MINUTES
COMMISSION ON CLASSIFIED STAFF AFFAIRS
October 13, 1987

Present: John Clemens, Mark Ford, Hank Goodman, Mary Harvey, Ron Herrin, Gail Jameson, Gary McCombs, Judith McNinch, Pat Padgett, Dixie Schmittou, Ray Thompson

Absent: Mickey Lewis

Visitors: Sandra Burkett (College of Liberal Arts); Juliette Dais (Personnel); Connie Ormes, Lenora Rosenberger, and Olivia Shanahan (College of Nursing); and Ruth Taylor, Clemson University Libraries' Classified Staff Council

The chairperson called the meeting to order and asked for changes or corrections to the September meeting. These were approved with the following correction: page 2, paragraph 1: Betty Cook, Vice Chairperson of the Clemson University Libraries' Classified Staff Council.

Juliette Dais, Personnel Division's Classification and Compensation Manager, updated members on the reclassification studies which were begun last year. The study included five phases, beginning with the administrative support positions with the presidential, vice presidential, dean and department head offices, and including studies of the professional development, nursing, and continuing education areas as well as a comprehensive review of the trades divisions.

Mr. Thompson reviewed the merit pay plan to be implemented in January. The Commission asked for a copy of his memorandum to the vice presidents together with the state's appropriations on merit for purposes of guideline review.

Mr. Clemens highlighted a newspaper clipping regarding a type of fringe benefit which enable a state employee to share his/her annual or sick leave with another state employee who, for example, did not have an ample amount of leave to cover a major illness. Mr. Clemens agreed to include a copy of this news article with the minutes and then forward to the Welfare Committee for review. Mr. Thompson suggested that the Commission send this article to him for inclusion in a new statewide pilot program which will experiment with various personnel matters.

Following a discussion on notice of seminars, etc. being received by the appropriate staff, Mr. Ford asked that all notices of this type be sent to him for inclusion in the "Clemson Weekly" as well as the master calendar.

Mr. McCombs discussed DORIS (Document On-line Retrieval
Information System) as a medium for the Commission minutes. A motion was made and seconded that the executive committee make arrangements to put these minutes on DORIS; the motion was approved. Ms. Padgett will follow up on behalf of the committee.

Members discussed the Commission's Procedural Guidelines as prepared by Mr. Clemens' ad hoc committee. The motion to study the adoption of reconstituting the commission and having a representative from each vice presidential area on a per capita basis of classified employees to ensure communication was withdrawn. Further, a motion to table the discussion regarding voting of other ex officio members was approved. Next month's agenda will be a discussion of the Commission's Procedural Guidelines.

Recommendations of nominations for new Commission members will be sent to the President by Friday, October 16, for presidential appointment prior to next month's meeting.

Committee chairpersons were asked to forward to the Commission secretary all information, reports, etc. prior to November 2, 1987, for distribution with the minutes.

There being no further business or announcements, the meeting was adjourned. The next regularly scheduled meeting will be Tuesday, November 10, 10:00 a.m., 407 Nursing Building.