Clemson University
Classified Staff Commission Meeting Minutes
Tuesday, November 14, 2000
Student Senate Chambers


Absent: Karen Addis, Jerry Beckley, Kathy Bragg, Brandy Burns, Carla Duncan, Darline Graham-Boggs, Ruth Griffin, Dianne Jones, Lucille Jones, Emma Knight, Cary Pye, Wanda Reed, Shelby Sheriff, Linda Smith, Patty Warner

Guests: Cathy Bell, Betty Cook, Judge Deborah Culler, Ellen Hepfer

Brian Becknell called the meeting to order at 10:05 AM.

1. Presentation: Student Government representative, Ellen Hepfer, was presented with a check for $1,000 from the Classified Staff Commission. Brian reported that President Barker extended his congratulations to CSC for their fundraising efforts for Blitz Build 2001.

2. Guest Speaker: Judge Deborah Culler addressed 3 issues pertaining to campus parking. Firstly, the Parking Summit has compiled a list of over 100 suggestions from the Parking Advisory Board, Parking Task Force, and town hall meetings which is available through Judge Culler's office. Judge Culler believed the Master Planner is concentrating on keeping CU a pedestrian campus deeming it necessary to develop an efficient and reliable transit system to accommodate perimeter parking. Secondly, visitor parking continues to be a public relations problem for the University. Judge Culler urged everyone to work with Parking Services to obtain visitor parking permits/information ahead of time. Thirdly, Judge Culler presented a handout addressing the confusion resulting from the metered spaces on the E-01 Parking Lot at the Hendrix Center. Lastly, Judge Culler stated that she oversees the parking appeals process. Currently, it is an entirely written process which is reviewed by the Parking Review Board. An on-line appeals process will become available possibly by next semester or definitely by the fall. A Q&A session covered the inaccessibility of the Parking Services office, installation of parking information kiosks, locations to secure visitor parking permits (Visitor Center, Parking Services, and Police Station.)

3. Approval of Minutes: Minutes were approved.

4. Open Commentary: None was given.

5. President's Report: Comments from Brian Becknell
   A. Academic Council: They did not meet in November. Student activity fees will be discussed at the December meeting.
   B. Administrative Council: Topics of discussion included how to recover costs for rental of University facilities, nonsectarian prayers at University events until legal decisions required otherwise, the exclusive campus-wide beverage vending contract, opinions on flex time, University use of the NCR building, and the establishment of enrollment target of 2,600 for incoming freshman class.
   C. Board of Trustees: Discussion included the educational policy assessment regarding bringing faculty/staff pay up to present national levels. There was strong support for
both faculty and staff being hired at national levels. The Board applauded the efforts of CSC to increase our scholarship program. CSC has been invited to attend all meetings this year rather than selective ones.

D. Legislative Affairs: They will get started in January, 2001.

E. President’s Cabinet: 1) The One Clemson initiative’s goal of a $10M endowment will be split between the library (60%) and the new athletic heritage center (40%). Currently, the initiative is under the umbrella of the Capital Campaign. 2) The University will submit a budget request for $150M to the South Carolina Commission on Higher Education for improvements to athletic facilities. 3) Time ‘College of the Year’ t-shirts, bumper stickers and buttons are still available. 4) The Capital Campaign is now at $242M with a goal of $260M. Further discussion focused on how the increase in LIFE scholarships, Palmetto Fellows, and the recently passed lottery issue will effect the scholarship portion of these funds.

F. Blood Drive: Robin Page provided flyers encouraging all to participate. Clemson University has lost the past two years.

6. Treasurer’s Report: The E&G funds total $8,656.19 less any outstanding October bills. The vending fund is $6,391.78. The unconfirmed total for the Endowment Fund was approximately $157,000. Cindy will contact the supervisor to confirm that the golf course money went into the Endowment.

7. Committee Reports:

A. Standing Committees:
   1. Membership: Nancy Allgood reported that there are 5 vacancies and 2 resignations. Nomination forms are currently being prepared. Name placards were requested for Cindy and Kathy.
   2. Communications: Wendy Howard reported the newsletter should be out by the end of this month.
   3. Policy & Welfare: April Warner reported (1) that they recommended to HR Advisory that no change be made regarding the question of overtime based on an 80hr period rather than the current 40hr work week. (See Nov. 14 Agenda, 7C8 for details) (2) April will represent the CSC on the Air/Water Quality Committee. Dust and air samples will be taken in December. (3) April has suggested a garage sale as a project to help the sororities/fraternities attain their goal of $3,500 ea for the Habitat Blitz project.
   4. Scholarship: Larry Addis reported the annual golf tournament will be held on Friday, May 18, 2001. Committee members are currently contacting vendors.

