Greetings! Hope you had/have an enjoyable Fall Break. Agenda and Minutes follow. See you at the next meeting.

CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION
AGENDA
Tuesday, November 12, 1996, 10:00 a.m.
Student Senate Chambers

1. Guest Speaker: Dr. Curris, President of Clemson University
2. Approval of Minutes
3. President's Report
   A. President's Cabinet Report - Comments from Mike Moore.
4. Treasurer's Report
5. Committee Reports
   A. STANDING COMMITTEES:
      1. POLICY/WELFARE - Steve Robbins
      2. COMMUNICATIONS - Michalann Evatt
      3. SCHOLARSHIP - Brian Becknell
      4. MEMBERSHIP - Alexandra Barnes
   B. AD HOC COMMITTEES:
      1. RECORDS MANAGEMENT - Tony McGuirt
   C. UNIVERSITY COMMITTEES
      1. Accident Review Board - Lillian Lappie
      2. Athletic Council - Mike Moore
      3. Bookstore Advisory - Cathy Bell
      4. Brooks Center Advisory - Chuck Toney
      5. Budget Council - Mike Moore
      6. CATS - Robbie Nicholson
      7. Constituent Council - Mike Moore & Cathy Bell
      8. Human Resources Advisory - Mike Moore & Steve Robbins
      9. Joint City/University - Tony McGuirt
     10. Minority Affairs - Isaac Wallace
     11. Parking Advisory - Elmer Gray
     12. Recreation Advisory - Steve Perry
     13. Telecommunications - Brian Becknell
     14. Travel Advisory - Johnnie Hunnicutt
6. Report from SCSEA - Robbie Nicholson
7. Unfinished Business
8. New Business
9. Adjournment

NEXT MEETING - Tuesday, December 10, 1996, 10:00 a.m. at the Student Senate Chambers.

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DRAFT
CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION MINUTES
Tuesday, October 8, 1996

President Mike Moore called the Meeting to order at 10:05 a.m.


1. The minutes were approved as presented.

2. President Moore introduced the guest speaker Naomi Kelly, Chemical Safety Officer. Hand out list of Employees in Environmental Health and Safety. Then she discussed the areas for which each of them is responsible. Their department answers to the administration. Their mission is to see to the health and safety of the employees. They currently report to Hal Farris in Research Services, although this is under discussion. They publish a newsletter. Toner dust from copier machines is hazardous to your health. Eating, drinking, smoking, chewing gum and applying makeup are prohibited in labs. They are currently working on a list of buildings where hazardous materials are found in the same area with working staff. They have met with Dewitt Stone to get labs separate from offices and to have break rooms. Risk Management is a separate department. Departments can request EH&S to come out and train their staff. Reports of violations are anonymous. The university does not have a uniform no smoking policy; each department determines their own policy; state policy is not followed. CSC could try to change this.

3. President's Report:
   A. Issues should be brought to Policy & Welfare Committee for review. Administrative Council checks the policy. Mike can take issues to them.
   B. President's Cabinet: Graduation date has been changed to December 18. NCAA self study report is on the Web and at the reserve desk in the Library; please review if you are interested and forward your comments to Mike.
   C. Open enrollment meetings for insurance: attend if you can and encourage constituents to attend.
   D. Scholarship deadline is October. There are 3 available for the Spring. Encourage constituents to apply.
   E. Mike gave appreciation to the CSC for everything that you do, committees, attendance, standing committees, & minutes. No one has ever turned him down.

4. Treasurer's Report: Foundation gave CSC a $250 "Participation Rebate." Performance credit dollars have been given out.

5. Committee Reports:
   A. Standing Committees:
         a. Inquiry as to whether or not staff and faculty could receive a discount at Walker Golf Course since students get a discount. They are trying to repay the loans they have at this time, therefore they decided not to give staff and faculty a discount.
         b. Inquiry on loss of parking spaces on campus. 3-4 spaces were lost. This was done for "the good of public transportation." There are 2831 employee spaces available.
      2. Communications: Met on September 17 to discuss benefits fair. Next meeting follows CSC regular meeting today to discuss newsletter and Benefits Fair.
         a. Benefit's Fair: Plan to display scholarship recipient pictures, golf tournament pictures. Have collected door prizes and candy to give away. Guess your rep game. Forms to sign-up for or to increase payroll deductions will be available. If you give $2.09 per pay period you will receive CU seal lapel pin. Michalann read over the list of persons who planned to work at the Benefits Fair and the list of door prizes.
         b. Q&A has received positive feedback.
      3. Scholarship: No meeting scheduled at this time.
      4. Membership: No meeting scheduled at this time.
         a. New member is April Warner. She replaces Mary Ruth Myers and will finish the term as Mark Pullen's alternate. Her e-mail address is AWRNR, department number: 0359, phone number: 65-3105, office address: E251 Poole Ag Center.
   B. Ad Hoc Committees:
      1. Records Management: Tony handed out a draft copy of the Records Management Policy. Please read this over and give comments to Tony, Isaac or
Debbie. Next meeting hope to have the final draft to vote on. Tony thanked Debbie and Isaac for all their hard work.

