Clemson University
Commission on Classified Staff Affairs
Executive Committee Minutes
March 5, 1991

Present: Lynn Belding, Patsy Sowell, Ruth Taylor, Kathey Ricketts, Ben Morton
Absent: Jana Mize, Judi Nicks, Jo McAnally, Ron Herrin, Ray Thomson, Dick Simmons

Meeting was called to order and the minutes were approved at 9:40am.
Chair announcements were as follows:
Speaker for Mar. 9, 1991 commission meeting will be Jeff Martin, Director of Conference and Guest Services for the University.
David Larson informed everyone present for the last Facilities Planning Committee Meeting that the Budget and Finance Dept. would be reviewing the fees charged by all auxiliary services on campus. Bill Pace said that he was going to submit a request that the Parking and Traffic Department be given permission to charge a fee to any group using parking lots on campus for special events. This topic will be on the agenda for the next Parking and Traffic Committee meeting at the request of our representative Stanlee Miller (a copy of Stanlee's memo requesting this was provided to each executive member). Three representatives have volunteered to serve on the University Interaction Committee to improve relations between the faculty, staff and students. These individuals are Lynn Belding, John Bridges, and John McKenzie.

New Business Item:
Everyone was asked to submit ideas on how they thought matters should be handled by commission representatives when immediate action needed to be taken and time would not permit sending the concern to committee. The following was decided:
1- Everyone agreed that the only advice we could give the individual information about the problem, but should not offer any solutions.
2- Encourage the person to put complaints in writing, and send to Commission to be filed.
3- Each representative should put their actions in writing, stating what was asked, who asked, and what the representative did. This should be put on file through the commission's mail sub committee.
Ruth said that she had mentioned this matter to President Lennon and that
he had suggested that we encourage our constituents to take their concerns to their department head as part of our advice.

Committee Reports:
Policy Committee-Lynn Belding, Chair gave following report:
Policy Committee worked up a list of university committees that they felt the commission should be represented on. Lynn made this list available and added that after working up this list that Allen Dunn, Faculty Senate President had given her a list of university committees that they had not had access to prior to forming their list. After a short review of the additional committees it was decided that they best thing to do was to take it back to committee for further review and a report will be available for the next executive committee meeting.
A draft of a memo to supervisors of commission representatives concerning commission service as part of each representatives EPMS was submitted to the Executive Committee for review. The memo stated that each representative should be allowed to have their term of service on the commission added to their EPMS. The Executive Committee approved of the draft. This will be put into final form by the Policy Committee and routed to the Communications Committee to be mailed out at election time to each supervisor affected.
Policy Committee has decided to reword their resolution concerning the shuttle buses to asked that the shuttle buses be given access to all parts of campus, and remove the part stating how this should be accomplished. This will be presented at a later date.

Welfare Committee-Kathery Ricketts, Co-Chair gave following report:
Study Leave Policy meeting with David Larson and Jerry Reel went very well and David Larson and John Newton will present our proposed Study Leave Policy to the Budget and Control Board in Columbia in the near future.
Jerry Reel suggested that we contact David Flemming about doing a survey for us on what demand there was for night classes and what courses should be offered. We will be hearing more from this in the future probably in the form of a survey.
Kathy passed out a copy of the results of the survey conducted on recognition programs for classified staff. The results were very negative and it did not seem that any one program would work for everyone. The committee was asked to take one more look at the survey results and bring back their final recommendation to the next executive meeting.
Communications Committee—Ben Morton, Chair give the following report:
Plans are underway for the end of the year luncheon in June. The day will be our regularly scheduled meeting day on the second Tuesday at 10:00am and we will meet in the Presidents box at the stadium. The committee decided on the guest list, menu, plaques, and flowers. Ben will contact Beth Gerrard about pictures. Ben stated that the next newsletter will be out in April and that he needed anything that we wanted put in this copy as soon as possible.

Ruth discussed the budget for next year briefly and asked each committee to submit their needs that would come out of this years budget by our next meeting.

Next meeting—April 2, 1991 at 9:30 in the Library Conference Room
With no further business the meeting was adjourned.

Recorded by: Ruth Taylor