

**CLEMSON UNIVERSITY CLASSIFIED STAFF COMMISSION
EXECUTIVE COMMITTEE MINUTES
February 29, 2000**

PRESENT: Alexandra Barnes, Jerry Beckley, Brian Becknell, Cathy Bell, Debbie Calhoun, Cory Massey, Greg Padgett, Betsey Shira, Dick Simmons, April Warner.

GUEST: President Barker

Cathy Bell called the meeting to order at 10:02 AM.

1. Minutes were approved as amended.
2. **Announcements from the President:** Cathy Bell reported
 - A. **Academic Council:** No report.
 - B. **Administrative Council:** No report.
 - C. **Board of Trustees:** No report.
 - D. **Governmental Affairs:** Yesterday Jim Daniels reported the House Ways and Means Committee sent forth their version of the budget. Included in their version was the 28-year retirement, raises for state employees at 2.5% COL and 1% merit, and many benefits changes. The next step will be for the Senate to produce their version of the budget.
 - E. **President's Cabinet:** No report.
3. **Treasurer's Report:** Greg Padgett reported \$38.73 was spent from E&G funds. We are getting ready for the golf tournament. \$2,480 is available for luncheon. No information has been received as of yet from Alan on Performance Funding.
4. **Committee Reports:**
 - A. **Membership:** Alexandra Barnes distributed a listing of what membership looks like. Old areas 3, 8, and 11 will be renumbered. Copies will be passed out at the next CSC meeting. Working on list serv lists; they should be ready within the next week. Send items for new members to Alexandra, she needs them tomorrow. Orientation is at 8:00 AM on March 14, 2000 and everyone needs to be present. Agenda for orientation will be sent out. Many areas did not have enough nominees for filling vacancies. Alexandra made a motion "to accept appointments by acclamations." The motion was seconded and approved. Cathy is to address areas with no nominees/appointees. Poll Party will be Tuesday at 3:00 PM for ballot counting and notebook stuffing. Membership committee needs help with the luncheon. Alexandra will send out the luncheon guest list for review. Please reply to her. Any other appointees will be emailed out for approval.
 - B. **Communications:** Jerry Beckley reported that not much is going on. Student worker was hired. Jerry is to send student's pay information to Cathy and Greg. Latest newsletter should be out there. Web page looks good. The next newsletter will go out in April, and will hopefully be on the web page. An email regarding parking was sent to list server complaining about attendant; why is she just sitting there. Is it to keep persons from parking on the gravel?
 - C. **Policy and Welfare:** April Warner reported they are looking into planning an Open Forum for each area on the same line as the President's "brown bag" lunches. April plans to hand out a suggestion list to the new representatives at the first meeting. P&W is continuing to work on parking and dental issues.
 - D. **Scholarship:** Cory Massey reported their next meeting is next Thursday, 3/13. Things are going right along on the golf tournament. They are waiting to hear from Edward's Ford on the hole-in-one sponsorship. It is wide open for sponsors. Walker Golf Course has agreed to handle all calls regarding a rain date. The table covering suggestion has been turned over to graphics to prepare mock-up designs.
5. **Unfinished Business**
 - A. **Bylaws update:** Betsey passed out copies of the Bylaws. We are looking at the March meeting for vote on proposed updates. Look at Bylaws for completeness and content and get back with Betsey. It should be ready and in place for April.
 - B. **March Speaker** must be determined by Wednesday. Scott Ludlow is not available. Brian is to check with Thornton Kirby or Dave Fleming on topic of performance indicators.
 - C. Dean Boykin has approved our request for membership on the Library Committee.
 - D. Jean Kopczyck will be our representative to review candidates for the Algernon Sidney Sullivan Award.
 - E. Loose group has not met. Questions for salary study were sent forth.

- F. Dave Fleming, Debbie, and Cathy decided the division of pay bands to be used with the comparative salary study would be bands 1-5 and 6-8.
- G. Cathy will get with Brian to formulate a response on the Faculty/Staff Club.
- H. We are working with WC Hallums and records management on the issue of records retention. Cathy needs a copy of the policy for the historian.
- I. The Faculty Senate Policy Committee members John Acton and Bob Waller are reviewing the administrator evaluation form for revision. Many changes have been suggested. Major revisions are needed. Some questions have been submitted.
- J. Thomas Green Clemson Award has been given out to Sylvia Moore in the Physics Department. It will be announced in the upcoming *Inside Clemson*. She will receive a \$2500 cash reward and also get to help select \$2500 worth of library books. Cathy asked for suggestions on when the award should be given and how the recipient should be recognized (certificate, plaque, Thomas Green Clemson bookends, CU medallion, etc.)

6. **New Business**

- A. **President Barker** will hold his second drop in brown bag luncheon today. On the topic of compensation – everyone is underpaid. A comprehensive salary study is forthcoming. EPMS evaluations are important – Would a peer review work? There are always not enough funds for salaries, bonuses and awards. David Wilkins supported funding pay raises as Chairman of the House. President Barker asked for a list of suggestions for improvements in EPMS process President Barker supports our request for a support staff person. We have Scott Ludlow as our liaison to Administrative Council. All other committees have stipends, staff support or office support. We are the only committee who has none of the above. President Barker will take this issue to Administrative Council. Brown bag luncheon could be televised for viewing by off campus sites. It was suggested that Cathy Bell and the Extension Senate President be a part of the televised brown bag luncheon. We need to get Cathy Sams to set this up.
 - B. We will take up a collection at the March CSC meeting for a memorial gift to President Atchley.
 - C. President Barker would be at our Awards Luncheon in April. Perhaps we should have him talk at a CSC meeting a few months later.
 - D. Suggestions for officers nominations include: Treasurer - Cindy Long, Parliamentarian - ?, Secretary - ?, VP - ? Betsey has the nomination forms and will send them out via email.
 - E. Cathy has to send a list of persons who plan to attend the President's inauguration. Encouraged all representatives to attend. There will be an ice cream social on April 6 on Bowman field at 12:00 noon to 5:00pm. At 3:30 p.m. ROTC will perform a pass in review.
7. The meeting was adjourned at 12:02 PM.