C. University Committees/Councils:
1. Access and Accommodation: No report.
2. Accident Review Board: Met on 10/3. They heard 2 appeals; decisions of the board were upheld. 5 cases were reviewed involving motor pool accidents; 2 were no fault, 2 were referred to defensive driving and assessed $200, 1 was tabled. 5 cases involving non-motor pool vehicles were referred to defensive driving and assessed $200. Also heard 2 miscellaneous accidents.
3. Athletic Council: They are working on a web page.
4. Bookstore Advisory: Have now met.
5. Brooks Center Advisory: No meeting.
7. CATS: Number of bus riders is at a high; 31,742 passengers in the first 17 days of September. 231,405 passengers have ridden to date (9/18/96). That comes out to 109,674 miles and 13,255 hours of service. They have received 100 phone calls; only 4 were complaints; 2 of which wanted more service. Presently there are 31 employees with plans to hire 2 additional. Future plans include purchase of a radio system and bicycle racks for busses. City of Central and Downtown Pendleton Merchant's Association have inquired about extending service to them. There have been 3 sites picked for the new Garage and Maintenance Facility. Oct. 16 next meeting.
10. Joint City/University: Met yesterday.
   a. First choice site for Garage and Maintenance Facility for CATS has changed. The University will not approve the site at Highways 76 & 93. Still 2 sites left under consideration.
   b. Morrison Elementary School is making pleas for support.
   c. They plan to visit other Universities in towns. Proposed visit to Penn State.
   d. New transportation study has been requested.
   e. Bring your comments to Tony.
   a. Parking placard debate has ended. Number per department, number allocated, time limits will all remain the same. Placards will be reassigned in December. A memo will be sent to Departments regarding proper use of placards to increase awareness. Wording on placards will be changed.
   b. Joe Granger gave presentation on Parking Services. They are responsible for administration, records, citation collection, parking, financial support, parking facilities construction and maintenance. Police Department writes citations. Currently experiencing a budgetary surplus. May have budgetary shortfall in 1998; may have fee increase at that time and less improvements to parking spaces. Currently 3606 employees parking decals have been sold. 195 of them produced $150,390. 2831 employee parking spaces. If a visitor comes to the campus they need to report to Parking Services or visitor's Center to obtain a Visitor's Parking Permit. After hours they should go to the Police Department.
   a. New Policies: 1) They now offer memberships to Alumni. 2) $15 per summer session. $10 per summer session for students. 3) Daily rates for guests has been changed for $4/day to $1/day. This can be billed to department. 4) $50/6 months for employees with no prorated amounts 5) Outdoor programs are being pushed. Inquire at Fike Recreation Center.
   b. Question of whether the fees could be payroll deducted came up. Steve will research.
15. Telecommunications: No report.
16. University Vending Machine: No report
17. Travel Advisory: Johnnie Hunnicutt serving as CSC representative. Met on 9/23. Small World and Holiday Travel have the University contract. As of September 30 all airfare used for official University Business must be contracted with them. The standard method of payment is to be by Departmental American Express Card.
They meet again in October. The toll free numbers for Small World travel are College Avenue Branch: 1-800-849-6125 and Tiger Blvd. Branch: 1-800-849-6126.

6. SCSEA: Board met in Columbia on Friday to discuss legislative matters.
They will have a booth at the Benefits Fair. They will have drawings for new members $50 and continuing members $25.

8. New Business:
   A. P&W Committee survey results: Majority agreed to change the role of alternates. 13 Alternates will become Representatives at the next election. Top two vote getters will be elected for vacant positions. Olivia stated based on the fact that the majority of survey respondents agreed to change the role of the alternates, the P&W Committee recommends that "we move to handle this transition at the next election and that we will take the necessary steps to proceed with those changes." It was seconded. Discussion followed. Tony amended the motion to read "upon presidential approval." A motion was made "to amend the motion." It was seconded and adopted. Discussion followed. The amendment was adopted. The motion was restated as follows: As a result of the survey of the full Commission pertaining to the change of the alternates to representatives we move that "the alternates will become representatives at the next election, pending presidential approval, with the Membership Committee to handle the necessary steps to do that." This motion was adopted unanimously with the membership present.
   B. Next meeting, December 10, 1996, 10:00 a.m. at the Student Senate Chambers.

The meeting adjourned at 11:48 a.m.

DEBBIE CALHOUN
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