Vice President Cathy Bell called the meeting to order at 10:03 am.

**Present:** Barnes, Becker, Becknell, Bell, Bernard, Bibb, Burkett, Calhoun, Carson, Cato, Chandler, Cox, Dryden, Gray, Harper, Haynes, Holladay, Keasler, C. Massey, Maw, B. Moore, Norris, Parnell, Pierson, Pullen, Reeves, Shanahan, Shira, Simmons, Toney, Warmath, Warner.

**Absent:** Arthur, Brewer, Daniel, Hall, Herrin, Holton, Jennings, Ladd, McGuirt, F. Massey, M. Moore, Morris, Padgett, Parker, Perry, Smith, Stirewalt, Thompson, Woodruff.

1. **Guest Speaker: Dick Simmons.** Dick handed out the current printed Pay Policy printed as of eleven months ago. Classification, Compensation and Employee Relations proposed the pay policy to the Administrative Council which revises and approves the policy. Fran Massey and her staff (their names and numbers are on the back of the brochure) may be called if you have questions. The names of the Human Resources Advisory Committee Representatives are also listed on the brochure (Corrections to this list are for the Classified Staff Commission - Tony McGuirt and Olivia Shanahan and for College of Health Education and Human Development - Jerry Whitmire and Debbie Calhoun.) Percentages for this year have been changed to eight percent (8%). This is updated on a yearly basis. “Inside Clemson” is the official method of communication for information distribution. At the present time Base Pay Increases are as follows:

   **General Increase:** 2.5% Base Pay increase for Classified effective in paycheck on or after October 1. This was not fully funded. It will be visible in the first paycheck in October. Actually effective for Pay Base “T” employees on September 12 and for Pay Base “A” employees on September 19. Unclassified and Faculty will be eligible to receive a range of 0%-7% yet to be announced. Their average increase is not to exceed 2.5%. Budget Center representatives are to be contacted regarding your budget center constraints. PSA is not the same source but treated the same with the 2.5% limit.

   **Reclassification or In Band Adjustment:** May be done anytime for additional duties and responsibilities.

   **Promotion or Transfer with additional responsibilities:** May be done anytime for additional duties and responsibilities.

   **Performance Pay:** Were to be effective on 7/1 originally. Scott Ludlow and the Administrative Council amended this to have the VP’s accept them through 8/15. These funds come out of departmental budgets. Contact your Budget Center representative regarding this. They will be effective for Pay Base “T” employees on 9/12 and for Pay Base “A” employees on 9/19.

   Non-Base Pay increases are as follows:

   **Temporary Salary Adjustment:** Money for acting or interim period. Must be approved in advance by state for a six (6) month period or less.

   **Award:** Must be written up and approved, limited to $5,000. Average amount given is $250.
**Bonus:** Given when department has attrition and captures additional dollars; may give up to $1,000 with Presidential approval; effective 7/1. There is an overall cap on General Increase and other increases of eight percent (8%) per the Administrative Council. The State does not allow retro-activity. Updates of position descriptions on a yearly basis at Evaluation time should be done. Training on writing position descriptions is available from Fran or Vivian.

**Minimum Wage** goes up to $5.15/hour on 9/1/97. The Administrative Council has determined it will occur at the beginning of the pay period effective 8/22/97. This affects hourly students greatly. This is the last federally mandated minimum wage increase.

2. Minutes were approved as presented.

3. **President's Report:**
   A. **Academic Council:** Did not meet in July.
   B. **Board of Trustees:** Due to meet the third week in July.
   C. **President's Cabinet:** Cathy Bell reported that she attended the President's Cabinet meeting on 6/30 where they discussed the Performance Funding Initiative. This is a work in progress and there will be more to come. Hendrix Center has its funding. Ron Kendall has resigned from TIWET, Dean Wehrenberg is now Acting Director of TIWET, a search committee will be formed to find a Director for TIWET, Dr. Y. T. Shah, the new Vice Provost and Chief Research Officer, will be forming a Research Council. Yesterday's meeting was canceled.

4. **Treasurer's Report:** No formal report from Cal Becker. If you need a name tag contact Alexandra. Note cards need to be ordered.

5. **Committee Reports**
   A. **Standing Committees:**
      1. **Policy and Welfare:** Olivia reported that they met this morning. Read your newsletter; especially article on Retirement and Q&A section. Discussions continue on proposed newsletter changes, new ways of communicating information and committee goals. They did article for September Newsletter on issue of compensatory time and exempt/non-exempt statuses. Next meeting will be on August 12th at 8:30am.
      2. **Communications:** Myra reported they discussed ways to improve communications, public relations, Benefits Fair, newsletter contents, pickup and distribution of newsletters in a timely manner (call Myra for assistance), using colored ink or paper in newsletter printing. Talk to your constituents about what they would like. Next meeting directly following this meeting.
      3. **Scholarship:** Brian reported meeting for this Thursday has to be rescheduled. Meet with him directly after this meeting to arrange time to meet.
      4. **Membership:** Alexandra Barnes reported Teresa Daniel gave birth to a 9 lb. 1 oz. boy, David William Daniel. She has 5 name tags; see her if you have not gotten yours. Roster is being updated for redistribution; please send any changes to Alexandra.
   B. **Ad Hoc Committee:** No report. Contact Cal or Tony if you are interested.
   C. **University Committees/Councils:**
      1. **Accident Review Board:** Next meeting will be July 17th.
      2. **Athletic Council:** No report.
      3. **Bookstore Advisory:** Have not met.
      4. **Brooks Center Advisory:** No report.
5. **Budget Council:** No report.
6. **CATS:** No report.
7. **Constituent Council:** Cathy reported it is uncertain as to whether this will be pursued.
8. **Human Resources Advisory:** April Warner reported she was substituting for Olivia. The meeting place was changed; therefore she was late. Discussion was regarding electronic salary approval. Effective date is to be 8/15. Each VP area needs to retain backup paperwork on raises. Deadlines on Faculty dates needed change. When a person retires the last day they work is the last day they get paid for. Leave should be used in the year before they retire. They can be paid for up to 45 days annual leave at retirement. If a person terminates without retiring they may be paid up to 45 days less the days taken during the year. Committee was due to meet tomorrow has been canceled.
9. **Joint City/University:** Meets again in September.
10. **Parking Advisory:** No report.
11. **President's Commission on the Status of Women:** No report. Four names were turned in, but have not heard anything.
12. **Quality of Minority Student Life (CQMSL):** Still looking for a volunteer to serve as a representative.
13. **Recreation Advisory:** No report.
14. **Telecommunications:** No report.
15. **Travel Advisory:** Cory reported they have not met. CU no longer uses Budget Rent-a-Car; Alamo has the new State contract.
16. **Union Advisory:** Elmer reported student activity fee: $20 per full-time/ $7.50 per part-time student per semester to fund student group activities has been approved. The “Tiger” has won several awards this year. Edgars and Underground area exceeds their expected revenues this year. Next meeting in September.

7. **SCSEA:** No report.
8. **Unfinished Business:** None.
9. **New Business:**
   A. There is no money budgeted for unused sick leave. Vacation is a benefit.
   B. Ask your constituents who report to faculty if they feel they are communicated with.
   C. Let new employees know they should attend New Employee Orientation. This is not mandatory. The administration decided HR should bring this issue to the Administrative Council for review.

10. **Meeting was adjourned at 11:27am.**