CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION MINUTES
Tuesday, October 13, 1998

Present: Jennifer Arblaster, Patty Ables, Alexandra Barnes, Margaret Batson, Brian Becknell, Cathy Bell, Roxanne Bernard, Kathy Bragg, Debbie Calhoun, Edward Chandler, Jenna Donald, Jerry Fincannon, Elmer Gray, Dianna Haynes, Kim Keasler, Mary Ladd, Greg Padgett, Sandra Parker, Pam Parnell, Mark Pullen, Susan Reeves, Olivia Shanahan, Betsey Shira, Chuck Toney, Barbara Warmath, April Warner.

Absent: Jamie Boggs, Michael Brewer, Joyce Bridges, Chris Caracciolo, Myra Cato, Truette Dobson, Susan Eller, Denise Hall, Patty Harris, Beverly Holton, Cory Massey, LeRay Maw, Martha Morris, Brenda Norris, Robin Page, Micheal Parker, David Payne, Stephen Perry, June Ponder, Joan Smith, Charlotte Swafford.


Cathy Bell called the meeting to order at 10:00 AM.

1. Open Commentary: Jerry Trapnell, United Way Campaign Chair stated the United Way Campaign is underway. The University’s goal is $75,000 with 25% participation. United Way does a lot of good in the community. You may designate a specific county to receive your donation. If you need assistance in doing this contact Linda Weir at WEIRL@clemson.edu or come by 165 Sirrine Hall.

2. The minutes were approved as amended.

3. President’s Report: Cathy Bell reported
   A. Academic Council: A copy of the cover sheet and our salary survey results were distributed to the members.
   B. Board of Trustees: Cathy was introduced to the Board members. David Stalnaker gave a report on the Commission on the Future of Clemson University. Cathy attended the Faculty Senate breakfast on Saturday morning.
   C. President’s Cabinet: Kim Alexander did a presentation on the “Crusader’s Program” regarding safety issues for students. There is much concern about drinking on campus. Debbie Jackson gave an update on the SACS Report progress. Students have set up a committee comprised of faculty, staff and students to look at the academic integrity. Chuck and Cathy have met with Scott on CSC issues. One of them was the number of Classified Staff members appointed to the President’s Cabinet on the status of Black Faculty and Staff. There were five members elected instead of the necessary six members. This was an oversight and will be corrected. Please send your suggestions to Cathy. Thea McCrary mentioned the President’s Commission on the Status of Women has a new web site.
   D. Vending Committee: A letter was sent to Alan Godfrey on September 30 asking for a Classified Staff representative on this committee.
   E. On September 22 the CSC Executive Committee reviewed its goals. The chairs should take the information back to their committees. All chairs and officers need to set their own personal goals.
   F. Dr. Rose Marie McDonald, Campus Building Air and Water Quality Control Committee Chair met with CSC Executive Committee regarding her proposal. Due to a death in the family she was unable to come to this CSC meeting but she hopes to be at the next meeting. She anticipates that the proposal will be “to Ban smoking in buildings.” Housing will be writing a separate policy to be used for housing facilities.

4. Treasurer’s Report: Greg Padgett reported that all proceeds from the Golf Tournament equal $4800. All scholarships to be awarded come from payroll deductions. Nametags are available for new persons. Vending money is available. They are working to prepare the final report.

5. Committee Reports:
   A. STANDING COMMITTEES:
      1. Membership: Cathy reported Jamie is working on an update of CSC brochures.
a) **Subcommittee Chair Appointments**: Brenda Norris will chair the subcommittee for Luncheon, Alexandra Barnes will chair the subcommittee for Elections, and Debbie Calhoun will chair the subcommittee for Representation.

2. **Communications**: Cathy reported Chris is at Benefits Fair.
   a) **Benefits Fair Preparation**: Classified Staff Commission is at Booth #19. There are sign up sheets for payroll deductions, pictures of scholarship recipients, door prize drawing and candy.

