MINUTES
COMMISSION ON CLASSIFIED STAFF AFFAIRS
JULY 10, 1990

Present: Lynn Belding, John Bridges, Paula Henderson, Kathy Hunter, Mildred King, Gary Lemmon, Mary Jo McAnally, Mike McLeod, Stanlee Miller, Ben Morton, Kathy Ricketts Faye Rister, Olivia Shanahan (for Pat Padgett), Ray Smith, Patsy Sowell, Margie Spangenberg (for Charlotte Holmes), Ruth Taylor, Elizabeth Mills (Alt.), Dorothy Roberts (Alt.), Linda Westbrook (Alt.), Mary Joe Williams (Alt), Debra Andrews (Clemson Weekly), Jack McKenzie (guest), one visitor.


CALL TO ORDER: Ruth Taylor, Chair, called the meeting to order at 10:05. Ms. Taylor described the function of the Commission, its method of operation and the responsibilities of service on the Commission and its committees. Ms. Taylor announced that the budget for 1990-91 was in process and that efforts were being made to hire a part-time secretary for the Commission, possibly in cooperation with the Faculty Senate. Members of the Commission introduced themselves.

Jack McKenzie explained the operation of the Communications and External Relations Division and introduced Debra Andrews, the new editor of the Clemson Weekly.

Ms. Andrews shared the results of the survey which was distributed in June and explained the function of the Internal News Editor.

APPROVAL OF MINUTES: The minutes of the June 12, 1990, meeting were approved.

COMMITTEE REPORTS: Ms. Taylor distributed a list committees and the Commission members assigned to each.

Policy--Lynn Belding reported that the committee had established an agenda for the coming year. Ms. Belding distributed a survey on parking problems and asked members to poll their constituents and return the results to her by Friday, July 13.

Communications--Ann Duncan was unable to attend the meeting. Ms. Taylor reported that an inquiry had been received about Staff Commission participation in the Benefits Fair. Ben Morton noted that he had been elected chair of this committee. Mr. Morton reported that Ray Smith and John McKenzie would be responsible for checking the post office box and routing mail. The consensus was in favor of the Commission participating in the Benefits Fair. Mr. Morton also reported that this committee will continue work on the hazardous weather brochure and a promotional film to be used during new employee orientation. The committee is interested in developing a logo for the Commission and improving communication with our constituents.

Welfare--Pat Padgett was unable to attend. No report from this committee as they are meeting after the Staff Commission meeting.
Scholarship--Bonnie Stevens has agreed to chair this new committee.

Budget--Ms. Taylor distributed copies of the 1990-91 budget. She noted that a change had been made to include the purchase of a graduation robe for the staff marshall. Jana Mize signature has been added to the authorized signatures in order to simplify the process. Mike McLeod moved approval of the budget as presented. The motion was seconded and passed unanimously.

Ms. Taylor reported that a question had been raised about alternates serving on committees and their voting privileges. The Executive Committee will address this issue and report back at the August meeting.

UNIVERSITY COMMITTEE REPORTS:

Mary Jo McAnally reported that the Accident Review Board meets monthly. She noted that a policy has been established to contact the department head of repeat accident offenders.

Ms. Taylor commented that the Presidents Cabinet had accepted the parking resolution from the Commission and was in agreement. There was some concern about the timing.

OLD BUSINESS: Ms. Taylor asked commission members to make corrections on the membership roster and get them to her.

NEW BUSINESS: Ms. Taylor asked that any additions or changes in the list of committee assignments/agendas be communicated to her or the committee chairs, in writing.

Ms. Taylor met with Faculty Senate President Allen Dunn. Dr. Dunn will address the Commission in September.

Any ideas for future speakers should be forwarded to Ms. Taylor.

Coach Ken Hatfield will address the Commission on August 7.

Possible speakers/topics mentioned were Paul Storey, Auxiliary Services, and the minority assistance program.

The Commission will continue to meet on the second Tuesday at 10:00 AM in 113 Lehotsky, unless it is unavailable or the topic/speaker warrant a larger room.

ANNOUNCEMENTS:

Ms. Taylor reminded members of the change in the August meeting to the FIRST TUESDAY, August 7. The committee agendas and the Commission agenda will be voted on at the August meeting.

The meeting adjourned at 11:50 AM.

Respectfully submitted,
Dianne Haselton