CLEMSON UNIVERSITY CLASSIFIED STAFF COMMISSION
EXECUTIVE COMMITTEE MEETING MINUTES
October 3, 2000 8:30 AM
L. J. Fields

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

Absent: Wendy Howard

Brian Becknell called the meeting to order at 8:50 AM.

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

2. Announcements from the President: Brian Becknell made the following reports.
   A. Academic Council: This was their first meeting since May. 1) Lab fees are under review. There is a proposal to set 3 levels of lab fees because some labs cost much more than others. Students also want accountability for lab fees – fees paid for a chemistry lab should be used to purchase supplies for the chemistry lab. The goal is to have new structure in place by January 2001. 2) Several departments were renamed. 3) Fall enrollment shows 17,392 combined undergrad and grad students on campus as of Friday 9/29/2000
   B. Administrative Council: They want recommendations regarding flex time. Currently flex time must be completed during a one-week time period. Should the flex time period be extended to 2 weeks? First we need a complete definition of flex time from Human Resources. Some issues. Two-week time period would allow a person to work a slightly longer day and get every other Friday off. Two-week time period could potentially reduce overtime. It was moved and approved to refer the issue to Policy and Welfare to gather information. The topic will be put on the October agenda.
   C. Board of Trustees: Brian needs items of note about CSC for his report at the next Board of Trustees meeting. Items raised include CSC bake sale for Habitat for Humanity, ombudsman program, air and water quality, full funding of endowment for scholarships, goal to raise number of scholarships from 8 to 10, 250 staff using payroll deduction to support CSC scholarships.
   D. Governmental Affairs: No report.
   E. President’s Cabinet: Regarding “How Big Should Clemson Be?,” only Alumni and CSC gave input. Be wary of signature files.
   F. Other - Master Planning Task Force: Members were assigned cameras to take pictures of best and worst features of campus.

3. Treasurer’s Report: Cynthia Long reported that CSC received their performance credit money. Account balance is $11,024. The CSC computer has been paid for. Off campus CSC members can receive reimbursement for travel. 75 bags will be ordered for representatives and others.

4. Committee Reports:
   A. Membership: Nancy Allgood reported that Christine Sober has agreed to represent area 15. We still have vacancies in areas 10, 20, and 23. Membership attendance will be reviewed at the next Executive meeting.
   B. Communications: No report. Wendy Howard and Larry Addis are setting up the CSC booth at the Benefits Fair.
   C. Policy and Welfare: April Warner reported on Dr. McDonald’s visit to the P&AS regarding air and water quality. She will send out message to staff to solicit more comments on campus air and water quality. There are some
concerns about dangerous (to pedestrians) intersections on campus. Concerns can be sent to Joe Grainger (Parking Services) and Barbara Bergman (staff representative to Parking Advisory Committee).

D. Scholarship: Larry Addis reported that the CSC booth was completed for the Benefits Fair.

5. Ad Hoc Committee Reports:
A. Ad Hoc Committee for Staff Ombudsman: Jerry Beckley reports that they are still on schedule for a December presentation. They met with the faculty ombudsman committee and found they did no research before setting up their ombudsman program. The committee will focus on role of ombudsman, not grievance process.

6. Unfinished Business
A. Clemson Club: There was concern about the first survey question asking if you would join a faculty-staff club without defining such a club.
B. Loose Group: There are some legal issues with the salary survey. Details unknown at this time.
C. Staff Support Person/Place/Finances: Three candidates will be scheduled for interviews.
D. HR Awards: No report.
E. Fall Fundraiser for CSC Scholarship Fund: Have not yet received results from Benefits Fair.
F. Staff Evaluation of Administrators Form: Cathy Bell reports that she is looking at raw data now.
G. Thomas Green Clemson Award Committee: Cathy Bell is the committee chairperson. There was a discussion regarding what kind of gifts should be presented to winners of the award.
H. Habitat Blitz Commitment: CSC will hold a bake sale on homecoming Friday. An email message will be drafted for representatives to send to constituents soliciting donations for the bake sale. A sign-up sheet will be passed at the membership meeting next week.

7. New Business
A. Vote on New Representative for Area 15: Christine Sober was approved as the new representative for area 15.
B. Flex time resolution: This will be tabled until Policy and Welfare reviews and makes recommendations.
C. Resolution Regarding Size of Clemson: This motion has been withdrawn.
D. April Awards Luncheon Reservation at Madren Center: Our reservations for the April Awards luncheon have been finalized at the Madren Center for April 10.
E. CAFLS: There are concerns in CAFLS. Staff are concerned about their jobs and feel that the college is attempting to reduce staff through attrition.
F. Budget Summit: President Barker has asked for an overall review of the budget process from start until it reaches departments. He is considering distributing increases by blocks dependent upon justification for need.
G. CSC Equipment and Supplies: Can we get a room to store all the scattered equipment and supplies that belong to the CSC?

8. Adjournment: The meeting was adjourned at 11:30 AM.

Next meeting is Tuesday, October 31 at 8:30 AM in L. J. Fields.