Present:
Absent:

From the President: Phil welcomed all new and old members and gave a special thank you to the Membership Committee for the arrangements. The minutes were approved with one correction (Alexandra Barnes was left off the roll call).

Phil reported that he had attended the President's Cabinet meeting. This week is a crucial one for us in Columbia. Legislators are discussing the reorganization of Higher Education. There are efforts to stall the bill by the House but the Senate wants to add it to the Appropriations Bill this year. Phil urged all representatives to watch the news for updates.

Nominations and elections were handled for officers for the upcoming year. Robbie Nicholson was nominated and accepted the nomination for Vice-President. A motion was made and passed that the Commission accept the slate of officers by acclamation. The following officers are elected for the 1994-1995 year.

Vice-President: Robbie Nicholson
Treasurer: Lynn Reeves
Secretary: Lynn Belding
Parliamentarian: Cathy Bell

Phil began the new member orientation program by asking all members and alternates to introduce themselves. Phil also issued a special thank you to Ray Thompson for his support to the Commission and to Susan Reeves who served as a volunteer-at-large and worked as editor of the newsletter. Phil urged all members to meet each other and network together.

Phil gave a state of the Commission address and stated the goal of the Commission as representatives is to represent and communicate to constituents. The information shared and discussed impacts staff heavily. It is important to attend all meetings and urge alternates to attend as well. Find a method to communicate with constituents. The Commission publishes a
newsletter and Inside Clemson carries vital information. Representatives should communicate person to person or face to face as much as possible.

Phil announced the Scholarship Fund as a highlight from the year. The Commission is now able to fund eight scholarships and reached a goal of $25,000 for an endowment account. The establishment of the Membership Committee is also a highlight from the year. The Commission had developed to the degree that we needed a formal procedure for handling new members. Several policy changes were enacted and/or supported such as the Comp Time Policy and Staff Attendance at Graduation.

Phil issued a challenge for the future. It is important that the Commission push for a change in the language of the University. Classified Staff are included in all the processes. Phil also included outside media sources. We should, in the future, tighten processes for resolutions and procedures and work on relations. Judy Nicks at DAPS has offered to serve as a historian. She'll work on a brief history statement of the Commission.

Phil turned the program over to Alexandra Barnes for the remainder of the new member program. A record number of eighteen new members are serving for 1994-1995. Notebooks were presented to each member. Alexandra reviewed the policies and procedures and highlighted. Each member should sign up for committee work.

The program was turned over to the new President Cecil McCaskill. Cecil asks that alternates be encouraged to serve more actively. Cecil issued a challenge that each representative get to know the constituents, communicate and be prepared to take initiative. Cecil also gave a report on the Scholarship Committee. He is actively seeking members. The Commission must continue to build the program. The Golf Tournament is approaching and he needs help with coordination. Kay Long is coordinating prizes.

**Committee Reports:**

**Communications** - Jo Abernathy reported that the committee has undergone changes during the year, particularly with the formation of the membership committee. They have worked hard and looks forward to another challenging year. The committee plans to revise the brochure and to publicize the work of the commission. Jo offered a special thank you to Beth Jarrard with
Inside Clemson for all of her work. She also thanked Ray Thompson for the Benefits Fair and the coordination of the fair. Jo reminded members that normally the newsletter is published four times yearly, but at the suggestion of staff the newsletter will be printed monthly. Jo thanked Susan Reeves for her work as editor and Kathy Brock in charge of distribution. Approximately 600 surveys were received with suggestions. The contest to the logo will be extended to June. Susan Reeves is working on the banner for the Commission.

Policy/Welfare - Stephanie Pawlowski announced that the committee would hold its' next meeting in May to look at performance pay increases and re-classifications campus wide. The official approval regarding attendance of graduation ceremony during work time is pending the approval of President Lennon.

Membership - Kay Long thanked the committee for their work during the year. The activities involved in membership are listed in the brochure.

Treasurer's Report - Lynn Reeves reported that she attended a budget meeting and discovered that the Commission has $250 in discretionary funds for our use. There is more leniency in the use of discretionary funds now. Please contact Lynn prior to any purchasing.

