committee meeting (10:30 a.m. Monday, the week before Commission meeting).

The meeting adjourned at 12:00 noon.

Respectfully submitted,
Dianne Haselton
Recorder