

**Classified Staff Commission  
Executive Meeting Minutes  
Tuesday, July 1, 1997**

President Tony McGuirt called the meeting to order at 9:23am.

**Present:** Alexandra Barnes, Cal Becker, Cathy Bell, Debbie Calhoun, Myra Cato, Tony McGuirt, Olivia Shanahan, Betsey Shira.

**Absent:** Brian Becknell, Mike Moore, Dick Simmons.

1. Minutes were not available for approval.

**2. President's Report:**

**A. President's Cabinet:**

1. Tony reported the 2.5% raise for all employees was approved by the Governor. The .5% is to be funded at the department level. Our legislators need to know this causes a hardship for the departments. Suggestion was made to get legislators (Bud Webb, Becky Martin, Thomas Alexander) to have an "ask your legislator open forum." Cathy is to contact Robbie to organize this.
2. Financing for the Hendrix Center is in place.
3. Ron Kendall is leaving to go to Texas Tech. Dean Wehrenberg will be Acting Director of TIWET. TIWET will stay at Clemson. A search committee will be announced next week to find a new Director.
4. New VP for Research, Dr. Y. T. Shaw, is setting up a Research Council.
5. Debra Jackson is the Acting Director of the Graduate School for the next year. There will be a search committee to select a new Provost Administrative Intern.

**3. Treasurer's Report:** Cal reported \$250 from endowment is discretionary money. Vending machine dollars are requested by HR on behalf of the CSC for the annual luncheon. PC purchase has been put on hold; it was not done in time for FY 1996-97. Payroll deduction dollars are to be moved to the CSC Scholarship Account. Cathy would like to see more promotion of scholarship contributions. Perhaps we could have a special prize drawing at the Benefits Fair for both new and increased donations. We need to push PR now to be ready for the Benefits Fair. Myra is to ask Ron about a better booth location.

**4. Committee Reports:**

- A. Policy & Welfare:** Olivia reported they have completed three (3) articles for the Newsletter. They are concerned about the timeliness of information which is printed. Suggestion was made for a "Quick Briefing/Did You Know" item; it could be done as one page with Myra getting labels for mailing.
- B. Communications:** Myra reported they met on 6/10. They are discussing printing the Newsletter in two (2) colors to get attention. Dave Dryden's office could even print it. They are looking at designing a new logo. They want the newsletter to be an advocate to address employee concerns with usable information. CSC fifteen (15) year anniversary will be April 1999. Newsletter articles collected are Convocation information, news flash on retirement: planning dates and teleconference dates, sexual harassment article, news flash on golf tournament proceeds and list of new CSC Officers. Tony asked to have a request in newsletter seeking Classified Staff Participation for Convocation and Graduation, not

necessarily requesting volunteers to carry the banner and mace. Classified Staff are to meet at Brackett Hall atrium at 8:15am for Convocation. Convocation Procession will begin at 9:00am on August 19, 1997. Banner should be carried by the newest classified staff member and the senior classified staff member should carry the mace. Tony said we also need to consider this for the Graduation Ceremony on August 9, 1997 at 11:00am. Myra is to get Tony a list of staff members with advanced degrees sorted by years of service.

- C. **Scholarship:** Tony reported their next meeting will be on Thursday, 7/10 at 1:30pm in P&AS Conference Room. The last scheduled meeting was canceled.
- D. **Membership:** Alexandra reported they had not met, therefore nothing to report. Alexandra is meet with Debbie to catch up on some loose ends. Meeting will be planned in the near future. Betsey is to look at the Bylaws in relation to Appendix B.

## 5. Unfinished Business

- A. Tony handed out the minutes for the 6/10 CSC meeting. Tony asked Olivia to give him some additional information for item 7.A.1.C on 25 year retirement plan. He also asked us to review it for corrections and get back to him before the end of the week so he could give information to Debbie for the 7/8 CSC meeting.
- B. Tony handed out Goals and Objectives sheet. We are to write down ways (suggestions and ideas) we can reach our goals. This will be discussed at the next Exec meeting.
- C. **Speakers:**
  - 1. July: Cal is to call Dick in regard to having Dick and/or Fran speak on pay raise issues, i.e., COL, awards, bonuses, performance pay, etc.
  - 2. August: Suggestion made to have Ron speak on annuity programs or retirement. We may want to look further into how we could have choices of retirement programs for staff; possibly have a survey conducted. It was decided to have Tony call Ron to speak about annuity programs in August.
  - 3. Tony suggested we could have Thornton Kirby speak on Performance Funding Criteria. He spoke at the last President's Cabinet Meeting on this. Tony gave out list of first 14 from the list of 37 criteria upon which we will be evaluated for future funding. This list is a work in progress.

## 6. New Business:

- A. We have been asked to give a five (5) minute presentation on the CSC at the New Employee Orientation. This occurs on the first payday of the month. We were not given an approximate time of morning we would be doing this. The next orientation session will begin at 8:30am on July 11, 1997. We decided not to participate in July due to time constraints. We will participate in the orientation session in August. We need to develop a so-called script for this. It would not be necessary for one person to do it every time; we could rotate.
- B. Items for Calendar need to be sent to Tony for distribution at August CSC meeting.
- C. Robbie and Bruce are still updating the Web page.
- D. Olivia reported Murray State has a Staff Congress similar to our CSC. They have 30 representatives. They elect 2 representatives each year from the following employment categories: A.) Secretarial/Clerical, B.) General, C.) Facilities Management and D.) Managerial/Professional/Executive.

The meeting adjourned at 11:15am.