CLASSIFIED STAFF COMMISSION
CLEMSON UNIVERSITY
EXECUTIVE COMMITTEE AGENDA
Tuesday, May 28, 1996, 2:00 p.m.
106 University Square Conference Room

1. Approval of Minutes

2. Announcements from the President

3. Committee Reports
   A. POLICY/WELFARE - Steve Robbins
   B. COMMUNICATIONS - Michalann Evatt
   C. SCHOLARSHIP - Brian Becknell
   D. MEMBERSHIP - Cal Becker
   E. MEMBERSHIP - Alexandra Barnes

4. Unfinished Business
   Review of University Committees/Councils:
   A. Strategic Planning - Cathy Bell to check on this committee.
   B. Facilities Planning - to be restructured
   C. Joint City/University - Tony McGuirt
   D. Athletic Council - Mike Moore
   E. Accident Review Board - Lillian Lappie
   F. Parking Review Board - Lillian Lappie
   G. Telecommunications - Brian Becknell
   H. Recreation Advisory - reactivated for fall?
   I. University Vending Machine - Mike to talk to Charles Tegen.
   J. Committee on Access & Accommodation - Find out name of staff person on committee, can they give us a report or can we be allowed to serve on their Committee. Mike to check on this committee.
   K. Group Insurance - not active per Ron Herrin
   L. Fine Arts - Alexandra to check on this committee.
   M. CATS - Robbie Nicholson
   N. Minority Affairs - Isaac Wallace
   O. Parking Advisory - Elmer Gray
   P. Human Resources Advisory - Mike Moore & Steve Robbins
   Q. Bookstore Advisory - Cathy Bell
   R. Budget Council - Mike Moore
   S. Constituent Council - 2 who?

5. New Business
   A. Money
   B. Beth Jarrard - Guest or Ex-Officio?

6. Adjournment

NEXT MEETING - TBA.

DEBBIE CALHOUN
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--- RFC822 Header Follows ---
From: Debbie Calhoun (5/20/96)
To: MMOORE@CLEMSON.EDU, MANTONY@CLEMSON.EDU, DCCAL@CLEMSON.EDU,
BCALVIN@CLEMSON.EDU, MABELL@CLEMSON.EDU, MEGIT@CLEMSON.EDU, ABB@CLEMSON.EDU, BECK@CLEMSON.EDU,
OBINS@CLEMSON.EDU, NROBBIE@CLEMSON.EDU, SIMMONS@CLEMSON.EDU
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Please let me know that you received this message. Thanks.
Below you will find the agenda for the 6/25 meeting and a draft of the minutes from the 5/28 Exec Comm. See you there.

CLASSIFIED STAFF COMMISSION
CLEMSON UNIVERSITY
EXECUTIVE COMMITTEE AGENDA
Tuesday, June 25, 1996, 2:00 p.m.
106 University Square Conference Room

1. Approval of Minutes

2. Announcements from the President

3. Treasurer's Report

4. Committee Reports
   A. POLICY/WELFARE - Steve Robbins
   B. COMMUNICATIONS - Michalann Evatt
   C. SCHOLARSHIP - Brian Becknell
   D. MEMBERSHIP - Alexandra Barnes

4. Unfinished Business
   Recreation Advisory - Any suggestions in case we do not get volunteer?
   Committee on Access & Accommodation - Current status?
   Laptop computer - More on this later.
   Suggested names or confirmation of names of others to be part of ad hoc

   Records Management Committee.
   Commission goals and objectives - Have them or not.
   Policy and Welfare resolution for investment of state retirement funds.
   Complaints about construction at Ravenel.
   Mailing out of regular CSC meetings.

5. New Business

6. Adjournment

NEXT MEETING - TBA.
<table>
<thead>
<tr>
<th>Year</th>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>1987</td>
<td>Past President, Chair</td>
<td>John Clemmer</td>
</tr>
<tr>
<td>1988</td>
<td>President</td>
<td>Judy Swartz</td>
</tr>
<tr>
<td>1989</td>
<td>President</td>
<td>Inez Taylor</td>
</tr>
</tbody>
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Secretary: Deanne Haseltine 1984-86

Ruth Chair 1988-91

Lynn 1991-92

1st President Elect: Ruth Taylor

1991 - Scholarships going stronger yet again.
President Mike Moore called the meeting to order at 2:05 p.m.

Present: Barnes, Becker, Becknell, Bell, Calhoun, Evatt, McGuirt, M. Moore, Robbins, Simmons.

Absent: Nicholson.

A question was raised about minutes for Executive Committee meeting minutes on 3/27. Debbie called Lynn to get copy printed for distribution.

