

**CLASSIFIED STAFF COMMISSION
CLEMSON UNIVERSITY
EXECUTIVE BOARD
MINUTES
March 5, 1996**

President Robbie Nicholson called the meeting to order.

Minutes from the past meeting were distributed and approved as written.

Present: Becker, Belding, Bell, Evatt, Hickman, Moore, Nicholson, Robbins, Simmons

Announcements from the President:

1. Donnie Brewer, Fire Safety Marshall, is our scheduled speaker for the March Commission meeting.
2. Isaac Wallace is the Commission's representative on the Committee on Minority Life at Clemson University.
3. A representative is needed for the Child Care Review Selection Committee

Steve Robbins thanked everyone who devoted the time and effort into revising the Policies and Procedures for the Classified Staff Commission. He asked Cathy Bell to present the document to the Executive Board. Cathy iterated the format remains fundamentally the same as the original document. The charge of the Commission remains constant as set forth by President Atchley. Cathy reviewed the changes under each heading and the reason for the revision. Wording consistency and continuity throughout the document was a primary goal as the document was revised.

Discussion ensued about absenteeism by Commission members and the minutes will reflect absentees and members present. The secretary is responsible for maintaining attendance rosters and will refer any member with three(3) unexcused absences to the Executive Board for further review.

The status of ex-officio members was discussed. Dick Simmons offered background information about personnel director's role on the Commission. The recommendation is to retain the status of ex-officio members in a non-voting capacity for advisement and reference.

Committee functions and transition of leadership were another discussion issue. Better communication, concise and accurate descriptions of Committee functions are now in place. Each committee should develop a means for ensuring a smooth and expeditious transition period.

Additional discussion continued throughout Cathy's presentation and minor wording changes were recommended. The document will be mailed with March meeting agenda

and voting for the adoption of the revised Policies and Procedures will appear on the agenda under unfinished business.

Communications Committee: Michalann Evatt reported the inserts for the brochures are ready for printing. There was no meeting this month.

Membership: Kaye Hickman said elections will be complete on March 7. Gladys Butler resigned and Sherry Pierson is the new representative for her area.

Treasurer's Report: Calvin Becker stated the endowment fund has \$65,000+ as of December 1995.

Scholarship: The Golf Tournament has been rescheduled for Falcon's Lair Golf course on May 4 (rain date is May 19) and preparations are underway. All assistance is appreciated and awards and hole sponsors are being solicited.

Unfinished Business:

1. Cards for representatives to send to constituents acknowledging achievements, congratulations, condolences, etc., were discussed. The Board recommended purchasing cards in a stock format and distributing them to the representatives. Robbie will present this idea to the Commission at the March meeting.

New Business:

1. Michael Moore requested the agenda for the March meeting include the extension of the YMCA lease under new business.

Meeting adjourned.

Next meeting is March 26, 1996, at 2 p.m.