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**CLEMSON UNIVERSITY CLASSIFIED STAFF COMMISSION
EXECUTIVE COMMITTEE MEETING MINUTES
November 28, 2000 8:30AM
L. J. Fields**

Present: Larry Addis, Nancy Allgood, Jerry Beckley, Brian Becknell, Barbara Bergman, Wendy Howard, Cindy Long

Cathy Bell

Absent: Marian Littleton, April Warner

Brian Becknell called the meeting to order at 8:35AM.

1. **Approval of Minutes:** Minutes were approved with corrections.
2. **Announcements from the President:** Comments from Brian Becknell.
 - A. **Academic Council:** Has not met. Brian will introduce Jerry Beckley at the December meeting; Jerry will represent the Commission beginning in January.
 - B. **Administrative Council:** No materials have been received.
 - C. **Board of Trustees:** Won't meet until January.
 - D. **Governmental Affairs:** Have not met.
 - E. **President's Cabinet:** (1) Copies of Clemson's vision, mission, and goals are available on the web site <http://www.clemson.edu/news/townmeeting>. This topic will be included in the December CSC agenda. In an effort to facilitate a productive discussion at that meeting, all reps will be notified in advance via email. (2) Brian noted that an updated list of SC House of Representatives has been received and a copy will be kept in the CSC office. A letter of introduction and/or thanks for their past support will be sent to each name on the list. (3) The Student Affairs presentation reiterated information presented by Judge Culler at the CSC November meeting on parking issues. Barbara will check into the appropriateness of publishing the list of 100+ parking suggestions on the CSC web site. An additional (but final) parking summit will be held in hopes of better attendance. *was it?*
 - F. **Master Planning Task Force:** No update was given. *did she?*
3. **Treasurer's Report:** Cindy Long reported that there was no more vending money to be spent due to upcoming December and April events. CSC bags have been received and paid for. There is no change in the Annual Fund. No new information was available on the Endowment Fund, but Cindy hoped to speak with Cheryl Dean regarding the deposit from the golf tournament. As of October 31, the E&G money totals \$8656.19 including \$1407.93 in travel. Outstanding bills for November is approximately \$300.
4. **Committee Reports:**
 - A. **Membership:** Nancy Allgood reported that the nomination forms have been prepared and are ready for printing. They will be taken to Copy Cats in the Hendrix Center. Labels have been picked up and will be applied by the committee members to ensure proper handling. Nancy plans to have the forms in the mail by Friday, leaving 3 weeks response time. She is to fax nomination forms to the county offices.
 - B. **Communications:** Wendy Howard reported that she was lacking a few items for the newsletter and presented a rough draft to the committee. She hopes to have it completed later this week. Also, Wendy reported that those people interested in attending the Senate Faculty/Staff meeting on December 20 do not have to use their annual leave or comp time.
 - C. **Policy and Welfare:** April Warner emailed the following report in her absence: (1) She will be attending the Campus Building Air & Water Quality meetings on the second Friday of each month at the request of Dr. McDonald. Dr. McDonald will send an update to all employees working in Poole. Both April and Roxanne Bernard

will represent CSC at the upcoming NIOSH tour of Poole on December 8. (2) Kappa Alpha Theta was interested in the garage sale idea but has not contacted April with any plans.

- D. Scholarship:** Larry Addis reported the participant letters have been sent out. Sponsorship letters along with flyers and sponsorship forms will go out today.

5. Ad Hoc Committee Reports:

- A. Ad Hoc Committee for Staff Ombudsman:** Jerry Beckley reported that approximately 430 surveys have been received. The survey should be completed most likely by January instead of the original December date.

6. Unfinished Business

- A. Clemson Club:** Brian reported that he had not heard any results of the survey.
B. Habitat Blitz Commitment: Brian reported that a BBQ dinner benefit is being held on Wednesday, November 29 for \$5/plate.
C. Flex Time Resolution: Brian suggested that we should seek the opinions of our membership regarding this issue

7. New Business:

- A. December Executive Committee Meeting Change:** There will be no December meeting. Committee members should notify the others if something of importance needs attention prior to the next meeting.

- B. Attendance:** Brian has received email from several people in response to the attendance letter that was sent out in November. Wanda Reed related that her attendance was suffering due to multiple family crises. It was suggested that she consider serving the Commission once her situation improved. Nancy should ask Wanda for a recommendation for a replacement to be appointed to that position rather than elected. Letters of resignation were received from Linda Smith, Brandy Burns, Lucille Jones, and Patty Warner.

- C. December Classified Staff Commission Meeting:** Cindy reported that ~~Doug~~ ^{Dane} Fleming would like to make a presentation to the Commission on the Fall 2000 Cooperative Salary Study. Cindy will check into getting the study to the Commission members prior to the December meeting.

- D. Discussion on Better Promotion of the Classified Staff Commission:** Nancy Allgood stated that many of the people she has contacted regarding nominations don't really know who the CSC is or that it even exists. Suggestions on how to better promote the Classified Staff Commission included changing the Commission's name to Classified Staff Senate or Council, sending electronic copy of minutes to all members, sending a hardcopy of the newsletter to all CSC members, and a Christmas letter from President Brian Becknell in the newsletter. Two actions were decided: (1) the December CSC Agenda will be emailed to all classified staff and (2) a motion carried requesting that Brian speak to President Barker about changing the Commission's name to Classified Staff Senate after the April meeting.

- E. December Classified Staff Commission Meeting:** (1) Wendy Howard will order food trays; Cindy will arrange for Aramark to provide coffee. (2) The Classified Staff Commission will present Dick Simmons with a CSC bag, a \$25 gift certificate to O'Charlie's, and a plaque in honor of his retirement.

8. Adjournment: The meeting was adjourned at 10:35AM.

The next meeting is Tuesday, January 23, 2001 at 8:30AM at L. J. Fields.

*was it?
did he want?*
Have bags been distributed to others like Board of T.?