Clemson University Classified Staff Commission
Executive Committee Meeting Minutes
June 29, 2000 1:00 PM
Martin Inn - Suite 430

Present: Larry Addis, Nancy Allgood, Jerry Beckley, Brian Becknell, Cathy Bell, Barbara Bergman, Wendy Howard, Marian Littleton, Cindy Long, April Warner.

Brian Becknell called the meeting to order at 1:05 PM.

1. Approval of Minutes: Minutes were approved with corrections.

2. Announcements from the President: Brian Becknell made the following reports.

A. Academic Council: Meeting was cancelled.

B. Administrative Council: Has not yet reviewed minutes.

C. Board of Trustees: Brian submitted a report and will attend the July meeting. The report covered the new staff position, the library summit, and the golf tournament. He will give each of them golf towels from the tournament for their hole sponsorship.

D. Governmental Affairs: State employees will receive a 2.5% increase. See Inside Clemson message for details. No policy has been set for the merit increase. The state will pick up most of the increase in health care insurance. A 401K match has been funded for 2001 and will be distributed in monthly increments. 28-year retirement plan passed, including a "teacher retention incentive program." Service credits can be purchased.
for 10% until January, when the price increases to 16%. Sick days can be added to service credits but not as time. The entire appropriations bill can be seen on the web.

E. President's Cabinet: President Barker was absent. Thornton Kirby gave a report on the CHE performance indicators.

3. Treasurer's Report: Cynthia Long reported that there is $6330.68 in E&G funds. Performance credits will arrive later this year. We won't receive the funding for the new staff position until later this year.

4. Committee Reports:

A. Membership: Nancy Allgood reported that there are 5 vacancies without nominations. Will ask representatives to help find candidates. Plans to meet Tuesday morning before the regular CSC meeting. Will divide duties at committee meeting. Every 5 years membership areas need to be re-evaluated -- this was recently done. The group discussed how to get better attendance at the meetings. May be able to supply a snack if our request to the vending committee is fully funded. Will try to shorten meetings by getting more reports included in the agenda ahead of time. Newcomers should receive instruction in parliamentary procedure and how to communicate with their constituents. An annual message should be sent out to staff employees about the commission and what to expect from their representatives.

B. Communications: Wendy Howard reported that the newsletter is almost ready. 200 copies of it will be printed for FM&O distribution. Brian asked that it go through the executive committee before distribution.

C. Policy and Welfare: April Warner asked if we could use a co-chair position to become committee chair the following year. After debate, it was decided that the answer was no. Gerald Vander Mey should be invited to speak to the CSC on planned capital improvements in September or October, after the Master Planning committee gets into gear. There was also a discussion about parking on campus.

D. Scholarship: No update.

5. Unfinished Business
A. **Loose Group**: Loose Group has not met during the past month.

B. **Clemson Club**: It was noted that President Barker has mentioned several times about locating the Clemson Club in the top floor of the library.

C. **Staff Support Person/Place/Finances**: The position is on hold until a new position frees up. Marian Littleton started a draft of changes to the by-laws to account for the new staff position. It was recommended that job duties should not be included in the by-laws.

D. **Thomas Green Clemson Award**: The $2,500 award will be continued next year. Elaine Price says a person has been nominated for the award. Award criteria includes a minimum of 2 years service, no prior award, and sustained and significant contribution to academic life.

E. **HR Awards**: Neither Brian nor Cathy were sure if Human Resources added the HR awards to their vending machine funds request. The original proposal was for 3 annual awards for staff. If it doesn’t get funded from the vending money, we could approach Scott Ludlow for funding.

F. **Vending Committee Allocation Request**: On hold until the committee meets.

6. **New Business**

A. **Committees**: Approved Nancy Allgood for chair of membership committee. Cindy Long will replace Debbie Calhoun as our rep on the Faculty Senate Budget Accountability Committee.

B. **EPMS**: Dori Helms stated that "concedes to meets" would not be allowed in her area. Only 70 employees received the "concedes to meets" -- no one knows how many of those 70 are under her purview.

C. **ByLaw Changes**: Cathy Bell noted that the university committees and councils appendix of the CSC by-laws should be updated. Record management procedures should be included as an appendix to the by-laws. (Isaac Wallace is our archivist and can provide help.) The Faculty Senate "responsibilities" section should be adapted to the CSC.

D. There was a brief discussion about becoming the "Staff
Commission” and including “unclassified staff.”

7. **Adjournment**

Next meeting is Tuesday, July 25 at 8:30 AM in L. J. Fields.