

MINUTES  
COMMISSION ON CLASSIFIED STAFF AFFAIRS  
DECEMBER 13, 1988

Present: John Clemens (Chairperson), Charlie Butts, Hank Goodman, Jackie Green, Mary Harvey, Paula Henderson, Verna Howell, Ann Hughes, Gail Jameson, Mickey Lewis, Judy Nicks, Dixie Schmittou, Ruth Taylor, Pat Padgett (alt), Peter Pepinski (alt.), Ray Thompson (ex officio), Mark Ford (Clemson Weekly).

Absent: Linda Brady, Cary Caines, Linda Cartee, Bonnie Dixon, Ann Duncan, Diane Lollis, Judith McNinch, Roy Reid, Linda Rice, Bill Willis, Ron Herrin (ex officio).

Visitors: Dana Irvin (representing Linda Rice) and Angela Stringer.

CALL TO ORDER: Chairperson Clemens called the meeting to order at 10:05.

APPROVAL OF MINUTES: The minutes were approved as distributed with the notation that Pat Padgett had been present.

SPEAKER--Mr. Clemens noted that a speaker had not been secured for today's meeting. Arrangements are in process for speakers for the January through March meetings. On January 10, John Newton or Fran Massey will field questions concerning reclassification. The guest speaker on February 14 will be Larry Ellis, S.C. State Employees Assoc. On March 14, Mr. Clemens hopes to have a representative of the House Ways & Means Committee--either McClellan or Harris. Other suggested speakers were Ron Nowaczyk, president of the Faculty Senate, speaking on issues of common interest to the Commission and the Faculty Senate, and Frank Mauldin, Office of Human Resources, speaking on minority recruitment.

OLD BUSINESS--Mr. Clemens asked if Commission members had any feedback on the article in the Clemson Weekly on the results of the Commission survey. He also noted that he has spoken with Larry Ellis in regard to the legislature's proposed salary plan which includes a 2% cost of living increase in July 1989 and a 2% merit in January 1990, along with an increase in Blue Cross-Blue Shield deductibles. Several questions were asked for clarification. Mr. Clemens will get more information for the next Commission meeting.

NEW BUSINESS--

Ruth Taylor posed a question regarding the posting of job notices. Many times the notice is received only a day or two prior to its expiration date. Mr. Thompson commented that at one time Personnel had hand-delivered the notices to departments. Because of staff availability and budget constraints they had gone to using the interoffice mail system. He noted that it might be necessary to go back to courier delivery.

Ruth Taylor noted some confusion with regard to the sick leave bank. Mr. Thompson advised Commission members that the guidelines for the sick leave bank should be out next week. He elaborated on the system noting that requests for leave would be funneled through a university committee to the Budget and Control Board. The system is in place for bonafide hardship need. An employee's work record and leave record would be considered in

the decision making. The university committee would include representatives of the Faculty Senate, Com. on Classified Staff Affairs, and Office of Human Resources. The sick leave bank is for Clemson University employees. An employee may contact the Personnel Office for assistance. There is a 30 day limit per request.

Hank Goodman asked for a clarification of the "extra free day" agency state employees have. Mickey Lewis noted that it is not a free day to be used at the employee's discretion but a choice between the Jefferson Davis or Martin Luther King holidays. It was pointed out that academic employees receive the same number of holidays as other state employees but the university is given flexibility in scheduling.

A question was raised about the university snow policy and the confusion created by the University Union Snow Plan which was mailed directly to all staff. Mr. Clemens reiterated the alternatives under the university policy: make the time up, take annual leave, or leave without pay. It was stated that the university is always open and staff and 12-month faculty are expected to report to work.

Judi Nicks moved that the Commission ask the University Union not to send the snow plan to classified staff and to change the title to Student Snow Plan. The motion was seconded. The motion passed.

Pat Padgett presented an inquiry about a car pool plan. Mr. Clemens will send to a committee for study.

**UNIVERSITY COMMITTEE REPORTS--**No reports.

**ANNOUNCEMENTS--**Mr. Clemens reported that the Executive Committee had met and discussed the reaction to the salary information. Letters received included questions about retirement, number of holidays, and job applications. These were forward to Mr. Thompson for response.

Jackie Green reported that the Communications Committee had investigated publishing a staff newsletter. It would cost \$300-500 to send both on and off campus. Ron Addis recommended an insert or special edition. The proposed newsletter would be sent quarterly and include feature stories and employee of the month news. After some discussion, the committee was advised to work with Harry Durham (University Relations) and Mark Ford (News Services) and report at the next meeting.

Mr. Clemens announced that the Executive Committee had appointed Pat Padgett to replace Linda Brady on the Commission, representing the Academic Affairs Division. Ms. Padgett has been serving as an alternate from this area. Ms. Padgett will continue to serve on the Executive Committee until the end of the year.

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

Respectfully submitted,

Dianne Haselton  
Recorder