Clemson University
Classified Staff Commission Minutes
Tuesday, October 12, 1999

Present: Karen Addis, James Amick, Bonnie Arrick, Alexandra Barnes, Cathy Bell, Barbara Bergman, Kathy Bragg, Joyce Bridges, Brandi Burns, Debbie Calhoun, Harold Campbell, Jenna Donald, Susan Eller, Darline Graham-Boggs, Ruth Griffin, Dianna Hayes, Wendy Howard, Jean Kopczyk, Martha Morris, Brenda Norris, Greg Padgett, Robin Page, Sandra Parker, Steve Perry, Wanda Reed, Tammy Rothell, Olivia Shanahan, Betsey Shira, Barbara Warmath, April Warner, Dick Simmons

Absent: Jennifer Arblaster, Jerry Beckley, Brian Becknell, Roxanne Bernard, Sandra Burkett, Chris Caracciolo, Jerry Fincannon, Scott Logan, Cory Massey, Michael Parker, Pam Parnell, Charlotte Swafford, Shirley Vandiver, J.G. Williams

Guests: Betty Cook

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

1. Minutes were approved as presented.
2. Open Commentary:
   A. Jack Abraham, Director of Municipal Operations and Emergency Preparedness, reported that Judge Culler sent him to request volunteers for the Parking Review Board. He passed around a sign-up sheet. Forty persons will comprise eight five-member committees for 1-2 hours per month at the beginning of the year and the number of hours will decrease toward the end of the year. The committee sets own hours to meet every two weeks and all appeals are in writing. All written reviews have three options: 1) confirm citation 2) dismiss citation or 3) reduce citation. We need 5 classified staff members to serve as representatives and 4 classified staff members to serve as alternates.

3. President's Report: Comments from Cathy Bell
   A. Academic Council: There was no report.
   B. Administrative Council: On Sept 20, the Smoking Policy was approved and went into effect on Oct 1, 1999. Copies of the policy were distributed today. Enforcement details have delayed distribution of this policy.
   C. Board of Trustees: We were invited to participate in final stages of the selection process for the new President. Greg and Cathy both attended the luncheon on Sunday.
   D. Legislative Affairs: No Report
   E. President's Cabinet: Dean Jerry Trapnell gave a presentation on what is happening in the College of Business and Public Affairs.
   F. Other: Scott Ludlow is chairing the United Way Campaign.
   G. Cathy, will attended the Communications and President Cabinet Committee Meetings and keep abreast of what is happening with the Membership Committee. Brian will attend the Scholarship Committee and Academic Council Meetings and keep abreast of what is happening with the Policy and Welfare Committee. They will divide up attendance at other meetings and receptions.
   H. Our historian, Isaac Wallace, will keep our records.

5. Treasurer's Report: Greg Padgett reported that he would be meeting in two weeks with Executive Committee. He has had some difficulty in getting budget reports. Please send him any suggestions on how to use our funds to improve what we do. (i.e. tablecloths, signage for Golf Tournament, student help)

6. Committee Reports:
   A. Standing Committees:
      1. Membership: Alexandra Barnes reported that they met on the Sept 14. We prepared letters from Dr. Curris to supervisors of representatives. Let Alexandra know if you didn’t get your copy.
      2. Communications: Karen Addis reported for Jerry Beckley, that the Benefits Fair went well. Thank-you to all who volunteered. Our web page address is www.clemson.edu/CSC. Let your constituents know the web page is there. Our next newsletter will be published by Nov 9. Deadline for articles is Nov 1. Fifty additional donations to Solid Orange Campaign collected at Benefits Fair. The goal is to have 500+ staff participating. A big display is to be set up near Sikes. Please try to think of ways to promote the Solid Orange Campaign in your area.
      3. Policy & Welfare: April Warner met with Carolyn Brown of the Faculty Senate. The Faculty Senate is investigating Health Benefits at our peer institutions and plans to survey the faculty on satisfaction and suggestions for improvement. April will take this to Executive Committee and follow suit with staff. April presented resolution for thanks for initiation for the Thomas Green Clemson Award for Excellence. It was
determined that a thank-you letter would be more personal. Vote on personal letter versus resolution gave way to having the resolution changed to a thank-you letter.

