Present: John Clemens (Chairperson), Linda Brady, Charlie Butts, Cary Caines, Linda Cartee, Hank Goodman, Mary Harvey, Paula Henderson, Verna Howell, Ann Hughes, Gail Jameson, Mickey Lewis, Diane Lollis, Judith McNinch, Roy Reid, Linda Rice, Bill Willis, Libby Neil (alt. for Nicks), Peter Pepinski (alt.), Lisa Traynum (alt. for Taylor), Ray Thompson (ex officio), Mark Ford (Clemson Weekly).


CALL TO ORDER: Chairperson Clemens called the meeting to order at 10:10.

APPROVAL OF MINUTES: The minutes were approved as distributed.

SPEAKER: Chairperson Clemens introduced Dick Simmons, Assistant Personnel Director. Mr. Simmons briefed the Commission on legislation in the general assembly pertaining to university employees (see attached). Mr. Simmons advised active involvement of the Commission as policy is developed at the state level.

OLD BUSINESS

Mr. Thompson apprised the Commission of the status of a "suggestion box" idea regarding some type of award for unused sick leave. The personnel department will respond to this suggestion.

Ms. Padgett updated the Commission on the proposed child care facility. The facility would encompass service, instruction and research. The Education, Nursing, and Psychology Departments have been involved in review and study. After approval by the vice president, request for proposals will be invited. Ms. Padgett outlined the cooperative effort extended by the University on behalf of the child care center: publicity, legal arrangements, resources for enrichment programs, services of Depts. of Architecture and PRTR. Mr. Lewis commented that the most important aspects of the center for staff members were low cost and convenience to campus. Ms. Padgett noted that use of pre-tax scholarships for child care was being investigated. She also noted that mild illness care would be available. Hours of operation would be 6:30 AM-6:00 PM. Copies of the approved program were requested for distribution to commission members.

a. Followup on Letters--No letters received.

b. Discussion of university-wide survey. Mr. Clemens distributed a survey consisting of 10 questions (copy attached). After some discussion, it was suggested that only questions 1-5 be used. It was also suggested that more explanation was needed and could be accomplished better with fewer questions. The Executive Committee will make changes and mail out.
NEW BUSINESS

On behalf of the Executive Committee, Mr. Clemens presented a resolution calling for a scholarship drive by classified staff for children and/or grandchildren of classified staff (copy attached). Believing that educational assistance should be available for children and/or grandchildren of classified staff and as a demonstration of support for and commitment to the University, the Executive Committee recommended this action. Mr. Clemens noted the possibilities with about 2200 classified staff and a $2 per paycheck contribution by each. Mr. Hank Goodman moved to accept the resolution. The motion was seconded and passed.

UNIVERSITY COMMITTEE REPORTS--No reports.

ANNOUNCEMENTS--No announcements

Hearing no further business, the meeting was adjourned at 12:00 noon.

Respectfully submitted,

Dianne Haselton
Recorder
SUMMARY OF LEGISLATIVE ACTIONS PERTAINING TO UNIVERSITY EMPLOYEES, 13Sep88

LEAVE ACTS AMENDMENTS

1. Redefined immediate family for sick leave, to include spouse; children; mother, father, legal guardian of employee or spouse; grandchildren, if grandchildren reside with employee and employee is primary caretaker.

2. Established State Employee Leave Transfer Program:
   a. Division of Human Resource Management will provide guidelines for development of agency policy.
   b. Agency policy must be approved by Budget and Control Board.
   c. Specific guidance in the amendment includes:
      - Agency may select participants with personal emergency
      - Employees may voluntarily donate accrued annual or sick leave above 15 days to an agency pool.
      - Leave transferred may not be restored or returned to donor.
      - Recipients may not subsequently transfer or be paid in a lump sum for transferred leave.
      - Agency will monitor status of personal emergency and control transfer and use of such leave.
   d. Questions unanswered include possibility of transferring leave employees will lose January 1 each year, limitations for new employees, recordkeeping and audit requirements, etc.

