

CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION MINUTES
Tuesday, August 12, 1997

President Tony McGuirt called the meeting to order at 10:01 am.

Present: Becknell, Bell, Bernard, Brewer, Calhoun, Cato, Chandler, Cox, Dryden, Harper, Haynes, Herrin, Holladay, Holton, Jennings, Keasler, Ladd, C. Massey, McGuirt, B. Moore, Morris, Norris, Padgett, Parnell, Perry, Pierson, Pullen, Shanahan, Shira, Simmons, Stirewalt, Toney, Warner, Woodruff.

Absent: Arthur, Barnes, Becker, Bibb, Burkett, Carson, Daniel, Gray, Hall, Maw, F. Massey, M. Moore, Parker, Reeves, Smith, Thompson, Warmath.

Guests: Michaelann Evatt, Beth Jarrard, Gail Roberts.

1. **Guest Speaker: Ron Herrin.** Ron handed out a pamphlet on the South Carolina Deferred Compensation program and a list of Tax Sheltered Annuity Companies available for payroll deduction. Annual payroll for 1996 was \$173,063,147.75. Total of payroll deductions for 1996 was \$4,844,172.18. 471 employees participate in the Medical Spending Account for a total of \$324,000. 54 employees put \$152,000 in the Dependent Care Account. Employees may sign up for Money Plus in October during Open Enrollment. 500 persons are participating this year. State Deferred Compensation has 457, 401K and 403B plans available. Approximately 35% of the employees participate in an annuity program (436 academic & 900 others). The handouts are given to new employees at New Employee Orientation sessions and will be available at the Benefits Fair. CU requires an annuity program to have 10 participants before they are available for payroll deduction. It is up to an individual to evaluate a company's program. Individuals should check out at least three (3) companies before making a decision. An employee may discuss insurance/annuity programs on company time as long as appointments are made in advance. A supervisor has the right to disallow this at the workplace.
2. Minutes were approved as presented.
3. **President's Report:**
 - A. **CSC Calendar and Goals:** Tony handed these out asking that feedback be given to executive officers. Calendar will be updated periodically. Goals: greater visibility, improve communications and respect. We want to get to the policy making level; to be advocates for the staff. We need to be proactive. Myra and the Communications Committee are to take the lead and work with P&W in developing a survey to find out concerns of constituents.
 - B. **Academic Council:** Did not meet in August.
 - C. **Board of Trustees:** They had a meeting and retreat in July. New admissions standards were passed. University budget was also passed.
 - D. **President's Cabinet:** Encourage your constituents to attend the Convocation. The Classified Staff will meet at 8:15 am in Brackett Atrium. The speaker will be the newly appointed CHE Commissioner, Rayburn Barton. The unaudited figure for the CU endowment is 158 million. If you are planning to have a function at the Madren Center be advised parking is limited and events are being limited. New Visitors Center is to open on 9/15; dedication will be held 10/10. CU now has "PawVision," outdoor big screen TV in football stadium. University Square offices have all been relocated.
4. **Treasurer's Report:** No report.
5. **Committee Reports**
 - A. **Standing Committees:**

1. **Membership:** Dottie Stirewalt reported updated rosters, CSC e-mail distribution and committee assignment lists are available to be picked up. Alexandra will be doing the CSC segment of the New Employee Orientation.
 2. **Communications:** Myra reported they discussed the newsletter and Benefits Fair. Next meeting directly following this meeting. Deadline for submission of newsletter articles is 8/27. Ad hoc committee has been developed to work on the Benefits Fair. Give all suggestions and feedback to Myra or her committee's members.
 3. **Policy and Welfare:** Olivia reported that they met this morning at 8:30 am. They are categorizing issues for future reference. They discussed the peer institution annuity survey results and computer access for retired staff members.
 4. **Scholarship:** Brian reported they met last Thursday. Standing meeting time will be the 1st Thursday of each month. Goals were discussed. Scholarship information packets will be available at the Benefits Fair. Arrangements for pictures of the scholarship recipients have been made. Scholarship deadlines are on the CSC Calendar.
- B. Ad Hoc Committee for Staff Intern:** No report.
- C. University Committees/Councils:**
1. **Accident Review Board:** Dottie reported they met on 7/17. They reviewed 4 motor pool related accidents; 2 were no fault, 1 was at fault with no fine, 1 was at fault with a \$200 fine. Mike Simmons was elected Vice-Chairman. Next meeting will be 10/2. Due to tightened budgets departments are not paying fines; they are expecting employee at fault to pay the fine.
 2. **Athletic Council:** No report.
 3. **Bookstore Advisory:** Have not met.
 4. **Brooks Center Advisory:** Have not met.
 5. **Budget Council:** Have not met.
 6. **CATS:** No report.
 7. **Constituent Council:** Have not met.
 8. **Human Resources Advisory:** Olivia reported they did not meet last month and their next meeting will be 8/13.
 9. **Joint City/University:** Next meeting will be first Monday in September.
 10. **Parking Advisory:** Have not met.
 11. **President's Commission on the Status of Women:** No report.
 12. **Quality of Minority Student Life (CQMSL):** Still looking for a volunteer to serve as a representative.
 13. **Recreation Advisory:** Have not met.
 14. **Telecommunications:** Have not met.
 15. **Travel Advisory:** Have not met.
 16. **Union Advisory:** Have not met.
- 7. Unfinished Business:**
- A. SCSEA:** No report.
 - B.** Question of why faculty are not required to be evaluated on supervisory performance was raised. Dick responded they are tacking the issue of evaluating supervisors on their supervisory skills one group at a time. They have included this on the evaluations of supervisors who are classified staff members. HR is working on obtaining approval from the Provost to change this policy in the Faculty Manual.
- 8. New Business:** None.
- 9.** Meeting was adjourned at 11:35 am.