MINUTES
COMMISSION ON CLASSIFIED STAFF AFFAIRS
SEPTEMBER 19, 1989

Present:  Judy Nicks (Chair), Lynn Belding, Alt., Linda Cartee, Mary Harvey, Paula Henderson, Bruce Herczogh, Verna Howell, Mildred King, Claudia Martin, Alt. (for Ruth Taylor), John McKenzie, Jana Mize, Martha Pace, Deborah Padgett, Pat Padgett, Dixie Schmittou, W. Ray Smith, Herb Stevens, Angie Stringer (for Charlie Butts). Mark Ford, Clemson Weekly.  Ron Herrin (ex officio)

Absent:  James Blanding, Charlie Butts, Ann Duncan, Diane Lollis, Mary Jo McAnally, Mike McLeod, Peter Pepinsky, Bonnie Stevens, Ruth Taylor, Ray Thompson (ex officio).

CALL TO ORDER: Chair Judy Nicks called the meeting to order at 10:00 a.m. and asked members to introduce themselves. Ms. Nicks noted that Mildred King (alternate for Bus. and Finance) will replace Linda Rice on the Commission.

GUEST SPEAKER: Ron Herrin discussed changes in the State Health Plan. During this open enrollment everyone must reinroll. Changes become effective January 1, 1990. Meetings have been scheduled across campus to discuss changes.

APPROVAL OF MINUTES: The minutes of the July 18 meeting were corrected and approved.

REPORTS:

Chair Nicks reported that she and Ruth Raylor had met with President Lennon and had discussed the compensation package. Pres. Lennon suggested that they also meet with V.P. Larson. Ms. Nicks also will meet with the Faculty Senate.

Policy - Verna Howell reported on committee activities and submitted a quarterly report (copy attached).

Welfare - Pat Padgett reported for Pete Pepinsky. The committee met September 15. Present were Pete, Pat, Jo McAnally, and Mike McLeod. The committee recommends that Phyllis Mayes and Tom Luck of the SC Human Resources Commission be invited to a special meeting for all CU classified employees, with a question and answer format following opening statements.

After some discussion consensus was that the Welfare Committee would proceed with arrangements for the Mayes/Luck meeting.

The committee advocated the following compensation package: Cost of living is not a raise and should not be considered more than an inflation adjustment. It must be separated in the appropriations bill from any performance-
related salary increases. That rate is based on the state inflation rate. Longevity needs to be targeted toward the top of grades—the people we want to keep most—not just the people who have been here longest. We recommend deletion of the longevity raise per se, and deletion of the tops of grades (ceilings for salaries). We recommend an entry level range, that shows bottom and midpoint of current ranges for a cap on hiring salaries. Merit should be implemented based on performance. Reclassification needs to be reestablished as a means to report changes in job responsibilities. Merit recommendation:

- **Meets Expectations:** up to 2%
- **Exceeds:** up to 6%
- **Substantially exceeds:** up to 10%

If merit is based on a lump sum, we recommend that only 20% go to the Meets category, with 80% reserved for the Exceeds and Substantially Exceeds combined.

Ms. Nicks commented on the problems with the present system as noted by Chris Byrd at a state DP conference:
1. recruitment difficulties;
2. merit as a management tool;
3. salary compaction (statewide over 85% of employees are below the 50% mark in their range, 64% in the lowest quarter; 7% in the top quarter) there is no movement through the grade.
4. artificial use of reclassification to reward.

It also was noted that we need to keep the two issues separate in discussions: level of funding and distribution of the funded amount.

**Communications** - Mary Harvey reported that this committee had met on August 28 and September 15. The committee is developing a brochure for distribution to classified staff on the hazardous weather policy. They are also working on a brochure for contacting legislators. The committee is looking at reinstating the question and answer column in the Newsletter. Commission members were asked to poll their constituents for questions.

In the election for representation from the Wildlife Toxicology area: Gary Lemmon was elected to the Commission, term to expire in 1992. Votes were tied three ways for alternate.

It has been determined that the P.O. Box 2121 has been assigned to someone else. The committee will investigate.

**NEW BUSINESS:**

On behalf of the Policy Committee, Verna Howell presented two resolutions. Resolution CSA1-9-89, Resolution on Continuity of Representation (copy attached). Herb Stephens moved that the resolution be accepted. The motion passed.

Resolution CSA2-9-89, Staff Participation in Graduation (copy attached). Verna Howell moved the resolution be accepted. The motion passed.
ANNOUNCEMENTS:

Ms. Nicks noted that Ann Duncan had received the Outstanding Service Award in the College of Agriculture.

Herb Stevens shared the information that the Athletic Dept. is interested in some way of making the four extra seats on the university plane to away games more accessible to a broader base.

Pat Padgett commented that the AAUP will be hosting a forum on Classified Staff concerns on October 18.

The next Commission meeting is October 10, 113 Lehotsky.

A Benefit Fair will be held the end of October. It will be used to publicize the Commission and to solicit contributions to the scholarship fund.

The meeting adjourned at 12:20 a.m.

Respectfully submitted,

Dianne Haselton
Recorder