

**Clemson University**  
**Commission on Classified Staff Affairs**  
**Executive Committee Minutes**  
**August 26, 1991**

**Present:** Patsy Sowell, Ben Morton, Lillian Lappie, Sandy Smith,  
Ruth Taylor, Kay Long, Dick Simmons, Ron Herrin, Fran  
Massey.

**Absent:** Jana Mize, Ray Thompson

Patsy called the meeting to order. The minutes from the July meeting were approved with the following corrections: spelling - Pat Padgett and Kathey Ricketts were listed as absent incorrectly. Lillian Lappie is the new committee chairperson for the Welfare Committee.

**Reports from the Chair:**

The Commission meeting with Paul Michaud went very well. A question was raised as to sharing information about the meeting with constituents. Representatives should feel free to share the information.

Jerry Reel wrote to Patsy to ask if we would provide a representative to serve on the Centennial Committee. Dewey Barefield will serve.

**Committee Reports:**

**Welfare** - Lillian Lappie reported that the committee had met on August 20 with six people in attendance. A letter was received regarding the fee charged for Fike. The letter was forwarded to Joy Smith for some history on Fike charges to staff. A meeting is scheduled with Pat Collins in Personnel to discuss questions about the leave pool. The committee plans to submit questions to Larry Ellis for the September meeting. HVAC problems (particularly library) continue to be a part of the committee agenda for the year.

**Communications** - Ben Morton distributed minutes of the committee meeting of August 13, 1991. Five visitors attended. Ben made assignments for the year. The committee is interested in pursuing the idea of a separate newsletter for off-campus staff members. A discussion followed. Patsy commented that a suggestion had been offered that the Executive session

dicuss the issue of off-campus people. Seven hundred employees are off-campus with the Ag group having the largest number. The extension groups have a Senate; however classified staff are not representatives. The suggestion was offered for the future to increase off-campus representation in order to give that group a larger voice.

The committee suggests a raffle for the Benefits Fair and would like to have umbrellas and/or coffee cups for prizes.

**Scholarship Report** - Sandy Smith reported that we will campaign heavily during the Benefits Fair for scholarship donations. A suggestion was offered to have a golf tournament to raise money for the Scholarship. Sandy will meet with Ray Thompson in Personnel about this idea.

**Ad-Hoc Election Committee** - Kay Long reported that she had talked with one representative from each Vice-Presidential area to review what procedures are followed for elections. The Committee proposes that all nominees sign an Agreement to Serve Form and the supervisor sign a form that he/she is aware that the employee is serving on the Commission. The Committee will draft a proposal for the full Commission meeting in September.

**Policy** - Lynn Belding reported that the Committee met on August 20 and worked on the agenda for the year. The Committee will continue work on the study leave policy and sabattical policy. In addition, the benefits package will be reviewed. Custodial staff will be listed in the campus directory.

**Old Business** - Patsy reported that she spoke with Jane Jamison at University of South Carolina. A Staff organization has not been formed at this point.

**New Business** - Ben Morton made a motion that we allocate up to \$200.00 for raffle prizes for the Benefits Fairs. Motion was approved. A discussion followed involving the travel expenses for the Chairperson. A motion was made to pay 25% based on eight months at five trips per month. The motion was approved by the Executive Committee. Additional funding is available for other off-campus representatives as needed. The Clemson chapter of State Employee Association would like to co-sponsor the September meeting with Larry Ellis as guest speaker.

**New Business (continued)...**

Patsy needs questions from representatives for Larry Ellis. The September meeting will be held on September 10 in the Student Senate Chambers at 10:00am.

**REMINDER - Next Executive Session:**

**Monday, September 30, 1991 2:15pm Student Senate Chambers  
(immediately following the Golf meeting).**

Recorded by Teri Alexander.