Clemson University
Classified Staff Commission
Executive Board Meeting
October 25, 1993

Present: Howard, McCaskill, Sowell, Smith, Belding, Alexander, Pawlowski, Reeves, Abernathy, Long
Absent: Herrin, Thompson, Simmons, Massey

From the President:
The minutes were accepted with a correction; Rock added a comment: Thanks to Beth Jarrard for handling the photo shoot.

Phil asked Patsy Sowell to give a report on the Performance Pay Proposal. Patsy submitted a draft copy to members. The original draft was submitted to the Vice Presidents and was returned for more strict guidelines. The major issue is that performance pay not be confused with merit pay. Performance pay is based on specific criteria. There are suggestions for funding performance pay. There are also limitations for large increases. Patsy asked members to look over the document and remember that it is a draft or working copy. The subcommittee will be meeting later today. Decreases in pay will not be addressed in this plan. A permanent plan must be in place by July 1994.

One member asked a question about the rating sheet. One criteria calls for a rating on personal habits. The group expressed some concern that this category might be misused. Another question was raised on the pay checklist pertaining to higher levels of education or professional development. Patsy will ask for clarification of the wording. Board members were pleased with the draft.

A motion was presented that the Board supports the effort of the committee and sends our support with Patsy to the meeting. The vote was unanimous.

President’s Cabinet:
Last meeting discussed the CHE information. Phil urged Pres. Lennon to address Classified Staff and discuss the University’s strategy and how we can help in those discussions. No meeting was held in the last two weeks.

Committee Reports:
Policy/Welfare - Stephanie Pawlowski - Discussed the smoking policy - a dead issue now. Also discussed the new parking rules and regulations for 1994. These must go to the Legislature for approval. One of the major changes involves the number of tickets allowed before being towed (dropped from 4 tickets to 3 tickets). New decals will not be issued if there are outstanding tickets. The committee also discussed communication problems within departments particularly pertaining to off-campus
employees. The group is asking the College of Nursing staff member Olivia Shanahan to attend a meeting and discussed what that college has accomplished to strengthen faculty and staff relations and communication. Stephanie has written a letter to President Lennon to bring him up to date on the issue of faculty and staff relations - asking that a task force be named.

**Communications** - Jo Abernathy - working on the Benefits Fair. The pins are not available that were given away last year; however, Phil reported that the Alumni Center has centennial pins that we can purchase to give at the Benefits Fair. Lynn Reeves will follow up to determine if the Commission can purchase these items. The Board agreed to give pins to employees signing up for the Scholarship Fund. Drinks will be given away as well as other nice prizes from local businesses and the City of Clemson.

**Scholarship** - Cecil McCaskill - he’s picking up donor cards to be distributed to members.

**Budget** - Lynn Reeves - reported that the balance of the budget. Lynn raised some questions about the leave pool policies. Discussion ensued. Phil suggested that we get some information from Personnel Management. Lynn also asked about the Family Medical Leave Act policy that when two employees both work for the University they must share the 12 weeks of leave. Phil suggested that we invite Paul Michaud to attend our next full Commission meeting.

**Membership** - Kay Long - no progress until the Commission votes on the re-alignment issues. Kay urged the Board to have the Commission act quickly because elections begin in November.

**Old Business:**
* Re-alignment of membership- discussed prior.
* Comp Time - A letter has been sent to President Lennon again to express our questions about the policy.
* CHE proposal - The media is carrying lots of information; but Phil will keep us posted.
* Attendance policy - A letter is ready to go out to all members reminding of the importance of attending the meetings or sending their alternate in place. There is some indication that some members may not feel that they can attend. Board members suggested that the letter from President Lennon supporting the work of the Commission be mailed out to members every year.

**New Business:**
* None.

The meeting was adjourned.

Recorded by T. Alexander.