The minutes were reviewed, marked draft, suggested changes were made and accepted as corrected.

A. President's Report:
   1. President's Cabinet - 5/20/96 canceled. 5/27/96 Signage was a big issue: color & size of lettering. First sample sign was in front of Sikes Hall. Color is to be Purple. 2 or 3 new signs will be put up as samples. Dean for College of Health, Education and Human Development position has been offered to Dr. Cheatham. Final interview for VP of Ag and PSA is today with Dr. Skelton. There will be a meeting on Monday for anyone to give input, after which the President will shorten the list from 6 to 4. President has list of 4 for Dean of Agriculture. President has list of 4 for Provost position. Jim Daniels gave report: Conference Committee broke with no solid ground made. Will stay in Conference Committee until they make some kind of recommendation for the State Appropriations Act.
   2. On 5/20/96 met with Vern Smith of legislature, who gave presentation on Camp Long because he feels that budget appropriation of $300,000 was on shaky ground. He thought everything else going well. He also mentioned 3% on October 1st for state pay raise (not set in stone). They also are trying to avoid a December veto by the Governor by asking for a veto to be made the week after proposed only.
   3. Faculty Senate meeting, 5/21/96, "Sense of the Senate" was presented by Ken Murr to sponsor a joint request to the Parking Advisory Committee with the Classified Staff Commission allowing University Employees with permits to park in any permitted parking space (except those specifically marked for handicapped, service vehicles, etc.). Mike will call Traffic and Parking to confirm students are OK to park after 4:30 p.m. in green spaces vs. Faculty and Staff not allowed to park in student spaces after 4:30 p.m. Mike will then e-mail reps and alts to let them know this will be on the June meeting agenda & ask them to poll their constituents.
   4. Rusty Guill is at Academic Processional meeting in Dean Barker's Office for Mike. Rusty handles graduation ceremony information and can be found in 105 Tillman. There will hopefully be a processional on August 21st, similar to presidential investiture. Mike got involved because he asked if we (CSC) could be involved.

B. Treasurer's Report: No report.

C. Committee Reports:
   1. Policy/Welfare - Next meeting June 11.
      a. Sent out minutes. Mike asked Steve to be on the Constituent Council, he declined and suggested Olivia Shanahan. Mike wants someone from Exec Comm. and asked Cathy Bell. Cathy agreed to serve. Constituent Council will be developing resolutions that will be taken directly to the President or Board of Trustees.
      b. Issues: performance reviews and tuition break are carry over from last year. New issues: discounts downtown, timing of state mandated raises, format of Bylaws, definition of Rep, Alt and Member to be incorporated in Bylaws, and investment of state retirement funds resolution.
c. Issues affecting HR should be forwarded to Dick Simmons (simmons@clemson.edu). All requests/concerns are to be sent to Michalann to be logged in, she will send it to appropriate committee, if unsure may be sent to Exec Comm., if time constraint call Mike to decide. Can develop guidelines to decide who gets what. Suggest we use e-mail to forward and copy Michalann and reply likewise.

d. Committees are to study issue, can make resolution or "Sense of Classified Staff" to the CSC. When Committee reports are given, members can make a motion to have Committee make a resolution. Members can make a motion as new business. May need to inform CSC members and provide handouts on parliamentary procedures.

e. All members can send to Classified_staff_reps_and_alts. All reps and alts have a list of their constituents which they can send to. Debbie to check with DAPS on area 17 (list disappeared). Tony to call Debbie regarding name of his list; he was not notified to his best recollection. Also have mailing list for all staff. Anyone can send to this list although it is moderated by Ches Martin at DAPS (he has to approve message before it is sent out.) Alexandra has gotten complaint of person who does not want to get so much e-mail. Computer Center is aware of this person and has told him it is university policy.

f. Mike proposed that all alts become reps (a 1:50 or 2:100 ratio). Alexandra reminded us that it would have to go before the President because his charge to the CSC was 1 representative to 100 staff. Contact Alexandra for copy of President's memo. Unsure if motion should come from Exec or Policy & Welfare.

2. Communications - Meetings are to be held directly after regular CSC meetings.

a. No newsletter problems, FM0 issue with supervisor resolved.

b. July Newsletter to include: Golf Tournament results & thank you to sponsors, Niffer's Place Results, Pay Band System, pay raises and maybe child care. On child care Steve Copeland told Michalann lack of bids ends attempt & they will pursue other means. Michalann to call John and Carol Blesser to follow up on child care.

c. Michalann asked for suggestions for banner rental - Jo Abernathy said it was originally bought ($2000) for the purpose of earning proceeds for Scholarship fund; original rental price suggested at $25-50 per day; only problem was since bought with state funds first $2000 would have to go back to state; this would also require setting up a university account and having signed rental agreements. New planning to contact administrators and deans to inform them it is then available to use. Other possible uses include luncheons, committee meetings, golf tournament. Michalann to bring back to committee to develop policy for staff use.

d. Standing Committee minutes should be sent to Committee members and Executive Committee.

