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Woodland Cemetery Stewardship Committee

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2003

## General Correspondence, 2003-2013

Woodland Cemetery Stewardship Committee

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# CLEMSON

UNIVERSITY

March 10, 2003

MEMORANDUM

TO: Patti McAbee

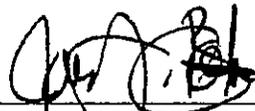
FROM: Jim Barker

SUBJECT: Woodland Cemetery Advisory Committee

Thank you for the keen interest you expressed in the work of the Woodland Cemetery Advisory Committee. As you know, I have charged this group to assume a stewardship role with respect to the cemetery. If you remain willing, I would ask you to join the Advisory Committee as a representative of the Board of Trustees.

By copy of this memo, I am notifying Bobby McCormick, the chair of the Advisory Committee, of your appointment. Bobby will communicate with you in advance of the next committee meeting.

Thank you again for your interest in the work of this important group.



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James F. Barker, FAIA

cc: Bobby McCormick ✓  
Lawrence Gressette  
Thornton Kirby



PRESIDENT

201 Sikes Hall Clemson, SC 29634-5002  
864.656.3413 FAX 864.656.4676



# Memorandum

*Never went to BOT*

**To:** President Jim Barker  
**From:** Wil Brasington, Woodland Cemetery Stewardship Committee  
**Cc:** Thornton Kirby  
**Date:** 3/5/2004  
**Re:** Removal of Chain Link Fence Surrounding Woodland Cemetery

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The Woodland Cemetery Stewardship Committee has adopted a capital improvement and enhancement plan for the Woodland Cemetery. This plan calls for the creation of entry gates on Williamson Road, a forecourt leading to the traditional cemetery burial area, and a stone and wrought iron garden wall that would control erosion and replace the existing chain-link fence. All of these improvements are scheduled for completion by 2009 at a total cost of \$550K, and would be carried out through a series of phases as shown below:

Phase One (\$75K) – Removal of chain-link fence, installation of hedgerow to replace fence, Williamson Road gates construction, landscaping

Phase Two (\$400K) – Forecourt and Garden Wall construction

Phase Three (\$50-75K) – Landscaping to define perimeter of Williamson Road, corner markers

The committee plans to present this plan in its entirety to the Administrative Council for their review and approval. However, we are seeking advance approval of one component of this plan – the removal of the chain-link fence and installation of hedgerow to replace fence – in order to capitalize on Campus Sweep, which will take place on Friday, April 2. The committee feels that the chain-link fence is not aesthetically appropriate in a “natural” surrounding such as the cemetery. Further, it’s only purpose is that of a safety barrier at the top of the two-foot high crosstie wall. The proposed hedgerow is suitable replacement for the fence, since it addresses both of the afore- mentioned issues of visual appeal and safety. It would serve as a barrier until the Garden Wall is constructed, and will remain as a compliment to the wall afterwards.

We would like to utilize the available volunteer labor of Campus Sweep to accomplish the installation of the hedgerow at no cost. The chain-link fence must first be removed to facilitate this. The cost of this project would be \$2200, and could be carried out prior to April 2 with your approval.

Thank you in advance for your consideration of this segment of our overall plan. Please let me know if I should provide additional details. We look forward to the opportunity to present the remaining elements of the plan to the Administrative Council in the near future.

**CLEMSON**  
UNIVERSITY

WOODLAND CEMETERY STEWARDSHIP COMMITTEE

701 Sikes Hall, Box 315002, Clemson, SC 29634-5002

1-24-06

## Woodland Cemetery Files – Transfer to Secretary of the Board

Policies and Procedures

Plot Assignment Data Base

Plot Request Sheets

Plot Assignment Sheets

CAD Drawing of Cemetery – to update contact Mike Smith 656-0473 or Gene Callahan 656-2189 (same contact to flag a plot if family request corners to be marked)

Procedure for acquiring a plot. Faculty/staff/retiree asks for a plot assignment request sheet. Verify 20 years of continuous service or retiree with person applying. If approved assign a number based on what is available (best to try and avoid plot with major trees – see tree drawing). Prepare assignment sheet... notify Mike Smith to put name on CAD drawing, send individual their assignment sheet along with Policy and Procedures and a map showing where plot is located. File original in Woodland Cemetery File and post to Data Base.

