

**CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION
EXECUTIVE COMMITTEE MEETING MINUTES
Friday, January 29, 1998**

President Tony McGuirt called the meeting to order at 9:22am.

Present: Brian Becknell, Cathy Bell, Debbie Calhoun, Myra Cato, Tony McGuirt, Betsy Shira, April Warner.

Absent: Alexandra Barnes, Cal Becker, Mike Moore, Dick Simmons.

1. A sentence was removed under section E and the November 14 minutes were approved as amended. The December 19th minutes stand approved as presented.
2. **Announcements from the President:** Tony reported
 - A. Tony thanked those who helped with the VP search. We have not heard the results yet.
 - B. Communications did a nice job on the newsletter. People are reading the newsletter.
3. **Treasurer's Report:** No report.
4. **Committee Reports:**
 - A. **Membership:** Debbie reported for Alexandra that Sherry is working on the luncheon. Teresa is working on the elections. We had a problem with area ten, which is resolved and we will count the ballots on Monday, 2/2. Three areas: #2 DAPS needs one representative, #15 Agriculture needs one representative, and #21 FMO needs one representative. Tony asked that we put word out to find people to fill these representative positions. We need to find a replacement for Area #12 Donna Woodruff who has resigned (2 year appointment). Debbie will e-mail the name of the third runner-up in Area #26 to ask executive committee for approval on Melissa Bibb's replacement. We need to get on someone's calendar for luncheon speaker.
 - B. **Communications:** Myra reported after the general meeting, four people attended their meeting. Martha Morris agreed to do typesetting of the newsletter. Newsletter article suggestions included: new parking regulations, how EPMS system works and time table for performance reviews, posting the progress of the People Soft Software implementation, and a golf tournament article (Brian to submit by 2/15). Question was raised asking if an employee had any recourse if their supervisor did not complete their performance evaluation. Policy and Welfare is to send question to Dick asking "What is supposed to happen, when is it supposed to happen and the actual schedule for it to happen in regard to EPMS. If supervisor fails to do this, what can the employee do? Is it grievable? What recourse does an employee have without a current EPMS planning stage on file?" Supervisors are given six weeks to do a planning stage. April will follow up with Dick on who is evaluated on the completion of EPMS evaluations. *~ what happened*
 - C. **Policy and Welfare:** April reported they need permission to proceed with the open forum to be held on Friday, May 8, 1998. They will be no charge for attending. Place is to be Amphitheater (or Palmetto Ballroom in case of rain). All representatives should attend since it will be held at lunch time. AraMark will charge \$200 for an order of 42 dozen sandwich pieces, \$12.95 for 12 gallons of punch or \$5.95 for tea. We have approximately \$170 available in the foundation fund. Representatives are to bring chips, etc. Tony called

for a vote to give P&W the remainder of the foundation fund. The vote was approved. April is to call Cal for account balance. Myra will announce it in the next newsletter. We will put it on the March calendar first and then in Inside Clemson. Representatives will be asked to promote it at the next CSC meeting.

- A. **Scholarship:** Brian reported they had the first meeting on 1/15. The next meeting will be on 2/5. Brian will do the handouts. Brian will get Tony the fact sheet by 2/9 for the Academic Council.

5. **Unfinished Business:**

- A. **Annuities:** April gave an overview of information compiled in the survey. They would like to see other annuity companies at the Benefits Fair. Perhaps Payroll and Benefits could allow companies that have top ratings. But which rating system? April to ask question of Dick/Ron - is there anyone who reviews this information, and if not, ask for a committee or group to review policies on tax deferred investments. April is to do a memo saying we surveyed of our peers, there is not much difference, but we have some questions, and request a response. A question was asked about state law which may prohibits Classified staff from participating in TIAA/CREF.
- B. **Faculty Senate Budget Accountability Committee:** Debbie reported Brett will do notes from the meetings, not minutes. All requests for information are to be routed through Thornton Kirby who will route them to IR. Kaye Lawson produced a detailed listing for the third listing. Raises will be shown as Total, General Increase, Performance Pay, Promotion, and other increases. Category 4 was divided to distinguish staff from other unclassified persons. There were 400 exceptions Kaye had to review by hand.
- C. **Revised Implementing Concepts:** The Board of Trustees will vote on the Implementing Concepts tomorrow. Tony received a letter from Gressett.
- D. **Women's Commission:** Myra reported nominating sheet for outstanding women will be going out in Inside Clemson on 2/6. Awards will be given for five categories: Academic Faculty, Staff, Graduate Students, Undergraduate Students, and Distinguished Contributor (could be a male). Myra will send forms to Executive Committee and have them available at the next CSC meeting on February 10, 1998. Sexual harassment survey will be forthcoming.
- E. **Staff Proposal:** No report.
- F. **Goals:** No report.
- G. **Attendance:** Debbie will e-mail suggested policy to all executive committee members for discussion next month.

6. **New Business:**

- A. Rules governing use of 538 Edwards Hall were reviewed.
- B. A suggestion was made to have Logan Rice as a speaker in the summer.
7. The meeting was adjourned at 11:25am.

*who is this?
person in charge
of People soft*