

**CLASSIFIED STAFF COMMISSION
CLEMSON UNIVERSITY
MINUTES
TUESDAY, DECEMBER 13, 1994**

President McCaskill called the meeting to order at 10:06 a.m.

Present: Abernathy, Adams, Baker, Barnes, Belding, Bell, Clark, Evatt, Garrison, Harbin J., Haynes, Hickman, Hubbell, Jarrard, Jones, Kleister, Ladd, Lappie, McCaskill, Moore K., Moore M., Nicholson, Perry, Pullen, Reeves, Simmons, Waddell, Morton, Reeves S., Shanahan

Absent: Alexander, Allen, Allgood, Bishop, Butler, Callahan, Duncan, Fulghum, Harbin, Herrin, Howard, Hunnicutt, Jameson, Johnson, Jones D., Littleton, Lyda, Massey, Matheson, Morgan, Pawlowski, Reed, Robbins, Spangenburg, Staggers, Stuntz, Thompson, Warmath, Yates

The minutes were approved as written.

Announcements from the President: The Graduation Attendance Policy allowing Classified Staff to attend graduation without taking annual leave was approved. Copies of the policy will be distributed to the Vice Presidential areas. E-mail distributed by Mr. Prince on Friday should have gone to staff also. There are copies in the lobby if you did not receive one. The general faculty staff meeting is December 21, 1994, 1:00 p.m. in Tillman Hall.

Committee Reports:

Policy/Welfare--No report

Communications--The December newsletters are in the lobby, please pick up your packet and distribute to your constituents. Several changes were made in the format and all the copies are provided. You will need to sign each copy of the newsletter before distribution. The committee will be updating the Legislative Brochure. There will be no December meeting.

Scholarship--A packet for each representative containing letters regarding scholarship donations is in the lobby. Please hand deliver to your constituents. The committee is requesting any suggestions for fund raising activities. They will meet directly following this meeting in the back of the room and anyone interested is invited to attend..

Budget--All invoices have been forwarded to accounts payable. Money left over from last year has been carried over to this year and Lynn will bring the figures and balance to the next meeting.

Membership--Recommendations for extending the current terms of officers will occur under new business.

University Committees:

Traffic and Parking--No report

Accident Review Board--No report

Joint City University--The committee met last month and discussed an update on the strategic plan and improvement on relations. Michael suggested the Chamber of Commerce participate in the next Benefits Fair. A representative from the city will look into the Benefits Fair.

Facilities Planning--No report

Athletic Council--Minutes are in the lobby.

Recreation/Advisory--No report

Telecommunications--911 service will be available on Campus by January 9, 1995. The agreement for offering voice mail has been signed and testing should be completed in two weeks. Orders for this service will be taken after completion of the testing. Ten new emergency phones should be in place in the next few weeks. If your building does not have access to an emergency phone, please contact someone on the Telecommunications Committee for consideration of a phone in your area. Approximately five new phones are added each year. A committee to coordinate information technology has been formed. It will be composed of 5-7 members mostly on the Vice-presidential level. The next Telecommunications Committee meeting will be in January 1995.

Business Services--No report

Fine Arts--No report

UCCAC--No report

SCSEA--Everyone is encourage to attend the Legislative Breakfast on December 14, 1994, 7:00 a.m. at the Holiday Inn. No reservations are necessary. Legislatures from three counties will be present.

Old Business:

The privatization committee composition was amended to remove the restriction of someone from personnel being designated as the chair of that committee. This was presented to the full commission as a motion from the executive committee and passed.

Catherine Bell, Parliamentarian, presented a change in agenda format to eliminate the Call to Order and change Old Business to Unfinished Business. The format would remain the same other wise. The motion was approved.

Kaye Hickman presented a motion that the election process for 1995 only, be July through September 1995. Current members would serve until September 1995. This is recommended because of the current restructuring. The motion was approved.

Restructuring was discussed by the group with input from several areas.

The meeting was adjourned at 10:37 a.m.

The next meeting will be Tuesday, January 10, 1995, 10:00 a.m. in the Student Senate Chambers.