

**CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION
EXECUTIVE COMMITTEE MINUTES
Tuesday, November 24, 1998**

Present: Cathy Bell, Debbie Calhoun, Betsey Shira, Dick Simmons, April Warner

Absent: Alexandra Barnes, Tony McGuirt, Robin Page, Greg Padgett, Chuck Toney

Cathy Bell called the meeting to order at 10:07 AM.

1. The minutes were approved as amended.
2. **Announcements from the President:** Cathy Bell reported:
 - A. **President's Cabinet:** Thornton Kirby discussed CHE Performance Indicators and Minority Enrollment. Cathy would like to have him come to a CSC meeting after the first of the year.
 - B. **Administrative Council:** Dr. Rose Marie McDonald did a presentation of the Smoking Policy Proposal. She expects to get resolutions from the Faculty Senate and the Classified Staff Commission. The Faculty Senate is drafting a resolution to support the proposed Smoking Policy. Dr. McDonald has been asked to summarize the responses for Dr. Curris. She will present these at their December meeting.
 - C. **SCSEA Dinner:** There were 85 participants, which included the legislators. They felt this was a good turnout. Cathy received 'thank you' notes from Mary Joe Williams and Betty Cook.
3. **Treasurer's Report:** Cathy reported she turned dinner finances for the Capital Campaign Gala over to Greg.
4. **Committee Reports:**
 - A. **Membership:** Cathy reported she met with Alexandra. They discussed attendance. Cathy contacted all persons without e-mail addresses. David Payne has been out sick and is back at work. Denise Hall works odd hours. Joan Smith has left the University and needs to be replaced. David Payne and Michael Brewer need replacements due to the fact their work stops them from being at the meetings. Jerry Fincannon is trying to be active. Mary Ladd is also required to be at her place of work. We have considered sending letters regarding absences to representatives. Supervisor support is not a problem for the people Cathy talked to. Cathy will contact Jamie at home regarding the CSC stuff she has. Cathy will also check on the placard bases with Cathy Sturkie.
 - B. **Communications:** No report.
 - C. **Policy and Welfare:** April reported they reviewed the Temporary Grant Employee question of being represented by the CSC. There are 83 of them. There is no reference in our by-laws, which would exclude them. They receive the same benefits as classified staff with the exception of annual and sick leave, due to pay out liabilities. P&W has no objection to including them. Dick agreed they should be included. April will summarize this in her report and make a motion to include them. *Note: this will mean revisions to the e-mail distribution lists, computer reports and labels. April handed out the state guidelines for salary increases.
 - D. **Scholarship:** Cathy reported the golf tournament will be at the Walker Course on April 30, 1999. There was poor attendance at their last meeting. The list from Debbie Dubose has not been looked at; they are waiting until the Chair issue is settled.
5. **Unfinished Business:**
 - A. **Smoking Policy:** See 2.B. Cathy received 54 responses from the e-mail on this issue. Dr. McDonald received 8 other responses. Cathy also got an e-mail from David Stalnaker asking that we send him copies of any resolutions we prepare. This issue will appear on the CSC agenda for next month. Committee chairs are to receive and distribute a copy of the Smoking Policy package to their committee members. Members should be ready to discuss this at our next meeting.
 - B. **Ad Hoc Committees Update:** Cathy reported Pam Parnell will be the Chair for the Ad Hoc Salary Committee. Also serving on this committee will be Debbie, Chuck, Charlotte, April and Tony. Pam will send out an e-mail soon and hopes to have initial meeting on December 8th. Cathy sees P&W as working with SCSEA on legislative matters relating to salary while the ad hoc committee will look at internal possibilities. Chuck will chair the Ad Hoc Committee for Brochures Revision/Compliance. They will have Publications & Marketing review all CSC brochures. He needs one representative each from the Scholarship, Membership and Communications Committees.

- C. **Changes to the By-laws:** Cathy is to call Ben Anderson about the changes in the By-laws; stating we are anticipating more changes and asking if there is anything we have not been doing that we need to do. Cathy will then have Betsey take him a copy of our current By-laws.
- D. **Goals:** Cathy distributed copies of goals for Vice President and Scholarship Committee. April turned her goals in. Send your goals to Cathy if you have not already done so.
- E. **Committee Chair Update:** Cathy made a motion "to accept Cory Massey as Chair of the Scholarship Committee and Robin Page as the Chair of the Communications Committee." The motion passed unanimously. Cathy would like Chairs to send the Vice Chair if they are unable to attend the Executive Committee Meeting. * follow up
- F. **Attendance:** See report under Membership Committee.
- G. **Commission on the Future of Clemson University:** David Stalnaker called Cathy asking for names of persons to be on a new committee to look at the recommendations made by the Commission on the Future of Clemson University. David is sending out a memo to the faculty and staff on this. It will be sent out under the names of David Stalnaker, Pat Smart and Cathy Bell. Cathy, Chuck, Tony, Jeanine Ward-Roof and John Gentry will be serving on the new committee. The memo has been going back and forth with delays in the deadline for input being pushed back to Dec. 15th.
6. **New Business:**
- A. **December Graduation Processional:** Cathy asked that if you know of someone would like to do this let her know.
- B. **December CSC Meeting:** We will not have a speaker. Cathy will arrange to provide refreshments.
- C. **FS Budget Accountability Committee:** Debbie reported Kaye Lawson has transferred to the Budget Office and is working on the reports under Dual Employment in the evenings. Debbie has not received any information as of yet. The committee's next meeting is Dec 9th.
- D. Ray Thompson retired Nov 1st. HR is to host a retirement drop-in for him Friday, Dec 11, 1-3 PM. Cathy will share this with the CSC members via e-mail.
- E. Cathy has to make her speech at the Faculty & Staff Meeting on December 17th. She would love some help with her speech. Send your suggestions on how to get staff to attend this meeting.
7. The meeting was adjourned at 11:48 AM.

Note: Next Executive CSC meeting has been changed. It will be in Room 538 Edwards Hall on January 5, 1999 at 10:00 AM.