CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION
EXECUTIVE BOARD MEETING

Monday, February 28, 1994

Present: Alexander, Howard, Smith, Belding, McCaskill, Abernathy, Simmons, Pawlowski, Reeves, Long
Absent: Thompson, Massey, Herrin

From the President:
Phil announced that the President's Cabinet that approval is complete for the Golf and Conference Center.

Committee Reports:

Policy/Welfare: Stephanie reported the parking budget will be included in an issue of Inside Clemson. C1 and E1 lots will be all employee parking. The new lot at the Fire Department will be a commuter lot. Across the street a 600 space lot will be open for cars with any decals. Stephanie asked Phil if he had heard approval regarding the attendance policy for staff to graduation ceremonies. Stephanie also announced that tax rates have changed regarding business lunches and overnight stays.

Communications: Jo Abernathy announced that 500 staff members had responded to the recent survey. Of the total, 255 requested a monthly newsletter. Thirty staff reported that it was the first newsletter they had seen. Requests were made for the agendas prior to the meetings and the minutes quicker than in the past.

One employee had written the Commission and not received a response. Jo reported a concern about distribution of newsletters. She is recommending that the committee take over the newsletter and distribute to all employees rather than relying on the representative.

The Board discussed the possibility of having a discretionary fund and changing our budget to allow for a fund. We might be able to endow expenditures if it won't interfere with the Scholarship Fund.

Scholarship: Cecil McCaskill reported that he is working on having the Scholarship funds transferred into the endowment. There may be a problem in the transfer. There were no problems encountered last year. We are receiving around $800-900 per month in donations. We've hit the $40,000 endowment goal. Phil is asking for written procedures regarding transfers, etc. so that we have a written record. Fewer scholarship applications were received this year and we may need to do more publicity. Cecil will keep us posted.

The Golf Tournament will be held on May 21, 1994 at Table Rock. Cecil is asking Kathy Yates to help with door prizes (since she was such a tremendous help last year!). Cecil needs help with coordinating the hole sponsors and other projects.
Budget Report: Lynn Reeves reported a balance of approximately $2245.00 in the account. She also reported that she had held meetings in her area but had low attendance. Lynn suggested that we ask about the option of having a payroll deduction for the parking fees.

Membership Committee: Kay Long reported that the group is working on the annual luncheon. Three areas are still pending on new representatives or alternates. Kay asked about honoring alternates who are very active. All alternates will receive certificates. The Board also discussed plaques versus certificates for representative who are re-elected as alternates for a second term. Plaques will be given to the representatives and certificates after the second term as alternates.

Phil encouraged the Board to re-think the distribution of representatives and consider the geographic lines. Kay complimented that committee and feels that the members for next year are strong and will work hard for the Commission. Kay is working on a brochure about the committee and it's functions. Kay suggested framing the alternates certificates.

A menu needs to be selected for the luncheon. Kay mentioned several options, but will talk with ARA about what they have to offer. We are working within a limited budget.

Old Business
Phil reminded the Board members that nominations are due for the election of new officers in March.

Strategic Planning for the University is moving along. Steering and sub-committee have been formed and are functioning.

New Business
At the April meeting Phil will give an end of the year report. Cecil will also provide a 'State of the Commission' address.

Phil will write a resolution requesting that a classified staff member be included on the Presidential Search Committee.

Meeting adjourned at 4:12 pm.

Recorded by T. Alexander (and Lynn Belding).

NEXT EXECUTIVE BOARD MEETING - March 28, 1994 at 2:15 pm in 114 University Square Conference Room.
Strategic Planning:
- Have several issues
- Short range & mid range: this year need to address, 2 year budget cycle -
- CU must reorganize
- March 15 - "No One Runs the Place" - Financial World Magazine
- Long range challenge - "see vision statement"

Video (need to see)

5 task forces - submits -