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CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION MINUTES
Tuesday, October 14, 1997

President Tony McGuirt called the meeting to order at 10:06 am.

Present: Barnes, Becknell, Bell, Bernard, Burkett, Calhoun, Cato, Daniel, Gray, Harper, Haynes, Holladay, Jennings, Keasler, C. Massey, McGuirt, Norris, Padgett, Parker, Parnell, Pullen, Shanahan, Shira, Toney, Warmath Warner.

Absent: Arthur, Becker (E), Bibb (E), Brewer, Carson, Chandler, Dryden, Hall, Herrin, Holton (E), Ladd, F. Massey, Maw, B. Moore, M. Moore, Morris, Perry, Pierson, Reeves, Simmons, Smith, Stirewalt, Thompson, Woodruff.

1. **Speaker:** Alexandra Barnes went through the presentation she has been giving at the New Employee Orientation which is done on the first payday of each month. She has a script, a list of things to bring and notes on what to do. She gives out CSC handouts and the latest newsletter; she speaks on our information being listed in the phone book, our Web page, our purpose, our meetings, our scholarship fund, and how to get involved. Tony McGuirt invited other CSC members to do the orientation presentation. Chuck Toney volunteered to do the orientation presentation. A suggestion was made to update the web page to allow persons to put in a response/question directly on the web page.
2. Minutes were approved as presented.
3. **President's Report:**
 - A. Tony announced Dr. Curris had recently sent out an e-mail message to the campus stating he was undergoing treatment for a tumor; Debbie Dubose is the Interim VP for Advancement as of Nov 1; Human Resources is now reporting to Scott Ludlow, CFO; David Stalnaker is over FMO & EH&S.
 - B. Olivia Shanahan has stepped down as Chair of the Policy and Welfare Committee. April Warner has agreed to become the new Chair of the Policy and Welfare Committee.
 - C. Benefits Fair is today and tomorrow.
4. **Treasurer's Report:** No report.
5. **Committee Reports**
 - A. **Standing Committees:**
 1. **Membership:** Alexandra reported they met on 10/3. They are working on representative areas and ask for feedback from all representatives. They are also looking at a procedure for securing persons to march at graduation ceremonies and convocation. Please review your education level information and ask your constituents to do the same. Debra Cox has taken a job in another area and has resigned. We will be looking for a replacement representative for Area 18. Next meeting will be today directly following this meeting.
 2. **Communications:** Myra reported they met following the CSC meeting last month. They discussed the Benefits Fair Booth. 10/29 is the deadline for submission of information to be included in the November Newsletter. Lapel pins will be available to persons who sign up to give \$50 a year to the Scholarship Fund. New Scholarship Brochures (printing cost \$457) have been printed and will be available at the Benefits Fair. These will be distributed to CSC members at our next meeting. There will be no Communications Committee meeting today.
 3. **Policy and Welfare:** April reported that they met this morning at 8:30 am; Ms. Jameson from SCSEA spoke on grievance procedures. They also discussed minimum wage and how the delay of pay for performance affects prospective retirees.
 4. **Scholarship:** Brian reported they met. They discussed hole and corporate sponsorships for this year. If you have a corporate contact, please let Brian know. They are working on the brochure for the tournament. They have set an aggressive but attainable goal of raising \$7500 this year. Financial Aid Brochure has been completed and will be available at the Benefits Fair. A suggestion was made for them to contact the Walker Course's vendors. Next meeting will be 1st Tuesday of the month in P&AS Building basement.
 - B. **Ad Hoc Committees**
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A. University Committees/Councils:

1. **Accident Review Board:** No report.
 2. **Athletic Council:** No report.
 3. **Bookstore Advisory:** Cathy reported they met at the end of September. They had representatives for undergraduate and graduate students. They had a good fall rush. Faculty turned in book lists in a more timely manner. They talked about buy backs; some faculty still use downtown bookstores exclusively. CU gets some proceeds from Barnes & Noble.
 4. **Brooks Center Advisory:** Did not meet.
 5. **Budget Council:** No report.
 6. **CATS:** No report.
 7. **Constituent Council:** Have not met.
 8. **Human Resources Advisory:** Olivia reported they discussed 1.) Recruiting of positions - waiver of posting need to be sent in with the PAN forms, 2.) Background checks - these are costly, but recommended, 3.) Sample forms for use in progressive discipline were distributed, revised and may be used as needed, 4.) In band adjustments, 5.) Overlap hiring, 6.) Employee training, 7.) Benefits Fair and open enrollment.
 9. **Joint City/University:** Greg reported Homeowners representative asked about crosswalks and child care issues. They are looking at putting a traffic light at the intersection of Edgewood and College Avenues. Gerald Vander Mey talked about computer kiosks to be placed at entrance points to campus (Perimeter Road, YMCA, Hwy. 93 gates and at Hwy. 76). They will be made of tough fiberglass material. Greg is to contact Dori Helms on childcare and to contact Gerald Vander Mey concerning the crosswalks.
 10. **Parking Advisory:** Elmer reported Joe Granger spoke on sources of revenue: parking permits, parking fines and interest from deferred maintenance funds. Revenue from parking permits is rising. There are 12,395 parking spaces; 24% employees, 75% students, 1% vendors. Let Michael Hunnicutt know if there are any areas in need of more enforcement. Ted Taylor, faculty representative, wants to do away with parking permit fees altogether. Three options are being considered for visitor parking: 1.) as is, 2.) 3 or 4 chosen lots, or 3.) 1 hour spots. Give Elmer feedback on visitor parking. They discussed stricter penalties (higher fines on repeat offenders) and stricter enforcement. Next meeting will be 10/23.
 11. **President's Commission on the Status of Women:** No report.
 12. **Quality of Minority Student Life (CQMSL):** We need a volunteer.
 13. **Recreation Advisory:** No report.
 14. **Telecommunications:** No report.
 15. **Travel Advisory:** Cory reported they meet today.
 16. **Union Advisory:** No report.
7. **Unfinished Business:**
- A. **SCSEA:** No report.
 - B. The marks which look like ~ on the e-mail distribution list are -. It is the font the list was printed in that makes it look that way. Contact Debbie if you have a problem.
 - C. Chuck Toney reported they are still working on the survey preparation.
8. **New Business:**
- A. Betsey passed out a sheet with two proposed By-law changes. This is being done because appendices are a hold over from Policies and Procedures. This will be voted on at our next meeting.
 - B. A question was raised regarding the By-law reference regarding three absences. This is to be reviewed by the Executive Committee. If 11/11 is a holiday at the location where you work it will be considered an excused absence. If you were working at the Benefits Fair during this meeting it is an excused absence.
9. Meeting was adjourned at 11:37 am.