CLASSIFIED STAFF COMMISSION
CLEMSON UNIVERSITY
EXECUTIVE COMMITTEE AGENDA
Friday, October 25, 1996, 10:00 a.m.
106 University Square Conference Room

1. Approval of Minutes
2. Guests: Student Focus Group on Training
3. Announcements from the President
4. Treasurer's Report
5. Committee Reports
   A. POLICY/WELFARE - Steve Robbins
   B. COMMUNICATIONS - Michalann Evatt
   C. SCHOLARSHIP - Brian Becknell
   D. MEMBERSHIP - Alexandra Barnes
   1. Alt to Rep implementation strategies
   E. RECORDS MANAGEMENT - Tony McGuirt
6. Unfinished Business
   A. Laptop Computer
7. New Business
8. Adjournment

NEXT MEETING - Friday, November 22, 1996 @ 106 University Square Conference Room.

DEBBIE CALHOUN
106 UNIVERSITY SQUARE
HUMAN RESOURCES, CU
PHONE: 864-656-3389, FAX: 864-656-3366
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   A. Laptop Computer Prices

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NEXT MEETING - TBA

DRAFT

CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION
EXECUTIVE COMMITTEE MINUTES
Friday, October 25, 1996

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

Present: Alexandra Barnes, Brian Becknell, Cathy Bell, Debbie Calhoun, Michalann Evatt, Tony McGuirt, Mike Moore, Robbie Nicholson, Steve Robbins.

Absent: Cal Becker, Dick Simmons.

1. Guest Speakers: Amy Donahue, Katherine Johnson, and Carl Pelletier. They spent 40 minutes asking us questions for a class project on employee training programs at Clemson. What are our perceptions? How do we learn about training? What would you and your department like to see as a part of the training programs? Are staff participating? Do they receive support from their department? Do the training programs impact job performances? How can the training program at CU meet the future needs of your department?

2. The minutes stand approved as presented.

3. President's Report:
   A. Budget Council: No meeting recently.
   B. Human Resources Advisory Committee: Steve attended meeting. Topics covered were EPMS, open enrollment, Payroll concerns, new HR Web Page, and looking for feedback on training Calendar - How should it be distributed? (not all employees have E-mail). We should be concerned about the persons who do not receive E-mail.

