

**CLEMSON UNIVERSITY
COMMISSION ON CLASSIFIED STAFF AFFAIRS
EXECUTIVE COMMITTEE MINUTES
March 30, 1992**

Present: Patsy Sowell, Sandy Smith, Ruth Taylor, Ray Thompson, Lynn Belding, Lillian Lappie, Ben Morton, Dick Simmons, Ron Herrin, Fran Massey, Mike Simmons

Absent: Teri Alexander, Jana Mize

From the Chair: The February minutes will be corrected to change the discussion regarding criteria for service awards for alternates. The discussion was tabled until the next year and Executive Committee will discuss at that time. The committee chair persons will give oral appreciation at the end of this year. Patsy asked all committee chairs to resolve all old business by the end of the year or provide a status report for next year on unresolved items.

Teri asked that roster changes and policy/procedure changes be printed at Printing Services and charged to the budget (as opposed to photocopying by hand). Patsy asked for other suggestions for items to come out of the budget. The following items were suggested: name plates, name tags, groups picture of members, Benefits Fair banner, a historical writing of the Commission, etc. Patsy and Sandy will follow up on the name plates and nametags. Lillian will check into the scrapbook or history idea. Patsy will check with Beth Jarrard about a group picture.

Ray Thompson has received several questions about the Golf Tournament. The Scholarship Committee will handle the entire tournament in the future.

Committee Reports:

Policy - Lynn Belding reported that the committee had discussed the upcoming merger with Welfare Committee. The two committees will meet jointly until the new year. Committee chair persons will give final reports to the Executive Committee.

Communications - Ben Morton reported that the last meeting of the year was coming up on March 31, 1992. The major discussion will be the new format of the newsletter. The annual banquet is on target and invitations were mailed. Ben asked that we put a special note on the Agenda for the April meeting to show that it is a banquet meeting. Ben asked about the letters to supervisors of new members and the performance appraisal letters. The letter needs revision. Sandy suggested that we revise yearly with new members. Ben also suggested that we establish guidelines with defined agendas and projects for all committees next year.

Welfare - Lillian Lappie reported that one letter was received and channeled to Personnel. Another letter was directed to Dewitt Stone regarding exchange courses at USC. A third letter requested a first aid kit for custodial staff. Patsy Suggested that this be referred to Linda Rice in Risk Management.

A response was mailed to the employee requesting equal paycheck deductions with details of justification for leaving paychecks as they are now. A fourth letter was received asking if it is necessary to have questions resolved by using the Press. Patsy asked Lillian to draft a response telling the employee that this area is out of our realm to advise. Finally the last letter requests a Wellness Coordinator visit off-campus sites.

Scholarship - Solicitation letters will be mailed to all employees on April 20, 1992.

Patsy announced that by-law changes have been voted on and new policies and procedures will be posted at the April meeting.

Old Business - Ruth Taylor reminded the committee that the Open Forum for Strategic Planning will be held on Wednesday, April 15, 1992. Patsy announced that she had talked to Stanlee Miller about the Parking Resolution. The undergraduates have supported the resolution. Graduate students have not held a meeting. When all groups have met and approved, the resolution will be sent to the President.

^{No}
New Business - Ray Thompson suggested a team-building workshop for the entire Commission. Ray asked about the idea to have a yard sale for the Scholarship Fund. Patsy has turned over this idea and others to the Scholarship Committee.

The meeting was adjourned.

Recorded by Ruth Taylor for Teri Alexander.

**NEXT MEETING - Monday, April 27, 1992 - 10:00am -
Room 114 Conference Room - University Square.**