NOTE: I have added several additional notes to these minutes that contain information that was not available prior to our meeting.

CLEMSON UNIVERSITY
COMMISSION ON CLASSIFIED STAFF AFFAIRS

Executive Committee Minutes
December 4, 1990

Present: Ruth Taylor, Lynn Belding, Pat Padgett, Ben Morton, Jo McAnally, Judy Nicks

Meeting was called to order at 8:35am in the Cooper Library Level 3 Study Room.
Ruth stated that we would need to alter our agenda for the day to allow Pat Padgett time at the beginning of the meeting, because she would need to leave for another engagement.
Pat opened the meeting by circulating a draft of a letter to be mailed to all classified staff addressing the scholarship. Pat stated that Ann Smith had been of great assistance in working up the letter and that it would be circulated within the next couple of days.
Pat went over the guidelines for the scholarship program that are currently in place and after much discussion and several ideas being tossed around Pat said she would get with Ann about these suggestions and we would discuss at a later date.
The minutes of the September 28th Executive Committee were circulated by Judy Nicks and they were approved.
Ruth announced the the Personnel Department on campus had made some changes and that the duties of Ray Thompson were now training and employee assistance, and the duties of Dick Simmons will be to direct recruitment and recategorization. In addition to these changes a new position for an associate vice president over the whole Personnel Dept. is in the process of being filled. Ruth asked who the committee thought would be the best to serve as ex-officio to the Commission with these changes. She stated that she had been contacted by the Personnel Dept. and asked to give them a report on our decision. Ruth mentioned that both Ray and Dick would
be in good positions to assist our group. After a brief discussion everyone agreed that they would like to see both individuals serve as ex-officio members to the Commission. Ruth stated that she would be having lunch with President Lennon after the meeting and that she would ask him to consider making the appointment to add Dick Simmons to our roster.

Note: At the lunch President Lennon stated that considering the fact that there would be a new associate vice president in this area that it might be best for that individual to serve in the capacity and represent all concerns in their area, which would include employee benefits. This decision would mean having only one ex-officio member and removing Ray and Dick and Ron Herrin from our roster as current ex-officio members. Ruth told Dr. Lennon that she had some real strong reservations about such a decision because the new person would not be in a good position to answer questions as easily as the current ex-officio members, because this person would be in a learning phase for a given period of time. Dr. Lennon agreed that this could be a problem and suggested that Ruth meet with David Larson and see how he would like to handle the appointments.

Ruth also reminded everyone that Dr. Lennon would be our guest speaker in December and that Lib Crocket from the Dropout Prevention Center would like to address our group in January.

Ruth passed around a couple of pictures from the Benefits Fair Booth.

New Business:
For now the new training facility on Hwy. 76 has been turned down due to budget restrictions.

Ruth asked Judy Nicks to report on the status of the paperwork for our secretary. Judy said that nothing has taken place as of today and suggested that we give some consideration to hiring a student assistant to act in this capacity. Everyone felt that this would be good except that we would have a problem using a student if our Chair was off campus unless they had someone who could handle this for them, and that it could possibly mean finding a new student each semester. Ruth said that we would put that idea on hold until after the first of the year and then see where we stood with the paperwork. Ruth stated that we had operated on volunteers for a long time now and maybe that could workout for a short while longer.

Committee Reports:
Welfare:
Jo McAnally reported that the committee had been working with Ray
Thompson on the proposed study leave policy and that he had provided them with a copy of the state guidelines concerning the issue and that some departments on campus have already been providing study leave which did not fall within these guidelines. Welfare wants to know how we want to approached this since whatever we do might jeopardise what is already taking place in many departments across campus. Ruth said that since this involved the state that she felt it would be best to seek some legal advice. Judy Nicks suggested contacting perhaps Ben Anderson. Ruth said that she would bring this matter to Dr. Lennon's attention at lunch and see who he suggested we talk to.

Note: Ruth shared with Dr. Lennon that we were trying to form a study leave policy and that we were having trouble because of the manner in which this is handled across campus at present. Dr. Lennon said that he would like for Ruth and maybe one or two other individuals from the Welfare Committee to meet with David Larson and Jerry Reel and present our proposed policy to them for advice. Dr. Lennon stated that he would not want the Commission to do anything that would jeopardise what is now in place unless it would serve a very large percentage of employees and that what is now taking place could be proven to aid only a very small percentage in comparison.

The Welfare Committee has sent out a list of questions to lead secretaries in each department to find out what steps are presently in place to recognize classified staff for outstanding contributions. They will report on these results and what followup the committee plans to take at a later date.

Welfare has also been busy working on followup letters received from individuals.

Policy:

Lynn Belding reported that the Policy Committee had looked into the idea of changing the way the university currently handles the holiday schedule. They have decided not to pursue this any further because of the fact that there are already a number of options open to employees who want to change their work schedule to include other days, and the fact that the holiday schedule is designed to fit with the academic year and it would be unfair to the students to change this.

Lynn passed out a draft for a resolution concerning shuttle bus routes across the center part of campus. The resolution was received well by all members and only one change was made to address the use of the sidewalk across the greens area between the Library and the Strom Thurmond Institute.

Note: Ruth mentioned the resolution to President Lennon, Allen Dunn,
Faculty Senate President, Joyce Christenbury, Unclassified Extension Senate President, Derrick Pierce, Student Body President, and Doug Durbin, Graduate Student Body President at their lunch meeting and asked for their views. Dr. Lennon suggested that we add to the resolution to request that all new construction across campus give consideration to allowing for continued access to the shuttle buses in those areas and in any future construction plans for the campus. Ruth asked the other group leaders mentioned above for their support. They all agreed that they would like to see an improved means for the shuttle buses to have complete access to all areas throughout the campus and they would be willing to endorse our resolution. Ruth said that she would send them a copy of the final resolution for their endorsement after the full commission has given their favorable support.

Policy is also working on answering letters received from classified staff with concerns.

Communications:
Ben Horton reported that communications has been working on ideas for the next newsletter. The next newsletter will be in January.

Ben said that the minutes from the past commission meetings had not been appearing on DORIS and asked if Ruth knew what the problem was. Ruth said the this had been taken care of and that the minutes would be on DORIS in the near future.

Ruth asked Ben to contact Patsy Sowell and Paula Henderson of the Election Subcommittee and ask them to be researching to see where we needed to add representation to the commission and to start work on our election procedures for the Spring election for next years representatives and alternates.

Announcements:
Next Executive Committee meeting will be Jan. 3, 1991 at 8:30am in the 3rd. Level Study Room of the Library.

With no further business the meeting was adjourned at 10:50am
Recorded by Ruth Taylor