MINUTES
COMMISSION ON CLASSIFIED STAFF AFFAIRS
OCTOBER 14, 1986

Present: Pat Padgett (Presiding), Juliette Dais, Mary Ann Eddy, Martin Fowler, Hank Goodman, Ron Herrin, Gail Jameson, Tom Kasperek, Mickey Lewis, Gary McCombs, Judith McNinch, Pat Seitz, Deborah Slice of the Newsletter and Ray Thompson

Absent: Paul Gable

The October 14 meeting was called to order by Pat Padgett at 1:15 p.m., and a number of handouts were distributed to each member present. The first item of business was the approval of the September 9 minutes of the last meeting.

Juliette Dais, visiting from the Class and Comp division of Personnel, expressed her appreciation for being asked to speak at the meeting. The topics covered were as follows:

1) Ms. Dais shared the new events and developments in Personnel. The clerical or administrative support review (President, Deans & Department Heads included) was reviewed throughout the state to see what was out in the state, this study is to end next week. It has been several years since a study of this type has been made, and Clemson has a very unique situation with its classifications. The Physical Plant, Library, and Computer Center are the heaviest in clerical staff. Several people asked her if the financial complications would interfere with the original plans, when the study would be completed and various other questions pertaining to the study. She tried to reassure each that it would be completed as soon as possible.

2) The second topic of discussion was the "Hire above minimum" that is now approved in Columbia. Delegation by Columbia is expected in the near future, rather than in Columbia.
3) Ms. Dais informed the Commission that in December, on an ongoing basis, a Position Description Workshop will begin. All employees will be encouraged to attend since the encumbent should be the one to write his/her own Position Description. It is very important that all information comes in about every position. This workshop will help personnel involved with filling out the paperwork to insure that the forms are completed accurately.

At that point, Mr. Thompson expressed his gratitude to Ms. Dais for the work she had put into this project. He explained that she had gone out to the people and is in a good position to make some good judgements. He is proud of what is going on in her unit.

She asked that if anyone had questions to please call her.

Mr. Thompson reported that we had had 741 responses in favor of all training programs.

**Old Business**

Concerning the Larry Ellis appointment, Pat volunteered to help Mr. Thompson make arrangements. Mr. Thompson declined.

Position Paper will be printed Wednesday (1st) in the Newsletter.

Mickey is to take on the responsibility of following the letters of inquiry until final action is taken.

**New Business**

Pat shared that she had looked through the CUPA Salary Surveys in which Clemson participates. Consider action toward establishing a Pay Package for Clemson employees. Seems appropriate at this time since Clemson seems to be competitive. The question was asked whether there was a survey that shows lower grades. It was agreed that Juliette has a good overview as far as state wide, and that we do not need to look at sister states. The motion was made and passed that the study on breaking out from State Personnel would be tabled until a later time.
The Draft Cost of Living/Bonus Pay Plan was distributed for discussion at the November meeting.

Judith informed the group that the S. C. State Employment Association had a meeting the week before and proposed a pay package for 86-87.

**Mail**

- There has been mostly junk mail, nothing to distribute.

- Pat Seitz has asked to step down from chairing the Welfare Committee and Mary Ann Eddy has agreed to take her place.

- Discussion on staff being included on search committees, is to be taken up with faculty senate. After discussing the College of Science's committee, it was suggested that the Commission not make an issue of the fact that staff is not represented. It was agreed that we had made the first step and the seed had been planted. A discussion took place relative to the changes and/or differences one staff member could make. It was agreed that staff perspective is important, and we have as much to contribute to a search committee as a student.

- The Commission was informed that the Open Forum may be discontinued because of the budget cut.

**Reports**

**Comm. Commission** - The 2121 flyer will be reprinted and distributed. The discussion relative to the Faculty/Staff cafeteria continues.

**Exec. Commission** - No mail to distribute.

**Policy Commission** - Discussion on letter from Dean Waller concerning parking problems caused by the student ticket distribution at the Library. It was agreed no action would be taken since the letter was copied and sent anonymously to the Commission with no way to respond.
Welfare Commission – Discussed the letter concerning military leave days. Since this is a State Personnel Policy, it needs to be discussed with Pat Collins and Elaine in Personnel. Pat Seitz was asked to fill Mary Ann in on the agenda items. Mickey will make sure letters get to the proper committees and log all information. Rosemary Rhinehardt letter was brought up and it will be looked into.

Announcements

Staff Commission will be represented by Padgett on the Joint City/University Committee which meets and discusses activities that impact both the City and the University.

Concerning the day care program, Pat Padgett will chair the Committee made up of students, faculty and staff members. The film from the Labor Bureau will be viewed at the first meeting. It was recommended that the Committee stay on top and see it through this time.

The Wellness program is getting a lot of controversy at this point.

Pat asked that comments on the proposed Cost of Living/Bonus Pay Plan be returned to her within two weeks.

Motion to adjourn at 3 p.m. and passed.