4. Treasurer's Report: No report from Cal. Kay Shaw sent Mike a sheet on the budget. We have a little over $6,000.
5. Committee Reports:
   A. Policy/Welfare: April Warner replaced Mary Ruth Myers. Old issues:
      1. Pay bands: we have accepted things as they are. Do we need to do anything? HR will be reviewing how the policies have worked during the past year, and make modifications if needed. 2. Golf discounts: Staff member has asked why staff do not get discounts. Per Tony this is the policy of the governing Board of Directors which decided their priority is to pay off the loans currently in place. Perhaps at the time the loans are paid off the policy may change. 3. Disappearing parking spaces: Elmer talked to Joe Granger. The spaces were lost "for the good of Public Transportation". A few spaces were actually lost. Need to make sure person who sent in question gets written answer. Can also be put in Q&A. Steve to send response back to Michalann to respond to Questioner. Steve to get with Michalann to make sure list of issues is complete. 4. Issues Addressed: P&W has the most complete log of issues and it should be included in the archived records. 5. Goals: Plans are to research past records to identify old issues addressed and resolved.
   B. Communications: Benefits Fair began slow, all help was appreciated. Prizes were given out; results will be in newsletter. Scholarship donations: 9 were new or updates. Pictures taken were requested to be sent to scholarship recipients. Cal has negatives and copies of picture with 3 recipients can be made. Mike approved. November Newsletter is in the works. Next meeting to be immediately following CSC meeting. Scholarship issue sent in by Debbie - Person is not eligible for scholarship based on two criteria. Michalann to send response to Debbie.
   C. Scholarship: Meeting next week. Golf tournament April 18, rain date April 21.
   D. Membership: Met on October 17. We were charged with the transition of alternates to representatives. Of the 23 alternates: 10 are to be reelected in 1997, 5 rotate off in 1998, and 8 rotate off in 1999. A letter has been drafted to the alternates outlining what their responsibilities are as representatives and their options if they accept. If they do not accept the position we will go through our normal process to find a successor. The responsibilities we came up with are: attend and participate in regular meetings, to attend and participate in committee meetings, to represent their constituents, to vote, to support the CSC in its activities and to be eligible to run for and hold office. Additional note: your vote makes you directly responsible to your Constituents in representing them on issues that come before the commission, your attendance at the Commission meetings is important. We decided we do not want revolving elections. How many of 13 alternates are in good standing? Do we go by if you miss 3 meetings or do we need to update the Bylaws? Elections for both openings in an area will be on one ballot. Suggestion was made to allow persons running to write in a 1-2 line blurb as to who you are and why you are running. At meeting discussed allowing someone to attend for a rep and sign in for them. Alexandra disagreed with allowing them to vote. Two reps will have to decide between themselves how work will be distributed. How will we do mailing lists? We covered options of consecutive terms. Alternate time will not be counted as having served a term. Alternates who become representatives will be considered to have served 1 term. Bylaws will need to be reviewed. Luncheon finances will change as number of plaques will double. We many find additional issues to address, if you think of something please contact Alexandra or the membership committee. Mike asked the Parliamentarian to write a letter to President Curris on the motion. Cathy and Debbie to get together to write memo for Mike to take to the President Curris. Mike will let the Exec Board know once approved.
   E. Records Management: Tony gave out draft policy. It will come out of executive committee on agenda to be voted on at the regular CSC meeting. We will also make a motion to have a Presidential appointed Historian. We also have a recommendation for the position. We will set with Historian to turn over records and then recommend that the RM Ad Hoc Committee be disbanded.
Reasons for appointed position included full work load of the current officers, too much to add to any one of us, and we consider it as a point to sell the idea of a paid secretary for the CSC. Historian will be responsible for training persons on what will need to be included in the records, i.e. surveys etc. Records turn over to occur at end of our Fiscal Year (March or April), Request to add correspondence log to Communications Committee and to add Parliamentarian with responsibility for Bylaws was done. A motion was made "that the Executive Committee approve the Records Management Policy as amended." The motion was adopted.

6. Unfinished Business:
A. Laptop Computer: Brian reported that the laptop is alive, but recommends we get a replacement. It will be less costly to get a new one than to get replacement parts. Mike stated bring prices on what we should get to next exec meeting.

7. New Business:
A. Next Meeting Friday, November 22, 1996, 10:00 a.m. at 106 University Square Conference Room.

The meeting adjourned at 12:11 p.m.

DEBBIE CALHOUN
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NAA17746 ; Thu, 21 Nov 1996 13:38:00 -0500 (EST)
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Message - Id : <2 . 2.16.19961121133751.199fd1e6@mail . clemson . edu>
X-Mailer : Windows Eudora Pro Version 2.2 (16)
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SIMMONS@CLEMSON . EDU
From : Debbie Calhoun <dccal@CLEMSON . EDU>
Subject : CSC EXEC Agenda for 11/22 and 10/25 Minutes

================================================================================
 EDUCATIONAL AND GENERAL

- $3,264.72 performance credit monies received
- $6,605.03 current balance

TEMPORARY AGENCY ACCOUNT - where we put $ from self for money we can spend on whatsoever we want.
- $2,000.00 transferred to scholarship account
- $836.84 current balance

SCHOLARSHIP ACCOUNT

- $5,000.00 transferred to endowment
- $6,156.94 current balance

UNRESTRICTED ACCOUNT

- $250.00 received from foundation

ENDOWMENT

- $72,813.46 current balance after transfer

Executive Committee distribution-November 22, 1996