MINUTES
COMMISSION ON CLASSIFIED STAFF AFFAIRS
AUGUST 8, 1989

Present: Judy Nicks (Chair), Lynn Belding (for Herb Stevens), James
Blanding, Ann Duncan, Mary Harvey, Paula Henderson, Bruce
Herczog, Shirley Hester (for John McKenzie), Verna Howell,
Diane Lollis, Mary Jo McAnally, Jana Mize, Ben Morton (for
Mike McLeod), Deborah Padgett, Peter Pepinsky, Linda Rice,
Dixie Schmittou, Bonnie Stevens, Ruth Taylor. Mark Ford,
Clemson Weekly.

Absent: Charlie Butts, Linda Cartee, Martha Pace, Pat Padgett, W. Ray
Smith, Ron Herrin (ex officio), Ray Thompson (ex officio).

CALL TO ORDER: Chairperson Judy Nicks called the meeting to order. Linda
Rice was asked to keep the "Action List." Commission members and guests
introduced themselves.

GUEST SPEAKER: Frances Holiday of Personnel spoke to the group concerning
the Retirement System Update. A "Systems Update" newsletter will be mailed
to all members of the State Retirement System within the next couple of
weeks. The 25-year retirement plan did not pass the Legislature this year,
but it will be brought up again next year. Ms. Holiday discussed details
of the retirement program. Two pre-retirement seminars are held each year;
one is scheduled for November 9-10. Information about the retirement
program is available in the brochure "South Carolina Retirement System,
July 1, 1988." Employees may contact Frances at 3367 or Dick Simmons at
3355 for further information or assistance.

APPROVAL OF MINUTES: The minutes of the July 18 meeting were approved as
distributed.

COMMITTEE REPORTS: The following reports were made by the respective
chairmen:

Policy - Verna Howell reported that the committee had met. She was
elected Chairman and Herb Stevens was elected Recording Secretary. The
major items for their attention include continuity of representation by the
Commission Chairman, hazardous weather policy, and representation of staff
on Search Committees. Also, parking and traffic, the new EPMS form, and
tuition breaks for classified staff will be addressed.

Welfare - Pete Pepinsky reported that they had met. He was elected Chair-
man and Jo McAnally as Recording Secretary. Priorities include the compen-
sation and pay package, fringe benefits, and employee assistance programs.
The compensation area will need attention very soon in order to address the
Legislature's agenda in 1990. It was agreed that Phyllis Mays should be
asked to address the Commission at a future meeting. Also, other universi-
ties and state agencies will be contacted in order to compile information
for a comparison of Clemson University staff salaries/compensation package
to comparable positions in those states or agencies.
Communications - Ann Duncan reported that the committee has met. She was elected Chairman and Jana Mize was appointed Recording Secretary. Two subcommittees were established: The Mail Committee consists of John McKenzie and Ray Smith. It will be their responsibility to collect mail, log it in, and route to the appropriate committee. The Election Committee consists of Paula Henderson and Mary Harvey.

Chairman Nicks asked for suggestions/ideas on how Commission members communicate with their constituents. She reported that she communicates via terminals in her area. Also, she posts pertinent information on bulletin boards. Mary Harvey related that she sends out a "monthly report" to approximately 36 people from notes taken at the meetings. Ruth Taylor reported that she holds a monthly meeting within her area to share information and also sends out a shortened version of the minutes. Judi asked Commission members to be thinking of other ideas that can be used and to share any communication link with the entire Commission.

Chairman Nicks reminded committees that written reports are due at the next meeting.

UNIVERSITY COMMITTEE REPORTS:

Athletic Council - Herb Stevens was attending a meeting of the Council at the time. (Note: Herb arrived near the end of the meeting. He reported that the Athletic Council discussed the fence issue. The schedule for the area has already been established for Fall 1989. Starting in Spring 1990, after daylight savings time goes into effect, the facility will be open Monday-Friday until 8:00 p.m. Also, next spring, they will open the area on four Saturdays for a trial basis; the use of the area for those four Saturdays will be monitored and reported to administration for further decision on weekend use or extended weekend use. Information will be published in the Clemson Weekly and at Fike Recreation Center concerning hours.)

