CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION
EXECUTIVE COMMITTEE MEETING
Friday, October 2, 1997
538 Edwards Hall Conference Room

President Tony McGuirt called meeting to order at 9:05 a.m.

Present: Alexandra Barnes, Brian Becknell, Cal Becker, Cathy Bell, Debbie Calhoun, Myra Cato, Ron Herrin, Tony McGuirt, April Warner.

Absent: Mike Moore, Betsey Shira.

1. **Announcements from the President:**
   A. Encourage all employees to attend insurance information meetings.
   B. Letter from Dr. Curris on 10/1 stated HR now reports to Chief Financial Officer.
   C. Debra Cox resigned. She has recruited someone to be her replacement. We are not ready to appoint replacement at this time due to ongoing FMO issue. Membership will review replacement appointment process at their next meeting.
   D. Send your thoughts/suggestions on the FMO issue to Tony. Cathy, Tony and April will get together to look at this issue. Latest response from Mike Parker: He has not done PDs and was not given a date by which to have them done. There needs to be some contact with upper management to see what instructions have been given to Zone Supervisors. April will fax copies of all correspondence on this to Dick Simmons.

2. **Unfinished Business:**
   A. **Support Staff Person:** We are looking to request a part-time state funded permanent staff support person. Reasons to make this request:
      1. only staff representation group with 2300+ constituents; Faculty Senate has secretary for 900+ faculty members; we represent the majority of employees
      2. permanent home address and phone number
      3. commission members are not paid to serve; we do this above and beyond our full-time jobs
      4. consistence of maintaining records and permanent record keeping
      5. ongoing list of concerns and committees
      6. validity; commission is almost 15 years old
      7. standardization of records
      8. meeting minutes
      9. timeliness of dissemination of information
      10. web page maintenance
      11. gathering of statistics
      12. contact with all representatives
      13. all information goes to one location
      14. improve communications
As far as office space location, we want it to be accessible and visible. Tony will call Dee Stone about space.

**B. 2% set aside dollars for next year:** Current 2% allocation has been allocated. $400,000 is available for the Budget Council to decide where it would be best used. It is to be disbursed based on requests from Budget Representatives. Of the original $1.2 million the Provost and Academic Council reviewed the requests on the academic side and the President and the Administrative Council reviewed the requests on the administrative side. Method exists to make requests for this money.

**C. Salaries:** Staff have asked about the 2.5% increase. Faculty Salary Survey has been validated since it is being used by the administration. It is actually the second survey that was completed; the first one was thrown out. There are some things which one could question about the survey: it was done on a calendar year, 2 positions with the same band may not have been in the same category, turnover was thrown out. We could request a CSC member be on the Committee with Faculty Senate when they ask for this report to be reproduced. We need to be prepared to be represented and knowledgeable about this. Cathy is to ask Fran McGuire if they are planning to have the survey reproduced. Tony will contact Kaye Lawson to come to talk with CSC Executive Committee.

**D.** Tony handed out the Annuity Survey Responses for review. This will be discussed at next Exec Meeting.

3. **New Business:**

**A. SCSEA:** Robbie Nicholson is working with Survey of Chapter Presidents; it went out last Friday. SCSEA member, Miriam Cauthen is to meet with Robbie and Patty Watkins. There seems to be much dissatisfaction with the current Director of the SCSEA.

The meeting adjourned at 11:30 a.m.

**Next Meeting:** October 31, 1997, **8:30 a.m.** at 538 Edwards Hall.