

**CLEMSON UNIVERSITY CLASSIFIED STAFF COMMISSION
EXECUTIVE COMMITTEE MEETING MINUTES
October 31, 2000 8:30 AM
L. J. Fields**

Present: Jerry Beckley, Brian Becknell, Cathy Bell, Barbara Bergman, Wendy Howard, Kathy Hensen, Marian Littleton, Cindy Long, April Warner

Absent: Larry Addis, Nancy Allgood

Brian Becknell called the meeting to order at 8:42 AM.

- 1. Approval of Minutes:** Minutes were approved as written.
- 2. Announcements from the President:** Brian Becknell made the following reports.
 - A. Academic Council:** The November meeting was cancelled due to Fall Break. From now on, Jerry Beckley will represent CSC at Academic Council. Meetings are on the first Monday of the month at 8:00 AM in Sikes.
 - B. Administrative Council:** No report.
 - C. Board of Trustees:** Brian sat in on all but 2 of the committee meetings during the last Board of Trustees session. Fred Switzer and Dori Helms were good advocates for staff at the sessions.
 - D. Governmental Affairs:** Have not met.
 - E. President's Cabinet:** Brian has not been able to talk to President Barker regarding concerns of staff in CAFLS, but has been able to talk informally to Human Resources.
 - F. Other - Master Planning Task Force:** Has not met.
- 3. Treasurer's Report:** Cynthia Long stated that September reports were unavailable. Barbara Bergman was approved to sign pay sheets for Kathy Hensen. 50 bags were ordered for CSC representatives and 25 bags were ordered for the Board of Trustees and others. They will be distributed at the December meeting.
- 4. Committee Reports:**
 - A. Membership:** Nancy Allgood reported that we still have vacancies in areas 7, 10, 20, and 23. They have looked at the representative to staff ratios. Since there are plans to restructure the colleges after the first of the year, they only looked for glaringly large or small areas (there were none) and for a possible way to infuse area 10 with more on-campus staff (in case we do not get any nominations). This year elections will be held in areas 7, 10, 18, 19, 20, 21, and 27. They will begin work on nominations forms after fall break.
 - B. Communications:** Wendy Howard reported that they have begun work on the next newsletter. Articles are due at the end of next week (November 17). Articles will include payroll deductions for CSC scholarship endowment, HR training, CLE training, the new holidays and the academic calendar, convocation, Kathy Hensen, Blitz Build 2001 support, and Brian's bike ride for charity.
 - C. Policy and Welfare:** April Warner brought up the flex time recommendation. Information is needed from HR. The topic will be tabled until the info is received. Staff comments regarding campus air and water quality were anonymized and forwarded on to the Air and Water Quality committee. She hasn't received anything back the committee. April will request feed back from Dr. McDonald. The Board of Trustees is working on the issue and funding for improvements. One example of the dimensions of the problem is that

many lab hoods are shut down across campus which hampers research and the money that research grants bring in.

- D. Scholarship:** Cindy Long stated that the committee should be prepared to make phone calls to solicit tangible gifts and corporate sponsors for the 2001 golf tournament. Two corporate sponsors (Bell South and Nextel) from the 2000 tournament have never paid even though they participated in the tournament.
- 5. Ad Hoc Committee Reports:**
 - A. Ad Hoc Committee for Staff Ombudsman:** Jerry Beckley reported that the committee is at a stopping point. They plan to disseminate a survey to staff regarding the ombudsman program. They hope to still make their December deadline, but would rather take the time to collect all information they feel is necessary.
- 6. Unfinished Business – suspended for discussion of item 7A**
 - A. Clemson Club:**
 - B. Loose Group:**
 - C. Staff Support Person/Place/Finances:**
 - D. HR Awards:**
 - E. Staff Evaluation of Administrators Form:**
 - F. Thomas Green Clemson Award Committee:**
 - G. Habitat Blitz Commitment:**
 - H. Flex time resolution:**
- 7. New Business**
 - A. Attendance at CSC Meetings:** After discussion, it was decided to email (with a followup hardcopy) all representatives and their supervisors with 3 or more absences. Those with 3 absences will receive a letter with a copy of the appropriate section of the by laws and a list of the dates missed. Those with 4 or more absences will receive a letter with the above information and notice that their membership will be terminated unless they contact Brian Becknell.
 - B. CSC Administrator:** Kathy Hensen was introduced as the new administrative assistant for the Classified Staff Commission.
 - C. HH Blitz Build 2001 Support:** April Warner suggested working with one (or more) of the greek organizations to hold a garage sale with proceeds benefiting the Blitz Build 2001. The idea is to have staff donate items for the sale, and the sorority/fraternity manage and run the garage sale. She will check with Rita Bolt from Student Government and Kappa Alpha Theta to see if they are interested in working with us.
- 8. Adjournment**

Next meeting is Tuesday, November 28, 2000 at 8:30 AM in L. J. Fields.