President Mike Moore called the meeting to order at 10:12 a.m.

Present: Alexandra Barnes, Cal Becker, Cathy Bell, Debbie Calhoun, Michalann Evatt, Tony McGuirt, Mike Moore, Robbie Nicholson, Dick Simmons.

Absent: Brian Becknell, Steve Rollins.

1. The minutes stand approved as corrected.

2. President's Report:
   A. Budget Council: No topics of Classified staff concern discussed.
   B. Board of Trustees: Will meet in Clemson on Friday, 11/1/96. Mike did not attend any subcommittee meetings. 9/16: Discussed President's Cabinet meeting of 9/16 - 31.2% of students are out of state students. Board of Trustees would like to keep this number below 35%. There are big concerns about safety on campus. Safety brochure has been developed for distribution during Parent's Weekend. Because Clemson University is its own municipality the figures regarding safety incidents look misleading. Cable system is still being worked on. Cable System Management Committee is to be formed to give input regarding the direction of cable. Post Office has been having some problems. (They now have to generate their own funds.)
   C. President's Cabinet: Luncheon held 9/23.
   D. Academic Council: CSC is represented by Mike Moore as an ex-officio member. Mike is serving on a subcommittee. They met Tuesday at 10:10 to discuss make up of Academic Council. It will be senate based type representation. Mike Heintze, Bill Geer & Mervet Behery are on the Research VP Search Committee.
   E. Athletic Council: Met Wednesday, 9/25. Don't believe everything you read in the newspaper. There is a clearing house which reviews all records regarding player eligibility. CU has 4 page checklist they must go through on a player's eligibility and must verify the information the Clearing house has. They are looking at giving $420-500,000 for academic scholarships over a 5 year period (more information to follow).
   F. Mike handed out draft summary of Goals and Objectives. This should be addressed at the beginning of each year. Also with each subcommittee. (Possibly add minutes from each subcommittee to the notebooks.) A motion was made "to define a mission statement with long term goals to be sent to the committee chairs of each subcommittee." The motion was adopted. Increase scholarship applicants as well as donors and contributions. Change "relief time" to "relief work time". Seek a support person to work part-time to help with CSC matters. (Faculty Senate, Student Government, & Graduate Student Association all have staff or graduate student help.)
   H. Faculty Manual went out in final version form. President's Cabinet said changes may be made.
   I. Cal discussed the idea of each representative sending e-mail message to their constituents reminding them of the October 15 deadline for Spring Scholarships. Any rep or alt could send a message to all the reps and alts by addressing the e-mail to CLASSIFIED STAFF REPS AND ALTS@CLEMSON.EDU.

3. Treasurer's Report: we will Continue to have HR request vending machine money for CSC Luncheon. Mike may make separate request for vending machine money for things such as a Board of Trustees Breakfast or Staff Award. Innovative funds have August and January deadlines for requests for money. The foundation gave us $250 discretionary money. We will be given
performance credit money. These are 3 ways we can get money in addition to our E&G budget. Cal received a $100 check from 360 Communications. Cal will invoice/call Daley Corp. $5000 was transferred last week to the Endowment, which now totals $70,000. $6000 remains in two accounts for spring scholarships.

4. Committee Reports:
A. Policy/Welfare: No report.
B. Communications: Handout on Benefits Fair. Cal to call Shirley Brown for list of scholarship recipients, who their parents are and where their parents work. Individual pictures of recipients to be taken since it would be short notice to try to get a group shot. November newsletter to go out. Q&A going great. Michalann sent Dick question "Why are EPMS evaluations not mandatory?" New EPMS policy includes a statement as to how well/timely supervisors complete EPMS evaluations on their subordinates. Also received question "Why is it mandatory to prefix long distance calls with a "9"?"
C. Scholarship: No report.
D. Membership:
1. Mary Ruth Myers resigned. All Membership Committee members, persons in that area and Executive Board were contacted for suggestions. Persons suggested were April Warner (2 recommendations), Carolyn Pace, Annette Carver, Don Adams, and Beth Peeler. Cathy made a motion "to appoint April Warner as alternate to Mark Pullen." The motion was adopted.
2. Many areas have a ratio of representatives to constituents that varies from 1:100. 7 areas have had departments added, deleted or changed. Alexandra is looking for input on how to rectify this situation. Ten areas will have elections coming up this year.
E. Records Management: Final draft of policy will be typed soon.

4. Unfinished Business:
A. Goals & Objectives: See President's Report.

5. New Business:
A. Next Meeting October 25, 1996, 10:00 a.m. at 106 University Square Conference Room.

The meeting adjourned at 11:48 p.m.

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