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

Absent: Robbie Nicholson.

1. Minutes were approved as presented.

2. President's Report: Mike reported meetings have been business as usual.

3. Treasurer's Report: Cal gave no report. It was suggested that an announcement be made at the next meeting that all travel reimbursements requests need to be turned in.

4. Committee Reports:
   A. Policy & Welfare: Steve gave two handouts. He reported on annuity issue; committee will have to continue on this issue and a statement needs to be made to promote awareness; recommendations will come later. New issues to be reviewed include: sick leave pool, employees taking meals out of Schilletter Dining Hall, and USC’s policy of allowing employee’s children a reduced tuition rate at USC.
   B. Communications: Michalann reported they do not have minutes for the last two meetings. They are working on the April Newsletter; plans are to include Q&A and a list of new and old representatives; they have put on hold the article on Pat Hall/FMO due to space constraints. Legislative Brochures are almost ready; they are planning to wait until last minute to print because address information for legislators’ e-mail can change daily. Membership roster list will be printed alphabetically.
   C. Scholarship: Brian reported the flyer is being printed; labels will be here Monday for mail out on Tuesday to all faculty and staff; information will be printed in Inside Clemson and distributed to students and employees via e-mail and distributed to the news media also. They have been meeting every Thursday in the past weeks. Prize collection going well per Robbie and Cathy. Michalann has brought in a hole sponsorship. Brian is in the process of talking with Westpoint-Stevens about getting golf towels. Trophies have not been ordered. They are waiting to hear from MBNA and Marriott. Ben Morton has last year’s markers and will give the specs to Mike Parker. They are getting special paper to have information printed to send to past participants and local pro shops.
   D. Membership: Alexandra reported election results as follows: Area #3 Barbara Warmath and Martha Morris; Area #4 Cathy Bell and Kathy Harper; Area #5 Debbie Calhoun and Olivia Shanahan; Area #6 Sandra Burkett and Beverly Holton; Area #8 Betsy Shira and Brenda Norris; Area #14 Roxanne Leonard and Donna Woodruff; Area #15 Diana Haynes and Dottie Stirewalt; Area #19 Denise Hall and Joan Smith (We had an abdication already here.); and Area #25 Cory Massey and Greg Padgett. Elections may have had different results if all ballots had been signed. Area #25 had 2 write-ins which were elected. Steve did comment that all persons in the area were given the names of the write-ins to be considered and the necessary supervisor signature forms were submitted. There is a need to explore and review By-laws on issues of nomination vs. write-ins on ballots and on the issue of supervisor signing nomination form as an acknowledgment of subordinate’s participation in an election as opposed to the supervisor giving approval for them to run. No disclaimer about write-ins will appear in Inside Clemson. The election in Area #18 had many problems: eligible and ineligible names mix-up on nomination form; poor delivery/response to nomination forms, the 2 persons nominated for Area #18 were actually in Area #20; incorrect ballots went to the wrong area; names written in on ballot. Election in this area to be completely redone: correct area got new nomination forms with right selection names; no nominations returned; of the four names written-in in first election in this area, two were interested in running. Ballots with these two names went to right area
and election was successful. Alternate for Area #20 has resigned. Since nomination forms completed for Bill Carson and Patty Ables in Area #18’s first election, the Board should choose one of them as replacement representative. After discussion of individuals, Alexandra moved that “the Executive Board approve the appointment of Bill Carson as representative for Area #20 for the remainder of the term.” The motion was seconded and approved. Area #23 also has a vacancy (member slot vacated by Debbie). Areas #21 and #23 were combined to keep the 2:100 ratio balance. Alexandra solicited names to fill the vacancy on the Area #21 side, since an election would have been held in that area had it not been combined with Area #23. LeRay Maw has been recommended and has submitted a nomination form signed by her supervisor. Alexandra moved that “the Executive Board appoint LeRay Maw to fill the vacancy in Area #23 for the remainder of the term.” The motion was seconded and approved. We now have a full compliment of 44 representatives. There are approximately 2350 classified staff. We will look at increasing the numbers by 1 or 2 next year. It was not done this year because of the large number of areas which were up for election this year (10) as opposed to having approximately one-third of the areas holding elections on a yearly basis. Tony requested Alexandra provide him names of newly elected members. We will be sending out congratulation letters from Mike to the new members. Also letters will be sent to those who were not elected thanking them for their interest in the CSC and that we will keep their names at the forefront of our list in case of a vacancy. Also we will send the Presidential letters to all commission member’s supervisors (including Tony and Mike with slightly different wording) and carbon copies to members. According to Mike we will not send out special letters to persons in Area #21 informing them of their being combined with Area #23. April newsletter will go out with New representatives names.

