President Mike Moore called the meeting to order at 10:07 a.m.

Present: Alexandra Barnes, Cal Becker, Brian Becknell, Cathy Bell, Debbie Calhoun, Michalann Evett, Tony McGuirt, Mike Moore, Steve Robbins.

Absent: Robbie Nicholson, Dick Simmons.

1. The minutes stand approved as amended.

2. President's Report:
   A. President's Cabinet: Cal attended for Mike. Met for 30 minutes. Curris was not present. Boykin gave presentation on Library setting up new committee to review documents for archival and historical value. Approval was given for this. This committee will be made up of one (1) representative from each college, one (1) distinguished professor, and one (1) representative from the Strom Thurmond Institute.
   B. Mike had a meeting with Pat Hall from Marriott on Tuesday. Marriott is doing an evaluation of Facilities, Maintenance, and Operations. They will benchmark where they are now and what they need to do.
   C. Mike met with Mike Parker and Ron Lyda about how the employees feel in FMO. Everything is under Marriott. Employees have the perception they are expected to fall. Employees are not happy about the sub-contracts (cheaper, no fringe costs, and can terminate employees quickly). Curris mandated no more charge backs to departments.
   E. Budget Council: Met 8:30 Thursday. Discussed mandate for reallocation of 2.5% of education and general funds (2.7 million). These funds will come from the departments and will be placed in a reallocation pool and each spring budget requests and enunciated budget priorities will be evaluated and the reallocation pool will be the primary source of funds. They need to look at programs before asking for dollars to be given up. Pool will be for addressing areas of need. Faculty members are budgeted $600, $240 of which covers cost of phone alone. Since 1988 there has been over a 100% increase in cost of administration, a 98% increase in cost of faculty, and a 54% increase in cost of staff. Scott Ludlow will be looking into this.
   F. Human Resources Advisory Committee: Met Wednesday after our last meeting. State Job Specifications are available in Library. Job Postings are now e-mailed to all employees. Many complaints about garbage e-mail. Chess Martin seems to be rubber stamping all e-mail requests for release. Committee will be reviewing policies and procedures regarding the distribution of campus-wide e-mail.
   G. Board of Visitors: Met 11/15 at Madren Center. This was to get to know them and see the basketball game.

3. Treasurer's Report: Cal distributed State of Budget sheets. Temporary Agency account can be spent wherever (non-restricted). Money in Scholarship account is for scholarships to be given in January. Unrestricted account is available to use as we want also.

Committee Reports:
A. Policy/Welfare: Met 11/12 before CSC regular meeting. New member April Warner has a fresh new perspective. Looking at project of the year: they want to take a more pro-active stance. Committee is studying question on which dentists accept what insurance pays as payment in full. Lillian is to write to Lucy on Review Concedes Letter not being given to
employees.

B. Communications: Met 11/12 after CSC regular meeting. Minutes not ready. Working on newsletter. Brian to give Michalann Golf Tournament details by second week in January. List of scholarship recipients will appear in next newsletter. Brian to ask Beth Jarrard about pictures of scholarship recipients appearing in Inside Clemson. Cal will know in December spring scholarship recipients. Steve to get items for Q & A to Michalann. Michalann talked with Cal about getting framed scholarship recipient pictures for parents. Would like to invite parents to February CSC meeting or banquet to give out these pictures. Next meeting 12/10 after CSC regular meeting.

C. Scholarship: Met 11/21. Plan to have calendar agenda laid out by December. Plan to have mock-up flyer ready by December 15th. Walker Course needs Golf Tournament information for their mailer. Hope to have CU flyers to be mailed out by February. Info also needs to be placed in Inside Clemson. Dates are already on Master Calendar. Discussed sponsors: what to expect and how to approach them. Mike to ask Rick Barnes to ride around golf course with trophy for publicity. Plan to have radio/news coverage. Charges will be $45 per person if pre-registered by April 9th. After then $50 per person. Mulligan $5. Send comments to Brian. Next meeting Tuesday, 12/3, 10:30 a.m. basement of P & A building.

D. Membership: Alternate to representative issue: Mike waiting to hear from Dr. Curris. Mike will call him if he does not hear from him soon. We need to contact the current alternates who will not rotate off to see if they want to continue as representatives. Will need to review by-laws for changes. Need to refill vacancies. Precedence has been set as two representatives currently do not work in the area they represent. Discrepancy on page 2. II. B. 1. of the by-laws in reference to elections versus appointments of vacancies. We will hold elections for vacant second representative positions. Alternates who wish to continue as representatives will be so changed in April. Discussion followed on the issue of a representative moving out of the area they were elected to serve. A motion was made to amend the by-laws as follows: "An officer who transfers outside the area he/she was elected to represent but who remains a classified staff employee may exercise the option to serve out the remainder of his/her term of office, with full executive privileges, subject to Executive Committee approval. If an office is vacated, an election by majority vote to select a replacement to serve for the remainder of the term of office will be held at the next regularly scheduled meeting." The motion was adopted. Debbie will continue as secretary for fiscal year 1996-97. Mike requested motion to table the discussion on Conrad and Ron. The motion was made, seconded, and adopted.

E. Records Management: Tony reported that Isaac Wallace has accepted the appointment as Historian.

4. Unfinished Business:
A. Laptop: Brian to get with Cathy, Debbie, and Steve to discuss what we need.
B. Ed Crawford put Mike on the spot. Mike will have him sign for materials in the future.

5. New Business:
A. Debbie received phone call from Anna Haigler from USCS. USCS is developing their own Classified Staff Commission. They are looking to us as we are the only agency in the state who currently has a CSC. Mike suggested we may want to invite them up to one of our meetings.
B. December Graduation: Banner bearer should be youngest staff member who holds a masters or higher degree. Marshall should be person with most years of service who holds a masters or higher degree. Mike will ask Mike Jitzer again. Debbie to get list of all classified staff with masters or higher degrees.
C. Next Meeting: December 17th, 10:30 a.m. 106 University Square.
D. Next CSC regular meeting will be January 14th.
The meeting adjourned at 12:38 p.m.

Debbie Calhoun
College of Health, Education & Human Development
533 Edwards Hall
Phone#: 864-656-2072 Fax#: 864-656-7641
e-mail: dccal@clemson.edu

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