Present: Freddie Harbin, Melanie Baker, Kathy Moore, Dot Waddell, Patsy Sowell, Mark Pullen, Lillian Lappie, Lynn Reeves, Cecil McCaskill, Jo Abernathy, Robbie Nicholson, Kathy Clark, Phillip Allen, Mary Purcell, Stephanie Clark, Beth Jarrard, Kaye Hickman, Helen Adams, Judy Parker, Alexandra Barnes, Kathy Brock, Mary Gaines, Mary Joe Williams, Kay Long, Teri Alexander, Phil Howard.

Absent: Dick Simmons, Ray Thompson, Ron Herrin, Fran Massey, Ruth Taylor, Phyllis Brown, Freddie Harbin, Dianne Jones, Teresa Kelley, Judy Pilgrim (leave of absence), Mike Simmons, Gloria Smith.

Guest Speaker, Vice President for Institutional Advancement, Gary Ransdale: Mr. Ransdale presented the Commission with information on the units within Institutional Advancement. This area is comprised of public affairs, news services, alumni relations and legislative which work closely together and must do so since our public image inside and out is affected. All units must be in synchronization. These areas have the authorization to speak on behalf of the President and Vice-presidents. Each unit is at the forefront and must be able to anticipate situations and problems. Mr. Ransdale presented transparencies depicting budgets and sources of funding for the University. Faculty and staff donations to the University are up to $200,000. He commented that donations can be restricted to a department and it is entirely right and good to restrict a donation to a department. It is unfortunate that the Library does not have a constituency as other departments or colleges do.

Sixty five percent of the endowment fund is in stocks and thirty five percent is fixed income. The endowment fund is the University's savings account. The interest is privately invested to generate income.

The Campaign Fund is hoped to generate $101 million in donations with $70 million collected now. If we raise $101
million, why are we in trouble? Gift support is a small piece of the total budget. These are restricted gifts and don't pay the light bill or purchase chalk. Private support will not solve the overall budget problems; however, state funding will. What can we do?

1) Identify sources of funding for your department.
2) Donate to your department!

Questions from the Floor:

1). If the University planning down the road to make up the difference between the budget and formula funding? Yes, but we do not want to send the message that we are relying on ourselves instead of formula funding or that we are displacing state funding. More budget discussions will take place June 14 - 18, 1993. The number one priority for the state is to replenish the fund that financed the rebuilding after Hugo and higher education falls second on the list. The preliminary forecast for the University calls for a 4-5% cut to Administration and a 1-2% cut to the Academic side.

From the President: Phil thanked Mr. Ransdale for the presentation. Phil asked for corrections and changes to the minutes. Jo's name was incorrectly spelled. The minutes were accepted with the change.

Phil will represent the classified staff in budget discussions. He has a copy of the latest legislative updates to share with staff. There is discussion of a one-time bonus of $390 to staff earning under $25000 and $120-145 to staff earning over $25000. He will keep the staff posted on budget information.

Committee Reports:
Policy/Welfare - Stephanie Clark reported that she had been named Chair as of the May meeting. The next full meeting will be held on June 15th and the committee is looking for help.
Communications - Jo Ann Abernathy reported that the legislative brochure will be ready at the next meeting. A meeting of the committee will be held on Friday June 11, 1993 in 101 Riggs. The newsletter will be circulated in July instead of June. The committee has pulled together a list of summer savings for staff (such as hotel reservations discounts, movie tickets,
amusement parks, etc.). A staff member asked about the availability of these to off-campus employees. Jo will follow up and post the information in the newsletter for all staff.

**Scholarship** - Cecil McCaskill reported that the money from the Scholarship fund is being moved to other accounts. Four recipients will have benefit of the fund during the fall: Robin Barrett, Robin Hughes, Michael Lee and Gary Moore Jr. Cecil read a letter of Thanks from Gary Moore.

**Treasurer's Report** - Lynn Reeves reported that the Commission had purchased a Zenith computer. The balance in the account is approximately $842. Please give Lynn any outstanding invoices.

**University Committees:**

**Traffic/Parking** - Stephanie Clark reported - Shirley _____ visited the committee to discuss ADA issues. A motion was made to change a spot at the Shoe Boxes into a service vehicle spot. The laundry requested thirty minute slots, but was denied. The University Wide Task Force on Parking will pass recommendations in to the University Traffic & Parking Committee. Stephanie reported that she is fighting hard for no fee changes but other members of the university are leaning towards a fee increase. Question from the floor: Has the policy changed that employees only in certain areas pay to park? All employees are not required to purchase a parking sticker.

