PRESENT:  Sandy Smith, Ben Morton, Phil Howard, Teri Alexander, Lynn Belding, Jo Abernathy, Cecil McCaskill, Allen Godfrey (for Lynn Reeves).

ABSENT:  Patsy Sowell, Ray Thompson, Ron Herrin, Dick Simmons, Fran Massey.

From the Chair:  The minutes were approved with one correction. Sandy attended the Board of Trustees breakfast. She was invited as President of the Commission along with other key campus personnel such as the President of Faculty Senate, President of the Student Body, etc. One member of the Board issued a challenge to the Board to match the funds of the Scholarship Fund to show support of the classified staff. The breakfast meeting was a success.

The Commission requested $5000 in discretionary funds to be used for the annual banquet, but we have received no word yet.

Sandy reported that a meeting is being scheduled with an analyst from the Budget and Control Board to look at Clemson jobs. She has been invited to participate.

Committee Reports:
Welfare/Policy - Lynn Belding reported that the committee had met with Paul Michaud, Associate Vice-president for Personnel Management. Questions were submitted and the entire meeting was covered with programs, eye care and a University classification system. Mr. Michaud is asking for assistance with the EPMS system. The option of one free course for January is good but remains at the discussion stage.
Communications - Jo Abernathy's committee met on September 8, 1992. A special edition of the Inside Clemson newsletter will be distributed to all employees as part of a joint venture with the staff of Inside Clemson to address budget concerns relating to personnel.

The Benefits Fair will be held on October 27 and 28. Prizes have been ordered for the Commission Booth. A sign up sheet will be distributed at the October meeting for volunteers to work the booth. The group is having problems locating the backdrop to use for the booth.

Scholarship Committee - Ben Morton reported that forms will be distributed to all representatives encouraging support of the Scholarship Fund through employee donations. All representatives will be asked to work with their alternates to increase the number of donors. Ben suggests that we set up an open meeting for December to discuss the Scholarship Fund with any staff who have questions.

Ben will be working on the Annual Golf Tournament in the early part of next year. He is looking for some staff who have experience in raising money through tournaments.

The new Scholarship Fund contract has been signed!

Treasurer's Report - Allen Godfrey reported in Lynn Reeve's absence. The Commission has spent $70 to date.

Old Business - Teri Alexander asked a question about the committees that we have requested representation in - have we heard from those committees? There are several University committees that the Commission passed resolutions requesting membership. Lynn Belding will follow up on the committees that fall in the policy-welfare area.

Lynn posed a question about the committees which have been formed to address the budget issues in the Ag & Natural Resources area. The suggestion has been made through staff that the Commission take a pro-active role in those committees if it isn't too late to become involved (A classified employee is serving on the committee but isn't an employee of that area). Sandy will talk with Dick Simmons in Personnel.

Phil Howard reported that there are two other campus groups that are investigating the issue of employee child care. Almeda
Jacks, Vice-president for Student Affairs, will refer the matter to the Vice-presidents for discussion if there is to be further study or a consolidated effort.

**New Business** - Cecil McCaskill report from Joint City/University Committee that the new brick crosswalk on Highway 93 will go in during Christmas Break.

Adjourned at 3:30pm.

Recorded by Teri Alexander.

**NEXT MEETING** - Monday, October 26, 1992 - 2:15pm - Room 114 Conference Room - University Square.
COMMISSION ON CLASSIFIED STAFF AFFAIRS
COMMUNICATIONS COMMITTEE MEETING MINUTES
October 13, 1992

PRESENT: Jo Abernathy, Tammie McCall, Kathy Brock, Judy Pilgrim, Mary Purcell

NOT PRESENT: Melanie Waters, Diane Donald, Natalie Garrison, Kay Long, Mike Simmons, Linda Gable, Patsy Smith

The minutes of the August 25 and September 8, 1992 meetings were approved with the date correction to be made on the September record.

Chairman's Report - Jo Abernathy discussed mailing the special issue of Inside Clemson to those who would not receive it due to budget cuts in agricultural personnel. The communications committee will be responsible for distribution of this one very informative issue. Judy Pilgrim will get labels. Judy will also distribute as many as possible at a meeting in Columbia tomorrow which includes some of these people. Judy suggested that a contact be established for ag. employees to address concerns or questions. An electronic mail address seems most feasible. Jo offers her electronic mail box, suggesting that the communications committee may be able to answer or appropriately address some concerns with literature already available, and forward other concerns to Sandy Smith for the commission to address.

Benefits Fair - Mary Purcell reported that several nice gifts have been obtained for the giveaways. Jo suggested that we recognize the companies providing gifts by displaying a "Thanks to ..." card on our table. This would give them some advertising in return for their support. A sign in sheet was circulated for volunteers. Mary asks where we may store the extra material from the benefits fair. Jo will research/find a storage place. The committee decides that four drawings will be held during the two days, possibly around lunch and at the end of each day. Jo suggests we have a bowl of candy to get people to stop at our table. She will get the candy.

Newsletter - Jo reports that Diane Donald has several items already for the newsletter. We will probably have a special meeting in order to have a newsletter ready for the December commission meeting.

Group Photo - Jo asks if anyone knows what to do with it, since it doesn't nearly represent the entire commission. She will find out if it can be used.

Portable Displays - Jo circulated literature on purchasing display boards/back drops. Mary will investigate and report with the best vendor.

South Carolina Employees Association - Robbie Nicholson will be with us soon to talk about the association. We will discuss how we may work collectively in our efforts.

There being no further business, the meeting was adjourned at 2:00 p.m.

Submitted by Tammie McCall, Oct. 14, 1992
CLEMSON UNIVERSITY  
COMMISSION ON CLASSIFIED STAFF AFFAIRS  
MINUTES  
Tuesday, October 13, 1992

Note - The agenda was changed for the October meeting to allow classified employees in the Agriculture and Natural Resources areas to talk with Paul Gable, Assistant Direct of Extension – Financial and Jim Miller, Assistant Dean. A question and answer period followed from 10:00 am - 11:45am. The session was videotaped by __________ and regular minutes of the questions were not recorded by the Commission secretary. For specifics on this meeting, ??????????

From the Chair: Sandy asked if we could perhaps provide some assistance in sending copies of the Inside Clemson to the extension employees. Due to the expense of such a mailing, Inside Clemson has not been mailed to those employees. Jo Abernathy will take this issue back to the Communication Committee for discussion.

Scholarship Committee - Ben presented the Scholarship information packets to all representatives. He encouraged all reps to actively work on boosting the number of donors. Make personal contact – do not rely on the handout!!!

Communications - Jo Abernathy routed a sign up sheet for volunteers to work the Benefits Fair Booth. She still needs volunteers.

Sandy suggested that another Inside Clemson issue might be appropriate to ease the tension and anxiety over the reduction and budget issues. Employees are feeling such uncertainty that a special issue might help to ease those fears.

The meeting was adjourned at 12:10.

NEXT MEETING - Tuesday, November 10, 1992 - 10am  
Student Senate Chambers - Guest Speaker: