Clemson University
Commission on Classified Staff Affairs
Minutes
July 9, 1991

Present: Teri Alexander, Pam Atkinson, Annette Bangle, Dewey Barefield, Lynn Belding, Kathy Brock, Marian Capiello, Stephanie Clark, Mary Gaines, Charlotte Holmes, Beth Jarrard, Teresa Kelley, Lillian Lappie, Kay Long, Tammie McCall, John McKenzie, Mike McLeod, Stanlee Miller, Jana Mize, Ben Morton, Robbie Nicholson, Judy Nicks, Judy Pilgrim, Kathery Ricketts, Faye Rister, Dorothy Roberts, Michael Simmons, Patsy Smith, Sandy Smith, Patsy Sowell, Ruth Taylor, Anolyn Watkins

Absent: John (Scooter) Bridges, Pam Durham, Ron Herrin, Bruce Herczog, Phil Howard, Kathy Hunter, Patricia Durham, Fran Massey, Ray Smith, Ray Thompson.

**Packets were presented to Commission members at the door consisting of July newsletter, yearly calendar and agenda.

Introduction from the Chair Patsy Sowell:
*There are no June minutes to date. If possible the June minutes will be presented at a later date (Special note - the June 1991 minutes were lost and will not be recorded).

*Patsy turned the floor over to the committee chairs for a special presentation to introduce members to the function and purpose of the committees.

Presentation from Policy Committee - Lynn Belding:
*Policy Committee completed the project of incorporating Commission work into the EPMS of its' members.

*The committee is also working on several on-going projects such as traffic and parking concerns, a professional leave policy or sabbatical leave policy for classified staff, presentation of a resolution for more shuttle bus access to the Faculty Senate and a listing of custodial employees as regular classified staff members.
Presentation from Communications Committee - Ben Morton:

*This committee records the activities of the Commission, University Committees and other committees. The purpose is to provide communication to the Classified Staff. The committee serves over 2700 people.

*Activities include: annual Benefits Fair, brochures for the classified staff dealing with hazardous weather, corresponding with your legislator and the Commission brochure. The Committee also provides a quarterly newsletter to its' constituents and information for the Clemson Weekly (Inside Clemson). The Communications Committee also plans the Awards Luncheon and advertisement of the Scholarship program.

Presentation from Welfare Committee: Kathy Ricketts

*During the 1990-1991 year the committee proposed a resolution to the President to provide permanent funding for merit increases. The resolution was submitted to Columbia to the Budget & Control Board for approval and was not approved by that body.

*The committee also proposed a study leave policy for classified staff members which was not approved.

Presentation from Scholarship Committee: Sandy Smith -

*The Scholarship fund has a balance of $7800.00. The scholarship is awarded to the children of staff members. Financial support comes from a small number of staff and there is plenty of room for more support. Sandy urged Commission members to solicit help from their constituents. The Scholarship is in its' second year. An annual fund drive is coordinated by the Scholarship Committee.

Report from the Treasurer - Jana Mize:

*No change in the status of the 1991-1992 budget. The budget was reduced by 3% over last year.

At this point the Commission took a vote on the proposed '91-'92 budget. The budget was approved.

Presentation from Parking and Traffic - Stanlee Miller:

*Stanlee reported from both the May and June meetings of the committee. General Clausen has been added to the group. Clausen reported that the towing policy is not working and shuttle bus costs are rising. A subcommittee was formed to look at the official parking placards which are used on campus. The list of placards comprises 414 in number and are held by 158 personal
individuals. The full committee approved the following proposal: placards may be held by Vice Presidents, Deans, Department Heads and Program Directors. Other individuals must pay $100.00 or more for a parking placard. No Reserve spaces will be issued for placard parking.

*At the June meeting a subcommittee was formed to work with General Clausen and come up with viable solutions to parking problems. The subcommittee is addressing 3 major priorities:
1) Reserve spaces, 2) Towing problems, 3) Fine and Fee system.

REPORT FROM UNIVERSITY COMMITTEES:

Report from Athletic Council - Patsy Sowell:
* A new ACC ruling has been announced requiring that all teams play one night game. The night game for the 1991 season will not be announced until the Saturday prior to the night game.
* No real information is available about allegations concerning violations.

Report from Accident Review Board - no meeting held and no report.

Report from Strategic Planning - no meeting and no report.

Report from Joint City University Committee - Mike McLeod:
* The city is seriously considering a transit system. A professional group studied the feasibility and a resolution was presented to the City Council. Several routes will be available to accommodate students, faculty and staff. Funding comes from federal and state grants.
* There is discussion of consolidating city and university services such as police, fire, water and sanitation. A resolution was proposed that the city and university should work on a joint team to consider the idea.

Report from Facilities Planning - No report.

Report from the Spirit Committee - No report.

Report from the Presidents' Cabinet - Patsy Sowell:
* The bond issue will re-surface.
* The freeze will continue until August 1, 1991.
Report from the Chair - Patsy Sowell:

*No old business to discuss.

*Guests speakers: August - Paul Michaud. Please submit questions to Patsy for the meeting by July 25, 1991.

*September guest speaker - Larry Ellis - Director, SC State Employee Association. Questions should be submitted to Patsy by August 22, 1991.

*Please submit your ideas to Patsy for future topics and speakers. Ron Herrin will talk about employee benefits during one Commission meeting.

An Ad Hoc committee has been formed to review election procedures. The following individuals were asked to serve:

- Ben Morton - Ag & Natural Resources
- Mary Harvey - serve as an advisor
- Annette Bangle - Business and Finance
- John McKenzie - Administration and Research
- (open slot) - Institutional Advancement
- Kay Long - Student Affairs
- Lib Mills - Academic Affairs

The Ad Hoc committee will survey staff members and revise election procedures.

Other discussion:

*Ben Morton raised a question about space problems for future meetings. Patsy asked for suggestions. Patsy asked Sandy Smith to check into the Student Senate Chambers as a potential meeting place.

*Commission members were reminded to submit their committee preferences before departing the meeting. In addition, those who need a name tag or a place card should report to Ruth Taylor.

The meeting was adjourned at 11:15am.

Recorded by Teri Alexander.