RETIREMENT ACT AMENDMENTS

1. Decreased PORS creditable service for full retirement to 25 years.
2. Increased PORS employee contribution to 6.5%, employer to 10.7%.
3. Increased PORS retirement formula multiplier to 2%.
4. Increased PORS retiree benefits by 14.3%.
5. Increased SCRS employee contribution to 6%, employer remained at 7.15%.
6. Increased SCRS retirement formula multiplier to 1.7%.
7. Increased SCRS retiree benefits by 10%.
8. Added to Special Service Credit Buy-in for SCRS (Remember? example: 50 yr. old w/25 yrs service credit may pay lumpsum 200% of current salary for 5 additional years, plus full cost of insurance for those 5 years, and retire within 90 days of purchase). Added: Same employee may now leave employment with 25 years service credit, continue contributions on last salary for 5 years, and retire with full benefits at 30 years service credit.
9. Increased post-retirement earnings limit to $9000, to continue indefinitely, and allowed Merchant Marine wartime service for military credit.

MISCELLANEOUS AMENDMENTS

1. Provided protection for "whistle-blowers" against unfair actions.
2. Increased time for appeal of decision of agency grievance board.
3. Formalized election process of work-injured employees Workers Comp pay.
4. Formalized Agency Compliance Review of Legislative Audit Council findings.
COMMISSION ON CLASSIFIED STAFF AFFAIRS

To THE CLASSIFIED EMPLOYEES OF CLEMSON UNIVERSITY:

During this past month the Commission has been inquiring about your opinions on several key issues that we will be addressing during this fiscal year. Several of our Commission members have used a written survey to gather this information. The results have been outstanding. Your comments and suggestions have been very useful -- so much so that we have decided to submit a university-wide survey. By doing this we will be able to get a more accurate understanding of your concerns about the issues we hope to address. The questions below are based on concepts only. We will be addressing specific issues at a later time. If you have comments, please feel free to do so on the back of this form. Your comments from previous surveys are still on file.

Our plans are to take this information to the President and to the Legislature of South Carolina. We hope that by showing them the results of this survey, we could persuade them that these issues need to be addressed. Therefore, it is important that we have as much participation in this survey as possible -- numbers should make a difference. Therefore, please complete this survey and return October 1, 1988. If you have any question please contact your local representative or John Clemens ext. 3216, or Mickey Lewis ext. 2155.

INSTRUCTIONS: The questions below are conceptual in nature. First, answer the questions. On just the questions you have answered with "DEFINITELY YES", rank them in order of importance with a "1" denoting the most important. Make sure the information at the bottom is completed, fold the survey showing the return address, and mail in inter-office mail. Return by October 1, 1988.

<table>
<thead>
<tr>
<th>QUESTIONS</th>
<th>DEFINITELY YES</th>
<th>NOT SURE</th>
<th>DEFINITELY NOT</th>
<th>YOUR PRIORITY</th>
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<tbody>
<tr>
<td>1. Are you in favor of employee pay increases based on performance; ie. a merit system?</td>
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<td>2. Are you in favor of employee pay increases based on years of service; ie. a dollar increase for 5 years, 10 years, etc?</td>
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<td>3. Are you in favor of a compensation plan using both performance and years of service as a means of compensating employees?</td>
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<td>4. Are you in favor of an across-the-board cost of living increase; ie. everyone would get the same amount of increase not a percent of current salary?</td>
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<td>5. Are you in favor of a full benefit retirement plan for 25 years of service; ie. compensation based on 25 years of employment?</td>
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<td>6. Are you in favor of a university child day care center for employees?</td>
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<td>7. Do you think the present Employee Performance Management System needs to be changed?</td>
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<td>8. Are you in favor of an educational assistance plan for employees and their family?</td>
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<td>9. Are you in favor of accumulated sick-leave credit upon retirement?</td>
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</table>

10. What is your current grade? ___. How many years of service at Clemson? ___. Please return to ________________________ as soon as possible.
RESOLUTION #1 - SEPTEMBER 1988.

For years the employees of Clemson University have asked the university for help and assistance. As a way of telling the Administration that we, the classified staff, support the mission of Clemson University, will sponsor a scholarship drive for the children and/or grandchildren of classified employees.