CLEMSON UNIVERSITY
COMMISSION ON CLASSIFIED STAFF AFFAIRS

AGENDA

Tuesday, June 9, 1987
1:15 p.m., 407 College of Nursing Building

1. Call to Order

2. Approval of Minutes

3. Old Business
   a. Question/Answer Column
   b. Followup on Letters
   c. End of Year Luncheon
   d. Larry Ellis Meeting with President’s Cabinet

4. New Business
   a. Welcome to new Commission members
   b. Nominations for Officers of Staff Commission
   c. Athletic Council representation (draft letter attached)
   d. President’s Council
   e. HMO letter (attached)
   f. Salary limitations letter (attached)
   g. Commission Member Alumni Network
   h. Meeting day and time - 2nd Tuesday 10:00

5. Reports
   a. Communications Committee - Gail
   b. Executive Committee - Pat P.
   c. Policy Committee - Paul
   d. Welfare Committee - Mary Ann

6. University Committee Reports
   a. Child Care Committee - Pat P.
   b. Telecommunications Committee - Pat P.
   c. Blue Light Alarm System Committee - Hank
   d. Joint City/University Advisory - Pat P.
   e. Facilities Planning Committee - Pat P.

7. Announcements

8. Adjournment
After researching and studying the feasibility of a "BLUE LIGHT SAFE WALKING TRAIL", our committee makes the following proposal.

1. That this would be a reasonable project for Clemson University to adopt if:

   a. it is based on an "assistance" principal rather than just "emergencies".
   b. the RAMTECH pushbutton pedestal system (with additions of a 5 minute open-line per call and a descriptive decal advising method of operation) is used. (see attached cost sheet and brochure)
   c. an informative educational program is created and implemented prior to phone installations to encourage use and deter vandalism.
   d. supplemental funding is sought through means other than University funds, ie. the Development Office, the Parking and Traffic Office, Federal and/or State grants, Highway monies.

Even without supplemental funding, this project is affordable and would provide a high degree of "peace of mind" for our University community and University visitors. Randal Davis is currently working on a proposal that would reduce the current estimated cost by twenty thousand dollars. The Police Department has been advised that they can appeal their grant cancellation, if done within the next few weeks, and receive the money to pay for the educational program and a computer to be used to compile statistics. The Police Department's grant or another type grant could be used next year to obtain new money to fully implement part or all of this project.

The Committee will be available at your convenience for discussion and/or a formal presentation.
Can't Find the Right Phone?

Someone Did

Small gray boxes sporting the University seal have been popping up outside the front doors to most dorms and several office buildings over the past few months. The boxes are actually telephones, new kinds of telephones that have some important advantages in terms of both convenience and security over the old centrex phones they are replacing.

First, they work. The old telephones were frequent victims of whatever madness drives otherwise sane individuals to wrench dials and receivers from complicated, unguarded gadgetry. The new phones have no moveable parts to fascinate crazed users during periods of full moons. The ear and mouth pieces are built into the phones, and they have push buttons, rather than dials — minimizing, with luck, the urge to purge.

The heavy duty cases that house them are made of lexan, which holds up to the weather well, and the phones' insides are treated to resist snow and rain.

In addition to letting users dial office and dorm phones on campus, the new phones offer an emergency link to security. Each has a red button that, when pushed, not only puts the call directly through to security, but also sends a signal identifying the caller's location. That way, if the caller were attacked before he or she could talk to security, the police would still know the location and could respond immediately.

PRICE $695.00
Quantity discounts available

FOR MORE INFORMATION CALL OR WRITE
BLUE LIGHT EMERGENCY TELEPHONE SYSTEM  
Projected Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Handset Telephones</th>
<th>Push Button Telephones</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Telephones @ $247.00 or $585.00</td>
<td>$7,410.00</td>
<td>$17,550.00</td>
</tr>
<tr>
<td>30 Enclosures &amp; Pedestals @ $651.95</td>
<td>19,558.50</td>
<td>19,558.50</td>
</tr>
<tr>
<td>26 Phone Installations @ $70.00</td>
<td>1,820.00</td>
<td>1,820.00</td>
</tr>
<tr>
<td>26 Pedestal Installations @ $250.00</td>
<td>6,500.00</td>
<td>6,500.00</td>
</tr>
<tr>
<td>26 Telephone Line Installations @ $111.50</td>
<td>2,899.00</td>
<td>2,899.00</td>
</tr>
<tr>
<td>Install Power, Conduits, etc.</td>
<td>32,600.00</td>
<td>32,600.00</td>
</tr>
<tr>
<td></td>
<td>$70,787.50</td>
<td>$80,927.50</td>
</tr>
</tbody>
</table>

Note: We may be able to decrease the amount quoted above for power and conduit installation to $12,000.00, which would reduce the totals for the project to...

$50,187.50  $60,327.50

May 28, 1987
The Commission on Undergraduate Studies and the Commission on Graduate Studies and Research will be retained and report to the Academic Council. The Commission on Classified Staff will be retained with the Chairman reporting to the Cabinet. All other Commissions will be abolished with the various standing committees which presently report to these abolished Commissions reporting as shown on the attached page. There is the possibility of consolidating and/or eliminating some of these committees.
MINUTES
COMMISSION ON CLASSIFIED STAFF AFFAIRS
June 9, 1987

Present: Pat Padgett, Dixie Schmittou, Judith McNinch, Debra Slice, Martin Fowler, John Clemens, Ray Thompson, Mary Harby, Betty Hubbard, Gail Jameson, Hank Goodman, Ron Herrin, Gary McCombs, Tom Kasperek, Mary Ann Eddy.

Absent: Pat Seitz, Paul Gable, Mickey Lewis

The meeting was called to order by Pat Padgett at 1:15 p.m.

