

MINUTES
SPECIAL CALLED MEETING
COMMISSION ON CLASSIFIED STAFF AFFAIRS
OCTOBER 27, 1988

Present: John Clemens (Chairperson), Linda Brady, Cary Gaines, Mary Harvey, Paula Henderson, Gail Jameson, Mickey Lewis, Diane Lollis, Judith McNinch, Judy Nicks, Roy Reid, Linda Rice, Dixie Schmittou, Ruth Taylor, Ray Thompson (ex officio).

Absent: Charlie Butts, Linda Cartee, Bonnie Dixon, Ann Duncan, Hank Goodman, Jackie Green, Verna Howell, Ann Hughes, Bill Willis, Ron Herrin (ex officio).

CALL TO ORDER: Chairperson Clemens called the meeting to order at 9:08.

Mr. Clemens briefed Commission members on the results of the recent survey, his meeting with President Lennon, Vice President Larson, and Larry Ellis. President Lennon is meeting with SC agency heads in November. Thus, the emergency meeting was called for the purpose of formulating a raise and compensation plan for Clemson University classified staff employees which President Lennon would present at the November meeting.

Mr. Clemens commented on the activities of the SCEA and noted that our concerns are similar--child care, retirement, fringe benefits. He also commented on the SCEA 1988 Legislative Program and in particular on the Pay Request and Step Pay Plan.

The floor was opened for comments and suggestions. Concerns were expressed about job classification.

Mr. Clemens suggested a wage and compensation plan which included:

1. Cost of living: based on state inflation rate.
2. Merit increase composed of:
 - a. across the board evaluation
 - b. all evaluations receiving an E would be forwarded to Personnel
 - c. 1% would be distributed equally among E recipients
3. Longevity: \$25/year for every year after five years of service.

Following discussion of Mr. Clemens plan, Mr. Thompson suggested a plan which included:

1. Merit:
 - a. all evaluations receiving an M or E would receive merit increases. The percentage increase would be delegated to the dept. manager who would make the decision about distribution. [As a part of this recommendation, Mr. Thompson also suggested there should be a universal EPMS date (perhaps May-June) and that the supervisor should be evaluated on EPMS activity.]
2. Cost of living: should be based on total salary (no deduction of longevity increases)
3. Longevity: \$25-50/year for every year after ten years of service.

Commission members discussed the evaluation system. After considerable discussion the following motions were made:

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Ruth Taylor moved in support of a cost of living increase based on the inflation rate and computed on total salary. The motion was seconded. The motion passed.

Linda Brady moved that, when considering the issue of merit increases, all M and E evaluations be included in the merit increase. The motion was seconded. The motion passed.

Dixie Schmittou moved that the Commission accept a longevity plan of \$25/year after five years of service. The motion was seconded. The motion passed.

Linda Brady moved that the merit level be set at 3%. The motion was seconded. The motion passed.

Dixie Schmittou moved that the Commission proposal has one priority and should be presented as a package of three components. The motion was seconded. The motion passed.

Dixie Schmittou moved that all evaluations should be done at the same time. The motion was seconded. The motion passed.

Judy Nicks moved that half of whatever percentage is set for merit should be set as the floor and the balance distributed at the manager's discretion. The motion was seconded. The motion passed.

The meeting was adjourned at 12:00 noon.

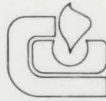
Respectfully submitted,

Dianne Haselton
Recorder

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GRADUATE SCHOOL



**CLEMSON
UNIVERSITY**

COMMISSION ON CLASSIFIED STAFF AFFAIRS

DATE: October 20, 1988

TO: All Commission Members

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

SUBJECT: EMERGENCY MEETING OF COMMISSION ON CLASSIFIED STAFF AFFAIRS

After meeting with President Lennon this past week, he has requested that the Commission "spell out" exactly what we want concerning raises and compensation. He is going to have a meeting with all South Carolina agency heads on November 17, and would like to present our plan at that meeting. Therefore, all interested Commission members please meet at room 113 Lehotsky Hall on October 27, 1988 at 9:00 A.M. This will be a "working session" dealing with just wage and salary compensation. If you have any suggestions, please be prepared to present them to the group. I have several suggestions that I will present to you for your consideration.

The attached report shows the results of the university-wide survey. It reflects approximatley a 56% return rate.

total surveys: 898

	average years	average grade	percent for
cost of living:	8	22	0.09
merit:	6	25	0.21
longevity:	17	25	0.02
combination:	10	23	0.58
other:	10	25	0.09

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