

DRAFT

CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION
EXECUTIVE COMMITTEE MEETING
Friday, December, 19, 1997
538 Edwards Hall Conference Room

President Tony McGuirt called the meeting to order at 9:10am.

Present: Alexandra Barnes, Cal Becker, Brian Becknell, Cathy Bell, Debbie Calhoun, Myra Cato, Tony McGuirt, Dick Simmons

Absent: Mike Moore, Betsey Shira, April Warner.

1. The minutes stand approved as presented.

2. **Announcements from the President:**

A. Staff attendance at the Faculty/Staff Meeting was bleak. The Administration needs to publicize the Faculty/Staff Meeting more to improve attendance. Tony will ask for clarification at the President's Cabinet meeting as to whether it is a Faculty Meeting in May and a Faculty/Staff Meeting in December or a Faculty/Staff Meeting in both May and December.

B. We received a Christmas card from the Faculty Senate.

C. **Faculty Senate Meeting:** Tony and Cathy attended. The revised University Mission, Vision and Implementing Concepts were presented by the Students. They did not approve the Faculty Senate changes to the Implementing Concepts. They have asked the Board of Trustees to go back to the four representative groups to ask for more input. Our resolution went out last Tuesday. We have not heard back on our Salary Resolution. The Faculty Senate has been supportive of including us in the salary study. Tony and Cathy will follow up on this.

D. Human Resources is coordinating the mentoring program. Letters will be sent to the Deans, Directors and Department Heads. Interested parties should contact Melissa Marcus for details. Supervisor's approval must be given for participation.

E. **Human Resource Advisory Committee:**

1. There has been a rumor concerning an increase in tuition hours employees can take free. Currently 4 hours may be taken per semester at no charge to employees of Clemson University. The President and Human Resources Director received a memo from the State, which would allow employees to take up to six credit hours. Costs to some colleges for some classes is not cost efficient. Possibility of reimbursement of employee costs for the courses. Entire issue needs to be reviewed and a proposal needs to be made. Tom Waring has numbers on how many staff participate in this program. It was started as a benefit to employees. Myra will include a "Did you know" on this as well as numbers of graduate and undergraduate participants by college in the newsletter. Tony will follow up with Dr. Reel.

2. When offering employment, everyone needs to be fair about credit reporting activity. Employee has to be notified as to what was reported. You cannot discriminate based on the information contained in credit reports.

3. Jobs should be posted and advertised and approvals for salary before salary can be offered.

4. Melissa Marcus is in charge of nationally recognized Certified Public Manager Program offered at CU. We should use the newsletter to share this, possibly as a News Brief with calendar of all training available. Cathy is to ask Melissa to speak at January CSC meeting.

3. **Treasurer's Report:** Cal Becker reported the laptop has arrived and the bill has been paid. Debbie is to bring it to the next executive meeting.

4. **Committee Reports:**

A. **Membership Committee:**

1. Alexandra reported she did New Employee Orientation on 12/12. Chuck Toney did it in November. Alexander has all the materials. Tony will do it on Feb. 6. Looking for volunteer for Jan. 9. HR is looking at putting the presentation on PowerPoint. (HR is to move to the other side of the building at Perimeter Road. Accounts Payable and Grants & Contracts Offices are to move to Perimeter Road in the next six months.)

*ask Tony -
min of Pres. Cabinet
didn't reflect that
give him min*

*Debbie didn't
see anything*

? Understood

*Scott this Feb
Melissa March*

2. Alexandra e-mailed Executive Committee a change to the By-laws on appointments to fill vacancies. Change reads "If a representative transfers out of the area he/she was elected to represent, but remains a classified staff employee he/she may exercise the option to serve out the remainder of the year subject to Executive Committee approval. Otherwise, vacancies may be filled by the person who received the third highest number of votes by appointment of the Executive Committee. A vacancy filled by a transferred or appointed representative will be for the remainder of that commission year or term. A special election will be held with the regular elections for the remainder of the term for that position." Discussion followed. Alexandra is to review this with Betsey and will send this to executive members for a vote at January meeting. Membership is working on upcoming elections. *Vote today?*
 3. Some areas did not submit any nominations. Please send them if you have any. Teresa will accept them even if they are late.
 4. Suggestions for luncheon speaker were requested. Scott Ludlow was suggested, but it was decided *thornton Kurling* we would like him to speak at a CSC meeting.
 5. Guest list was requested for Executive Committee review. Tony requested review of process flow for Luncheon. Tony requested suggestions for new representative orientation to be sent to Alexandra. *today?*
- B. **Communications Committee:** Myra reported they have not met. Myra is doing newsletter. It is to have 3 Q&A questions, article on free tuition, and sample e-mail letter to legislators. Let Myra know what you want included in the newsletter. Myra is looking for someone with a Mac to help with newsletter in March. Martha Morris and one other person have offered to help distribute newsletters. Cal is to present issue of writing to legislators at January meeting. *Will we have back up? What issue?*
 - C. **Policy & Welfare:** No report. Myra asked a question about giving a one-time donation to the Scholarship Fund. They will accept checks. Tell person to write the check and send directly to the Development Office; just need to specify on the check the designation "Scholarship Fund." *CSC*
 - D. **Scholarship Committee:** Brian reported he will contact Charlotte Holmes concerning the Master Calendar. They are working on the Golf Tournament. Myra has golf tournament photos. *done?*
5. **Unfinished Business:**
 - A. **Appointment of Replacement for Melissa Bibb:** It is to be third runner up. This item was tabled. Alexandra is to send to Executive Committee for approval by e-mail. *didn't see anything?*
 - B. **Special Elections:** By-laws change should fix this.
 - C. **Annuities:** Cal made a motion "to capsule what was reported in the Survey on a spreadsheet to see what is done versus what is not done and bring back to next executive meeting under the Policy and Welfare Report." The motion was seconded and approved. *today*
 - D. **Staff Proposal:** Tony will write up information to be requested in proposal form.
 - E. **Goals:** We need review of where we started, where we are and where we are going. Tony may hold special meeting for this.
 - F. **Attendance:** Debbie will e-mail you the proposal we worked up. Read and send your feedback/suggestions to Debbie on how to handle absences in the future. There is nothing regarding this in the by-laws. It falls to the Membership Committee to maintain. Representatives should be called after two absences from regular CSC meetings. Cal wants to see memo done yearly in July. This does not apply to sub-committee meetings. At the beginning of next year, Cathy will redo the letter and stress attendance at new member orientation.
 - G. **SCSEA:** According to Mary Jo not much is going on here. Leave accrual issue is being watched. Executive Director, Larry Ellis, told Dick legislators indicated there would be much opposition to this and it would require changes to the state system. We can look at the legislation that comes out after January. SCSEA will keep an eye on it. Dwight Vines, Professor of Agriculture is the Legislative chairperson of SCSEA. Cal will draft a letter from the CSC to please watch out for legislation regarding this issue. *done!*
6. **New Business:**
 - A. Send information out by e-mail out prior to executive meeting day so we can expedite meetings.
 - B. Tony appreciates all that we do.

The meeting was adjourned at 11:30am.

Cathy to do