Luncheon is moving right along; Madren Center, Dr. Curris, and catering services have been reserved. Menu TBA after invitations go out and headcount has been determined. Add note on agenda to all retiring members to return their old notebooks and ask Isaac to request records be turned over to him. We will meet again after RSVPs are in to prepare notebooks, etc. Due to ongoing changes in organizational structure of CU, we have had some distortion of organizational lines. Tony suggested we move forward and deal with definition of organizational lines starting in April for next year. Issue is tabled. CSC By-laws need reviewing in this area also.

5. Unfinished Business:

A. Staff Intern Request Update: Cal reported he met with Stef Rogers, and Stef thought it was a good idea and was in favor of a Staff Internship. Stef considers that when Debbie Jackson, as Faculty Administrative Intern, completes her internship, she should have a place to go outside the classroom and assume an administrative position i.e. Department Chair, School Director, Dean, Assistant Provost. Therefore, a Classified Staff person could be an intern anywhere. We need to determine where the individual goes from the internship, not just take the experience back to his/her department. Stef would like us to think about it. We need to develop and plan this idea. Dick stated HR is currently looking at the Classification System toward developing steps next year. The next step would be to develop career ladders. So far we have only given persons more knowledge. We need to follow through with programs. Cathy made a motion to “have Cal present the issue of a Staff Intern and request an Ad Hoc Committee be setup to review the issue at the next CSC meeting.” The motion was seconded. Mike will ask for volunteers to serve on this Ad Hoc Committee. The motion was adopted and will be listed as CSC internship program under New Business on agenda.

B. Laptop Computer: Brian had no report. Topic was tabled.

C. Policy for Choosing Committee Chairs: Michalann reported there has been confusion as to how committee chairs are appointed. Michalann had approached someone about serving as next year’s Communications Committee Chair. When she presented her selection for the following year’s chair to the committee, there was another individual who was interested in serving in that capacity. Michalann smoothed over the situation and pointed out there is not a written policy on the selection of committee chairs in our By-laws. Michalann made a motion to “look into the development of policy to be included in the by-laws to cover the selection of committee chairs.” The motion was seconded. Discussion ensued on:
past practices, transitional meetings, Vice-Chairs, By-laws being too general, committees being required to have a Chair, Vice-Chair, and Secretary. Michalann revised motion to read, "the Executive Committee will appoint standing committee chairs." The motion was seconded and approved. Executive Committee Members can make recommendations for the approval of committee chairs. At the annual luncheon outgoing chair and incoming chair would be able to make a statement about committee. Cathy made a motion to "include a statement at the end of the By-laws Article III. Section 1. Executive Committee which reads: Appoint standing committee chairs." The motion was seconded and adopted.

**D. By-laws Update:** Article and section areas were kept in tack. The following changes were recommended by Cathy: Article I. Section 1. A.: 1:100 changed to 2:100 in two places; Article I. Section 1. B.: 1:100 changed to 2:100; Article I. Section 2. A.: Remove the words: “and alternate” and “or alternate”; Article I. Section 3. B.: Delete paragraph B; Article I, Section 3. C.: Remove “without alternate representation,”; Article I. Section 4: Remove “Representative vacancies will be filled by the alternate. Alternate”; Article II. Section 2. B.: Add the letter “s” to the word member in the first line and remove “or their alternate (in the absence of the member).” Cathy will add Michalann’s proposed change if it is approved. Debbie made a motion “to reverse the order of Article IV. Section 2. Agenda items A. Approval of Minutes and B. Special Order of the Day.” Motion was seconded and adopted. Michalann and Debbie’s motions need to be brought up to the commission prior to Cathy’s motion for other By-laws changes.

**6. New Business:**

**A.** Cal reported endowment would support 2 additional scholarships. Endowment is now self-perpetuating. We could offer 10 scholarships. We need to decide when we want to move scholarships over to the endowment. We could have 0 from endowment and 8 from payroll deductions or 2 from endowment and 6 from payroll deductions. We decided we do not want to support 10 scholarships from the payroll deductions. We should consider which way gives us the most earnings potential. Tony made the motion for “the CSC to go with 0 scholarships from the endowment and 8 scholarships from payroll deductions.” The motion was seconded and adopted.

**B.** Per Jim Daniels Larry Ellis, the SCSEA lobbyist, has come out against the 25 year retirement proposal. Suggestion was made to write to him and let him know you disagree. The SCSEA group at Clemson wants to meet with P&W Committee to discuss problems/complaints about Larry Ellis. This was turned over to the Policy & Welfare Committee for follow-up.

The meeting adjourned at 12:30 p.m.