B. Ad Hoc Committees:
   1. Ad Hoc Committee for Staff Ombudsman: The deadline for survey is Wednesday, November 22.
   2. Loose Group: Dave Fleming will present the results of the Fall 2000 Comparative Salary Survey at the next CSC meeting.
   3. Clemson Faculty/Staff Club: The group will meet in December to review survey data.

C. University Committees:
   1. Accident Review Board: No report was given.
   2. Athletic Council: Cathy Bell reported that they met on Oct. 26. A presentation on Vickery Hall was made by Bobby Douglas. Discussion followed regarding the tutoring/mentoring program. Approximately 530 student athletes and 30 managers/trainers are being served by this program. Warren Adams, Chair of the Campus Relations Committee distributed a memo for approval that will be sent out to Clemson administrators and constituent groups representatives concerning input on the Athletic Council survey to be distributed in the spring. Becky Bowman recommended the following web site for current press releases: http://www.ncaa.org/

   3. Bookstore Advisory: Cindy Long reported that everyone is invited to the next meeting on November 21 at 10:00AM.
4. **Budget Council:** No report was given.

5. **CATS:** Robbie Nicholson reported that CAT ridership is growing at a faster clip than ever before. For the second time in CAT’s history, monthly ridership exceeded 100,000 passengers. CAT carried 103,935 passengers in October. CAT buses operated 30,413 miles and 3,189 hours. The Clemson Area Transit Board meets as required, therefore, there is no way of knowing when our next meeting will be scheduled.

6. **Council on Community & Diversity:** No report was given.

7. **Faculty Senate Budget Accountability:** Cindy Long reported that the next meeting is Monday, November 20 at 4:00 PM. The meeting will focus on a report on the Faculty Senate Budget Accountability covering salary increases that occurred between March 1 and October 23.

8. **Human Resources Advisory:** April Warner reported the following:
   1. Regarding the question of overtime based on an 80 hr work period rather than the current 40 hr work week, HR presented a spreadsheet to show the number of employees (and dept) that are currently benefiting from overtime pay. These include the Police Dept, FMO, and the Waste Water Treatment Plant. The 80 hr basis would prevent many of these people from earning overtime pay. Most of these employees earn less than $25,000 per year and use the opportunity for overtime to increase their income. In addition, it helps with retention of employees. Since employees already have the opportunity to work a compressed schedule (4 days per week), no one could see any advantage to any employee by changing to the 80 hr basis, but considerable disadvantage to many who benefit by the current system.
   2. The Hiring Policy Review Committee, whose purpose is to examine current pay guidelines with respect to hiring and promotion, identified the types of problems that are incurred with the current hiring policy, including outside hiring problems, internal salary problems, and pay for performance. Beginning in January, HR hopes to present a more complete and efficient New Employee Orientation within the first week of hire that would allow the employee to attain all necessary items at one location, including picture IDs and parking permits as well as the benefits presentation.

9. **Joint City/University:** Robin reported the Committee met November 13 to discuss: 1) encouragement to participate in the blood drive, 2) Joint City of Clemson/University Legislative breakfast to be held 2/16 or 23, 3) the current need of donations to Blitzville for startup costs, 4) the city of Clemson election results, 5) the remaining work on the Edgewood Project includes landscaping, lighting and traffic light installation, and 6) plans for future water supply sources since Duke Power is selling their water supply.

10. **Library Advisory:** Diana Bourgeois reported that they did not meet last month.

11. **Parking Advisory:** No report was given.

12. **President’s Commission on the Status of Women:** No report was given.

13. **Recreation Advisory:** Steve Perry reported that they have not met.

14. **SACS Committee on Physical Resources:** Dexter Hawkins reported that they developed a set of survey questions for faculty, staff, undergraduate students, graduate students and alumni. Gerald van der May was interviewed on November 9.

15. **SCSEA:** Betty Cook reminded everyone of the Legislators barbeque sponsored by the SCSEA to be held November 14 at 6:30. New membership forms are available through Betty. The new SCSEA email address is SCSEA@SCSEA.com. The next meeting will be January 11, 2001 in the Clemson University Library.

8. New Business:
   A. **CSC Staff:** Kathy Hensen was introduced as the Administrative Assistant for the CSC.
9. **Adjournment:** The meeting was adjourned at 11:40 AM.

**NEXT MEETING:** Tuesday, December 12, 2000, 10:00 AM, Student Senate Chambers