**Accident Review Board** - Lillian Lappie reported that she had attended the first meeting as a new representative. The Board has 12 members and its purpose is to review all accidents to establish cause and responsibility. On May 31 the Board reviewed eleven accidents and denied one appeal. Most accidents involve backing out of Motor Pool lots.

**Strategic Planning** - Ruth Taylor absent. Teri Alexander reported that Ruth will provide an update at the next meeting.

**Joint City-University** - Cecil McCaskill reported. The City of Clemson is working on a strategic plan. David Larson, Vice President for Business & Finance presented information regarding the East Campus Bookstore to reassure local business that the University isn't branching out just giving the main Campus store more room.

**Facilities Planning** - Melanie Baker reported that the areas at the Clemson House will no longer be available for parking during
football games. The sprinkler systems have been damaged in the past.

**Athletic Council** - Patsy Sowell - no report.

**University Classification and Compensation Advisory Committee** - Patsy Sowell reported that classified staff positions are being reviewed for pay equity. The criteria used is length of service and the percentage needed to get to the state average. Each area is asked to bring an amount needed. Approximately $67,852 is needed to bring Clemson University up to state average and involves 287 positions. The breakdown of positions by vice-presidential area is as follows: Academic Affairs 109; Administration 9; Ag & Natural Resources 21; Business & Finance 96; Institutional Advancement 11; Research & Sponsored Programs 5; Student Affairs 36.

**Recreation Advisory** - Helen Reel Adams reported no meeting.

**Telecommunications** - Kaye Hickman reported no meeting.

**Ad-Hoc Elections** - Kay Long reported that 3 volunteers had been recruited to help with elections. Mary Purcell is retiring and Pam Durham has resigned. Mark Pullin has moved up to representative in Tammie McCall's place and Nancy Allgood is the new alternate. Diane Jones has resigned and elections will be held in that area for both the representative slot and alternate.

**SCSEA** - Robbie Nicholson reported that the annual meeting will be held on Friday, June 11, 1993. Elections will be held for officers.

**Old Business** - Phil announced that changes in the proposed comp time policy have been made. The maximum accrual is fifty hours. The statement regarding using comp time within two weeks has been omitted. At December 31, all totals will be reduced to fifty hours maximum. Some position descriptions are being reviewed for accuracy as related to comp time policies. Classified staff agree that the fifty hour work week figure is too high. A question was raised from the floor: Why has this happened and from whom? Patsy Sowell provided some background since she served on the committee charged with answering comp time questions. There is some feeling that this policy will create abuse. Phil will respond with our comments to the vice presidents. From the floor, a representative strongly urged Phil to be forceful in reporting our comments and concerns regarding this policy to the vice presidents.
Please review the committee assignment list for accuracy as well as the roster. The child care issue has been assigned to the Commission on the Status of Women. Carol Blesser of the History Department is chairing this new committee.

**New Business** - Phil announced a new committee Business Services Advisory Committee on which the Commission has been invited to participate. Freddie Harbin will serve as our representative. The first order of business will be resolving a question as to who Lindsey's and Fernow Street are closed during Intersessions.

Phil announced an idea to form a new standing committee as part of the Commission to handle new members. A recommendation has been made to form this committee as part of the Communications committee. A written recommendation was distributed to all representatives. This issue will be discussed at the next full meeting.

The Commission will discuss ideas for a workshop at a later date. The AT&T employee calendar which was placed on display for representative will also be discussed at the next full meeting.

**Questions from the floor:**

Staff have heard that we'll have to pay taxes for the free courses because it is considered to be financial aid? And that they may drop the degree seeking requirement. Phil will follow up and respond at the July meeting.

What are the possibilities of an e-mail box for the Commission? Phil will follow up.

Staff have heard through the grapevine that Research and Education had a 5% cut and that the funds went directly to President Lennon. Phil responded, not true - gossip only.

The meeting was adjourned at noon.

Recorded by Teri Alexander.
Classified Staff Commission
June 8, 1993

Issue: Should the Commission establish a Membership Committee with the following duties:

1. Organize and conduct all Commission elections.

2. Notify new members and their employers of election results.

3. Collect Commission manuals from departing members and redistributing them to new members.

4. Maintain and publish the Commission roster.

5. Oversee the process whereby University Committee chairpersons are notified of changes in Commission representation.

5. Design, and implement a "New Member Orientation" each spring prior to the April Commission meeting.