Clemson University
Commission on Classified Staff Affairs
Executive Committee Minutes
April 27, 1992

Present: Sandy Smith, Ron Herrin, Patsy Sowell, Lynn Belding, Lynn Reeves, Cecil McCaskill, Ruth Taylor, Teri Alexander, Lillian Lappie, Phil Howard, Ben Morton.
Absent: Jana Mize, Ray Thompson, Mike Simmons, Dick Simmons, Fran Massey.

From the Chair:

Patsy opened the meeting and welcomed new executive members. There was a group discussion about scheduling the team building workshop for members. The group agreed that executive members should attend. Tentative dates were set for May 26 and June 2.

Corrections to the minutes: a spelling error. A group picture will be scheduled for the entire Commission. Lillian followed up on the history of the Commission and to date, it cannot be done. One suggestion for using leftover money was to have a backdrop made for the Benefits Fair.

Committee Reports:

Budget - Lynn Reeves reported that the Commission budget has a balance of around $1300.00.

Policy - Lynn Belding asked questions about proper procedure for filing an approved resolution. Once a committee or an individual brings a resolution to the full Commission and it is approved, the resolution goes to a higher level for approval. We have not passed along resolutions for higher approval this year.

Lynn will send cover letters to the new committees to request membership. The policies and procedures will be corrected in Appendix A and reprinted. Lynn distributed the committee end of the year report.

Welfare - Lillian Lappie reported that a response had been received from Pat Collins about the leave pool. The committee continues to investigate requests for exchanges with USC. Custodial staff have requested a first aid kit for their use. Lillian will refer that request to Roger Ball.
Cecil McCaskill asked a question about the Commission showing full support for the South Carolina State Employees Association by way of a resolution regarding wage and salary for employees. The Commission will review this request.

The July and October meetings will not be held in the Student Senate Chambers. We are looking at two alternate locations - Vickery Hall and Lehotsky.

Sandy offered a large THANK YOU to Patsy for all her work. Sandy is looking forward to the upcoming year.

Executive meetings will be held the last Monday of the month except for the May meeting which will be held June 1 at 2:15 pm at 114 Conference Room at University Square.

The meeting was adjourned at 4:00pm.

Recorded by Teri Alexander.

Enclosures: End of the year Committee Reports from Communications and Policy Committee.

NEXT MEETING - Monday, June 1, 1992 - 2:15pm - Room 114 Conference Room - University Square.
April 14, 1992

Welfare Committee Report for 1991-92

The Welfare Committee met nine times this past year and discussed various concerns from Classified Staff. Some of the topics were:

- Procedure for payment of Fike membership.
- Code for entering family sick leave into Leave System.
- Leave Pool statistics.
- How leave without pay affects your anniversary date and the employee performance management system.
- Chairperson of Welfare Committee be placed on University Group Insurance Committee.
- Dave Fleming discussed evening classes survey.
- Equal pay checks – whether or not to withhold insurance premiums from one or both checks.
- First aid kits for custodians.
- Exchange classes between USC and Clemson employees at various USC campuses at a reduced fee.
- Off-campus Wellness Program.
- Position description and reclassification.

On March 10, a resolution was passed to combine the Welfare and Policy Committees because many of the issues we address fit into either or both categories. At the next meeting of the two committees on May 19 at 10:00 a.m. in 114 University Square, we will elect a new chairperson.

As Chairperson of the Welfare Committee, I would like to thank the members of my committee: Robbie Nicholson, Co-chair, Mary Gaines, Recorder, Marian Cappiello, Stephanie Clark, Charlotte Holmes, Dianne Jones, Lon Martin, Kathey Ricketts, Faye Rister, and Dot Roberts. We only have one member, Faye Rister, from Walterboro, rotating off this year.

We look forward with enthusiasm to a challenging year ahead and urge anyone who has a question or issue concerning welfare and/or policies to write to the Commission. We will do our best to get an answer for you. Thank you.

Respectfully submitted,

Lillian Lappie, CPS
Chair
The Policy Committee started with a strong 13 member committee. As the year progressed, our numbers were reduced to 6 active, productive members. Most of our committee member loss was due to employees leaving the university or the commission.

