Present: Sandy Smith, Jo Abernathy, Patsy Sowell, Cecil McCaskill, Lynn Belding, Dick Simmons, Lynn Reeves, Ben Morton, Teri Alexander, Phil Howard.
Absent: Ray Thompson, Fran Massey, Kay Long, Ron Herrin.

From the Chair:
The minutes were approved with one addition. Jo Abernathy was introduced as the Chairperson for the Communications Committee. Bill Barron, President of Faculty Senate, would like to form a small committee to address the parking situation. Primarily he would like to familiarize himself with the problems. A group picture will be taken at the June 9 meeting. Beth Jarrard is not responsible for group pictures and this photo will be taken by the Photo Lab. David Vogelsang from Student Affairs will give a presentation on the AIDS Quilt Project at the June 9 meeting. The July meeting will be held at the Academic Learning Center (Vickery Hall). The October meeting will take place in Lehotsky Auditorium. There are no President's Cabinet meetings scheduled for May.

Sandy was asked to serve on a grievance board regarding sexual harassment. Sandy asked the Executive Committee to consider having a speaker from Human Resources address this issue at a Commission meeting. There is a need to raise the consciousness level of staff regarding this issue.

Committee Reports:
Welfare/Planning - Lynn Belding has been elected Chairperson. Stephanie Clark will serve as Vice-Chair. Dave Fleming sent out a survey on night courses. There is sufficient interest among staff especially in an MBA program. Discussion followed about best serving the staff in a night course program. The committee is working on agenda items for the new year. Lynn asked about the annexation of the University to the City and wondered if we needed to have a representative involved in those discussions or
have a speaker to share information. The speaker should address issues in the annexation that are important to Classified Staff Members. Mary Poore is a city representative. The resolutions regarding Handicapped Committee and Group Insurance were forwarded to Ron Herrin for approval by those committees. The resolution regarding Vending Machine should go to Student Affairs for approval.

**Communications** - Jo Abernathy was elected Chairperson. Tammie McCall will serve as recorded. The committee is working on the 1992-1993 agenda and have the following ideas: 1) brochure with photos of current Commission members, 2) update the brochure to contact representatives, 3) update the Hazardous Weather brochure, 4) make a video for new employee orientation. Lynn suggested that we look at the costs and if needed ask for more funding next year. A question was raised about the meetings discussed in the Strategic Planning document - will quarterly meetings be held? The Vice President in each area will probably need the help and support of Classified Staff to plan the meeting. Assignments were made to committee members.

**Scholarship Committee** - Ben Morton, Chair, reported that there are many questions about the Scholarship Fund which bear review. Patsy received a letter regarding the fund and endowment. Ben intends to fully investigate the fund and how it is handled. He wants the Commission to fully understand the Scholarship Fund. The Committee will work with an officer from Development to answer questions.

**Ad-Hoc Election** - Kay Long, absent. Teri Alexander reported in her absence. New members should be finalized and announced by the afternoon (Secretary's note -The new member and alternate to replace John McKenzie and Ralph Roach have been elected. Gloria Smith (Rep) from the Academic Learning Center and Karen LeMay (alt) from Conference and Guest Services have been elected.)

**Treasurer's Report** - Lynn Reeves reported that refreshments cannot be funded out of state money. A letter was sent to David Larson requesting discretionary funds. Lynn needs any outstanding bills to finish up the fiscal year (such as the nametag bill). We expect to receive the same funding for the '92-'93 FY as last year.
A discussion followed about the need for permanent space for storage of old records, etc. The Executive Committee should consider this and we'll talk with Personnel about this. We are asking Student Government if they have closet or storage space for the Commission to use in the Student Senate Chambers area.

**Old Business** - Teambuilding seminar will be held at Holtzendorf Conference Room at 9am tomorrow, June 2, 1992.

**New Business** - Teri Alexander reported that she had been approached by a classified staff member in Engineering to ask Library staff to participate in a petition regarding parking. The petition involved refuting the increase in the parking fee to $25.00 for the next year. Discussion followed. The Commission voted in April to support a resolution along with Student Senate and Faculty Senate to increase fees for 1992-1993 but only if alternate revenue sources are investigated for the future. Any classified staff member is free to participate in this petition; however, the petition will not be addressed by the full Commission since parking issues have been handled via the resolution.

Phil Howard suggested that we might consider applying for funding through Tigerama for the Scholarship Fund. Ben Morton will follow up.

Recorded by Teri Alexander.

Absent: Lynn Belding, Charlotte Holmes, Diane Jones, Fran Massey, Dick Simmons, Michael Simmons, Ray Thompson.

From the Chair: Sandy called the meeting to order and welcomed all representatives, alternates and guests. She turned the program over to Phil Howard who introduced the special guest, David Vogelsang, Chairman of the Aids Memorial Quilt Project.

