MINUTES
COMMISSION ON CLASSIFIED STAFF AFFAIRS
September 7, 1990

PRESENT: Judi Nicks, Linda Westbrook (alt), Pat Padgett, Lynn Belding
Paula Henderson, Dot Roberts (alt), Mary Jo Williams, Phil Howard
Kathy Hunter, Stanlee Miller, Carolyn Watkins, Ben Morton.
Jana Mize, Faye Rister, Ann Duncan, Patsy Sowell, Kathy Ricketts,
Jo McAnally, Charlotte M. Holmes, Mildred King, Scooter Bridges,
Ray Smith, Sandy Smith.

ABSENT: Ruth Taylor, Bruce Herczogh, John McKenzie, Charlie Butts, Claudia
Martin (Alt), Frances Wald (Alt), Lib Miller (Alt), Tony Caver (Alt), Judy
Pilgrim (Alt), Annette Carver (Alt), Lon Martin (Alt), Margie Spangenberg
(Alt), Elizabeth Adams (Alt).

CORRECTION: Mildred King indicated that the Minutes of the August 7, 1990
meeting reported that she was present and absent. Mildred was present at
this meeting.

VISITORS: Dr. Allen Dunn, President of the Faculty Senate and Dr. Joyce
Christenbury, Unclassified Extension Senate President

CALL TO ORDER: In Chairman Taylor's absence, Ms. Judi Nicks, Acting-Chair,
called the meeting to order at 10:00 a.m. Members introduced themselves.
Ms. Nicks welcomed visitors identified above.

APPROVAL OF MINUTES: Minutes for the August meeting were approved as
submitted.

Acting Chair, Ms. Nicks, introduced the first guest speaker, Dr. Joyce
Christenbury, Unclassified Extension Senate President. Dr. Christenbury, a
professor in Home Economics with the cooperative extension service,
explained how she carries information regarding Clemson to some 300
constituents in the state. Some one hundred on campus and two hundred off
campus. She has worked on several projects this year including: 1) salary
information for faculty on campus, 2) retirements options, 3) reduced and
waived tuition for students, 4) improved benefits and making Clemson
University students aware of what is offered through the extension service
throughout the state. The extension meets quarterly in Columbia which is
centrally located for all of those constituents in the state.

Acting Chair, Ms. Nicks introduced Dr. Allen Dunn, President of The Faculty
Senate. Dr. Dunn distributed faculty senate rosters to all classified staff
members. He explained the election procedure which is handled in each
department. Total number of members is 35 with 3 officers. The Faculty
Senate has no budget and any funding comes from the Provost office.
Various members serve on a number of four committees which include: Welfare, Soliciting Policy, Policy, and Research. After voting, members pass on to the Provost office and then resolutions done if needed. The Faculty Senate meets once a month, the second Tuesday of each month in the Student Senate Chambers. This year they have dealt with various issues such as the revised smoking policy, optional retirement system, patient policy, shuttle system and is presently working on the revision of the Faculty Manual. Hopefully this will be available Spring, 1991. The Faculty Senate has been on campus 20 years.

COMMITTEE REPORTS:

Policy: Lynn Belding reported that some 200 responses were returned on the surveys sent out. The shuttle system is being revised to better serve faculty and staff. Also in the preliminary stages is the possibility of a bus system from the Greenville/Anderson area to assist employees living in those areas.

COMMUNICATIONS: Ben Morton reminded everyone of the benefits fair to be held October 30th-31st in the Littlejohn Coliseum. Kathy Hunter is making great progress on a video to be presented at the benefits fair on the Classified Staff Commission. The hazardous weather brochure is in the final stages and approved by personnel. A new Staff Handbook is in the final stages for proofing. It is a blue hard bound notebook and all classified staff will receive one. The Communications Committee will meet again at 1:30, Tuesday October 9th, room 202A in the P&A building.

WELFARE: Jo Mcanally reported that they had a successful hook-up with off-campus employees. Surveys to employees on a resolution to the merit program was also brought up.

SCHOLARSHIP: Publicity for this year's recipient is in progress to be used in this year's Benefits Fair. Publicity for this will hopefully encourage employees to contribute to the Scholarship Fund for next year's recipient.

BUDGET: Jana Mize reported that $3,647.00 had been allocated for this year. This falls under Ray Thompson's area in Personnel. This amount includes $1,800.00 for a secretary.

UNIVERSITY COMMITTEE REPORTS:

Kathy Hunter for the Telecommunications committee reported that it will probably take ten (10) years to replace wiring throughout campus. A satellite dish on top of the P&A building in the future will assist for satellite transmission. Also proposed is cable T.V. into the College of Nursing.

Stanlee Miller reported that the Traffic Committee met the last of August. Inpoundment of vehicles will be enforced with a $50.00 fee - $5.00 to the university. Lot C behind the Alumni Park near Redfern at one time was a commuter lot. It is now an employee lot and student monitors report only 10% is used and employees may lose and it be returned to students. Please
report to your constituents of the availability of this lot.

Accident and Review Board is reviewing cases.

Acting Chair, Nicks, reported that Chair, Ruth Taylor encourages all staff to attend Faculty Senate meetings held the second Tuesday of each month. The vacancy for Vice-chair for next year is vacant. Nominations will be taken in November from the floor and vote will be in December. Should you care to nominate someone, please do so, in writing, to Ruth Taylor, Chair.

Meeting adjourned at 11:30 a.m.

Submitted by:

Linda Westbrook