Clemson University
Classified Staff Commission
Executive Committee Minutes
Tuesday, October 27, 1998

Present: Cathy Bell, Debbie Calhoun, Fran Massey, Tony McGuirt, Greg Padgett, Robin Page, Betsey Shira,
Chuck Toney, April Warner

Absent: Jamie Boggs, Chris Caracciolo

1. The minutes were approved as amended.

2. Announcements from the President: Cathy Bell reported:
   A. Jeff Hinson, of the High Voltage Crew, sent a thank you to the CSC.
   B. Cathy thanked everyone who worked on the Benefits Fair. There were seven new payroll deductions
      for the CSC Scholarship. The door prize winners were Rock McCaskill, Terry Townsend, Denise Brown,
      Debra Goss, Denise Knox, Kathy Skinner, Ruby Gilliard, and Scott Gibson.
   C. Cathy wrote a letter requesting that our name be changed in the Athletic Council’s Policy and
      Procedure document. The letter is to be forwarded to Dr. Curris for final approval.
   D. Our request for representation on the Vending Committee was sent forward with Scott Ludlow’s
      approval. The HR allocation of $10,000 included the CSC. $3,000 for the CSC. It will be transferred to
      Scott Ludlow, as liaison, and is listed under a separate account number. Alan Godfrey will give Greg the
      account number.
   E. Debra Culler contacted Cathy to say the Parking Review Board now has a sufficient number of
      classified staff volunteers. Two additional volunteer names were received at the Benefits Fair.
   F. Smoking Policy: Rose Marie McDonald is to attend our November CSC Meeting. The proposal is to
      be ready at that time. Cathy has received a letter from David Stalnaker regarding input on this policy.
      Cathy got a copy of the current smoking policy from David Stalnaker. Betsey will ask when Rose Marie
      McDonald will speak to the Administrative Council. Cathy has requested a copy of the Student Senate’s
      resolution.
   G. The President’s Commission on the Status of Black Faculty and Staff: There was a concern
      regarding having only having five Classified Staff representatives when six are cited in the Bylaws. Scott
      Ludlow will address this. David Stalnaker stated this was an oversight. The names of the Classified Staff
      that are willing to serve have been submitted to David Stalnaker, who has forwarded them to President
      Curris. The composition of the committee was changed to include one Administrative Council member
      (Almeda Jacks). This plan is still to be approved by the President. The appointment of Rosa Graden has
      been made.
   H. Code of Conduct: A memo was prepared outlining the subcommittee recommendations regarding the
      mandatory training for Supervisors and Administrators on existing Policy and Procedure. The
      subcommittee members did not come from task force. The charge of the Subcommittee was to write the
      code of conduct although it was not done. Dr. Curris may yet want a code of conduct. Cathy is on the Task
      Force. Jamie and Roxanne were on the subcommittee. The recommendations never went back to the Task
      Force. Cathy will go to Almeda Jacks to see if the Task Force will review the subcommittee report.
   I. Two donations have been made to the CSC school endowment in memory of a staff member.
      Acknowledgment is to be sent with Cathy and Robin’s signature. Robin will review a list of donors that
      was given by Debbie Dubose. Debbie Dubose would like to hold a reception in December to recognize
      CSC Scholarship donors in conjunction with the Capital Campaign. Robin and Cathy will talk to Debbie
      about this. Think about whom we want to invite to the reception and how the reception will be paid for.
   J. Death notices for employees: A few years ago, News Services tried to get the Dean’s Council to
      support providing this information for Inside Clemson. HR should have the needed information.
   K. Barbara Hamberg, Black Faculty and Staff Association Chair will meet with Cathy on October 29 to
      discuss the upcoming political roundup for the Littlejohn Community Center. April has talked to Barbara
      but the details have not been worked out. We are not formally being requested. April would like an
      announcement send via e-mail for this and SCSEA BBQ. Cathy will meet with April to coordinate this.
   L. Cathy is now getting the SACUBO Ledger courtesy of Scott Ludlow.

3. Treasurer’s Report: Greg reported that they are working on the Vending Committee account. He has
   received a verbal report saying the scholarship endowment is $124,000 as of June 30, 1998. A new report is to
come out as of September 30. Greg will prepare purchasing procedures for CSC. Cathy will go to the Gala Event. Her dinner will be covered by foundation funds.

4. Committee Reports:
   A. Membership: No report.
   B. Communications: No report.
   C. Policy and Welfare: April reported the next meeting with the SCSEA will be to work out details with the Legislators dinner to be an annual event. There is an 8% cap on salaries, which comes from Clemson University and not the State. HR and the Administrative Council have sent recommendations to the President. Presently external candidates may be hired at higher salaries than you are all allowed to give as promotions for internal candidates. Scott is looking at clarifying the policy. The State policy on Promotion is up to the midpoint or if above midpoint, 15% of salary and 15% of salary for an Additional Duties Increase. April will meet with Fran for the exact wording of the policy.
   D. Scholarship: Robin reported the Walker Course contract is ready to be signed. The next meeting will be Thursday, 11/5.

5. Unfinished Business:
   A. Ad Hoc Committees Update: No report.
   B. Changes to the By-laws: update on progress. Cathy is to call Ben Anderson to discuss the changes in the By-laws.
   C. Goals: Bring them if you haven't already turned them in.

6. New Business:
   A. Committee Chair Changes: Jamie Boggs has resigned from the CSC and will not return to the university until 11/16. Chris was not able to give enough time to CSC as Communications Chair. Robin is interested in this, provided a replacement could be found for the Scholarship Committee Chair position. Alexandra is interested in assuming role as Membership Chair, but wants to keep grooming people for next year due to the number of persons who would rotate off the committee. Chuck made a motion “to approve Alexandra as Membership Chair.” The motion was seconded and approved.
   B. List of Temporary Grant Employees is to be sent to the Membership Committee for recommendation on whether we should represent them.

7. Adjournment: 12:05 PM

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