Note: If notice is seen prior to a burial at Woodland Cemetery notify Adrienne Gerus 656-4229 in Landscape Dept so they can make sure Cemetery is cleaned up around plot where burial will take place.

May 22, 2006

MEMO TO FILE:

I had a call from Kathy Boice who along with Sonya Goodman was responsible for the Cemetery files and databases before they were transferred to the Office of the Executive Secretary to the Board of Trustees in January 2006. Ms Boice stated that she had a call from someone who wanted to put flowers on the plot that was assigned to Hallman B. Bryant. Ms. Boice stated that she had searched the databases (by plot # and by name) that were previously kept in her office and could not locate that name on either database. She asked if that plot assignment had been made since our office assumed responsibility for the cemetery. I checked my file and noted that the assignment was not made from this office.

I checked the paper files and found that the plot assignment was made on April 12, 2005. The data had not been entered into either plot # or name databases. However, the plot number was located on the cemetery map. I have since entered Hallman Bryant's plot assignment on both the plot # and name databases.

Becky Copeland  
Office of the Executive Secretary to the  
Board of Trustees

Milt Lowder, Ph.D.

DEAR PRESIDENT BARKER,

I HUMBLY ACCEPT THE APPOINTMENT  
TO THE WOODLAND CEMETARY STEWARDSHIP  
COMMITTEE. I AM HONORED TO BE ASKED  
AND LOOK FORWARD TO SERVING CLEMSON IN  
THIS CAPACITY. THANK YOU FOR YOUR LEADERSHIP  
AND THANK YOU FOR THIS OPPORTUNITY.

RESPECTFULLY,

Milt A

**CLEMSON**  
UNIVERSITY

*G- Woodland  
Cemetery*

May 15, 2009

Milt Lowder, Ph.D.  
800 East Washington Street – Suite G  
Greenville, South Carolina 29601

Dear Milt:

Thank you for your note.

I am glad that you can serve on the Woodland Cemetery Stewardship Committee, and appreciate your willingness to help. Wil Brasington will contact you with details.

Best wishes from campus.

Sincerely,



James F. Barker, FAIA  
President

JFB/bn

C: Wil Brasington



PRESIDENT

201 Sikes Hall Clemson, SC 29634-5002

864.656.3413 FAX 864.656.4676

## RE Davis-Gross

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**From:** Erin Swann  
**Sent:** Tuesday, February 26, 2013 10:00 AM  
**To:** RE Davis-Gross  
**Cc:** Chip Hood  
**Subject:** Woodland Cemetery Stewardship Committee

Rose Ellen:

Per our recent discussions, it looks like we need to clean up a variety of issues impacting the Woodland Cemetery Stewardship Committee (WCSC). Most issues stem from the fact that members were originally appointed by memo from President Barker in December 2000 – and their grasp has extended since then. This should be an easy enough project – but as a summary, here are the issues:

- 1) 4 of the 7 members of the WCSC appear to be appointed for terms similar to “life” trustees – ie, they serve until death, resignation or removal by the President. Given the confusion and distraction this language has caused for the BOT, we would recommend that these members serve specific time-limited terms, to which they can be reappointed if they are still the best person to serve in that role. Currently, there is no document setting standards for appointment, removal, or service.
- 2) One of those “life” members resigned in 2008 and was replaced by the WCSC. It appears that he was selected by the WCSC and not the President. Again, we recommend setting forth a simple process for appointing members to the WCSC.
- 3) Recently – and apparently repeatedly – the WCSC has been consulted on issues of interment. This is a violation of the 2000 memo and of the BOT Manual which reserves interment decisions for the BOT exclusively. The focus of the WCSC is primarily on (1) maintenance & beautification and (2) raising funds to support maintenance & beautification. Not only has the WCSC been consulted about recent interments, they have managed to assume some level of responsibility for WCSC policies without any clear delegation of that authority from either the President or the BOT.

While on the one hand, this is not the most pressing problem facing Clemson University, the various issues that have been brought to our attention recently seem to make it an ideal time to clean up the WCSC practices and procedures.

Please let me know how we can help.

Erin

\* Does the WCSC take recs to Pres & Pres takes to BOT?

\* The BOT office does not work for the WCSC - as it is a Presidential comm, his/her office should report

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