Clemson University
Classified Staff Commission Meeting Minutes
Tuesday, October 10, 2000, 10:00 AM
Student Senate Chambers


Absent: Larry Addis, Nancy Allgood, Suzanne Atkinson, Kathy Bragg, Brandy Burns, Annice Cope, Carla Duncan, Dianne Jones, Lucille Jones, Emma Knight, Jean Kopczyk, Rita McConnell, Wanda Reed, Steven Shiflet, Giles Singleton, Linda Smith, Charlotte Swafford

Guests: Cathy Bell, Betty Cook, Beth Jarrard, Ellen Saltzman, Dick Simmons

Brian Becknell called the meeting to order at 10:02 AM.

1. Approval of Minutes: Minutes were approved with corrections.

2. Open Commentary: 1) Ellen Saltzman from the CU Toastmasters Club discussed the organization and invited those interested to join. They meet every 1st and 3rd Wednesday from 4:30 PM to 5:30 PM at the Strom Thurmond Institute. Contact Karen Pope at 656-5272 for more information. 2) Cathy Bell solicited comments on a gift to go along with the $2,500 monetary portion of the Thomas Green Clemson award.

3. President's Report: Comments from Brian Becknell

   A. Academic Council: They had their first meeting since May.
1) Several programs were renamed. 2) They are reviewing the lab fee structure. It was suggested that lab fees be divided into 3 separate fee structures to offset cost of labs where the fee does not match the cost of the lab. Students and staff have asked for some accountability of fees. The topic will be reviewed at the next meeting in December. 3) A proposed exam schedule change was unacceptable to students.

B. **Administrative Council:** 1) Brooks Center needs additional parking spaces for special events. 2) The Provost asked why room charges were levied for use of university space. Fees are usually waived for university requests. 3) A task force was established to look at health insurance for graduate students. 4) A survey may be sent out regarding size of Clemson University. 5) 600 employees will be eligible for retirement under the new 28-year retirement plan.

C. **Board of Trustees:** Brian submitted a report regarding the CSC for inclusion in their meeting packets.

D. **Legislative Affairs:** Has not met.

E. **President's Cabinet:** 1) They saw a presentation from PSA marketing and public relations group about a new current events show produced by staff in the P&AS and broadcasted on public radio stations at noon Mondays through Thursdays. Locally the show can be heard on 90.1 FM. 2) The President's Commission on the Status of Black Faculty reported included a recommendation that the President establish an ombudsman office for staff.

F. **Other:** None.

4. **Treasurer's Report:** Cindy Long reports that the E&G account has received its performance credits for this fiscal year. We should now be in good standing to support the part-time administrative position with supply monies. The Golf Tournament monies transfer request has been confirmed by Accounting Services. The Endowment Report is unavailable because the person who supplies the report is out. She mailed out 20 payroll deduction forms for the CSC scholarship endowment to people who requested them.

5. **Committee Reports:**

A. **Standing Committees:**

1. **Membership:** Dexter Hawkins reported that Christine Sober is a new representative for area 15.

2. **Communications:** Wendy Howard reported that our
booth at the Benefits Fair went well. She thanked everyone who helped, especially Larry Addis. Send any ideas for the next newsletter to hrwendy@clemson.edu. Prize winners include: Honey - Kay Bagwell, IPTAY Hat - Cherylene Amidon, Lunch for 2 from Café Leisure - Cecil McCaskill, Lunch for 2 from L.J. Fields - Betty Alexander, Lunch for 2 from Lee's on the Avenue - Eve Lay, $5 certificate from Cappuccinos - Bill Caldwell, $5 certificate from Cappuccinos - Corrine Grant, $5 certificate from Cappuccinos - Leonard Holden, Candle from the Mercantile - Marian Chapman, Earrings from Bell's Jewelers - Scotty Smith, Apples - Kaye Lawson, Gary Pye, Tony Cantrell, and Linda Howe.

3. **Policy & Welfare**: April Warner reported that the Air & Water Quality Committee made a tour through the P&AS and met with staff afterwards. A second tour was scheduled for this afternoon to review areas in the P&AS.

4. **Scholarship**: No report.

B. **Ad Hoc Committees**:

1. **Ad Hoc Committee for Staff Ombudsman**: Jerry Beckley reported that they have gathered a lot of information. They still plan to give a presentation next month to the CSC executive committee, and in December to the CSC membership meeting and the President's Cabinet.

C. **University Committees**:

1. **Accident Review Board**: Willie Williams reports that met on Thursday, Oct 5th--- we reviewed 10 non-motor pool accidents and only 3 motor pool accidents (accidents involving motor pool vehicles)---this was the fewest number in recent memory---our next meeting will be December 7, 2000.

2. **Athletic Council**: Cathy Bell reports that the Council met Sept. 21. Cecil Huey distributed information regarding the NCAA Online web page. This site provides up-to-date information on amateurism, eligibility, gender equity, and recruiting. The retention rates of athletes were discussed as well as a review that will be conducted by the Equity Minority Oversight Committee. A code of ethics for student athletes will be written and reviewed in an upcoming meeting.

