Clemson University
Classified Staff Commission
Executive Committee Minutes
Tuesday, February 2, 1999 2:30 PM

Present: Alexandra Barnes, Cathy Bell, Debbie Calhoun, Cory Massey, Greg Padgett, Robin Page, Dick Simmons, Chuck Toney

Absent: Tony McGuirt, Betsey Shira, April Warner

1. Approval of Minutes was deferred until next month.
2. Announcements from the President: Cathy Bell reported:
   A. The Women's Commission asked if we had any comments on their study on gender equity issues. Cathy sent letter to Dorie Holmes, don’t remember this at all.
   B. Faculty Senate Welfare Committee is looking at Student Discounts for the Walker Golf Course. They want a Faculty discount and wanted to know if we also were interested in pursuing a Staff discount. Cathy will have P&W look into this.
   C. Scott called Cathy to let her know Betsey is out sick today.

3. Treasurer's Report: Cathy distributed a handout from Greg. His numbers don’t exactly match Cathy’s. He is trying to get more information on the Endowment Account and the performance credit dollars. Cathy will call Tony about this.
   A. Financial Statement
4. Committee Reports:
   A. Membership: Alexandra Barnes reported we are in the middle of the election process; getting good returns. There was a mix-up in Areas #23 and #24, resulting in the move of 3 people to Area #23 to have 2 persons running in each area. There were no major inequities this year. We are concerned about what we will need to do in order to get labels in the future. There were no individuals willing to run in Area #1. VP Area may be a mute point in the future; we may want to change the wording to read “under Administrative Council Representatives.” Notices will go out after the election results have been tabulated. Orientation will be held in March. Awards will be presented at the Luncheon in April. Send Alexandra your suggestions. On attendance issue the question is: What is representation? Executive Committee reviews case after 3 absences. We will look at it in April for the past year.
   B. Communications: Robin reported she is working on the newsletter. She went over the list of articles she had for the newsletter. Chuck knows he has to do an article. It may not be ready for distribution at the February CSC meeting.
   C. Policy and Welfare: April Warner was not present to give a report.
   D. Scholarship: Cory Massey reported they have one corporate vendor signed already. They are negotiating with a few others right now. Cory is trying to and will contact Jeff Hall of ARAMark for a bag lunch. The committee’s next meeting is this Thursday. Chuck is trying to do a news story for the local papers and radio stations. Survey has been sent out; no responses are back yet. Fliers have also been sent out.

5. Ad Hoc Committee Reports:
   A. Salary: Chuck reported for Pam that we are gathering information. We picked the representative categories of Administrative Assistant and Research Assistant title to look at “salary level and education” and “salary level and years of service.” Survey went to the Business Officers and we are getting some feedback. It is the consensus that the State Job Specifications are too vague. Training and education also varies widely within a given class.
   B. Publications: Chuck reported they met. Sandra is working with the designer in Publications to come up with a few designs that we could use that would have consistency across the different publications we send out. They will meet again once the designs are ready; hopefully by next Executive meeting.

6. Unfinished Business:
   A. By-laws update: Cathy and Chuck talked to Scott. Scott wants validation of what is in the By-laws and what we have changed. Cathy will put this together after getting with Betsey to get it organized.
   B. Goals: Cathy wants to know if there is anything she can do to help you to accomplish your goals?
   C. Committee to review the recommendations from the Commission on the Future of CU: Cathy reported they met and are getting some feedback. They will do a cover letter and list of concerns.
D. **FS Budget Accountability Committee Update:** Debbie reported Comparative Salary Study should be ready to go out next week. Dave Fleming asked that we do a resolution to have the staff categories redefined for next year’s survey. Debbie will work on resolution.

E. **Attendance:** Cathy got the letter Debbie and Tony drafted in 1997 and would like to use it when we address attendance with the representatives.

7. **New Business:**
   A. **Luncheon Speaker:** Suggestions were made for Tommy Bowden, Scott Ludlow and Dr. Curris. Pictures have been traditionally done by HR of Representatives with Dr. Curris when they receive their awards. It was suggested we ask Tommy Bowden speak at a CSC meeting and to also have Thornton Kirby talk about performance funding at a CSC meeting.
   
   B. **Legislative issues:** Cathy has been attending Legislative Committee meetings with Jim Daniels, although she was unable to attend their last meeting. She has not talked to April since she sent out the last e-mail. Dick wrote April directly and carbon copied Cathy. We want to keep constituents informed but we do not want to do any interpretation of the bills. Dick will send Cathy copies of information from last Friday’s meeting. Dick will e-mail Cathy copies of what he sends to the Administrative Council. They are asking for our feedback and we want to have the chance to respond. We agreed it would be a good idea to have links to the SCSEA and State Legislative pages on our web page. Cathy would like to discuss this further with April.
   
   C. Scott asked if CSC wanted to give a one to two minute report in the Budget and Finance Committee of the Board of Trustees. The consensus was that we need to do this.
   
   D. Cathy asked committee chairs to prepare a budget request for funds needed to cover upcoming events.
   
   E. Cory will be printing 100 Scholarship brochures for NEO. New brochures will be printed in April.

8. The meeting was adjourned at 4:45 p.m.

**Note:** Next meeting will be in Room 538 Edwards Hall on February 23rd.