

Clemson University
Commission on Classified Staff Affairs
Executive Committee Minutes
July 29, 1991

Present: Lillian Lappie, Patsy Sowell, Lynn Belding, Dick Simmons, Ben Morton, Sandy Smith, Jana Mize, Robbie Nicholson.

Absent: Ray Thompson (ex-officio), Ron Herrin (ex-officio), Fran Massey (ex-officio), Ruth Taylor, Kathy Ricketts.

Patsy called the meeting to order. Minutes were approved.

Reports from the Chair:

*Patsy announced that the Commission needs to set an agenda for the 91-92 year.

*Ruth Taylor will remain on the Strategic Planning Committee. Stasson Thompson will speak at the November meeting and give an overview of the committee.

*Patsy received resolutions from Bud Webb expressing appreciation to the Division of Regulatory and Public Service Information and a resolution to reduce tuition for faculty/staff children by the Extension Senate.

*The scholarship contract has been given to Sandy Smith.

*Scooter Bridges has resigned from the Commission. Alternate Joseph Rogers will step up to representative. A new alternate will be named by that area. A volunteer is needed to serve on the Spirit Committee in Scooter's place.

*Beginning July 1, 1991 the branch of student affairs will be part of the Provost area.

*The Clemson University roster published by the Faculty Senate was mailed to certain individuals. Patsy asked Lynn Belding to follow up and determine if other staff need copies of the roster.

Committee Reports

Policy - Lynn Belding reported that at the committee organizational meeting the election and agenda were deferred to the August meeting so that members could get to know one another. The committee is working on adding the

custodial staff to the list of CU staff members. Paul Michaud has provided tremendous support in this endeavor. There are 10 members signed up for the committee.

Welfare - Lillian and Robbie were elected co-chairpersons of the committee at the July 18 meeting. A response came from Fran Massey regarding longevity pay. There is an item on the agenda to look at discrepancies in pay. The committee plans to get a list of jobs and do a comparison. Thirteen letters were responded to during the last year.

Communication - Ben Morton reported that he had submitted the form to participate in the annual Benefits Fair (October 29 & 30). He has divided the committee into work groups. The committee will plan agendas for the upcoming newsletters and requests the assistance of Welfare and Policy Committees. A suggestion has been offered to do a video for new staff on campus.

Treasurer Report - Jana Mize reported that the revised ending budget for 1990-1991 has been completed. The 1991-1992 budget has been verbally approved. Patsy posed a question about travel funding. This question will be raised at the August meeting.

Scholarship - Sandy Smith suggested that we solicit money from unclassified staff for the Scholarship as well as classified staff. Sandy met with Pat Pageant about the background and history of the Scholarship. Ben suggested that the "\$1.00 a month" option for staff needed more promotion. The Benefits Fair can be used as a strong publicity tool for the Scholarship. Sandy also suggested that the Scholarship be given a high priority for the agenda for next year.

New Business - Lynn Belding interjected that she had learned recently about some benefits open to staff which are not widely known. She suggested that these little known facts needed publicity such as a brochure. Ron Herrin is working on a brochure that provides information for staff such as discounts or additional benefits. Welfare Committee will work in conjunction with Ron or offer assistance.

Old Business - Patsy will follow up with USC about their staff commission. Patsy gave a short report on the meeting of the Agriculture group who met to discuss election procedures. That group, in a brainstorming session, suggested that each representative handle the voting procedures for their particular area.

The Ad-Hoc committee will discuss election procedures.

Announcement - Dick Simmons announced that sick leave for family will be increased to 8 days effective July 1, 1991. Ninety days of sick leave will be credited towards retirement.

The remainder of the meeting was devoted to the Agenda for the FY1991-1992. The agenda will be submitted to the Commission at the August meeting.

The meeting was adjourned at 4:25 pm.

Recorded by: Teri Alexander

**Next Meeting : Monday, August 26, 1991
2:15pm Conference Room
University Square**