

DRAFT

**CLEMSON UNIVERSITY  
CLASSIFIED STAFF COMMISSION  
EXECUTIVE COMMITTEE MEETING**

Friday, November 21, 1997

538 Edwards Hall Conference Room

President Tony McGuirt called meeting to order at 9:15 a.m.

**Present:** Cal Becker, Cathy Bell, Debbie Calhoun, Myra Cato, Ron Herrin, Tony McGuirt, Betsey Shira, April Warner.

**Absent:** Alexandra Barnes, Brian Becknell, Mike Moore.

1. Minutes were approved as amended.
2. **Announcements from the President:**
  - A. Notification of meetings: Educational Policy, Budget, Finance and Institutional Advancement Meetings will be held on 1/5/98 in the State Development Board Conference Room in Columbia at 9:30, 12:00, 2:00. Student Affairs Board of Trustees Meeting will be on 1/6/98 at 10:00 am in the same location and Ag and Natural Resources Meeting will be that afternoon. Spring Meeting of the Board of Trustees will be 5/1/98. Summer meeting of the Board of Trustees (Retreat in Charleston) will be 7/17-19/98.
  - B. Tony was invited to attend Student Organization and Student Leaders Dinner. He has sheet of information, which was tallied at the Dinner.
  - C. President's Cabinet meeting was not held.
3. **Treasurer's Report:** Cal reported we received our performance credit money. He has ordered the Laptop PC, which should be here in two weeks.
4. **University Mission Statement, Vision and Implementation Concepts:** Cathy distributed a copy of the Faculty Senate's response to the Implementation Concepts. Their changes were capitalized. After reading over the implementation concepts we decided to make a response from the CSC noting the following changes: #5 include "staff" and #4 remove "professional." Cathy with check on the deadline for this to be submitted and proper channels for submission. It will be included as new business in December.
5. **Committee Reports:**
  - A. **Membership:** Tony reported for Alexandra: Special 1-year term election in Area #2, special 2-year term election in Areas #3, 15, and 18, and regular elections in Areas #7, 10, 11, 20, and 21. Time line for election process has been established. Vacancies may occur for 10 possible reasons. Recommendation to fill vacancies was as follows: appoint 3<sup>rd</sup> runner up to fill slot, if none exists, Executive Committee makes appointment for remainder of year and then have election to finish rest of term. This will need to be voted on by Exec as election procedures. Betsey will check with Alexandra to make sure there is no conflict with the By-laws. New member orientation will take place at the 3/10 meeting. Discussion

followed on when does the President-elect becomes President and when do new members get to vote?

- B. **Communications:** Myra reported they did not meet and next meeting will be December 9. A question arose as to should newsletters go to unclassified staff? Betsey agreed to send Newsletters to the following persons: Faculty Senate President, Administrative Council, President's Cabinet, and Extension Faculty President. Next Newsletter will go out in January; submission deadline for newsletter articles is 12/15. Leave accrual rumor that came from an audit report on how the State could save money was discussed. April will send a letter of inquiry on this issue to Fran McGuire, Faculty Senate President and to Mary Jo Williams, President CU Chapter of SCSEA. April will send a copy of the newspaper articles to Exec. Cal made suggestion to put a note in the Newsletter reminding persons that January is the time to contact your legislators regarding COL raises with a sample letter attached. Cathy will check on policy.
- C. **Policy and Welfare:** April Warner distributed a draft of their minutes. They have assigned a committee member to contact the areas of the university to see what is being done in the area of staff awards. Think about what could be considered. April, Tony and Cathy met with Pat Hall and the FMO issue has been settled.
- D. **Scholarship:** No report.
- E. **Ad Hoc Committee to Study the Comparative Salary Study:** Cathy Bell distributed resolution and revised concerns. Tony distributed draft copies of letters to Dr. Curris, Fran McGuire, Administrative Council and President's Cabinet. These were revised for dissemination. Cathy will e-mail revised resolution and concerns to Debbie to distribute to CSC members and send hard copies to Tony. He will send the letter out in the mail Monday.

#### 6. **Unfinished Business**

- A. **Attendance:** Betsey read the By-laws statement on attendance. Out of 46 representatives, 16 (less one who has resigned) have missed 3 or more meetings. We need to look at committee meetings separately from CSC meetings. Attendance policy will be highlighted on nomination forms. Concern was expressed that constituents are not represented when their representative does not attend the meetings. Do we want to distinguish between an excused and unexcused absence? Note: Cal will be absent next CSC meeting. Tony and Debbie will get together next week to write letter on attendance.

#### 7. **New Business:** None.

The meeting adjourned at 11:51 a.m.

**Next Meeting:** December 19, 1997, 9:00 a.m. at 538 Edwards Hall.