Accident Review Board - Jo McAnally reported that the primary goal of this group is to promote safe driving and reduce the number of accidents involving state-owned vehicles. They perform a vital function in the SC Vehicle Fleet Safety Program by identifying causes of accidents, establishing responsibility for those accidents, and recommending actions to reduce the number of accidents.

Traffic and Parking - Bruce Herczogh reported that this committee will be meeting August 31.

Telecommunications - Pete Pepinsky will continue to serve on this committee. No meetings have been held in this fiscal year.

No other committees/boards have met this summer.

OLD BUSINESS:

Agenda for New Year - A suggestion was made to amend wording in item 11 to read Improvement of Communications "with Constituents and the University in general." Motion was made and passed to accept the agenda.
Appendix to Policies & Procedures - University Committees - Motion was made and passed to accept.

Fence Update - Letter was written to Chairman of Athletic Council expressing the Commission's concerns relative to the hours the facility is open. Chairman Nicks expressed apology that the letter read "dusk" rather than "sunset." (Note: See Athletic Council report above.)

1989-90 Pay Picture - Chairman Nicks mentioned recent Clemson Weekly relating to salary increases for all employees, faculty, administrators, and temporary employees. Staff should be aware that employees hired after June 2 will not receive the lump-sum bonus in December. She also read an excerpt from a report distributed to the Board of Trustees at their July meeting stating that classified staff will receive a 4% cost-of-living increase. She asked the Welfare Committee to draft a letter to the President's Cabinet addressing the concern of the Commission over how this is perceived by the public and the Board since the 4% is split into two 2% increments, 6-months apart, both of which are based on the employee's salary on June 30, averaging to a real 3% annual increase.

Legislative Contacts - Chairman Nicks related that, when the legislators were here last April, it was stressed that communications from groups have meaning, but individual letters from constituents have even more clout. She would like to put the Communications Committee in charge of getting information out to classified staff encouraging them to contact their legislators concerning employee pay and other benefits or concerns.

Commission Member Photos - Mark Ford reported that some Commission members have not had their pictures made for the newsletter. Please call Ben Hendricks at 3204 to set up an appointment. The article with photographs will appear in a September issue of the Clemson Weekly.

NEW BUSINESS:

September Meeting - The September meeting has been changed to Tuesday, September 19 (3rd Tuesday). Ron Herrin will speak at that meeting concerning the new health insurance package.

Meeting with President Lennon - Judi Nicks and Ruth Taylor will be meeting with President Lennon on August 22. The 1989-90 Commission agenda will be addressed, as well as concerns relating to the 1989-90 pay/compensation issue (including tuition assistance). Also, some funds for the Commission's use will be mentioned. Some discussion followed concerning whether this should be an annual amount budgeted by the university and set aside by an assigned account number.

Innovative Grant Funds - Chairman Nicks referred to a memorandum sent out by David Larson with information on these grant monies. Additional information/clarification will be sought.

Faculty Senate - Chairman Nicks reported that she has been asked to attend a Faculty Senate meeting on August 8. She expressed the desire to work closely with them concerning items of mutual concern and support.
SCSEA Campus Group - Dixie Schmittou reported that an effort is underway to form a campus chapter of the State Employees Association. One meeting with selected SCSEA members on campus and Larry Ellis has already been held. The next meeting is planned for Monday, August 14, 2:00 p.m. in 109 Barre Hall to discuss further plans for forming a campus chapter. Commission members or staff are welcome to attend.

ANNOUNCEMENTS: Chairman Nicks announced that Ann Hughes has resigned her position in Purchasing (representing Business & Finance) to accept a position with the Computer Center. Martha Pace will replace Ann on the Commission. The alternate selected is Mildred King.

Chairman Nicks announced that Mickey Lewis has left Clemson to become Associate Director of Student Academic Services at CalTech in California.

The meeting adjourned at 11:45 a.m.

Respectfully submitted,

Mary S. Harvey (substituting for D. Haselton)
Recorder