

**CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION
EXECUTIVE COMMITTEE MINUTES**

Tuesday, September 29, 1998

Present: Cathy Bell, Jamie Boggs, Debbie Calhoun, Greg Padgett, Robin Page, Betsey Shira, Chuck Toney, April Warner

Absent: Chris Caracciolo, Tony McGuirt

Guest: Olivia Shanahan

President Cathy Bell called the meeting to order at 10:05 AM.

1. **Guest Speaker:** Dr. Rose Marie McDonald, Chair of the Campus Building Air and Water Quality Control Committee stated smoking complaints have come from staff and faculty. We are not in compliance with the SC Clean Air Act. There is only one room on the entire campus that would qualify. It would cost between \$600,000 up to \$1 million to retrofit all the buildings on the campus to allow one smoking room per building. At Clemson smoking is allowed in "an enclosed private office" which is defined as 4 walls, a floor, a ceiling and a door with 1 person occupying it. OSHA and EPA would not agree with this definition. The Citadel has a new policy for smoke free buildings which is based on the new SC Indoor Clean Air Act. There was one word changed in the Act; "should" was changed to "may". Dr. McDonald had talked with Ben Anderson and David Stalnaker regarding drafting a proposal for a "Smoke Free Building Policy." Housing will be the exception with their own variation of the policy. Dr. McDonald was charged with contacting all pertinent groups on the campus to give us a chance to give her our concerns. She is presently collecting policies from other universities and state agencies. Smoking should occur outside buildings. Question was raised concerning alternative programs to help persons stop smoking. This would fall to employees or to Employee Assistance Program (EAP). They may be able to look into funding for cessation programs. Smoking has been proven to cause upper respiratory problems; it is an irritant to asthmatics and allergy sufferers. Enforcement would be handled by a person in the building, possibly the Dean. The law allows a \$10-25 fine. They are unsure as to who would collect it. There is no judicial process. Their committee will meet again on October 14th at which time they hope to complete the policy draft and forward it to David Stalnaker to take to the Administrative Council in November. Questions, comments and concerns may be sent to Dr. McDonald via e-mail at MROSE@CLEMSON.EDU.
2. The minutes stand approved as amended.
3. **Announcements from the President:**
 - A. Pat Smart contacted Cathy to postpone the luncheon.
 - B. Cathy met with Debbie Dubose. Chuck will be serving on the University Family Committee for the Capital Campaign.
 - C. Appointees to the Parking Review Board have been received, but more names are still needed. Paul Shelton sent a letter to Cathy and Pat for representatives. Eight names were sent plus some additional names. The time slot is 3-5:00 PM. They are still working on this. Roxanne was unable to do this. Cathy asked at next meeting for volunteers.
1. **Treasurer's Report:** Greg reported the E&G budget is \$3485, which may be used for printing, publications, travel and supplies. The Foundation account contains \$250, which is discretionary and may be used for food. The Golf Tournament account contains \$5345, \$500 of which should be used as seed money for this year's tournament and the remainder should be moved to the endowment. HR gave us \$3100 from the Vending Committee Funds they received to be used for our annual luncheon (food, plaques, flowers, etc.) and open forum. The Scholarship account contains \$2002, which is the remainder from payroll deductions after the Fall Scholarships were awarded. The remainder of this should be moved to the endowment also. Greg made a motion "to move the Golf Tournament funds and Scholarship funds to the Endowment Account." The motion was seconded and adopted.
2. **Committee Reports:**
 - A. **Membership:** Jamie sent copies of supervisor's letter from President Curris to the representatives and original letters were sent to supervisors. She gave many handouts that should be looked at later.

Representative responsibilities/requirements will be put on nomination form for this year's elections. Sandra Burkett resigned and Wanda Reed is the third runner up. Next meeting has not been planned. A meeting will be set.

- B. **Communications:** No report.
- C. **Policy and Welfare:** April asked what we want to do about the Open Form - should we piggyback with the SCSEA? E-mail will be sent out as to when the SCSEA dinner will be held (October 24th?) at Just Barbeque. April will present this at the next CSC meeting.
- D. **Scholarship:** Robin reported that she would give Cathy the Scholarship Committee's goals. Chuck has talked to Marvin Carmichael in Financial Aid and asked if they could provide the CSC with a list of staff with college age dependents. Financial Aid doesn't have such a list and is interested in getting this information also. Greg will contact golf courses. Next meeting is on 10/1.

? what happened to this report?

1. **Unfinished Business:**

- A. **Goals:** These need to be sent to Cathy if they have not been sent in already.
- B. **Ad Hoc Committees:** Chuck will get volunteers for Ad Hoc Committees. Elmer volunteered for Parking. Robin volunteered for Tuition. April, Jamie, Tony and Charlotte volunteered for Salary.
- C. Cathy will follow up on attendance.
- D. New Ad Hoc Committee for Publications will consist of Jamie, Robin and Chuck.

1. **New Business:**

- A. **Changes to By-laws:** The motion was postponed.
- B. **Awards:** Send comments to Cathy by Friday. Cathy plans to meet with Melissa next week.
- C. Scott provided a subscription to *Business Officer* magazine for the CSC, Faculty Senate and student government.

- 1. The meeting was adjourned at 12:20 PM.

Note: Upcoming meetings will be in Room 538 Edwards Hall on October 27th, November 24th, and December 29th.