

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

January 5, 1999

Present: Alexandra Barnes, Cathy Bell, Debbie Calhoun, Cory Massey, Betsey Shira, Chuck Toney

Absent: Greg Padgett, Robin Page, *April Waiser*

Cathy Bell called the meeting to order at 10:10am.

1. The minutes were approved as amended.
2. **President's Report:** Cathy wished everyone a Happy New Year. She also thanked those who came to the Faculty/Staff meeting in December.
 - A. John Trice was mace bearer at December graduation. We usually like to have someone with 20+ years of service with the university to be mace bearer.
 - B. There was a resolution made at the Faculty Senate meeting to eliminate 100 administrators. The resolution was withdrawn. Two new resolutions were submitted in its place. There was a resolution to organize a self-study group, which would include two staff members, in its composition.
 - C. **Administrative Council:** There was a discussion if a 2.5% meal plan increase. Also, there was a discussion of charging for processing credit card payments. *first sentence?*
 - D. No Update on Smoking Policy.
 - E. **Academic Council:** Proposal from student government for all course syllabi to be on-line for students. Academic withdrawal policy was approved with shorter time periods for withdrawal.
 - F. Cathy talked to Melissa about when awards would be given.
 - G. **Board of Trustees:** Chuck will attend the Educational Policy Subcommittee meeting on January 14th. There will be two more subcommittee meetings on the 14th. The Agriculture subcommittee will meet on the 7th in Colombia. The Executive committee will meet on the 12th in Colombia. *sp*
3. **Treasurer's Report:** Cathy reported for Greg that the vending account balance as of 11/30 is \$2939.73. *sp*
4. **Committee Reports:**
 - A. **Membership:** Alexandra reported nomination forms went out today. Areas #9 and #10 seem to have mailing problems do to off-campus constituents. Cathy will ask Robin and the Communications Committee to develop a policy regarding mail. We also have difficulty in getting representatives in off-campus and FMO areas. There will be eight elections for three-year terms. There will be four elections to fill vacancies. These four will all be adjusted to end in the year 2001. Cathy has been calling representatives with poor attendance. Chuck made a motion "at the next meeting we should look at all persons who have had three absences since April." The motion was seconded. Discussion followed. Motion was revised to have Executive Committee review representative's attendance for removal in cases of excessive absenteeism. Representatives that are affected will be given an opportunity for rebuttal on February 2nd. Motion seconded and approved. Chuck will compose letters. Alexandra cannot locate notebook with nomination form that were signed by all representatives and supervisors. Cathy will work with Alexandra on this. Alexandra is checking with incumbents directly *whose area is up for election. if their*
 - B. **Communications:** Cathy reported Robin is sick. Robin has not gotten the members together yet. She is sending e-mail to go out soon for next newsletter, Publications Ad Hoc Committee, and web page.
 - C. **Policy & Welfare:** Cathy reported she has not heard from April. Question regarding classified/unclassified status of TGPs will be looked at next meeting.
 - D. **Scholarship:** Cory reported that he would have the brochures for HR (150) printed. Ad Hoc Publications Committee should have new brochures completed before more copies are needed. Brian did the flyers, which will go out this week to past players with survey cards. Diana has the stamps to mail the flyers out. They will meet this week to appoint officers. Betsey will represent them on the Publications Ad Hoc Committee. Cory has a meeting with Jeff Hall of ARA regarding serving a bag lunch at the golf tournament. The golf tournament kick-off will be at 12:00 noon.
5. **Ad Hoc Committees:**
 - A. **Ad Hoc Salary Committee:** Pam reported Ad Hoc Salary Issues Committee met following ~~after~~ the Classified Staff Meeting in December. They spent the month collecting information and an e-mail questionnaire was sent out to business center managers. They are collecting information from these surveys.

B. **Ad Hoc Publications Committee:** Chuck will arrange meeting this week.

6. **Unfinished Business:**

- Proposed
Amendments* →
- A. Resolution, concerns, and all documentation have been disseminated to Administrative Council with a cover letter. Faculty Senate supported policy with stipulation that other air quality issues are to be reviewed.
- B. **By-laws Update:** Cathy met with Ben Anderson and he recommended not to send him anything and get on Administrative Council agenda, then show them the current by-laws. Betsey suggested Cathy talk to Scott to make sure we are going through correct procedures to update.
- C. **Goals:** Cathy can't find some of the lists of goals. If you have not sent yours in, please to do so.
- D. **Committee to review the recommendations from the Commission on the Future of CU:** John Gentry, Jeanine Ward-Roof, Chuck, Tony, and Cathy need to get together for a meeting. David Stahlnaker hopes to have this finished by the end of January.
- E. **Faculty Senate Budget Accountability Committee:** Debbie reported category four and five were decided by subjective means. Chuck seems to think we need to go to Stef. We need to ask why they did not use CUBO-402 block C10. Cathy will meet with Scott and discuss this next Friday.
- F. Betsey and Jerry have agreed to serve on Parking Ad Hoc committee. They need a chair. Robin is only person who volunteered to serve on tuition waiver Ad Hoc committee.

7. **New Business:**

- A. **Speaker:** No speaker for January meeting. Tommy Bowden was suggested for February speaker.
8. The meeting was adjourned at 12:10 p.m.