Guest Speaker: David Vogelsang gave a brief video presentation and lecture about the Aids Memorial Quilt Project. The project began in 1987. A 200 panel portion of the quilt will be on display from September 2 - 5, 1992 in the Palmetto Ballroom. The quilt is handled by the Names Foundation and is a memorial to those who have died from AIDS. The quilt is expected to have 20,000 panels by the fall in totality. An opening ceremony will be held on Wednesday September 2 at 7:00pm and a dedication on the last day Saturday September 5 at 6:00pm. The project members are looking for support by endorsement, monetary support and volunteers to work with the project. Phil Howard, the Vice-Chair of the Commission, is serving as the Volunteer Chairperson. A volunteer list was routed to all members.
From the Chair: The minutes were approved as written. New Representative Gloria Smith and Alternate Karen LeMay were welcomed to their first meeting. A request came to Sandy from Bill Barron, President of Faculty Senate to form a small committee to orient himself to parking problems. He asked for a representative from the Housekeeping area and Annie Walker agreed to serve as well as Stephanie Clark from Academic Affairs.

The group photograph is re-scheduled for July 14, 1992 at the Sikes Hall steps. The Commission meeting will be held at the Academic Learning Center (Vickery Hall). Around 11:45am we will walk to Sikes for the picture. The photo will be displayed in University Square in Employee Services. Members and alternates should have received a letter from President Lennon to the supervisors endorsing service with the Commission. A letter will also go to the members and alternates concerning the EPMS format.

If any members need nametags, please let Sandy know.

Committee Reports:
Policy/Welfare Committee - Lynn Belding absent. Stephanie Clark, Co-Chair, reported that the leave pool questions were resolved. Requests are channeled to Employee Services and then to the Budget and Control Board. The reason for the request must be catastrophic. Ten of twelve requests for sick leave have been approved as well as sixteen of eighteen annual leave requests.

First Aid kits for Academic Buildings is pending. An exchange program between Clemson and USC is also pending. The committee is working on a list of other University Committees that the Commission might join.

David Fleming presented information to the Committee regarding night courses. Of the 822 respondents, a majority expressed an interest in the MBA program. David will prepare results for the President.

Communication Committee - Jo Abernathy reported that the committee met on May 26. Ben Morton chaired the meeting and Jo was elected Chairperson. Committee assignments were made and agenda items for the upcoming year were discussed. Some
of the suggestions involve a variety of brochures and a video with information about the Commission. Linda Gable, an off-campus representative will work on a format of any mailings or information that needs to be distributed to off-campus people. Kathy Hunter volunteered to assist. Ben also announced that the newsletter is ready for distribution to all constituents.

Scholarship Committee - Ben Morton, Chairperson talked to Commission members about the purpose of the Scholarship Committee. Three or four years ago the Commission began soliciting donations from staff. The goal is to try to increase funding. The Scholarship is currently based on need and the committee needs to review guidelines. The next meeting will be held on June 17 at 9:00am in P&A. Committee members are: Kathy Hunter, Cecil McCaskill, Lib Mills, Dave Mulberger, Patsy Sowell, Margie Spangenberg, Linda Westbrook and Teri Alexander. Contact these members with your ideas!

Budget Report - Lynn Reeves reported that the budget has a balance of $238.00. Please give all outstanding bills to Lynn.

University Committees:
Parking Committee - Stanlee Miller absent - no report.
Accident Review Board - Kathy Ricketts reported no meeting.
Strategic Planning - Teri Alexander reported for Ruth Taylor that the committee had not met recently.
Joint City/University - Cecil McCaskill reported that he attended the June 2 banquet. Two guests from Virginia were at the banquet and discussed annexation of services between a city and a university. Sandy announced that we would invite a committee member from each area would be invited to speak on how the annexation might affect classified staff members. The speakers will be scheduled for the August meeting.
Facilities Planning - Melanie Waters reported - no meeting.
Athletic Council - Patsy Sowell reported that the group wrapped up the end of the year.
Recreation Advisory Committee - Phil Howard reported - no meeting.
President's Cabinet - Sandy Smith reported - no meeting.
Southern Bell Steering Committee - Kathy Hunter reported
that 911 installation is planned for the fall. By dialing 911 the number would ring directly to the dispatcher at the police department. There are some legal issues to be resolved. A contract was awarded for cable television but two protests were voiced. The next meeting is scheduled on June 25, 1992.

**Centennial** - Dewey Barefield - no report.

**Old Business:** Sandy reported that the teambuilding seminar was held on June 2, 1992 and representatives enjoyed a good presentation. A question was raised about the relationship between the teambuilding seminar and TQM (Total Quality Management). Phil Howard responded that the seminar focused on members of a team working together as opposed to individuals working independently. The seminar gave "How To's" create a team atmosphere and be a team member.

Sandy reported that we are asking Paul Michaud to help us find space for office and storage.

**New Business:** Jane Knapp from the Office of Human Resources will be the July guest and will speak on Sexual Harassment.

There was a motion presented and seconded that we endorse the quilt project. Discussion followed. The first motion was amended and seconded with this statement:

"The Commission on Classified Staff Affairs will endorse the presentation of the Aids Quilt because of the educational benefits for the faculty, staff, students and community of Clemson University."

Teri Alexander asked a question about the endorsement of the proposal by the Committee to Promote the Clemson Experience. Since Lynn Belding representative to that committee is absent, the Commission will discuss at the next meeting in July.

Recorded by Teri Alexander.

**MEXT MEETING** - July 14, 1992 10:00AM - Academic Learning Center (Vickery Hall). Group photo immediately following at Sikes steps!