President Tony McGuirt called the meeting to order at 10:04 a.m.


Absent: Barnes, Becknell, Brewer, Burkett, Calhoun, Daniel, Hall, Haynes, B. Moore, Parker, Parnell, Pierson, Pullen, Smith, Warmath, Woodruff.

1. Guest Speaker: Jack McKenzie. Jack spoke on using Parliamentary Procedure to conduct business in a fair, decisive, orderly, and time-efficient manner. Parliamentary procedure gives everyone an equal opportunity to participate, it requires that ideas be voted on, it provides a process, time, and place for dealing with everything, and it helps keep everyone focused on the same thing at the same time. Jack also talked about how "motions" are the building blocks of parliamentary procedure because they clarify what the bottom line is and they present the group with a choice. The motion(s) are then discussed among the body and the decision is made to adopt, reject, amend, or send back the motion. Jack concluded his talk by reminding everyone of the importance of an agenda and why a meeting should never be run without one.

2. Tony introduced Dave Dryden who will be the new representative in Mary Jo Costner's place. Mary Jo Costner resigned due to personal reasons.

3. Changes and Approval of Minutes:
   A. Thornton Kirby's name was misspelled in Section 3-E.
   B. Section 5:C-9 should read "Cathy Sams is"

Minutes were approved as amended.

4. President's Report:
   A. Academic Council: no report
   B. Board of Trustees: There will be an Ag and Natural Resources Committee Meeting on June 17, 1997 in Columbia. The next Board of Trustees meeting will be the third week in July in Charleston.
   C. President's Cabinet: Cathy Bell attended the President's Cabinet meeting and reported that Dr. Y. T. Shah, the new Vice Provost and Chief Research Officer, was introduced at the meeting. Pat Hall, Gary Ransdell, and Robin Newberry spoke on a recent recycling analysis that they had performed and also on a proposal calling for the construction of a new hazardous waste building in the Kite Hill area. Matt Drumond spoke on the departmental purchase card and gave a presentation on the web site. The Provost reported that the top candidate for the Dean of Graduate School turned down their offer. He is also asking the Deans to reduce the amount of paperwork that circulates by 60-70% and he is hoping that no more than
two signatures will be on everything. Scott Ludlow reported that they are working with the state to get computers that are surplused by Clemson to be offered to school districts in the state.

D. Tony reminded everyone to mark their calendars for the Convocation for the academic year which will be held on August 19th at 9:00 a.m. The Classified Staff has been asked to march in the procession. The plan at the moment is to get a very high profile speaker, and at the top of the list is Colin Powell.

E. Tony reviewed the Classified Staff goals that were discussed at the last executive committee meeting. Any further ideas or suggestions are welcomed and encouraged to make them more specific. The goals include: the need for greater visibility, the need for better communication (ie: e-mail), to improve the respect of the Classified Staff on campus, to represent "all" Classified Staff, and to be a forum to pass on ideas to all Classified Staff.

F. Concerns about the President’s Newsletter were addressed. Tony discussed the concern of the priority of raises. He has been told that it has not yet been officially signed by the governor but is on the table for a 2 1/2% raise without a $1,000 cap for the Classified Staff beginning October 1st. It is understood that the University will fund 2% and the 1/2% will be funded by departmental budgets.

5. Treasurer's Report: No formal report from Cal Becker. All fiscal year expenses are needed.

6. Committee Reports

A. Standing Committees:
   1. Policy and Welfare: Olivia reported that they met this morning. Issues discussed included:
      A. Ron Herrin was asked to elaborate on the details of the pre-retirement seminars. The seminars will be held on March 4th and April 30th of 1998 and will be full-day sessions. Their committee would like the Commission Newsletter to carry articles encouraging staff to attend.
      B. Committee goals and communication problems discussed. Suggestions included making a filing system to organize records for future reference.
      C. 25 year retirement plan: can no longer be supported. Reasons?
      D. Next meeting will be on July 8th at 8:30 a.m.
   2. Communications: Myra asked that if anyone had problems delivering the newsletters to please let her know. The next newsletter on July 8th will include a letter on how to distribute the newsletters next time. The deadlines for the rest of the session include: June 25th, August 27th, October 29th, December 22nd, and February 25th.
   3. Scholarship: No Report
   4. Membership: Dottie Stirewalt reported for Alexandra Barnes. A change has been made on the roster. Mark Pullen's address
has changed to 2200 Pocket Road, Florence, SC.

B. **Ad Hoc Committee:** Still looking for volunteers. Please let Tony know if you are interested.

C. **University Committees/Councils:**
   1. **Accident Review Board:** Next meeting will be July 17th.
   2. **Athletic Council:** Athletes grades have improved significantly. Men's basketball GPA improved to 2.77. Renovations are being planned for Littlejohn. In the process of looking for a major donor. They are looking at a new women's sport. Rowing offers the largest number of participants for the least amount of money. As a club on campus they raised $20,000 on their own. There will also be an increase in basketball ticket prices. Faculty rates will increase to $168 a season. They hope to sell 9,000 season tickets and have 2,000 tickets for Clemson Students. IPTAY tickets will be $210. One reason for the increase is due to the decrease in football ticket sales.
   3. **Bookstore Advisory:** Have not met.
   4. **Brooks Center Advisory:** No report
   5. **Budget Council:** No report
   6. **CATS:** No report
   7. **Constituent Council:** No report
   8. **Human Resources Advisory:** No report
   9. **Joint City/University:** Meets again in September
   10. **Parking Advisory:** No Report
   11. **President's Commission on the Status of Women:** No report. Four names were turned in, but have not heard anything.
   12. **Quality of Minority Student Life (CQMSL):** Still looking for a volunteer to serve as a representative
   13. **Recreation Advisory:** No report
   14. **Telecommunications:** No report
   15. **Travel Advisory:** No report
   16. **Union Advisory:** Next meeting in September.

7. **SCSEA:** No report.
8. **Unfinished Business:** None
9. **New Business:** None
10. Meeting was adjourned at 10:58 a.m.