Clemson University
Classified Staff Commission Minutes
Tuesday, July 14, 1998

Cathy Bell called the meeting to order at 10:03 AM.

Present: Alexandra Barnes, Margaret Batson, Brian Becknell, Cathy Bell, Debbie Calhoun, Edward Chandler, Truette Dobson, Jenna Donald, Elmer Gray, Kathy Harper, Patty Harris, Dianna Haynes, Kim Keasler, LeRay Maw, Greg Padgett, Robin Page, Sandra Parker, Pam Parnell, June Ponder, Mark Pullen, Olivia Shanahan, Betsey Shira, Tony McGuirt, Martha Morris, Brenda Norris, Charlotte Swafford, Chuck Toney, Barbara Warmath, April Warner.

Absent: Patty Ables, Roxanne Bernard, Jamie Boggs, Kathy Bragg, Michael Brewer, Joyce Bridges, Sandra Burkett, Chris Caracciolo, Myra Cato, Jerry Fincannon, Denise Hall, Beverly Holton, Mary Ladd, Cory Massey, Tony McGuirt, Martha Morris, Brenda Norris, Michael Parker, David Payne, Stephen Perry, Susan Reeves, Joan Smith.

1. Guest Speaker: Mack Howard, Fiscal Analyst with Accounting Services spoke on Employing Non-Resident Aliens (NRAs). There are approximately 1000 NRAs at Clemson. Mack provided a handout detailing the rules for employing NRAs and said the last 3 pages were the most important and should be shared with anyone in your department who would process payments for these individuals. There are special tax rules that apply to these individuals. If you plan to hire a NRA you should contact Mack at 656-5589. If you have questions regarding Visa contact Jim Findley at 656-0490.

2. The minutes were approved as presented.

3. President's Report: Cathy Bell reported:
   A. Academic Council: Did not meet in July.
   B. Board of Trustees: The next Board of Trustees meeting is on Friday, 7/17 in Charleston. Contact Cathy if you are interested in attending. Items on the agenda include: Resurfacing of Outdoor Track, Presentation of FY 1998-99 Budget, Dual Employment/Overload Teaching policy, Post Tenure Review policy, Transfer of Family and Youth Development Department to the College of Health, Education and Human Development, and Recommended merger of Agricultural Education and Biology departments. Thornton Kirby sent Cathy a CHE update. The scores on the Performance Funding were approved. The next CHE meeting is on 9/3/98.
   C. President's Cabinet: They met on 6/22. Cathy Sams presented the Visual Identity Enforcement Plan. Contact Publications and Marketing for answers to questions or a copy of the guidelines. A deadline will be set to remove all the old identity symbols. News Services will replace the film shown at halftime during the ballgames. Tim Match said Athletics will be updating all the University symbols used in the stadium. At the 6/29 meeting there was a presentation on Minority Student Recruitment and Retention. Dr. Duckenfield gave a presentation on the computer labs. Lehotsky Hall is to be remodeled for the GIS facility. They expect to have 50 smart classrooms on the campus by Fall. Brackett Hall Lab is a permanent facility. Martin Hall is currently under renovation and is to have 120 workstations when completed. Scott Ludlow reported the motor pool has updated its fleet. As of 7/1/98, if no motor pool car is available employees will now be reimbursed at $3.25 per mile for personal car use and if you choose to drive your own vehicle you will be reimbursed at $.285 per mile. There will be a 3-day freshman event to be held after the Convocation.
   D. Administrative Council: Cathy and Chuck met with Scott on his role as liaison. They agreed they want classified staff considered in the thought process and included up front. Scott sends Cathy copies of the Administrative Council minutes. Policies are developed in Administrative Council. The naming of buildings also goes before the Administrative Council.
   E. Cathy reported she submitted the CSC request for funds to the Vending Committee. In the past HR has always sent in the request. This year we have submitted an $8,000 request for the Luncheon, open forums, 3 receptions, executive retreat and refreshments for our meetings. They will meet in August. Cathy also stated we are going to pursue getting representation on this committee.
F. Fran Massey sent Cathy an e-mail thanking the CSC for information sent regarding the list of classifications where retention and recruitment problems exist.

G. Cathy mentioned we would be getting placards of a permanent nature for all representatives. One was on display up front.

H. Cathy is looking for volunteers for August 8th Graduation (Baton) and August 19th Convocation (Banner and Baton). At least a Master’s degree is required. Let Cathy know if you or someone you know is interested in doing this.

3. Treasurer’s Report: Greg reported he met with Cal. Golf tournament information is in the works. 4-5 items are still outstanding. Greg and Cathy are to meet.

