

CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION MINUTES
Tuesday, July 13, 1999

PRESENT: James Amick, Jennifer Arblaster, Jerry Beckley, Barbara Bergman, Roxanne Bernard, Brandy Burns, Debbie Calhoun, Elmer Gray, Ruth Griffin, Dianna Haynes, Jean Kopczyk, Sandra Parker, Stephen Perry, Olivia Shanahan, Betsey Shira, Charlotte Swafford, Chuck Toney, Shirley Vandiver

ABSENT: Patty Ables, Karen Addis, Alexandra Barnes, Brian Becknell, Cathy Bell, Kathy Bragg, Joyce Bridges, Sandra Burkett, Harold Campbell, Chris Caracciolo, Jenna Donald, Susan Eller, Jerry Fincannon, Darline Graham-Boggs, G. Scott Logan, Cory Massey, Martha Morris, Brenda Norris, Kevin O'Neal, Greg Padgett, Robin Page, Michael Parker, Pam Parnell, Wanda Reed, Tammy Rothell, Mike Waldrop, Barbara Warmath, April Warner, J.G. Williams

GUESTS: Kaye Matheson, Dick Simmons

Chuck Toney called the meeting to order at 10:00 AM.

1. The minutes were approved as presented.
2. **Guest Speaker:** Dick Simmons, Human Resource Director spoke on the University Pay Policy and Pay Plan. Administrative Council is trying to do some things with the Chief Financial Officer in the pay area. The problem is with the state to work out the details. Pay Policy for Clemson University on Internet as part of policy. Administrative Council puts together Pay Plan for each year. Policy must follow state regulations. Different ways to get a pay increase include: 1) Performance pay increase (comes from department funds), 2) Additional duties pay increase, 3) Reclassification increase, 4) Promotion increase (assignment to a new Band), 5) General increase, 6) Temporary salary adjustment, 7) Bonus (up to \$1000), 8) Award, and 9) Special salary adjustment (must be approved by state). HR is working on getting C & C unit out to see jobs in the departments. Hiring levels have been developed to help with internal promotions versus outside hires to make salaries more equitable. This year Performance Pay (internal money) will be given on review date and Merit Pay will be funded by the State. Administrative Council is concerned with cost of insurance premiums for low paid employees. All employees pay the same amount for insurance coverage. HR has developed a plan to give employees who earn \$25,000 or below a dollar increment (outside merit or performance) to offset the cost to them. They are working on developing a plan to help employees save toward retirement. "Save \$2000 in 2000" has been tossed around as a slogan. They are also looking at raising faculty salaries. Dick mentioned the Prescription Drug Card, which will be effective 1/1/00. Regulations have not been written yet but will be shared once HR has them and the same goes for the money to be put into Deferred Compensation Program for lower paid employees.
3. **Open Commentary:** None.
4. **President's Report:** Chuck Toney commented that the folks responsible for addressing our salary concerns have worked hard this year. State has given merit pay for the first time in years. We received a 3% COL effective 7/1. Clemson University backed it up to cover entire pay period. HR is working to eliminate barriers on internal/external hiring equity. State employees are to receive a merit pay increase March 1. The State funded 1% of the money for everyone who received 'M' or above. Rates for 'M', 'E', and 'SE' will go up as rating goes up. Raises for lower paid employees show the administration is paying attention to the needs of employees.
 - A. **Academic Council:** None.
 - B. **Administrative Council:** Parking Task Force is being formed by the President to develop solutions to the University's parking problems.
 - C. **Board of Trustees:** They met this Friday in Charleston. The Presidential search is their top priority. Final draft of leadership statement was distributed. Chuck received some 50 replies for our input, which he is glad to see is reflected in the leadership statement
 - D. **Legislative Affairs:** Final resolution is what Chuck and Dick have reported earlier today.
 - E. **President's Cabinet:** Several weeks ago David Stalnaker reported on FMO. This is the third year in a row of running in the black, without a deficit. The management contract with Marriott ended July 1, 1999. They are in the process of hiring a Chief Facilities Officer and a Project Manager. Pay issues were discussed at yesterday's meeting.
5. **Treasurer's Report:** Comments from Greg Padgett
6. **Committee Reports:**
 - A. **Standing Committees:**
 1. **Membership:** Alexandra Barnes

2. **Communications:** Jerry Beckley reported that Barbara Bergman would be our webmaster. This is our front door to the world. He wants to meet briefly after this meeting with his committee members.
 3. **Policy & Welfare:** April Warner
 4. **Scholarship:** Chuck reported we would clear almost \$7,000 from Golf Tournament. Chuck wished to thank Cory for his leadership and hard work in making this happen.
- B. Ad Hoc Committees:**
1. **Ad Hoc Committee on Salaries:** Chuck reported that Pam was at a conference and working on resolution to be sent out prior to the August meeting for review at that time.
 2. **Ad Hoc Committee on Publications:** Chuck reported as of today this committee is dissolved. The designs were submitted to the Executive Committee and approved.
- C. University Committees:**
1. **Accident Review Board:** Willie Williams
 2. **Athletic Council:** Cathy Bell
 3. **Bookstore Advisory:** Cathy Bell
 4. **Budget Council:** Greg reported they did not meet.
 5. **CATS:** Robbie Nicholson
 6. **Faculty Senate Budget Accountability Committee:** Debbie reported they did not meet.
 7. **Human Resources Advisory:** April Warner
 8. **Joint City/University:** Greg reported they did not meet.
 9. **Parking Advisory:** Elmer reported they have not met
 10. **President's Commission on the Status of Women:** Myra reported they will not meet during the summer.
 11. **Recreation Advisory:** Steve Perry
 12. **SCSEA:** Betty Cook
 13. **Travel Services User Group:** Cory Massey
 14. **Union Advisory:** Elmer reported they have not met.
7. **Unfinished Business:**
 8. **New Business:**
 - A. Elmer Gray tendered his resignation, as he will be leaving Clemson to take a position at the University of Georgia.
 9. **Adjournment:** The meeting adjourned at 10:41 AM.

NEXT MEETING: Tuesday, August 10, 1999, 10:00 AM in the Student Senate Chambers.