

CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION MINUTES
Tuesday, March 10, 1998

President Tony McGuirt called the meeting to order at 10:03am.

Present: Barnes, Becker, Becknell, Bell, Bernard, Burkett, Calhoun, Carson, Cato, Chandler, Daniel, Harper, Haynes, Holladay, Jennings, Keasler, Ladd, C. Massey, Maw, McGuirt, Norris, Padgett, Page, S. Parker, Parnell, Perry, Pierson, Perry, Pullen, Shanahan, Shira, Smith, Swafford, Toney, Warmath, Warner.

Absent: Arthur, Brewer, Gray, Hall, Herrin, Holton, F. Massey, B. Moore, M. Moore, Morris, M. Parker, Reeves, Simmons, Thompson.

Guests: Patty Ables, Margaret Batson, Jamie Boggs, Joyce Bridges, Jenna Donald, Jerry Fincannon, Patty Harris, Beth Jarrard, David Payne, Amie Spitzer.

1. The minutes were approved as amended.

2. **President's Report:**

A. **President's Cabinet:** Cathy reported that she attended two meetings. At the 2/23 meeting: Scott Ludlow announced motor pool cars could be reserved via the web page. Jerry Knighton reported that the SC Legislative Black Caucus luncheon held 2/11 went well. Jim Daniels reported that the Ways and Means Committee approved funds to cover health insurance for state employees. There were three handouts, which included a 1998-99 Summary Budget Worksheet for the Higher Education Subcommittee, Ways and Means Budget for Economic, Development, Environmental and Natural Resources Subcommittee, and names and addresses of legislators that should receive thank you letters in appreciation of their support to Clemson. Debbie Dubose announced this is the 75th anniversary of Strom Thurmond's graduation. Dr. Rogers reported the position for Vice President of Advancement has to be reopened, Dean of the Graduate School search is nearing conclusion and Director of Continuing and Distance Education search is in process. At the 3/9 meeting: Jim Daniels passed out a Legislative update. Jim Hendrix announced there would be a Student Body President run-off and Craig Story was elected Vice President. Dori Helms announced the Women's Commission award winners. Pat Smart announced that the Faculty Senate would be addressing post-tenure review document. Scott Ludlow announced there was no truth to the rumor regarding quotas on evaluation ratings. He is working with HR to see that positions are evaluated for reclassification when needed.

3. **Treasurer's Report:** Cal gave no report.

4. **Committee Reports**

A. **STANDING COMMITTEES:**

1. **Membership:** Alexandra reported orientation for new members occurred this morning. She introduced the new members and gave an overview of the Membership Committee, which includes the annual luncheon and elections.
2. **Communications:** Myra reported we need to be careful when copying newsletters for distribution. The newsletters should be put in a large envelope and sent with the regular mail and should also contain the complete mailing address. Myra gave an overview of the Communications Committee which includes working on newsletters, Benefits Fair and brochures.
3. **Policy & Welfare:** April introduced Olivia who gave an overview of the Policy and Welfare Committee. April announced the open forum, which is to be held on May 8th.
4. **Scholarship:** Brian gave an overview of the Scholarship Committee, which includes fundraising and scholarships. This committee usually meets the first Thursday of every month in the basement of the P&A building. This Thursday they will meet in 103 Barre at 2:30pm. Brian asked for volunteers to help with the golf tournament, which will be held at the Walker Course. There are 17 teams signed up so far. A corporate sponsorship is \$250 and a hole sponsorship is \$100. The tournament is still in the planning stages and they are still working on the prize collection. They are also working on the silk screening for the golf towels. The registration form will be ready next week for mass distribution to campus. If you need more information e-mail Brian at beck@clemsun.edu. The maximum number of teams this year is thirty-six.

B. **AD HOC COMMITTEES:**

1. **Budget Accountability Committee:** Debbie reported Institutional Research has completed the Salary Study. Copies were distributed to the members. The Faculty Senate will be distributing this information this afternoon. Salary increases were shown as overall and then broken down into types of raises. Administrative Support Level 1 was considered to be supervisory individuals, whereas Administrative Support Level 2 individuals do not supervise. Great strides were made to improve this year's study. Request was made for next year's revisions to include staff breakdown by pay band.

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2. **CSC Survey:** Chuck reported the survey is attached to the newsletter. The return address is listed in the newsletter to use for returning the survey. Remind your constituents to complete and return the surveys.

C. UNIVERSITY COMMITTEES:

1. **Accident Review Board:** No report.
2. **Athletic Council:** No report.
3. **Bookstore Advisory:** Cathy reported they did not meet.
4. **Brooks Center Advisory:** Chuck reported they did not meet.
5. **Budget Council:** Cal reported that they met for three hours to discuss redefining their role.
6. **CATS:** No Report.
7. **Constituent Council:** Cathy reported they have not met.
8. **Human Resources Advisory:** Tony reported they did not meet.
9. **Joint City/University:** Greg reported that they are meeting next Monday. Jeff Barton spoke on the James Martin Inn, which is to open in August. The landscaping plans are very impressive. There is a new red light on Perimeter Road and also new signs on campus. The new landfill will probably not go through. A university employee was selected to receive community service award.
10. **Parking Advisory:** Steve reported for Elmer, that there was a parking survey conducted for the residents of Clemson House. Parking services will honor all requests for parking by Clemson House residents. A survey was taken for all twenty-four hour lots. Location of 24-hour employee spaces: between the Library and Freeman Hall (25), at end of Oak Terrace Road (28), and by Schelliter (2). The parking spaces at the Madren Center will be non-tag spaces. Categorized parking lots E3, C4, C5, and R5 will be repaired this summer. Any questions can be sent to Elmer via e-mail at ewgray@clemson.edu.
11. **President's Commission on the Status of Women:** Myra reported that the awards reception will be today at 4:00pm at the Strom Thurmond Institute.
12. **Quality of Minority Student Life (CQMSL):** No report.
13. **Recreation Advisory:** Steve reported they met on 2/12 and discussed the history of Fike Recreation Center. Fike does not adequately support the student body because the recreation center was designed for 8,500 students. A list of needed improvements will be compiled and taken to the administration. Comparison data from other southeastern universities was reviewed. Steve will ask about visitor fees.
14. **Travel Advisory:** Cory reported they have not met.
15. **Union Advisory:** Steve reported for Elmer, that the next meeting will be later this month.

5. Unfinished Business:

- A. **SCSEA Report:** Randy reported that they met today in B112 of the P&A building. Their next meeting will be on April 4th. The annual SCSEA luncheon will be on May 8th. The House approved a 2% raise for state employees. Randy encouraged us to write to our senators because the Senate seems to be more favorable to giving raises to state employees.
- B. **Officer Nominations:** Current officers gave an overview of their positions. Nominations were Chuck Toney for Vice President, Debbie Calhoun for Secretary, Betsey Shira for Parliamentarian, and Greg Padgett for Treasurer.

6. New Business:

- A. **Committee Assignments:** All members were asked to hand in a sheet of paper with their first and second choice for committee assignments.
- B. **Verification of supervisor name and address for letters from the President to Supervisors:** Members were asked to check the list to verify information and make corrections as necessary.
- C. **Non-student Regulatory Policies Committee** has been established. Almeda Jacks is the chair. Cathy and Tony will serve on Committee.

7. The meeting was adjourned at 11:43am.

NEXT MEETING: Tuesday, April 14, 1998, 10:00am in the Madren Center Auditorium followed by the Luncheon at 12:00 noon in Ballroom B in the Madren Center.