President McCaskill called the meeting to order at 10:00 a.m.

The minutes were unavailable for approval.

Announcements from the President:

Cecil distributed a handout outlining pay raises for Classified Staff. A general 2% across the board raise, and a graduated compression increase for longevity will go into effect on July 1, 1994. A performance increase, actual implementation still not finalized, is effective October 1, 1994. A copy of a May 2, 1994 "Open Forum" regarding the CU presidential search and a letter from Scott Turner, student body president, concerning the proposed tuition increase were also available. Cecil is attempting to get Phil Prince, the newly appointed acting president for Clemson, as our speaker for the July Commission Meeting. We need representatives for the Facilities Planning Committee, and the Staff Awards Committee-see Cecil if you are interested in serving. The Commission will draft a letter of appreciation to Paul Michaud thanking him for his continued support and involvement of the Classified Staff during his tenure at Clemson.

President's Cabinet Report Two items dominated the meeting on Monday; the letter from Scott Turner and the proposed budget plan. They will meet again next week.

Committee Reports:

Policy/Welfare--Stephanie Pawlowski reported that the Committee will respond to a letter received about Parking and a resolution is pending per a request for the Commission to support the Child Research Development Lab. An inquiry about telephone access to the mainframe is being researched by the Committee. Cecil stated he will address the issue in the President's Cabinet Meeting on Monday morning. A resolution supporting the insurance option will be presented to the Commission during old business. The Committee will meet today in 102 Tillman Hall at 1:00 p.m.

Communications--Steve Perry reported for Jo Abernathy that the newsletter will be distributed every other month. The next meeting is Thursday, June 16, in 303 Rhodes; items on the agenda include the Commission brochure, logo and newsletter.

Scholarship--Cecil reported the Golf Tournament was a success. Several loose ends are being tied up but when all is complete the total profit should be $2,000+. The Commission received thank you letters from many of our scholarship recipients.

Budget--Lynn Reeves requested that all outstanding invoices be submitted prior to the end of the fiscal year. If you need a name tag, let Lynn know and she will place the order. She also questioned a Central Stores purchase and asked if stationery was ordered. The Commission will have money left in our budget this year.
Membership--Kaye Hickman stated that the committee will meet soon. The roster listing all the committee assignments for Commission members is on the table at the entrance, if your assignment is incorrect or if you were omitted, see Kaye or Cecil.

University Committees:
Traffic and Parking--no meeting
Accident Review Board--Lillian Lappie reported that the board reviewed 87 accidents from October 1993 through May 1994. The defensive driving course had 294 participants and 79 safe driver awards were presented. A request to study the traffic pattern at the intersection by the President's House and Clemson house and Highway 93 was referred to the State Highway Department.
Strategic Planning--no meeting
Joint City and University--Michael Moore attended the annual banquet and no formal business was discussed. The committee will be addressing the issue of Clemson leasing on campus space to outside businesses.
Facilities Planning--no meeting
Athletic Council--Cecil distributed abbreviated minutes.
Recreation Advisory--no report
Telecommunication--Kaye Hickman reported that ongoing topics continue to be the implementation of 911, the installation of additional emergency phones and a cooperative venture with Greenville Hospital System, Southern Bell and Clemson. She reminded everyone all in-state long distance telephone calls initiated on campus must be prefaced by the 803 area code.
Business Services--no meeting
Fine Arts--no report
UCCAC--Barbara Warmath reported that an employee bonus program with a potential $5000.00 monetary award has been submitted to the Board of Trustees for approval.
Presidential Search Committee: No meeting

Old Business:
Stephanie Pawlowski presented the Resolution for Optional Auto/Homeowners Insurance Policy Package. Discussion of the resolution followed and two additional clauses were added. Whereas' University employees are often obligated to utilize personal vehicles in their performance of their job duties; was inserted after the first existing clause. Whereas, other state academic institutions have adopted similar policies; was inserted after the third clause. The resolution was voted on and passed unanimously. Stephanie distributed a draft for a resolution endorsing the concept of a Child Development Research Lab. Question regarding the availability of enrollment to all employees' children is a concern. The issue will go back to committee for further investigation and revamping.

New Business:
Phil Howard attended a reunion this weekend and Mr Philip Prince was officially presented as the acting president of Clemson University. Phil was encouraged by Mr. Prince's positive attitude and his inclusion of the staff in all the discussion.

Dick Simmons was introduced and addressed the Reduction-In-Force (RIF) Policy. He commented that one of the best overviews appeared in "Inside Clemson" last year. The RIF procedure is a standard policy and is in the Personnel Manual Section 8, Subject G, but each impending RIF is addressed individually by a reduction-in-force plan. First the competitive is defined then the Personnel division begins to work with employees to identify options. "Bumping" is available only within the immediate defined competitive area with the exception of temporary and probationary positions. Retention credits are compiled by a formula based on continuous years of service and the last three performance reviews. One credit is given for each continuous year of state service and the value for performance is meets=3, exceeds=6, and substantially exceeds=10. Employees should make sure their performance evaluations are current and do not settle for
a concedes/meets; there is no time limit for correction of an incomplete review. The entire competitive area is reviewed to identify positions held by employees with the least amount of retention credits that could be available to riffed employees. This prevents an ongoing process of "bumping" down the line. Salaries are retained even when an employee "bumps" to a lower position for a guaranteed two years then a review may be requested by the Agency. David Larson verbally assured Dick that requests to lower salaries would not be supported. Dick expressed concern about the amount of misinformation currently surfacing regarding RIF policies and appealed to the Commission to respect the privacy of the employees affected by the RIF.

Cecil thanked Dick for his presentation.

The meeting adjourned at 11:55 a.m.