Clemson University
Classified Staff Senate Agenda
Tuesday, October 9, 2001, 10:15 AM
Student Senate Chambers

1. Approval of Minutes
2. Guest Speaker: Almeda Jacks, Vice President for Student Affairs, will discuss the status of parking placards.
3. Open Commentary
4. President’s Report: Comments from Jerry Beckley
   A. Academic Council:
   B. Administrative Council:
   C. Board of Trustees: Initial feedback on the Donor Appreciation Reception is very favorable from the Board. Jerry has asked Board members to consider participating in the CSS Golf Tournament in May 2002. Almeda Jacks will help form a BOT team to play with her. The Board will meet again in January 2002.
   D. Governmental Affairs: Alfred Bundrick, Director of Federal Regulations, is currently lobbying for money in support of Troops to Teachers along with four other states. Jim Daniels, Executive Director of Governmental Affairs, has submitted his resignation.
   E. President’s Cabinet: President Barker will hold a Town Meeting on Wednesday, October 10th, at the Strom Thurmond Institute, Self Auditorium, from 2:00 – 4:00 PM to address the Clemson University budget. All staff members are encouraged to attend. Jerry thanked President Barker for providing the Classified Staff Senate with the needed discretionary funds to celebrate the 10-year anniversary of the CSS Scholarship Endowment. A Donor Appreciation Reception will be held January 17, 2002 honoring those members of the Clemson University family who support the Endowment.
   F. Other:
      1. Ad Hoc Committee on Insourcing/Outsourcing

5. Treasurer’s Report: Cindy Long reported the Annual Fund deduction of $5,000 for the fall semester scholarships has been made, leaving a balance of approximately $9,100. The Endowment Fund balance is roughly $140,000 plus an additional $9,200 to be deposited from the 2001 Golf Tournament. She added the CSS would be receiving its performance credits later in October.

6. Committee Reports:
   A. Standing Committees:
      1. Membership: Nancy Allgood reported they have not met this month. Upcoming elections include representation in Areas 1, 2, 9, 16, 17, 23, 24, and 26. Nancy requests any current Senator to please email her (nallgd@clemson.edu) if they would like to run for a second term.
      2. Communications: Wendy Howard
      3. Policy & Welfare: Patty Warner
         4. Tuition Assistance for Credit Hours
      5. Activities: Lynn Bolter / Gary Pye
   B. Ad Hoc Committees:
      1. Staff Ombudsman:
      2. Salary Study (Loose Group):
   C. University Committees:
      1. Accident Review Board: No information at this time.
      2. Athletic Council: Brian Becknell
      3. Bookstore Advisory: Cindy Long reported the group had met. A summary will be provided once the minutes have been approved.
      5. CATS: Robbie Nicholson reported CAT was recently honored as one of five campus and city entries that have made outstanding contributions in promoting ethnic diversity. Dr. Frankie Felder, Associate Dean of Clemson University Graduate School, and Jeff Clifton, Clemson University Study Abroad Advisor, presented one of the five photographs already matted and framed to CAT. Felder stated that during International Awareness Week this year, the OIS offered a contest for student photographs taken anywhere outside the United States. The top five winning photographs were matted and framed and presented to campus and city entities that have made outstanding contributions promoting ethnic diversity and the rich mix of cultures represented at Clemson University and the city of Clemson. "We wanted to thank those recognized for their support of the international students and sensitivity to the needs of international students in the community. They were selected because they have been extremely supportive and made the international students feel comfortable by assimilating them into the campus or university. We recognize what they do for the students and think it's great," said Fowler. Others recognized were President and Mrs. Jim Barker; Bonnie Holliday, Dean of the Clemson University Graduate School; Lonnie Saxon, Chief of Clemson University Police Department; and Larry Abernathy, Mayor of the city of Clemson.
   6. Commission on the Status of Black Faculty & Staff: No information at this time.
7. **Council on Community & Diversity**: Linda Cocke reported the Council met September 14. At this informal meeting, new members were introduced and comments on the September 11th attack were exchanged.

8. **Faculty Senate Budget Accountability**: Cindy Long reported they have not met.

9. **Human Resources Advisory**: Emma Knight

10. **Joint City/University**: Robin Page reported that the JC/UC held its Planning Workshop on August 27, 2001. Items discussed included: (1) the History and Highlights of the Joint City/University Committee, (2) an introduction to the university’s goals given by Cathy Sams, (3) an introduction to the city’s goals given by Chip Boyles. The Committee Assignments are: Visit other campuses: Mary Poore and Chip Boyles; JC/UC Legislative Breakfast: Nancy Bennett, chair, Rick Cotton, Gerald Vander Mey and Rob Lockard; JC/UC Thank You Picnic (Banquet): Robin Page, chair, Elouise James, Barbara Barker, Sharon Richardson, Judy Gardner and Johnson Link. The next meeting is October 1, 2001 at 1:30 pm with guest speaker, George Clay, director of Redfern Health Center. He will be speaking about alcohol issues as they relate to campus and the city of Clemson and the programs we have available to students. October 1st meeting agenda topics included: (1) George Clay, Director of Redfern Health Center, addressed the committee on alcohol issues on campus and gave information on programs available to students on campus. (2) Chip Boyles reported that visits to other campuses would be done in the spring rather than the fall. Both Manhattan and Kansas State University are interested in visiting Clemson. (3) The annual banquet/picnic will be held prior to finals. University and community calendars are being checked. (4) Rick Cotton reported that a citizen wants to donate a gift of land near the Ramada Inn to the city for the Clemson Community Care Program. (4) Nancy Bennett reported that the race relations committee would like to be included in the decision-making process as to what will be done with Morrison Annex since that building has historical significance to the community. (5) Cathy Sams reported that the Legislative Breakfast would be held January 11, 2001.

