Clemson University
Commission on Classified Staff Affairs
Minutes
January 14, 1992


Absent: Stephanie Clark, Bruce Herczogh, John McKenzie, Mike McLeod, Fran Massey, Jana Mize, David Muhlberger, Judy Pilgrim, Dick Simmons, Anolyn Watkins

From the Chair: Patsy welcomed all attendees and introduced the guest speakers for the meeting: Deborah Babel, Administrative Services Librarian from Cooper Library and John Luedeman, President, Faculty Senate.

Highlights of Guest Speaker Deborah Babel:

RM Cooper Library is in the process of reviewing the organizational structure as a result of a vacancy in the Associate Director Position. Currently the Libraries employ 70 classified staff and 30 faculty members. Brainstorming sessions have been held with various groups internally and externally. Presently available to staff are the following services: 

- **EDDIE** - E-mail Document Delivery and Information Exchange - employees with mainframe or modem access can request a variety of services from their desk or work area;
- **Public Documents** - a large collection of documents are available;
- **Luis** - Libraries on-line catalog is available from any mainframe or modem access;
- **Doris** - licensed database with a variety of holdings such as campus directory, university calendar, position vacancy list, etc.

In addition, the following services are available: Library tours, Instructional tours, inter-library loan,
copier facilities, and declining balance faculty copiers. The libraries are interested in employee suggestions. A critical area involves budgetary contraints. This year serial subscriptions were cut due to a 17% cost increase; library hours were reduced to focus student manpower on a massive re-shelving project. In order to provide more study space the Libraries, with grant money from the Innovation Fund, extended hours in Daniel Hall to 2:00 a.m. Sunday through Thursday.

The libraries continue to focus on needs of the patrons. Please feel free to offer suggestions to Deb or to your representatives on the Commission (Teri Alexander or Marian Cappiello).

Highlights of Guest speaker John Luedeman, President Faculty Senate:

The Faculty Senate is the governing body of the faculty. Thirty-five members serve on the Senate. The Libraries and College of Nursing are the smallest Colleges represented. Four committees make up the Senate: Welfare focuses on tenures and salaries; Scholastic handles scholarships; policy handles general University policy as related to faculty; Research focuses on policies, procedures and practices related to faculty.

Items of concern to the Faculty Senate are University growth as related to student/faculty ratios and faculty salaries as compared to national standards. Public Service work is another area of concern. Performing public service work is not as quantitative as teaching or research and is considered the 'stepchild' yet is vitally important to faculty. The Faculty Senate has formed an Ad Hoc Committee to address the issues of public service. The general definition as cited in the November issue of CU Nite was intended as a faculty definition and not meant to exclude classified staff.
Questions from the Floor:

1. Won't criteria from outside groups such as state groups direct us away from public service?
   No, criteria from the outside will lead us toward public service to provide a more well-rounded faculty.

2. What about the general feeling that faculty make too much money?
   Money for salary increases are not distributed across the board for faculty members. The market drives faculty salaries along with competition. For example, faculty in liberal arts do not make as much as engineering. In addition, many faculty members work over a forty hour work week.

3. Students are interested in credit for public service as well.
   Changes in this area are unsure as well.

4. What is the 'classroom of the future'?
   It is hard to say given the models change every five to seven years.

From the Chair:

Patsy thanked the guest speakers. The minutes from the December meeting were approved with two corrections.

Patsy received responses on the survey regarding by-law changes. The response is in favor of changing the by-laws to accommodate a representative who is nominated for vice-chairperson during their third term. The vice-chair can then step up to Chairperson during a fourth term. Suggested revisions to a draft resolution will be presented to the Executive Committee.

The Commission plans to invite Senator Nell Smith to the March meeting to discuss the future of state employees (Secretary's note - Nell Smith will not be invited to speak during this campaign year. The Executive Committee deemed to wait until a later date or select another speaker).
Committee Reports:

Policy Committee - Lynn Belding reported that an employee parking lot will be designated for football games. A staffmember has requested explanation as to why brothers and sisters are not included in the family sick leave allowance.

Communication Committee - Ben Morton reported that changes are being made on the newsletter. Please mark your calendar for the annual awards banquet on May 14, 1992. Anolyn Watkins is coordinating the banquet. Ray Smith is rotating off the Commission therefore Kathy Hunter is assuming responsibility for the Mail Subcommittee. Reminder - all items for the Commission must be written to the Commission not expressed orally.

Welfare Committee - Lillian Lappie reported that Dave Fleming will attend their next meeting to discuss night classes at Clemson. The questions about equalizing checks will be handled by Ron Herrin in Payroll and Employee Benefits. A suggestion has been offered for sick leave so that it is coded as leave used for family instead of personal leave.

Scholarship Fund - Sandy Smith reported that the First Annual Golf Tournament raised $2600.00 for the Scholarship Fund. It is unclear if the funding will be endowed.

Budget Report - No report.

Ad Hoc Election Committee - Kay Long reported that nomination forms have been mailed to all representatives that are rotating off the Commission.