From the President: Cecil again urged all members and alternates to serve on a committee. He is also looking for a volunteer to serve on the Joint City/University committee. Phil reminded us that all meetings are open to the public. Reporters from the media do attend and should make our statements and contacts as professional as possible. Encourage your area staff to attend meetings. The Commission Annual Report is given at the December Faculty and Staff meeting. Phil urged all staff to attend that meeting and show support for Cecil. Phil also reminded staff that correspondence with the Commission is in confidence. Phil also reminded all members of the urgency and importance of contacting legislators! It is vitally important that we have a strong voice to sway legislators. Other groups are strongly heard in Columbia and the Commission should, as well. Phil encouraged staff to keep their ears open - if you hear of a committee or an issue that the Commission should be included, be aware!

Phil recognized the new Vice-President Robbie Nicholson. Robbie is currently serving as the Clemson Chapter President of
the State Employee Association. Robbie also announced that this is the crucial time in Columbia. Robbie thanked the Commission for asking her to give monthly reports. A legislative breakfast will be held annually with the local legislators and this provides any state employees the opportunity to provide input to the legislators.

Old Business - A representative asked if the conference on Sexual Harassment would be videotaped for off campus staff members. Kaye Hickman responded yes. A question was also raised regarding the re-organization in a particular area or college - shouldn't the group have classified representation? Phil asked the representative to ask the question to the leadership in the area. If a negative response is received, please report back to the Commission. A question was asked about vending money or discretionary money. Who is entitled? How does a college or area apply for the money? Phil responded that vending money is a type of discretionary funding with different regulations.

Guest Speaker, President Max Lennon - Dr. Lennon spoke to Commission members and alternates. He announced that the Senate passed a bill with dramatic impact on higher education. This bill will give the Governor the power to appoint a Board of Trustee Member. The Council of Presidents will have a major responsibility now in assessment and planning as will the Board Chair. There are flaws in the plan - some areas are not happy. The House has prepared a budget with salary adjustments for state employees. To this date, the House plans to fund the increases. Two percent is proposed across the board with a two percent for salary compression. Dr. Lennon would like for the University to add to the increases by the State and base the increases on performance and merit. The Commission will be involved in the process.

There is a strong feeling on the board to keep tuition in line with inflation. An eighteen month to two year budget will be prepared and compensation will take a priority in the budget. Formula funding has decreased to 65% from the State. The budget generally looks better for the 1995-1996 year from the State.

The business meeting was adjourned to present members and alternates with plaques and certificates and for LUNCH!

Recorded by Teri Alexander.

Next Meeting - Tuesday, June 14, 1994 - 10:00 am - Student Senate Chambers.
CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION
AGENDA
Wednesday, April 13, 1994
President's Box
ANNUAL LUNCHEON MEETING FOR OLD AND NEW MEMBERS!

1. Call to Order.
2. Officer Nominations and Elections.
4. Approval of Minutes.
5. Announcements from the President.
   A. President's Cabinet Report
6. Committee Reports:
   A. POLICY/WELFARE - Stephanie Pawlowski
   B. COMMUNICATIONS - Jo Abernathy
   C. SCHOLARSHIP - Cecil McCaskill
   D. BUDGET - Lynn Reeves
   E. MEMBERSHIP - Kay Long
7. University Committees:
   A. Traffic/Parking - Stephanie Pawlowski
   B. Accident Review Board - Lillian Lappie
   C. Strategic Planning - Phil Howard
   D. Joint City University - Cecil McCaskill
   E. Facilities Planning - Melanie Baker
   F. Athletic Council - Patsy Sowell
   G. Recreation Advisory - Helen Adams
   H. Telecommunications - Kaye Hickman
9. Old Business
10. New Business - Co-sponsorship of an event with SCSEA
11. ANNOUNCE NEW OFFICERS

NEXT MEETING - Tuesday, May 10, 1994 - 10:00 a.m. - Student Senate Chambers.