CLEMSON UNIVERSITY
COMMISSION ON CLASSIFIED STAFF AFFAIRS

EXECUTIVE COMMITTEE
MINUTES FOR FEB. 5, 1991

Present: Ruth Taylor, Patsy Sowell, Stanlee Miller, Jo McAnally, Kathey Ricketts, Ben Morton and Jana Mize
Absent: Judi Nicks, Ray Thompson, Ron Herrin, Dick Simmons

Ruth Taylor called the meeting to order at 9:43am.
The first order of business was to inform everyone that President Lennon had appointed the Director of Recruitment and Employee Services which is currently held by Dick Simmons to serve as an addition ex-officio member to the commission (a copy of our letter requesting this action and a copy of President Lennon's response was provided for each member.)

The second item of business was from Stanlee Miller. Stanlee presented copies of a letter which he had drafted to send to John W. Pace, Chairman of the University's Parking and Traffic Committee concerning parking fees. Ruth asked Stanlee to present his letter before the executive committee because she felt it was a very important issue of concern for all classified staff and wanted Stanlee to receive our support for his letter before he forwarded it on to Bill Pace. The members of the Executive Committee also liked the content of the letter and asked if Stanlee could reword the letter to indicate that it was from the full commission. Ruth made the motion that the Executive Committee adopt Stanlee's letter and that it be address from the full commission upon their approval and that Stanlee forward it on to Bill Pace. Jo McAnally seconded the motion. A unanimous vote followed. Ruth asked Stanlee to either present in a verbal form or a written outline the intent of the letter and present it to the full Commission for a vote of approval at the Feb. 12, 1991 meeting. Stanlee agreed thanked the committee for giving him time to present the letter and dismissed himself for work.
The minutes were now reviewed for approval. With no correction the minutes were submitted for our records as approved.
Ruth presented copies of several questions given to her by Bruce Herczog concerning what part IPTAV plays in providing funds to Clemson University for purposes other that athletics. Bruce wanted these questions to be
forwarded to Allison Dalton, Executive Secretary of IPTAY & Co. prior to his address before the Commission on Feb. 12, 1991. Ruth told Bruce that she had asked Allison to be as specific as possible when he came on Tuesday and to give us a breakdown of what IPTAY supported academically and athletically for Clemson University. Ruth felt that it would be best to give Allison the opportunity to give his presentation and then to open the meeting up for questions from the floor. Ruth felt that many of Bruce's questions were concerns that all of us had and that if they were not covered in Allison's presentation that we would need to contact him for answers either at the meeting of afterwards when we could compile all our unanswered questions. Bruce agreed to wait and see if his concerns were addressed by Allison and then to present those concerns to him that were left unanswered. The Executive Committee agreed that this would be best rather than to bombard Allison with a lot of questions that he may have plans to address anyway.

Ruth asked Patsy Sowell to inform the committee of a meeting which she attended to decide how many and who should serve on a search and screening committee to appoint our next Academic Vice President and Provost. Patsy said that she had been given a deadline of this Fri. Feb. 8, 1991 to present to this committee whom she felt was best to serve on this committee for the classified staff, faculty, and student body. She wanted our assistance with this. Jo McAnally suggested that she indicate that it would be best to appoint the president of each of the above mentioned areas and for her to submit a name of someone on the Commission or who would report to the Commission to serve as the Classified staff member of this search committee. The other members agreed that this would be a good idea. Patsy said that with very little time to decide who she would recommend she had contacted Ann Duncan. Ann agreed to do this only if the Commission voted in favor of this. Since we will not meet as a full Commission before the deadline to submit the Executive Committee will need to vote on this. Patsy gave the following reasons for submitting Ann Duncan. She has been with the University for 37 years. She works closely with the current provost (David Maxwell). She has several years of experience in working with personnel matters. She has served the Commission well and is more than willing to bring reports back to the Commission. Patsy also pointed out that individuals could submit themselves through their department heads for consideration. Our recommendation will not necessarily be the classified staff employee that is chosen, but would certainly stand a good chance. Based on Patsy's recommendations and reasons Kathey Ricketts second her
nomination and a unanimous voted of approval followed. Ben Morton asked that we state in our minutes that we were given a very short time period to decide this matter and that is why it could not go before the full Commission for further nominations. Ruth stated that this would appear in our Commission minutes as a matter of record.