Minutes of the May meeting were approved as presented.

Old Business:

Question/Answer Column: The Welfare Committee presented four questions concerning health insurance programs, sick leave benefits, and pay and compensation benefits. These were approved as amended and forwarded to Debra Slice for inclusion in the "Newsletter." There were no submissions from the Policy and Communications Committees. Pat Padgett reported that an earlier submission concerning reduced tuition is still pending and will be discussed at a future meeting.

Followup on Letters: None.

End of Year Luncheon: The Commission expressed appreciation to Ray Thompson for the luncheon on June 2nd. Ray commended the Commission for a most successful third term.

Larry Ellis Meeting: Mr. Ellis has accepted an invitation to meet with the President’s Cabinet on June 22nd. A decision on a future meeting with employees will be made following this engagement.

Training Interest Survey: The Welfare Committee presented a consensus of the survey conducted in September by the Personnel Division. Statistics showed highest staff interest in the "General" and "Personal Effectiveness" categories. The Commission voted to send a recommendation to Personnel to schedule seminars in these areas. For information, Ray Thompson stated that a seminar on time management will be conducted as part of the annual retreat held for the Business and Finance division. This course will be offered to employees at a later date along with sessions on modelnetics and stress management.

New Business:

New Commission members John Clemens, Mary Harvey, Betty Hubbard and Dixie Schmittou were welcomed. Their tenure officially begins in July.
Nominations for officers for the 1987-88 year include Chairperson: Pat Padgett, Mickey Lewis, Gail Jameson; Vice Chairperson: Gary McCombs, Dixie Schmittou, John Clemens; Parliamentarian: Judith McNinch, Pat Seitz. A motion was made and approved that this slate of nominees can be expanded upon at the July meeting prior to final vote.

Members reviewed a draft prepared by Pat Padgett concerning the Commission's representation on the Athletic Council. Action culminated in a vote that a representative will be appointed from the Commission to serve on the Athletic Council.

Members reviewed a draft of the proposed new councils and their reporting capacity to the President. After discussion, consensus was that Commission members preferred to report to the President through the Cabinet rather than the Academic Council.

After members reviewed a draft from Tom Kasperek regarding HMO's, Ron Herrin discussed their options and concepts. A motion was made and approved to accept this letter as information but the Commission will take no action at this time.

Tom Kasperek's draft regarding salary limitations was reviewed. Commission recommended that this topic be reviewed in more detail at a later date.

Commission meetings were voted to be held the second Tuesday of each month at 10:00 a.m.

A proposal was made by Pat Padgett to form an alumni network of Commission members in order to keep these past members informed of topics currently under review and research, meetings, etc. Pat plans to poll past members to solicit their input on this idea and also inform the Cabinet of the plans for such a network.

Ray Thompson notified members that the pay increase for classified staff will be a two percent general increase effective July 1st. Further, the merit program has been reinstated for funding, although specific details are not yet available.

Pat Padgett will prepare a letter of commendation to the appropriate vice president citing Debra Slice's many contributions to the Commission during her tenure with the University.

Ron Herrin discussed a new option available to employees July 1st which will allow them to exclude health and dental insurance premiums from taxable income (FICA, federal and state tax). All staff currently participating in health and dental care plans will be eligible for this new program.

REPORTS

Committee reports were not presented. Submissions should be forwarded to Mary Ann Eddy in order that they may be distributed with the Minutes.

UNIVERSITY COMMITTEE REPORTS

Hank Goodman, representative on the Blue Light Committee, distributed an information report. Other reports will be presented in July.

The meeting was adjourned at 3:00 p.m. The next meeting is scheduled for Tuesday, 14th, 10:00 a.m.
A status of the activities of the 1986-87 Welfare Committee is summarized below:

Pay Increase Program: As reported in the December, 1986, Progress Report prepared by the Welfare Committee, Commission members approved a three-point pay plan for classified staff for fiscal 1987-88. This plan, endorsed by the President's Cabinet, provides for merit program funding, a longevity pay program, and improvement of the retirement program. The Committee further discussed researching a comparison of this state's employees' salaries with those of sister states. Since the results of the classified staff study by the University's Personnel Division have not been completed, no further developments have been made on this comparison.

Salary Survey for Classified Employees: The Committee continues to hold this topic until the Personnel Division's study on classified staff positions has been completed. We recommend this subject be carried forward to the 1987-88 Welfare Committee agenda.

Training Program: The Committee has reviewed the statistics of the Training Interest Survey conducted by the Personnel Division earlier this year. The Commission voted at the June meeting to recommend that the Personnel Division conduct seminars in the "Personal Effectiveness" and "General" categories since each had an interest ratio greater than fifty percent.

Wellness Program: As reported to Commission members at the April meeting, the Wellness Coordinator's position has been approved for hire in July and will be located in the Nursing Center. Growth of the program should accelerate now that this vital position has been approved for hire.

Educational Leave: The Welfare Committee has determined that the purpose of educational leave for staff is to provide an opportunity for professional advancement. The Committee feels that further discussion is in order before a policy can be prepared. This item, therefore, should be carried forward to the next fiscal year.

The Welfare Committee has also researched and responded to questions concerning the longevity program, the installation of benches on Strode Tower lawn, HMO's, military leave, reduction-in-force policy, merit pay, pay increases with professional development, and leave taken during hazardous weather conditions. Currently the only outstanding correspondence concerns the inquiry about the availability of a report comparing South Carolina's classified staff positions and salaries with those of other states.

The members of the Welfare Committee have welcomed the opportunity to represent their constituents and research such valid issues. Hopefully we have prepared solid foundations for the benefit of future growth and development for classified staff at Clemson University.

Mary Ann Eddy, Chair
Gary McCombs
Pat Seitz