Clemson University Classified Staff Commission
Executive Committee Minutes
January 25, 2000

Present: Debbie Calhoun, Brian Becknell, Alexandra Barnes, Cathy Bell, Jerry Beckley, Cory Massey, Betsey Shira, April Warner
Absent: Greg Padgett

Cathy Bell called the meeting to order at 10:09 AM.

1. Minutes were approved as presented.

2. Announcements from the President: Cathy Bell
   A. Academic Council did not meet per Brian Becknell.
   B. Administrative Council: President Barker understood our salary concerns and when he met with the Women’s Commission he formed the “Loose Group” with Thornton Kirby and Dave Fleming. They have met twice to look at surveys and what we want done in the area of surveys. President Barker wants to keep the group going and talking about this issue. The Council is looking at raises and what is available and equitable. There are concerns about market value and longevity.
   C. Board of Trustees: Cathy is scheduled to give informational report on resolutions, golf tournament scholarship, newsletter and web site on Friday to the Board Finance Committee and full Board.
   D. Governmental Affairs: Things are heating up here. Let Cathy or Brian know if there are things that concern your constituents. There are additional luncheons coming up.
   E. President’s Cabinet: The makeup of the cabinet has changed. They met yesterday, but Cathy was out of the office. Meeting time was changed to twice a month on the 2nd and 4th Monday, from 8-10 AM. Everyone on the cabinet wants role to be more policy advisory.
   F. Cathy attended Inauguration Ceremony planning meeting. Inauguration is set for April 7, 2000. Suggestion was made to give employees permission/compensatory time to let them off work to attend this. Extension employees need consideration as well.
   G. Cathy’s speech which she gave at the December General Faculty and Staff Meeting was included in Inside Clemson.


4. Committee Reports:
   A. Membership: Alexandra Barnes reported things are status quo.
   B. Communications: Jerry Beckley reported the Newsletter is done. Let Jerry know if you see anything that needs changing. It will go on the web day of meeting. Jerry will not be at the next meeting because he has a class. Fax corrections to 656-3297 by Friday. Next newsletter is to go out in April. Deadline for articles is 3/31. The article from Pam not in this newsletter.
   C. Policy and Welfare: April Warner received a question on flextime. Who is on flextime? (Could a person be off one day off every 2 weeks?) She will forward the questions to Dick Simmons.
   D. Scholarship: Cory Massey reported Golf Tournament planning meeting will be Thursday 1/27. They will start working on Corporate Sponsors.

5. Unfinished Business
   A. Resolution on Salary Concerns update: Cathy received a memo from President Barker regarding salary concerns. The memo stated a study is being developed by committee and Administrative Council will discuss concerns at their upcoming meeting. Barker wants to meet with the presidents of all the constituent groups twice a year. Cathy has meeting scheduled with President Barker.
   B. Resolution on Parking Concerns update: Cathy sent out a memo to concerned parties requesting feedback on our resolution. Overall, we have received positive feedback quickly and swiftly. One comment was received concerned ticketing and towing of cars parked on the grass at the White building on the corner of Perimeter and Cherry roads. A gravel lot is to be developed somewhere in that general vicinity. Cathy gave Bryan a copy of master plan for parking to review, asking for his feedback one week from Monday as to the next breakdown on what we need to act on in the document.
   C. Faculty Senate Finance Committee input: Cathy requested that each Executive Committee member bring 5 specific items to this meeting. Cathy has sent two e-mails and we discussed the Faculty Senate Finance Committee’s views on inadequate compensation for staff. Pam reported that we should encourage support of reclassification of Veterinary Pathologists to faculty positions. Cathy reported when positions are established the administration talks with staff on what is really needed. There is too much wasted time in the process. HR should have a look at positions before they get advertised. Deadline to get criteria to Cathy is Friday.
6. **New Business**

A. **President Barker to speak to Executive Committee** at our next meeting to be held on 2/29 in 538 Edwards Hall at 10:30 AM. Cathy has a luncheon meeting with him on 2/25.

B. **Membership on Libraries Advisory Committee request:** Cathy prepared a letter requesting a CSC member serve on the Library Committee to be sent to Stef Rogers. Dean Boykin has no problem with this. Cathy made a motion “to send the memo forth.” The motion was seconded and approved.

C. **Faculty Club proposal:** President Barker spoke to Horace Skipper about a place where faculty could go to socialize. Wait and see what happens; may want to stop exclusion of professional staff with advanced degrees and administrators.

D. **Faculty Senate's request for input on Role of Staff in Administrator Evaluation form:** Cathy feels FS meetings have been very informative. Form is to be used for administrator evaluation. FS and Board of Trustees have approved it. FS is asking for CSC input for revisions. Cathy will fax a copy to Debbie and Betsey to review and give input back to her by Monday. Only executive committee will review this.

E. **WC Hallums/Shared Services and/or student assistance:** Cathy talked to Scott Ludlow about all the records of CSC that needs to be sorted through. We may want to consider hiring a student to work on Web site. Jerry will to talk to Barbara on this to get more information. Web site needs to be updated.

7. The meeting was adjourned at 11:38 AM.

Next meeting will be February 29, 2000 10:00 am in 538 Edwards Hall.