3. **Bookstore Advisory**: Cindy Long reported that they have not met. Their next meeting is scheduled for October 12.

4. **Budget Council**: No report from Greg Padgett.

5. **CATS**: No report from Robbie Nicholson.
6. **Council on Community & Diversity:** No report.
7. **Faculty Senate Budget Accountability:** No report from Cindy Long.
8. **Human Resources Advisory:** No report from April Warner.
9. **Joint City/University:** No report from Robin Page and/or Jill Richard.
10. **Library Advisory:** Diana Bourgeois reports 1) The Library Business Plan was the result of the Library Summit. This business plan projects over the coming years what will be needed to move the Library into the future and how much (if the price is known) each goal would cost. 2) Electronic Thesis and Dissertations: The Library would "house" a server which would hold all of the thesis and dissertations that are written in the coming years. 3) A company called Java City put a cyber cafe in the Library. They will hire a company to begin the renovations necessary for the café. 4) New Information Resources: Several new resources are available from the Libraries' web page, such as Dissertation Abstracts, Net Library, and eBooks. 5) Funding: Dean Boykin discussed the cost of remote storage and several of the other items listed in the Library Business Plan, such as ASERL-VEL and Science Direct. We discussed the advantages of joining a consortium of other university libraries in an effort to increase our collection while offsetting the amount that is paid for electronic journals. When asked for input, a donations drive for needed items on the Libraries web page was suggested. Also, a need for a Development Officer was stressed.
11. **Parking Advisory:** Barbara Bergman reports that Barret Anderson is taking over as chair of the PAC. Almeda Jackson is setting up a meeting in October for the PAC, Parking Task Force and key services. Parking Services is working on an online system for payment of both permits and fines. They are making signage changes in the 24-hour employee parking lot at the library to further discourage student parking there. Shirley Davis is reviewing parking spaces on campus for ADA compliance. There are plans to put a stop light at the end of Williamson Road where it meets Perimeter Road.
12. **President’s Commission on the Status of Women:** No report from Myra Cato.
13. **Recreation Advisory:** Steve Perry reports that they have not met.

14. **SACS Committee on Physical Resources:** Dexter Hawkins reports that they divided into subcommittees to address the various MUST statements. The committees are working on putting together survey questions to get responses from faculty, staff, and students.

15. **SCSEA:** Betty Cook reports that The Annual SCSEA Legislative BBQ will be held on Tuesday, November 14, 2000, at 6:30 p.m. at Just More BBQ in Pendleton. The tickets are $5 in advance or $8 at the door and may be purchased from Betty Cook by contacting her at 656-3933 or celizab@clemson.edu. This is an excellent opportunity to come meet your newly elected upstate legislators and let them know your priorities and concerns regarding state employee issues. Our next Executive Board Meeting will be on Thursday, November 9, at 8:15 a.m. in the Gunnin Architecture Library in Lee Hall.

6. **Unfinished Business**

   A. **Blitz Build 2001 Support:** A sign-up sheet is available for the bake sale this Friday, October 13. Volunteers are needed for setup, take down, and to man the tables during the day. Only 15 people have volunteered to donate food. Marian Littleton would like the food delivered to 118 Kinard Thursday afternoon. For more information contact Marian at 656-3418 or marianw@clemson.edu.

   B. **Clemson Club:** Survey sheets have been mailed out.

7. **New Business**

   A. **Attendance Policy for Representatives:** Article III Section 3B of the CSC by-laws states “After three absences during the year at monthly meetings and committee meetings, a representative’s status as a Commission member will be reviewed by the Executive Committee for possible removal from the Commission.” This policy will be enforced.

   B. **Reminder of Travel Reimbursement for Off-Campus Members:** Commission representatives based at off-campus locations are eligible for mileage reimbursement. Contact Cindy
Long at lcynthi@clemson.edu.

C. **Flex Time Recommendation:** Currently flex time is based on a single workweek. There has been a request to extend the flex time period to two weeks and Administrative Council has asked us to give a recommendation. For example, now you can work 4 9.5-hour days and take Friday off each week. Under the new proposal, you could work 9 8.5-hour days and take every other Friday off. There are several concerns: 1) this proposal would have to be approved by the state Budget and Control Board, 2) it would generate more work for departmental administrators (although time sheets are already based on a 2-week time period), and 3) it may eliminate over-time compensation (time or money) for staff. Note, flex time requests must be approved by the employee's supervisor and there are differences between exempt and non-exempt staff. It was moved and approved that the Policy and Welfare committee consider the issue and bring back recommendations.

D. Clemson University “Time Magazine Public College of the Year” t-shirts were distributed to meeting attendees.

8. **Adjournment**

**NEXT MEETING:** Tuesday, November 14, 2000; 10:00 AM; Student Senate Chambers