3. **Policy & Welfare**: April Warner reported
   a) **Sick Leave Pool**: The SCSEA received many suggestions for the Leave Pool. A suggestion was made to change the minimum number of days per request to ten instead of thirty. There was also a suggestion to redefine catastrophic. The se issues are being kept on file with SCSEA, but are not being pursued during this legislative year.
   b) **SCSEA dinner** will be on November 17 at 6:30 PM. Barbecue will be served. The price is $4 in advance and $6 at the door. For more information contact Dwight Vines at 656-3139. Please let your constituents know about this event.

4. **Scholarship**: Robin reported they met on 10/1. Next meeting is 11/5 at 2:30 PM. She is currently at the Benefits Fair.
   a) **Fall Fundraiser**: Due to time constraints, it was felt that we would NOT try to run a concession at the Garrison Arena. There were only two dates remaining to choose from. We didn’t have time to line up workers for the first date and the second date available is the day after Thanksgiving. After discussing various options, it was decided that we would rather wait until next fall and put our time and energy into an event that would earn more than $200 - $250 for the Scholarship Fund.
   b) **Golf Tournament**: The 8th Annual Golf Tournament will be held on April 30, 1999 at the Walker Course. We have already begun making the necessary arrangements, so mark your calendars to either play golf or to volunteer as a helper.
   c) **Benefits Fair**: LeRay lined up the scholarship recipients and their parent(s) to be photographed and is waiting for the photos to be done. These will be placed on a board, which will make it easier to display. Brian will be updating the Golf Tournament flyer and copies will be given out at the Benefits Fair. We are starting now to ensure that the tournament is advertised early.

B. **UNIVERSITY COMMITTEES**: Cathy stated that committee reports were requested in advance to give representatives information in writing.

1. **Accident Review Board**: No report.

2. **Athletic Council**: Cathy reported she submitted a letter to the Council requesting an editorial change to the CU Athletic Council Policies and Procedures manual. The change suggested was from "One member of the Commission on Classified Staff Affairs to be appointed by the Chair of the Commission" to "One member of the Classified Staff Commission to be appointed by the President of the Commission". This was approved by the Council and will go on as a recommendation to Dr. Curris. Cathy Bell was named Chair of the Council’s Campus Relations Committee.

3. **Bookstore Advisory**: Cathy reported they did not meet and nothing is scheduled.

4. **Budget Council**: Greg learned the next meeting would be in late October or early November.

5. **CATS**: Cathy attended 9/16 meeting for Robbie Nicholson. They would like to develop a web site with the routes given. Their buses can be chartered for $57 for the first hour with a two week notice. The next meeting will be 11/11.

6. **Faculty Senate Budget Accountability Committee**: Debbie reported the next meeting is scheduled for 10/14 at 9:00 AM.

7. **Human Resources Advisory**: Cathy reported HRAC met on 9/9. HR is proposing a University-wide employee recognition program that would consist of four awards. The usual State Service Awards for faculty and staff; a new Team Incentive Award focusing on major contributions for faculty and staff; two new Classified Staff Service Awards for classified staff only; and a new Student Service Award for classified staff only. Melissa Marcus asked for input from HRAC members and Cathy met with her on 10/8 to give some input from the Executive Committee. Other items discussed at the meeting: Drug testing policy for CDL license holders and supervisor training, EPMS updates and reminders,
cash advances/payroll corrections procedures, applicant screening, and filling vacancy levels. Next meeting scheduled for 10/14.

8. **Joint City/University:** Greg Padgett reports they met on 10/5. A report was presented on the Clemson Area Transit (CAT). It has grown tremendously in usage, up 24% for September compared to last year. They are now looking into adding 5 large buses. Six committees to address special issues and reports will be made throughout the year. Special routes are available by request.

