

**CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION
EXECUTIVE COMMITTEE MINUTES**

Friday, October 31, 1997

Present: Alexandra Barnes, Cal Becker, Brian Becknell, Cathy Bell, Debbie Calhoun, Myra Cato, Tony McGuirt, Betsy Shira, Dick Simmons, April Warner.

Absent: Mike Moore.

Tony McGuirt called to order at 8:47 A.M.

1. Guest Speaker: Kaye Lawson, Institutional Research, gave an overview of the Cooperative Salary Survey which was initially requested by the Faculty Senate. Stef Rogers, Scott Ludlow, and Dave Fleming's office became involved in this process. This salary data has been validated by the administration in that it is being used to develop salary policy for this year. The data was taken from the data warehouse for all full time FTE. They developed nine categories which were based on state title codes with some exceptions (200). They also gave everyone a group code defined by their home department number. General Administrative category included the following titles: President, VP, and Associate VP. Academic Administration Tier One category included the following titles: Provost, Dean, Assistant Dean, Associate Dean, and major directors. Academic Administration Tier Two category included the following titles: Department Chair, School Director, and Assistant to Dean. Administrative Support Tier One was considered to be managers. Administrative Support Tier Two was considered to be support staff. Faculty category included only those who were considered to be teaching faculty. The study was done on a calendar year, using base salary as of 12/31/95 and 12/31/96 for comparison. Only employees who were employed on 12/31/95 and continued to be employed on 12/31/96 were counted. Faculty salaries did not reflect any overload teaching or summer pay. Kaye would like to have a committee to give input on the categorization of title codes since the president has requested this study be done again this year. Tony asked for an entire copy of last year's report, containing both the original and second revision. Tony felt that we should get involved in this years study. *here*
2. The minutes were approved as presented.
3. **President's Report:**
 - A. Tony appointed Cathy to chair the Ad Hoc Committee to study the Cooperative Salary Study. Cal, Debbie, Brian, April, Alexandra, and Myra agreed to serve on this committee. They are charged with looking at what was done last year and coming back to CSC with the determination of the validity of the study, also bringing suggestions and parameters.
 - B. Myra Cato is the CSC representative on The President's Commission on the Status of Women. She attended her first meeting last Friday.
 - C. The Innovation Fund Committee is looking for proposals to be submitted.
 - D. There will be a hearing on non-motorized vehicles on 11/3 at 11 A.M.
 - E. **President's Cabinet :** Cathy Sams gave a presentation on mail services.
4. **Treasurer's Report:** Cal reported that we have not received our performance credit money as of this date. Scholarship dollars were transferred in October.
5. **Committee Reports:** *to be*
 - A. **Membership Committee:**
 1. Alexandra recommended that we appoint a representative from now until the end of the year for Area #18 and hold a special election for the remaining two years of the term.
 2. A list of the elections proposed along with an outline of the reorganization of the areas within Ag was handed out. One additional area is needed. We are also looking at revising the three areas within FMA into four areas. Alexandra made a motion "to request that the Executive Committee approve the elections listed for 1998 with a provision for the CSC

12/11 approval of the structure with the possibility of adding a twenty-fourth area." The motion was approved and seconded.

3. They are also looking at attendance policy in relation to nominations for election. Plans are to add attendance and participation, i.e. distribution of newsletters and e-mail. Provide your input on this to Alexandra.

B. Communications Committee: *three*

1. Myra reported that there was a great deal of traffic at the Benefits Fair. Good information was distributed including Scholarship brochure. Eighteen door prizes were also distributed. Cal suggested we distribute the scholarship brochures along with the newsletter of golf tournament brochure to the CSC members. Fourteen employees signed up to give contributions to the scholarship.
2. The newsletter will include a thank you for donations, a list of donors and prize winners, a short article on the CSC survey, how to apply for the CSC scholarship, inclement weather policy, and how to access the CSC page on the Web.
3. The policy for forwarding mail is to send the original to Myra and a copy to the Policy and Welfare Committee. Everyone needs to be sensitive to e-mail confidentiality. All issues need to be submitted in written form. *Betsy and Myra* will review the By-laws on the mail policy.
4. A motion was made "to send out the scholarship brochure at the same time the November Newsletter is distributed." The motion was seconded and approved.

C. Policy & Welfare: April reported that they received a question from the College of Agriculture and Natural Resources concerning the affect of Pay for Performance being effective in October on retiring employees salary calculations for retirement. Only dependents of current employees are eligible to receive a CSC scholarship according to the Scholarship Endowment Agreement

D. Scholarship Committee: Brian reported that they have not met but will meet next week. A request was made by a scholarship recipient's parents for copies of their child's pictures. Normally these are given out at the April banquet. A decision was made to allow the parents to contact photographic services and pay for any additional pictures that they would like. The endowment would not allow for the expansion of a scholarship to a deserving employee.

6. Unfinished Business and New Business was suspended. Our next meeting will be on Friday, November 14, 1997 at 9 A.M.
7. Committee chairs were reminded to submit their minutes to all CSC Executive Committee members.

The meeting adjourned at 12 P.M.