President Mike Moore called the Meeting to order at 10:02 a.m.


Absent: Arthur, Becknell, Bibb, Calcutt, Cosner, Crouch, Harbin, Irick, Jetton, Massey, B. Moore, Parker, Parnell, Perry, Pierson, Robbins, Stuntz, Thompson, Warmath.

1. The minutes were approved as presented.

2. President’s Report:
   A. President’s Cabinet: Mike reported next meeting will be 1/20.
   B. Due to unforeseen circumstances today’s speaker has been postponed until next month.

3. Treasurer’s Report: Cal reported the names of the scholarship recipients for the Spring Semester has not been released. $72,813 is the balance of the Endowment not including the proceeds from the December 1996 payroll deductions.

4. Committee Reports:
   A. Standing Committees:
      1. Policy/Welfare: Met this morning. Olivia Shanahan reported. Next meeting will be 2/14. Old business includes:
         a. Request for list of Dental Insurance participating Dentists; which of them accept what insurance pays as payment in full. There is no such list; all dentists participate. They suggest employees shop around for dentists. A list of covered procedures and allowable charges form the State Insurance Office is available from Ron Herrin in the Payroll and Benefits Office. You can have your dentist submit a pre-approval for dental work to see what insurance will pay. Someone suggested the list of allowable charges be put on reserve in the Library. Allowable charges change every two (2) years; current charges are good until 1998-99.
         b. Why employees can not keep their application on file indefinitely? Human Resources currently does not have enough space to keep them on file. Future plans hope to have application on-line. Employees who wish to keep their application active are requested to call in once a year to keep them active. When an individual is hired, their application is placed in their permanent personnel file. You may use the same application over, just as long as it has a current signature with updated information attached.
      2. Communications: Michalann reported there was no meeting in December. Next meeting will be today at conclusion of this meeting.
      3. Scholarship: Mike reported for Brian, the next meeting will be Thursday, 1/16/97 at 1:00 p.m. in the Conference room in the basement of the P&AS Building. Please be there if you are on the Scholarship Committee If you are not on the committee and would like to help, please attend also.
4. **Membership:** Alexandra reported nomination forms are due to go out soon. They will have a list of all persons in their area on back. Only one (1) nomination per nominee is needed. Asking for printed name of supervisor as well as their signature. Another change is a place for the nominee to write a one line statement about their background or what they hope to accomplish. They will be due back 1/27. Next meeting will be 1/24. Restructuring keeps changing the areas. Ten (10) areas will be having elections. All the names on the labels you receive are the names of your constituents. Areas to have elections which have been affected are as follows: Area #3 no change; Area #4 new constituents have been added; Area #5 some constituents have been moved; Area #6 new constituents have been added; Area #14 no change; Area #15 no change; Area #18 (and #20) have been redefined; Area #19 no change; Area #25 no change. In addition, Areas #21 and #23 have been combined. A letter will be sent to all the employees in Area #21 informing them they will be part of Area #23. Contact Alexandra if you need to know what was moved to/from your area. There will be two (2) persons elected for each area. Everyone will be allowed to vote for two (2) persons on their ballot. April 8, 1997 all current Alternates will become Representatives. All elected persons will need to attend the March meeting of the CSC for nomination of CSC Officers.

B. **Ad Hoc Committees:**

1. **Records Management:** Tony reported he will get with Isaac on what needs to be collected.

C. **University Committees/Councils:**

1. **Accident Review Board:** Mike reported the next meeting will be 2/5.
2. **Athletic Council:** Mike reported they met in December and completed review of the NCAA rule changes.
3. **Bookstore Advisory:** No report.
4. **Brooks Center Advisory:** No report.
5. **Budget Council:** Mike reported next meeting will be Thursday, 1/16 at 8:30 a.m.
6. **CATS:** Robbie reported Open House will be 1/22.
7. **Constituent Council:** No report.
8. **Human Resources Advisory:** Mike reported they met last Wednesday, 1/8. People from the State HR Office gave a presentation on the National Board Certification Program for Certified Public Managers and Associate Certified Public Managers. They are looking at bringing this program to CU. Universal Review dates Procedures were discussed; they were mailed out yesterday. All classified employees will have March 1st review date. Review period will run from March 1 to February 28. They will be due to HR in February. The President has asked for reports on who completes performance appraisals. Probationary and Trial periods will remain the same an the following year these employees will have March 1st.
9. **Joint City/University:** Tony reported they met 1/13. 1/10 was the anniversary of CATS. They have had 300,000 riders in their first year. They will have an open house on 1/22 from 2 to 6 p.m. There is a request from 911 to change the phone numbers to 654 exchange at the outdoor rec. They did second reading of the 750,00 bond review. They YMCA is proceeding as scheduled; now in design phase. There is a request to change the name of Highway 93 to University Boulevard. Contact Tony if you have any comments on this.
10. **Minority Affairs:** No report.
11. **Parking Advisory:** No report.
12. **Recreation Advisory:** No report.
13. **Telecommunications:** No report.
14. **Travel Advisory:** No report.
15. **Union Advisory:** No report.
5. **SCSEA:** Robbie reported there was a message sent out on CNET by Ron Doyle for the Citadel stating that Governor Beasley has proposed a three percent (3%) increase for state employees, but wants the state agencies to fund this. You need to write to the Governor and your Legislators about this.

6. **Unfinished Business:** Tabled until next meeting.

7. **New Business:**
   A. Isaac has been appointed as the Historian for the CSC. Isaac asked the officers and committee chairs to send the past year's records to him by April 30, 1997. He is located in Barre Hall or you can call him at 656-4415. Keep copies of the records you wish to turn over to the new committee chairs.
   B. In response to a question concerning the CSC representation on the Vending Machine Committee, Mike responded we do not have a representative from the CSC on that committee, but there are classified staff people on the committee. Mike has asked for a member of the CSC to be on that committee, but has not gotten a response as of year.
   C. Next CSC meeting will be Tuesday, February 11, 1997 at 10:00 a.m. in the Student Senate Chambers.

The meeting adjourned at 11:23 a.m.