4. **Scholarship:** Jenna Donald reported for Cory Massey that they met. They have set the date for next year’s golf tournament: May 19, 2000. Cost is $50/$55, which is the same as last year. They are looking into selling the left over T-shirts from Solid Orange. Cory talked to Eva Gibson and there are 56 shirts left. They are unable to get anymore. They may donate the shirts to the CSC or the cost will be $6 each. It is unknown to us at this time.

B. **Ad Hoc Committees:**
   1. **Ad Hoc Committee on Salaries:** Pam Parnell
      a. **Salary Resolution:** Debbie read the resolution in Pam’s absence. The resolution was discussed and two friendly amendments were made. Dick Simmons stated that the Administrative Council did not want specific dollar amounts tied to each performance rating. HR is ready and willing to do the training. Cathy stated that EPMS needs to stand for something. Supervisors are not always willing to ask for higher raises when they have to justify them. Alexandra asked for what constituents think. She made a motion “to ask for constituent feedback” The motion was seconded. The motion was tabled. It will be sent to constituents to get feedback. April recommended all feedback be sent to Pam at PPRNLL@clemson.edu.

C. **University Committees:**
   1. **Accident Review Board:** Willie Williams reported there was no meeting last month.
   2. **Athletic Council:** Cathy reported they met on Sept. 30. Chair, Ron Thomas, distributed committee assignments. Cathy has been assigned the Campus Relations Committee. If you have any concerns related to this subject, please feel free to bring them to her. Bill D’Andrea announced that Clemson was one of six Division 1A giants to receive the CHAMPS Program of Excellence Award from the 1A Athletic Directors’ Association. This award is related to life skills and honors universities that have dedicated staff, financial resources, and creative energies to improve the total college experience for their student athletes.
   3. **Bookstore Advisory:** Cathy reported they have not met.
   4. **Budget Council:** Greg reported no meeting last month.
   5. **CATS:** Robbie Nicholson reported the last event she attended for CATS was the dedication and ribbon cutting for NIGHTCAT. Our next meeting has not been scheduled.
   6. **Faculty Senate Budget Accountability Committee:** Debbie reported they did not meet.
   7. **Human Resources Advisory:** April Warner
   8. **Joint City/University:** Greg reported nothing to report.
   9. **Parking Advisory:** Barbara Bergman reported there was no meeting last month.
   10. **President’s Commission on the Status of Women:** Myra Cato
   11. **Recreation Advisory:** Steve Perry reported they did not meet.
   12. **SCSEA:** Betty Cook reported that they met this morning and discussed items they may recommend to the legislature to act upon for next year: salary increase of 5% COL and 2% merit, implementation of a step program—with a 2% increase when criteria is met, continued health care coverage with no cost increase, reduced tuition at state learning institutions for state employees, 28 year retirement, increasing the retirement factor from 1.82 to 2.00, requesting a drug card option, adding grandchildren added to family leave. Not all of these items will be requested. A legislative occasion is planned for November.
   13. **Travel Services User Group:** Cory Massey reported they have not met.
   14. **Union Advisory:** Robin Page reported they did not meet last month.

7. **Unfinished Business:**
8. **New Business:**
   A. Call for Parking Review Board Appointments: Have two now and need 6 representatives and 4 alternates. Tammy Rothell and Barbara Bergman volunteered. Ask your constituents if they are interested and send names to Cathy Bell.
   B. Greg collected donations to be sent to K.I.D.S. in memory of Cory’s family members who passed away recently.
   C. Cory reported on the Brochure colors.
9. The meeting was adjourned at 11:38 AM.

**NEXT MEETING:** Tuesday, November 9, 1999, 10:00 AM in the Student Senate Chambers.