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CLASSIFIED STAFF COMMISSION MINUTES
Tuesday, September 8, 1998

Cathy Bell called the meeting to order at 10:06 AM.


Absent: Margaret Batson, Brian Becknell, Roxanne Bernard, Jamie Boggs, Kathy Bragg, Michael Brewer, Truette Dobson, Jenna Donald, Jerry Fincannon, Elmer Gray, Denise Hall, Patty Harris, Kim Keasler, Mary Ladd, Cory Massey, Martha Morris, Michael Parker, Sandra Parker, Pam Parnell, David Payne, June Ponder, Susan Reeves, Betsey Shira, Joan Smith.

Guests: None.

1. Guest Speaker: Cathy Sams, Chief Public Affairs Officer did a video presentation of Clemson University. Slides and videos are available for loan from Clemson University Publications and Marketing. The video will be updated in the spring and your comments should be sent to Cathy Sams. The video might be the half-time commercial for a game.

2. The minutes were approved as corrected.

3. President's Report: Cathy Bell reported:
   A. Academic Council: Did not meet.
   B. Board of Trustees: Thornton Kirby reported the Board will meet on October 9 at 1:00 PM at the Madren Center. On September 14, September 23, and October 9 subcommittees of the Board will meet. Only Chuck will attend. CHE gave an update to the September 3 meeting where the budget and project increases were approved. $250,000 was given to Clemson University, Medical University, and USC to develop a network of professionals throughout SC who can assist and nurture start-up companies in high-tech fields.
   C. President's Cabinet: They are looking at ways to combat drinking on campus.
   D. The funding request to the Vending Committee was not approved. Human Resources also put in vending request and received $3000. A memo will be sent to Alan Godfrey to request a representative on the Vending Committee.
   E. Cathy attended the FMO customer service open forum, which was very informative. CSC feedback is requested. Please take a look at the new FMO web site and provide feedback. The web site is hubcap.clemson.edu/facilities.
   F. Cathy attended the Market Research Presentation. Marketing did a phone survey to see how Clemson University is perceived. She also met with Jim Daniels after the President's Cabinet's meeting on legislative priorities. Cathy wants the Classified Staff Commission to talk to key persons earlier in the process and work toward getting salary increases. Jim's first suggestion was for us to write Larry Ellis, the Director of the SCSEA. Jim gave Cathy the time frames for when things happen legislatively.

4. Treasurer's Report: Greg reported the operating budget is $3400. He wants to look at using funds. Travel vouchers may be submitted if you have to travel to Clemson to attend meetings. Most of the scholarship funds come from payroll deductions. This is very solid. Some of the funds need to be moved to an interest bearing account. Performance credits are to be awarded this month. There is an article in the Newsletter addressing why only seven scholarships were given. Four were academic and four were need based. One scholarship is still available and the deadline is October 15th.

5. Committee Reports
   A. STANDING COMMITTEES:
      1. Membership: Jamie reported they have not met. There will be a short meeting after the regular meeting. See Jamie if you need a nametag.
2. **Communications:** Chris reported they have not met. E-mail will go out regarding a meeting next week. The Newsletter is ready to be mailed out; be sure to pick up your copies and labels. The Newsletter has a new format, which is four pages long. You may make corrections or ask Chris to mail you a corrected copy. Send your suggestions to Chris by e-mail. There has been a suggestion to add a Clemson University Identifier to the newsletter. Chris thanked Myra for all her help in the transition period.

3. **Policy & Welfare:** April reported they met with SCSEA this morning. The request to combine annual and sick leave for a total of twenty-five days is dead. The leave pool policy is a state policy. They are looking at what needs to be done to change this policy. Five hundred Clemson employees are members of SCSEA. April requested a list of the SCSEA accomplishments for the past 10 years, which could be shared with the CSC. The SCSEA will host a barbecue gathering on November 17 at 6:30 to 7:00 PM to meet with the legislators. All state employees in the Tri-county area are welcome to attend. Mary Joe is updating the SCSEA notes as they find out what SCSEA is working on. The web site for the SCSEA is [www.SCSEA.com](http://www.SCSEA.com). Think about if we want a separate open form or if we want to combine our efforts with the SCSEA. What is our aim? We should get in touch with our constituents and make things happen for them. Policy and Welfare plans to submit to the legislative committee representatives concerns that they have received. South Carolina ranks in the top three of the southeast in the area of leave benefits. Insurance costs have risen steadily for the past eight years. SCSEA is looking at trying to use the budget surplus to offset these costs.