University Committees:

Parking Committee - Stanlee Miller reported that the employee lot west of Redfern and McAdams will be a 24-hour employee lot. The lot at Sikes and Long Hall will no longer be reserved parking (after 4:30pm open to students). The committee is looking at firelanes on campus. The discussion on service vehicles at P&A continues.

Accident Review Board - Kathey Ricketts reported that the committee reviewed several cases.

Strategic Planning - Ruth Taylor reported that the group is working on University benchmarks.

Joint City/University - Mike McLeod absent.
Facilities Planning - Ray Smith - no report.
Committee to Promote the Clemson Experience - Lynn Belding -
no report.
Athletic Council - Patsy Sowell - no report.
Recreation Advisory Committee - Phil Howard - no report.
President's Cabinet - Patsy Sowell reported that budget
discussions are on hold. Disciplinary actions are being
pursued for the pep rally incident at the Citrus Bowl.
Southern Bell Steering Committee - Judy Nicks sent a report.
(attached).
Centennial - Dewey Barefield - no report.

Old Business:
Guest Speakers for February will be Freddie Harbin of
Risk Management and Joy Smith of Student Affairs. Dewey
Barefield will handle nameplates for Commission members.
Please call him if you need one.

New Business - none.

The meeting was adjourned at noon.

Recorded by Teri Alexander.

NEXT MEETING - Tuesday, February 11, 1992 - 10am -
Student Senate Chambers.
Emergency telephones: The $10,000 budgeted annually from the dept of Telecommunications will be used to install 5 new emergency telephones (Lightsey Apartment pedestrian bridge, Lightsey Apartment connecting stairway to R-1 parking lot, Nursing Building, Daniel-Strode Tower, Research Park - ESE building). The new phones will include a blue light, which blinks when the emergency button on the phone is depressed.

Emergency Telephones #2: Recommended that the blue lights be added to the 29 existing emergency phones. Looking for funding.

911 Service: 911 service should be available by mid February 1992.

RFP's:

A.) Work is underway to write an RFP for voice processing, to be released in Feb.

B.) Deadline for RFP on campus video cable system is Jan 6, 1992 with completion in mid-July. Requirements are 2 cable outlets in each dorm room and cable extended to each administration building on campus. Maximum capacity 172 channels; 14 set aside for the University's use for distributing programs; 14 designated as feedback channels. This would enable Clemson to transmit to a the satellite up-link from almost every building on campus. A subcommittee will be established to oversee channel allocation and utilization of the campus video cable system.

Annoyance calls: Rather than contacting campus security and forwarding calls, will get a system to trace calls. Under the proposed system, faculty, staff or students experiencing problems with nuisance calls can request that the phone be temporarily linked to one of the special lines for automatic tracing. University security would be notified of the number and address of the individual placing the nuisance call. Should be operational early in spring semester 1992.

Announcements: Look for news announcements about the campus video system and the tracing of nuisance calls.

submitted by Judi Nicks, representative for Staff Commission

J. Nicks 1-2-92
As a result of the Chairperson's December 11, 1991 questionnaire regarding a possible change to the Commission on Classified Staff Affairs Election Laws, the following change in Election Procedures for Officers in the Policies and Procedures Manual is being proposed by the Executive Committee:

CHANGE FROM CURRENT WORDING OF:

II. Officers of the Commission on Classified Staff Affairs

B. Election Procedures for Officers

2. At the March meeting, nominations will be accepted for each office. Only current commission members will be eligible for nomination to chairperson. All other positions may be filled by current or new members. Alternates are not eligible.

CHANGE TO PROPOSED WORDING OF:

II. Officers of the Commission on Classified Staff Affairs

B. Election Procedures for Officers

2. At the March meeting, nominations will be accepted for each office. Only current commission members will be eligible for nomination for vice-chairperson. If the term of the vice-chairperson expires, he/she may remain on the commission for a fourth year to serve as chairperson. All other positions may be filled by current or new members. Alternates are not eligible.
BUDGET

CLEMSON UNIVERSITY COMMISSION ON CLASSIFIED STAFF AFFAIRS
GOLF TOURNAMENT--NOVEMBER 30, 1991--BOSCOBEL GOLF CLUB

TOTAL CONTRIBUTIONS $5,689.50

EXPENSES
CLEARED $2,568.12

OUTSTANDING PLEDGES:

SC CREDIT UNION $100.00
JOYCE'S PRINT SHOP 100.00

DETAIL OF EXPENSES

ARA $2.75/PERSON X 135 $375.38
BOSCOBEL $19/PLAYER
X 90--GREEN FEES, GOLF CART RENTAL, PEPSI 1,784.00
WILKINSON INS. AGENCY 359.00
SIGNS PLUS--SPONSOR SIGNS 147.00
RALPH'S TROPHY SHOP--CAPS 360.00
RALPH'S TROPHY SHOP--CAPS 12.00
CLEMSON RENT-ALL CAMCORDER 84.00

TOTAL EXPENSES $3,121.38