

MINUTES
COMMISSION ON CLASSIFIED STAFF AFFAIRS
OCTOBER 11, 1988

Present: John Clemens (Chairperson), Linda Brady, Cary Caines, Linda Cartee, Ann Duncan, Hank Goodman, Jackie Green, Mary Harvey, Paula Henderson, Verna Howell, Ann Hughes, Diane Lollis, Judith McNinch, Judy Nicks, Roy Reid, Linda Rice, Dixie Schmittou, Ruth Taylor, Pat Padgett (alt), Peter Pepinski (alt.), Sandy Smith (alt.), Ray Thompson (ex officio), Mark Ford (Clemson Weekly).

Absent: Charlie Butts, Bonnie Dixon, Gail Jameson, Mickey Lewis, Bill Willis, ex officio: Ron Herrin.

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

APPROVAL OF MINUTES: The minutes were approved as distributed.

OLD BUSINESS

- a. Discussion of University-wide Survey. Mr. Clemens noted that the revised surveys had been mailed out. Some results are in but a summary report will be given at the next Commission meeting.
- b. Discussion of SC Employees Assoc. Survey. Mr. Clemens requested input from Commission members on several portions of a questionnaire which has been sent to House and Senate candidates in contested races for the SC legislature by the SCEA. The consensus of the group was:
 - (1) Cost of living increases are and should be a separate entity from rewards for service, that such an increase is an offset to inflation and is based on the economy of the country.
 - (2) Retirement after 25 years of service would be supported if the benefits received after 25 years equaled those received after 30 years.
 - (3) On specific assistance by the state for state employees laid off from their jobs--Mr. Clemens will investigate further.
 - (4) On programs needed to be changed, added, or terminated--tuition assistance was mentioned; also mentioned was reimbursement for continuing education, such as leave time.

Mr. Clemens noted that he was scheduled to meet with President Lennon the following day. A meeting with Larry Ellis (Executive Director of SCEA) is scheduled for October 15.

The suggestion was made that Mr. Ellis could be a guest speaker for a Commission meeting.

- c. Discussion of University Child Care Center--After considerable discussion, Ruth Taylor moved to defer a vote until the next Commission meeting to give an opportunity for employees to see the final document on the Child Care Center. The motion was seconded and passed. Mr. Clemens requested that comments from Commission members be received by October 28.
- d. Discussion of Commission Scholarship Program--Mr. Clemens noted that a clarification of the tax exempt status of the program is under investigation. A possible starting date is January 1.

NEW BUSINESS

- a. Revision of Policies and Procedures--Judi Nicks moved to include the past chairperson of the Commission on the Executive Committee as an ex officio non-voting member. The motion was seconded and passed.
- b. New Guidelines and Procedures for Committees--Mr. Clemens pointed out that there is some confusion and overlap with Commission committees as they are currently structured. An ad hoc committee was appointed to look into the structure of Commission committees and recommend action to the Commission. The ad hoc committee will include all current committee chairpersons and one new commission member (Ruth Taylor).

UNIVERSITY COMMITTEE REPORTS--No reports.

ANNOUNCEMENTS--Since the November 8 meeting falls during Fall Break, the meeting was rescheduled for Tuesday, November 15, 113 Lehotsky Hall. There were no further announcements.

Hearing no further business, the meeting was adjourned at 12:05.

Respectfully submitted,

Dianne Haselton
Recorder



**CLEMSON
UNIVERSITY**

COMMISSION ON CLASSIFIED STAFF AFFAIRS

DATE: October 3, 1988

TO: All Commission Members

FROM: John T. Clemens
Chairperson
Commission on Classified Staff Affairs

SUBJECT: Discussion Items for next Commission Meeting

At the next Commission meeting we will be discussing several very important items. Please be prepared to respond to the following:

Old Business

Item a. University-Wide Survey - early results of the survey should be in by this time. Be prepared to (1) draft a policy statement or (2) send the results to committee for further study.

Item b. SCSEA Survey (see attached) - an opinion statement for each question will be drafted. This information will be forwarded to the SCSEA. If you have any suggestions about compensation, retirement, leave, or anything that would be addressed at the state level, please write them down for discussion or for referral to committee.

Item c. University Child Care Center (see attached) - please review the proposal that was submitted to the administration. We would like to draft an opinion statement in response to this issue.
Do we accept as is, do we reject, or do we accept with qualifications? What qualifications?

Item d. Commission Scholarship Program - submit any suggestions about the definition of "children or grand-children", who should be eligible to donate (staff; staff and faculty), etc. A committee will be formed to draft specific recommendations. Do you want to be on this committee?

New Business

Item a. Revise Section III, Item A of the Commission's "Policies and Procedures" to read: The Executive Committee will consist of the chairperson, chairpersons from standing committees, the two ex-officio members, and the past chairperson of the Commission.

Item b. Recommend that new guidelines and procedures be written for Committees. Establish an Ad Hoc Committee to make recommendations.