4. **Scholarship:** Robin reported the Scholarship Committee met on September 4. She had previously met with Brian. On September 22, five of the Scholarship Recipients are scheduled to be photographed in front of the Trustee House. The other two students are unable to meet on that date, so they are scheduled for September 23. The Employee Benefits Fair will be held on October 13 & 14. Cathy and I worked on an article regarding the Golf Tournament for the upcoming newsletter. Debbie Dubose will attend the next executive meeting. The next Scholarship Committee meeting will be on 10/1.

**AD HOC COMMITTEES:**

1. **CSC Survey:** Cathy gave the CSC survey to the President’s Cabinet.

**UNIVERSITY COMMITTEES:**

1. **Accident Review Board:** Chris reported they have not met.
2. **Athletic Council:** Cathy reported there was an organizational meeting on August 27. Their Policy and Procedure manual was handed out. Cathy plans to submit a request to update the information referencing the CSC in their manual.
3. **Bookstore Advisory:** Cathy reported they have not met.
4. **Budget Council:** Greg reported they have not met: next meeting is on Tuesday at 8:30 PM in 101 Riggs Hall.
5. **Campus Indoor Water and Air Quality Committee:** Cathy reported that she met with Roxanne about specifics and background information. Cathy will contact Rose Marie McDonald and meet tomorrow from 3:00 to 3:30. Roxanne is on vacation.
6. **CATS:** Cathy reported they have not met.
7. **Faculty Senate Budget Accountability Committee:** Debbie reported the next report to be produced will be the Freedom of Information Report, which lists all employees with salaries over $50,000.
8. **Human Resources Advisory:** April reported they would meet tomorrow at 11:30 PM. The last meeting was canceled.
9. **Joint City/University:** Greg reported that there is a scheduled meeting next Monday.
10. **Non-Student Regulations Task Force:** Cathy reported for Roxanne they met at the end of August. They are looking at code of conduct policies at ten benchmark institutions and other state institutions. Only two institutions (Lander and The Citadel) have combined the code of conduct for faculty and staff. CU faculty do not want this.
11. **Parking Advisory:** Cathy reported for Elmer that Elmer was elected chair. The usage of timed and visitor parking spaces is being looked at between Newman and P&AS buildings. Signs will be placed where changes are proposed. No complaints have been heard from visitors on newly revised visitor parking scheme. Single parking hangtags are being discussed for use in any vehicle. Send your thoughts on this to Elmer. He is also looking for input on the cost of parking tickets. The current fine
is $20 and is reduced to $10 if paid in a timely manner. Please give any suggestions about this to Elmer.

12. President's Commission on the Status of Women: Myra reported they met on August 28 and appointed new commission members. The terms of three faculty and one staff member are ending. Names have been sent to President Curris for selection approval. The South Carolina Women in Higher Education Administrators' Meeting will be on February 6-8 at the Madren Center. The Provost has agreed to pay for women at Clemson University to participate in this program. The list of Subcommittees and goals has been sent to Myra. Contact her for more information and suggestions. They will meet again on September 25.


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

15. SCSEA: April covered these items in P&W report.

16. Travel Advisory: Cathy reported for Cory they have not met.

17. Union Advisory: Cathy reported for Elmer they have not met.

6. Unfinished Business:
   A. Volunteers for Ad Hoc Committees: We need volunteers to serve on these committees. Let Cathy know if you are interested.

6. New Business:
   A. The letter from Dr. Curris about the Parking Review Board stated a request for eight representatives and four alternates. The first meeting is on September 21. Names must be submitted by the 14th. These positions require meeting one time every two weeks. The office hours are Monday through Thursday, 3:00 to 5:00 PM.

7. The meeting was adjourned at 11:55 PM.

NEXT MEETING Tuesday, October 13, 1998, 10:00 am in the Student Senate Chambers.