Ruth gave the following announcements:

1- In April the Faculty Senate will elect and new president and the Unclassified Extension Senate has already replaced Joyce Christenbury with Anne Sorter.

2- Two letters were sent to Commission representatives who were absent form meeting without calling or sending an alternate to represent their area. These letters were sent to Charlee Butts, and Sandy Smith. Ruth asked each Committee Chair to bring a report to each Executive Committee meeting on who received letters that missed committee meetings. This is necessary since we will now be making decisions through the Executive Committee concerning the future of these representatives as members.

3- The Planning and Development Office on campus contacted Ruth about meeting on behalf of the classified staff to discuss what the classified staff would like to have considered in the five year plans for campus. Ruth said she had a very short notice of this meeting. The meeting was with an architectural consulting firm that would be looking at the University's five year plan and making recommendations based on the concerns of everyone it would have an impact on. Ruth discussed everything with them from parking, salaries, transportation and even esthetics. They will return in a few months with their suggestions to improve the plan that campus had worked up.

Jana Mize reported that she had contacted Ray Thompson about our end of the year lunch and he said that he would help us out financially where ever and whatever we decided to do.

Based on this statement Ruth asked Ben Morton to go ahead and give his Communication Committee report. Ruth asked the Communications committee to go ahead and make plans for the end of the year lunch, speaker, presentation of plaques, and arrange to have pictures taken. Ben said he would contact Ray Thompson with their plans and would take it before the full Communication Committee meeting next Tuesday. He will report on their plans at our next Executive Committee meeting. Ben stated that he was still receiving ideas for the next newsletter they were still looking at ideas for a logo for the Commission. Patsy gave a report from the Election
Subcommittee of the Communications Committee. Patsy and Paula Henderson are working on the letters to go out and everything is on schedule. Ben asked if we could get a list of who is going off the Commission this year and who will replace them. Patsy said that we would. Patsy also said that in the future that each representative would have an assigned alternate and that if a representative resigned that someone would be appointed by the Election Subcommittee to take the alternates place as they moved into the representatives position. Everyone really liked this idea since it is very hard to get someone to attend in your place unless you have a designated alternate. Ben said that he had a staff person contact him with a problem which he was unsure how to handle. He wanted to know what we should do if a matter comes up that we can handle without bring it before the full commission should we do anything or not. He asked if we could set up some guidelines to follow concerning this. Ruth asked each member of the Executive Committee to compile a list of write a statement a out what they felt would be appropriate and that we would discuss these ideas at our March meeting. There was no further report form the Communications Committee.

Lynn Belding, chair of the Policy Committee presented a draft of a letter to be sent to each nominee for next years election. Everyone felt that the letter was excellent. Patsy made the motion that we adopt this letter to send out each year, Ben seconded her motion, and a unanimous vote of approval followed. Lynn will present at our meeting Tuesday. Parking issues was mostly what they have been working on and Stanlee's letter expressed most of their concerns. At their next meeting Dick Simmons will be their guest speaker and he will be discussing anything involving recruitment and employee services. They will meet on the 19th at 9:30 at Lindseys. This was all from Policy Committee.

Kathey Ricketts, co-chair of the Welfare Committee gave their report. Kathey passed out a copy of the survey which they sent to all lead secretaries to find out what type of recognition programs are currently taking place in each department. The results are in and Kathey wanted to know what to do now. Ruth told her to take the results back to committee and to compile what looked like good suggestions and bring those back to the next Executive Committee meeting on March 5, 1991. There have been several questions fielded to this committee on state job specifications. Fran Massey will the the speaker at their next meeting on this. Kathey wanted to know if these job specifications could be put on computer where each employee could review. Ruth said she would find out if this is possible.
Kathey reported that they had been busy with letters and that was the end of her report.
Ruth reminded everyone that our meeting with David Larson and Jerry Reel had been rescheduled for Feb. 21, 1991 at 8:30am and she passed out a copy of a study leave policy proposed by the Unclassified Extension Senate for all who were attending our meeting to review.
Jana asked Ruth if she could find out what we should do about our next year's budget since we have decided not to hire a secretary, but to elect from our existing membership. Ruth said she would talk to Ray Thompson and let Jana know what to do.

With no further business the meeting was adjourned at 11:45am.
Recorded by: Ruth Taylor