

Clemson University
Commission on Classified Staff Affairs
Executive Committee Minutes
June 24, 1991

Present: Patsy Sowell, Ruth Taylor, Kathey Ricketts, Ben Morton, Dick Simmons,
Lynn Belding, Jana Mize

Absent: Ron Herrin

Patsy called the meeting to order. Minutes were approved.

Reports from the Chair:

- 1- Ruth Taylor has been selected to serve on the Search Committee to select a replacement for the Director of Public Safety (presently held by Wayne Wardlaw).
- 2- The Commission received a letter from President Lennon approving Fran Massey as an Ex-officio member.
- 3-The following speakers are scheduled for August and September meetings:
August = Paul Michaud, Associate Vice President, Personnel Management;
September = Larry Ellis, Executive Director of SCSEA. Several topics and speakers were offered for future meetings such as a speaker from the Performing Arts Center, the city and University slide presentation, someone from the Wellness area and Ron Herrin from Payroll & Employee Benefits.
- 4- Patsy made the following assignments to University Committees:
 - a. Strategic Planning - Sandy Smith
 - b. Parking - Stanlee Miller
 - c. Accident Review Board - Kathy Ricketts
 - d. Joint City University - Mike McLeod with Ruth Taylor as alternate
 - e. Facilities Planning Committee - Ray Smith was suggested as a possible rep.
 - f. Recreation Advisory Committee - Phil Howard
- 5- Teri Alexander, secretary, will be contacting all Commission members to make corrections for the roster and get all necessary information.
- 6- Patsy asked that all Committee chairpersons be prepared to give a presentation about their committee at the July Commission meeting.

Committee Reports

Welfare - Kathey Ricketts reported that the Committee had not met. Ruth announced that the letter of complaint about retirement had been forwarded to Dick Simmons. Dick responded to the complaint suggesting that the individual

contact the Attorney General regarding retirement issues.

Policy - Lynn Belding reported that Stanlee Miller addressed Parking and Traffic slots. The Deans have asked for slotted parking for Deans Only or Reserve parking. Executive Committee suggested that if departments have a need for a reserve spot a recommendation or justification should be submitted and approved by a higher body. If visitors are coming to campus a department can call Parking and request a reserve slot and pay for the reserved area.

Communications - Ben Morton submitted a draft of the quarterly newsletter. Ben will distribute mailing labels and the final newsletter for constituents at the July meeting. Patsy commended Ben for the hard work on the luncheon. Ben commended the ARA staff.

Treasurer report - Jana Mize reported that the proposed budget has not been received. Some other expenses have come through and the budget will be finalized June 30, 1991.

New and Old Business

Ruth reported that Pat Padgett sent the information regarding educational leave to the Budget and Control Board; however, the proposal was denied at the present. The committee should continue to work on this proposal.

Lynn had a suggestion that the Commission share minutes with other groups throughout the state. Patsy will handle this suggestion and perhaps check into a joint leadership meeting with other Commission groups.

Dick Simmons announced that the EPMS guidelines and criteria will be sent to the Commission members' immediate supervisor. The alternates' supervisor will also receive a copy.

Ruth reminded the Committee of a suggestion that the information about the Scholarship program be circulated to local highschoools or guidance counselors for additional publicity. This suggestion will be referred to Sandy Smith on the Scholarship committee. The Executive Committee also agreed that all information pertaining to Scholarship should be released to Sandy only so that one person is coordinating all activity.

Ben raised a question about agenda items and priorities for each committee. Patsy suggested that the Executive Committee meet after the July meeting to review assignments for each committee. Agendas and priorities will be set by each committee.

Jana raised a question concerning membership on Committees. At present the Treasurer is not required to serve. The Executive Committee agrees that the Secretary will not be required to serve either. If necessary policy will be revised at a later date.

A question was raised about the Election Procedures. Patsy will set up an Election Ad Hoc committee to review election procedures. Seven potential candidates for the committee were named: Ben Morton, Mary Harvey, Charlotte Holmes, Kathy Hunter, Annette Bangle, John McKenzie, and Lillian Lappie.

The meeting adjourned at 4:10pm.

Recorded by: Teri Alexander

****The next meeting will be Monday, July 29, 1991.**