4. Committee Reports
   A. STANDING COMMITTEES:
      1. Membership: Alexandra Barnes reported we have two new members, June Ponder and Susan Eller. Susan’s address information for the roster is department 5702, e-mail SUSANCE, address 300 Brackett Hall, and phone number 656-2424. June’s address information for the roster is department 2803, e-mail JRPON, address 57 Ravenel Center, and phone number 656-3789. They will meet briefly following this meeting.
      2. Communications: Steve Perry reported for Myra there will be no newsletter sent out during the summer. It will resume in August. Please send in your newsletter articles.
      3. Policy & Welfare: April Warner reported HR is working with the idea of open enrollment month for annuities.
      4. Scholarship: Brian Becknell reported the 7/2 meeting was rescheduled for 7/9. He has talked to Cal. Golf tournament estimates are: $4500 in proceeds, 17 teams, 28 hole sponsors, and 1 corporate sponsor. Fall fundraisers are being discussed. They are looking at possibility of doing concessions for basketball games and at Garrison Arena. They are also discussing improvements for next year, such as sending our early flyers. Their next meeting will be on 8/6.
   B. AD HOC COMMITTEES:
      1. CSC Survey: Chuck reported the analysis and compilation has been completed. Chuck will reconvene the committee to produce a 1-page summary and decide where to go with the issues. In August they hope to present the survey results and the proposal from the committee as to where to proceed.
   C. UNIVERSITY COMMITTEES:
      1. Accident Review Board: Cathy reported the new CSC representative on this committee is Chris Caracciolo and they have not met.
      2. Athletic Council: Cathy reported they did not meet, but she received a memorandum from Bill D’Andrea stating grade point averages have increased for athletes.
      3. Bookstore Advisory: Cathy reported they have not met.
      4. Budget Council: Greg reported they have not met.
      5. Campus Indoor Water and Air Quality Committee: Cathy reported for Roxanne they met on 6/10. Tobacco use on campus was discussed. They plan to involve other groups on campus to help support them. This is not a smoke free campus. Very few buildings (Barre, Mell, Lehotsky and 2 dormitories) are smoke free. Poll your constituents and send the input to Roxanne.
      6. CATS: Cathy reported they met on 6/10. Ridership has increased. They will have 31 bus operators in August. Paul Shelton’s proposal to use advertising on busses was approved.
      7. Faculty Senate Budget Accountability Committee: Debbie reported IR had gotten fields designated in the new PeopleSoft system to be able to keep the information they have developed to do the Annual Salary Survey reports. However, IR will have to enter and update this information.
      8. Human Resources Advisory: April reported this month’s meeting has been cancelled. At last month’s meeting, they stated the COL would be 2.5%. There will be an 8% cap on increases for promotions. Awards are limited to $5000 and Bonuses to $1000 to be effective the same date as the general increase. They are looking at 3 levels within the bands to allow present employees to get increases. Tannie Teal and Gail Roberts retired effective 6/25. Gentry Hall employees have been relocated to the Perimeter Road location. There were 30 persons who registered for the Planning for the Future seminar who did not attend. This caused 30 persons who were on the waiting list to miss...
out on the opportunity to attend. Please call when you can’t attend and cancel your reservation. Suggestion was made to include this in the newsletter.

9. **Joint City/University:** Greg reported they met and put forth a list of issues. Landfill idea has been cancelled. They are looking at using the property for an Industrial Research Park. Leadership meeting is to be held with the University Executives and the City Council. Things to be discussed are review of University land use, capital grant for CATS system, $4 million for city improvements, Legislative Breakfast, city use of information kiosks, Morrison issue, traffic issues, and expansion of Campus Sweep Clean-up to include city. Their next meeting will be in September.

10. **Non-Student Regulations Task Force:** Cathy reported they are not meeting now. However, Jamie and Roxanne are meeting with the subcommittee on the Code of Conduct issue.

11. **Parking Advisory:** Elmer reported they did not meet. Next meeting will be in September. He stated things have calmed down. They will reconsider parking spaces behind the P&A Building next semester. Employees will always have the parking closest to the buildings. Biotech facility will only affect 100 not 200 spaces. Two disability spots will be restored behind the P&A Building. Send Elmer your suggestions/proposals for parking changes. We are planning to invite Gerald Vander Mey to speak to the CSC in August.

12. **President’s Commission on the Status of Women:** Myra reported they have not met.

13. **Quality of Minority Student Life (CQMSL):** Cathy reported they have not met. Sandra Parker is our new representative to this committee.

14. **Recreation Advisory:** Steve reported they have not met.

15. **SCSEA:** Cathy reported Mary Jo Williams has agreed to report on this.

16. **Travel Advisory:** Did not meet.

17. **Union Advisory:** Elmer reported they have not met.

5. **Unfinished Business**

A. **Committee Appointments:** Cathy gave out a sheet outlining Standing Committee Chair responsibilities to be put in your notebook. Persons interested in serving as standing committee chairs should contact Cathy this week.

6. **New Business:**

A. The Graduation ceremony in May 1999 and August 1999 will be held in the stadium.

B. **Scholarship Recipients:** The seven (7) recipients for the fall semester are: Carolyn Rae Emmons, John Ashley Hayes, Amy Caroline Lindsey, Patrick Strickland Murphy, Rose Marie Payne, Linda Paige Shirley, and Steven Douglas Sober.

C. Betsey distributed the Open Commentary proposal. A motion was made “to have the CSC to adopt these guidelines.” It was seconded. Discussion followed. Questions were raised on people identifying themselves and the 10-minute time period. Tony made a motion “to postpone the discussion on this proposal until the next meeting.” It was seconded and approved.

D. Betsey made a motion “to postpone the vote on the amendments to the By-laws until the next meeting.” It was seconded and approved.

6. The meeting was adjourned at 12:38 PM.