Accomplishments for 1991-92:

Passed resolutions to gain representation on the Group Insurance Committee, University Handicapped Committee, and the Vending Machine Committee. We hope to proceed with additional committees in order that staff members have adequate representation in areas that affect them.

Enabled all classified staff, regardless of job titles, to be listed in the University Directory. Prior to this year, custodial staff were not identified in the Campus Directory. Paul Michaud worked with us to break through established barriers and enable all personnel to be listed.

Addressed parking at length and have several items to pursue, including requesting an unassigned lot be given to University Employees for use on football weekends. This lot would be used for employees attending the games as well as those personnel that need to work. Due to an administrative change because of General Claussen's retirement, these recommendations are on hold until the new administration is in place. Stanley Miller, representative on Traffic and Parking Committee, recommended this postponement.

The Policy Committee was having difficulty in finding subjects and ways to channel our efforts in a productive manner. We found that many of our areas of interest overlapped with the Welfare Committee. Policy that affects Classified Staff is usually legislated by the State and we have very little latitude to recommend or effect changes without changing state guidelines. With these parameters, the Policy Committee will be merged with the Welfare Committee. It is my hope that this newly combined committee will be a positive merger and that issues will be addressed in a constructive and timely manner.

I have enjoyed serving as the chair of the Policy Committee and look forward to working with the Staff Commission during the next year. Thank you to the members of the Executive Committee for all your help and input during this year.

Lynn Belding
The Communications Committee was charged by the Commission to communicate its purpose and accomplishments to its constituents through the following means:

I. NEWSLETTER

A quarterly newsletter, prepared by the Communications Committee and mailed to each constituent by their respective representative, was begun in October, 1990 and continued through the 1991-1992 commission year. This year's newsletter was edited by Mike Mcleod and featured a new format. Alternate member Kathy Brock was in charge of distribution. The newsletter was well received and continues to be an important medium of communication between each representative and his or her constituents.

II. BENEFITS FAIR

This event is sponsored by the Division of Personnel Management and Development and provides an opportunity for the Commission on Classified Staff Affairs to meet one-on-one with interested constituents. The Communications Committee appointed Judy Pilgrim as booth director this year and a very successful display was presented. Crystal "Staff Commission" coffee mugs and "Clemson" umbrellas were raffled. Information about the Commission and its activities was presented to approximately 800 classified staff visitors. The display booth was tended by commission members in one hour shifts during the two day event.

III. STAFF COMMISSION SCHOLARSHIP

The commission vice-chair, Sandy Smith, was in charge of the business of the Staff Commission Scholarship. A successful golf tournament was held and $2600 was raised to help endow the scholarship fund. It was proposed by the Communications Committee and decided by the Commission that a standing committee to oversee the scholarship activities should be established in 1992-1993.

IV. MAIL SUBCOMMITTEE

Representative Ray Smith has been responsible for receiving and recording mail directed to the Commission. During the past year, 14 letters were received from constituents and each was forwarded to the proper committee for handling. Although each person writing a letter to the Commission received a response from a standing committee, the committee chairs have not always filed a response form with the mail subcommittee. This is a matter to be resolved by the next Communications Committee.
IV. ELECTIONS SUBCOMMITTEE

Alternate commission member Kay Long accepted the tremendous responsibility of revising the election procedures this year. Through her efforts, each classified staff member at Clemson University was assigned to a constituency group of approximately 100 people. Each group elected, or will elect in future years, a commission representative and an alternate representative from their group to serve on the Staff Commission. The election process was well done this year, with no problems, and is considered by the Commission to be much improved over the old procedure.

VI. AWARDS LUNCHEON

The annual staff commission awards luncheon was held on April 14, 1992 in the President's Box at Frank Howard Memorial Stadium. Representative Anolyn Watkins was in charge of the affair. Plaques were presented to six outgoing commission representatives and one alternate representative for their contributions to the Commission and to the classified staff at Clemson University.

The Communications committee met regularly in the Collins Room of the Poole Agricultural Center. The meetings were well attended and functional. An agenda was prepared for each meeting by chair Ben Morton and the minutes of each meeting were duly recorded by Tammie McCall. The committee was saddened early in the year by the death of member Patricia Durham but cheered later in the year by the birth of a daughter to member Kathy Hunter.

Respectively submitted by

Ben Morton
Chair