11. **Library Advisory**: Diana Bourgeois reported they have not met.

12. **Parking Advisory**: Barbara Bergman reported: (1) Signage has been installed in front of the Edgar Brown Union to stop vehicular traffic on the sidewalk. (2) Statistics on habitual violators showed that of the 1,756 violators during 2000-01, 1.2% were employees, 24.4% did not receive anymore violations after their first habitual penalty, and 14.2% received 10 or more citations and had their privileges revoked. (3) Parking Services set a new record in August noting that the longest wait to obtain a parking permit was five minutes. (4) A noticeable increase in the number of Clemson House residents purchasing parking permits has necessitated some reallocation of spaces. There are currently about 80 – 90 more permits issued than available spaces. It was noted that students living in nearby apartment/condominiums with inadequate parking are using Clemson House resident parking. (5) The R-01 lot is overflowing. Cost estimate for expansion of the lot is over $600,000. Alternative solutions are being studied. (6) CATS Blue Route ridership has significantly increased, but traffic backup at Cherry Rd and McMillan is still a problem. (7) Abuses of the parking spaces for the mobility impaired are being addressed. (8) Annual visitor hangtags are no longer being issued this year. Placards could be stopped or reduced at the end of the year. (9) The area next to Woodland Cemetery (Cemetery Hill) is officially designated for employee parking.

13. **President’s Commission on the Status of Women**: Myra Cato reported the committee met September 28. New members to the Commission are faculty members Syd Cross, Bea Bailey, Lucy Rollin and staff members, Cathy Bell and Ann Lee McPhail. Valerie Ramsey is the newly elected Deputy Chair of the Commission. Cathy Bell will serve as the Chair of the Compensation and Benefits subcommittee. Members are currently working on an analysis to include peer institutions and those above CU regarding policies on chilly climate, definition/resolution of sexual harassment, leadership training, rape hot-line, major and minor in women’s studies, ombuds people for faculty and/or staff, women’s center, spousal hiring policy, etc. The Commission hopes to complete the analysis by spring 2002. Another 2001-02 Commission goal is to sponsor or co-sponsor three campus events, one of them being a sexual harassment forum. Commission members also were encouraged to attend a diversity workshop hosted by the office of Multicultural Affairs on campus.

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

15. **SACS Committee on Physical Resources**: Dexter Hawkins reported SACS met to decide if there were any non-compliances of the MUST statements by the university.

16. **SCSEA**: Mary Jo Williams reported the Legislative BBQ has been scheduled for Monday, December 3rd. Details are forthcoming.

7. **Unfinished Business**
   A. **Search Committees**
      1. **Provost Search**
   B. **Staff Issues**
      1. **Classified Staff Job Description phrase ‘other related duties’** Information received from Vivian Morris, Human Resources, reads as follows: ‘The ‘other related duties’ job task is shown on some of our prototype position descriptions and is shown on a majority of the classified position descriptions. In our training, we inform departments that this statement is allowed on the position description, however, the percent of time spent on this function should be 5% or less and is always a non-
essential job task (a task that is not essential to the job). When the percent of time exceeds 5%, the tasks/duties included under this statement should be spelled out because they are no longer as assigned but have become a regular job task for the employee. It is the employee’s responsibility to redefine their job description with their supervisor during the job-planning stage. No further action will be taken on this issue.

2. **Improving CUBS communications**: The CSS Executive Committee met with CUBS representatives Logan Rice and Kaye Matheson to discuss possible improvements with communication lines. Logan provided information on the survey CUBS is undertaking to determine the types of information needed to help with the CUBS users jobs and the types of needs not being fulfilled by CUBS presently. She was open to the request that input from both the CSS and Faculty Senates be considered as this survey is being developed.

8. New Business

9. Announcements

   A. **Victory Celebration**: On Friday, September 21, a 'Victory Celebration' was held to mark the end of The Clemson Commitment Capital Campaign. Following a black-tie dinner for major donors at the Owens Pavilion, there was a 'Parade of Beneficiaries' in the Brooks Center. The parade was comprised of individuals who have benefited from private gifts. Amy Bolton, a 2001 CSS Scholarship recipient, enthusiastically agreed to represent the Classified Staff Senate in the program.

10. Adjournment

**NEXT MEETING**: Tuesday, November 13, 2001, 10:00 AM, Student Senate Chambers