9. **Non-Student Regulations Task Force:** Jamie reported on the Code of Conduct: The review of policies and guidelines currently in place at the ten benchmark universities showed seven institutions have separate guidelines for faculty and staff that are similar to those currently in existence at Clemson, while three institutions (University of California-Davis, Iowa State and Virginia Tech) have guidelines that pertain to all employees regardless of rank or position. The survey of colleges and universities in SC showed all these institutions have separate guidelines for faculty and staff. "It was the opinion of the subcommittee that the Faculty Manual and the Progressive Discipline Policy adequately address conduct issues, and that additional sanctions are not necessary. The problem seems to be a lack of understanding of existing rules and enforcement of these regulations by supervisors, department chairs and/or deans.” Therefore, the subcommittee recommended mandatory training for supervisory staff and academic administrators by the Office of Human Resources.

10. **Parking Advisory:** Elmer reported that there would be only hangtags next year. This will be on a trial basis and the hangtags can be moved from car to car. Ticket prices may be increased from $20 to $30. The current ticket prices were established in 1987. Elmer thinks that $40 may be better. He also thinks that enforcement might be a problem. Please send Elmer your comments and suggestions. The 30 minute spaces behind the P&AS building are being used by students for 50 minute classes. The parking advisory has sent a proposal for more enforcement of these spaces. The E-1 lot near Newman Hall is not being fully utilized, therefore no plans will be made to change the spaces behind the P&AS building. The possibility of employees parking in commuter spaces was discussed. Paying for parking fees from untaxed dollars is something that is being looked at by parking services. Parking services says that space is inadequate and they are looking at ways to bring in revenue to build a new building.

11. **President’s Commission on the Status of Women:** Myra reported the last meeting was 9/25/98. Four (4) new appointments to the Commission were introduced: Ms. Mervet Behery, Research Services, Staff, reappointed, new 3-year term, Dr. Frankie Felder, Graduate School, Faculty, Dr. Elham Makram, Electrical & Computer Engineering, Faculty and Dr. Francis McGuire, PRTM, Faculty. New Chair and new Subcommittee Member Lists were circulated, voted upon and appointed. SC Women in Higher Education Administration to be held at the Madren Center, February 6-8, 1999. Dr. Curris stopped in on the meeting to say Hello and to talk briefly about the items he would like the Commission to tackle and resolve this year. Subcommittee Reports were given. Subcommittees are Compensation and Benefits, Dependent Care and Support Services, Discrimination and Sexual Harassment and Employment and Training and Promotion. They have a new web site that was mentioned at the President’s Cabinet by Thea McCrary. Next meeting is 10/23/98.

12. **Quality of Minority Student Life (CQMSL):** Sandra reported they are not functional at this time. Cathy suggested Sandra contact Joy Smith to verify this.

13. **Recreation Advisory:** Steve reported there has been no meeting. The next meeting has not been scheduled.

14. **SCSEA:** No report.

15. **Travel Services User Group:** Cory Massey reports they did not meet; next meeting is set for the next quarter.

16. **Union Advisory:** No report.

5. **Unfinished Business:**

A. **Volunteers for Ad Hoc Committees:** The Tuition Waiver Committee and the Parking Committee have one volunteer each. The Salary Committee has five volunteers and is in need of a Chair. They don’t want anyone who is a present committee chair to chair the new Ad Hoc Committees. See Cathy if you are interested in volunteering.

B. **Volunteers for the Parking Review Board:** We presently have 8 representative and 4 alternates. An additional 9 names have been submitted. 4 more persons are needed. They will need to be available on one
day a week, every two weeks (Monday - Thursday at 3-5 PM). They do not always have cases to be heard. Contact Cathy if you are interested in volunteering.

6. New Business:
   0 Ad Hoc Committee to define the Outstanding Classified Staff Service Awards: The idea came out of HRAC. Scott recommended that we hold off on this because it is still in the proposal stage on his desk. He must approve it and take it to the Administrative Council. We could develop a plan as to how we would determine the selection process.
   1 Gerald Varder Mey should be contacted to inquire about new signs for off-campus sites.
   2 Department name changes must go from the department to the Board of Trustees, which has quarterly meetings.
   3 Contact Joyce Bridges or Martha Morris about working at the Benefits Fair.

7. The meeting was adjourned at 11:13 AM.

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