3. Scholarship - No set meeting, possibly next week.

a. Almeda sent $40.00 donation since she was unable to participate in golf tournament. Final $ figure for tournament not available. Tony and Cathy waiting for new stationery to send out thank yous. Stationery is here - pick up after meeting. Have negotiated with Walker Golf Course for next year's tournament to be held on a Friday with 1:00 p.m. tee off. Need to pick date ASAP. Suggested that golfers be asked for dates.

b. To date Payroll deductions for classified staff scholarship fund have totaled $69,844.64. 442 (9%) of employees have payroll deduction for this purpose.

c. Beth Jarrard wants officer picture for Inside Clemson story on Niffer's Place donation. Elected officers (only) picture to be taken at Niffer's possibly on Thursday 5/30 10 am or Tuesday 6/4 11 am. Tony passed around pictures from golf tournament.

d. Standing Committee minutes should be sent to Committee members and Executive Committee.

4. Membership - No meeting date set.

a. Issues brought up at last committee meeting have been directed to
b. Need e-mail address for CSC. Per Brian Computer Center policy would not permit this. CSC has home page on world wide web. Currently under Robbie's account number and Robbie has agreed to keep it up. Brian will change account number and give Michalann new web site address for inclusion in newsletter ASAP. It will have point and click references for all reps and alts as well as Standing Committees (It will say committee name and will be addressed to committee chairs) and officers.

c. 1999 will be 15th anniversary year. We want to have a big event. Need to unify CSC materials by having same identifying markings, be it watermark, seal or logo.

d. Plan to work on updating appendices to Bylaws.

e. Have had difficulty in locating direct supervisor name & address information for Presidential letters to be sent out. Supervisor dept-posn block of CUBO-402 unreliable. Ended up e-mailing all alts and reps for name & address of supervisor and anyone else the person felt should be notified (usually Directors). Presidential letters did not go out in 1995. Dick felt it was important to send to direct supervisors so that it could be listed as an objective on emps evaluation. It was agreed to add statement concerning epms on presidential letter. If included in epms what is supervisor to look for. Will reps/alts be allowed to do committee work on regular job time or not. Will committee work be compensated for after hours/Saturdays. Group may need to address this. Per Mike send presidential letter to all supervisors of members each year.

f. Will have to do review of areas. Currently have 2 representatives who are not in the areas that they represent and numbers have shifted from the 1:100 ratio by more than 20% in others.

D. Unfinished Business

1. Review of University Committees/Councils:
   - Strategic Planning - Disbanded, Mike will be contacted if President reestablishes it at a later date.
   - Facilities Planning - to be restructured.
   - Joint City/University - Tony McGuirt
   - Athletic Council - Mike Moore
   - Accident Review Board - Lillian Lappie
   - Parking Review Board - Lillian Lappie
   - Telecommunications - Brian Becknell
   - Recreation Advisory - Who?
   - University Vending Machine - Mike working on this with Charles Tegen.
   - University Handicapped - Seems to be appointed committee; Mike working on this.
   - Group Insurance - inactive.
   - Fine Arts - Officially Disbanded, New committee Advisory Committee to Brooks Center. We can participate if we want to. Do we?
   - CATS - Robbie Nicholson
   - Minority Affairs - Isaac Wallace
   - Parking Advisory - Elmer Gray
   - Human Resource Advisory - Mike Moore and Steve Robbins
   - Bookstore Advisory - Cathy Bell
   - Budget Council - Mike Moore
   - Constituent Council - Mike Moore and Cathy Bell

E. Unfinished Business: none.

F. New Business:

1. Money - we have $2500 in account. Laptop PC still under consideration. Brian to get prices on PC and talk over with Debbie as to needs. Once decided bring request to Cal.

2. Larry Ellis was suggested as possible speaker for CSC meeting.
3. Next CSC meeting guest speaker Dennis Taylor on topic of Archives. 15 minute speech plus Q&A time. Expect a motion to form an Ad Hoc Committee (for purpose of archiving- all CSC records).

4. Next meeting will be on June 25, 1996 at 2:00 p.m. 106 University Square.

The meeting adjourned at 4:30 p.m.

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