Clemson University
Classified Staff Senate Minutes
Tuesday, November 13, 2001, 10:00 AM
Student Senate Chambers


Absent: Larry Addis, Nancy Allgood, Roxanne Bernard, Harold Campbell, Rick Clark, Gary Gaulin, Jean Kopczyk, Rita McConnell, Stephen Perry, Karen Pope, Gary Pye, Suerea Wooten

Guests: Beth Jarrard, Christopher Land, Lawrence Nichols

President-Elect Dexter Hawkins called the meeting to order at 10:05 AM. Prior to the business of the agenda, Dexter announced that the Activities Committee would be ‘passing the hat’ for voluntary donations in hopes of bringing the total proceeds from the Bake Sale to $1,000 or the value of one CSS scholarship. He also announced the CSS Administrative Assistant position had been expanded to full time.

1. Approval of Minutes: Minutes were approved with one noted correction.

2. Guest Speaker: Lawrence Nichols, Chief Human Resources Officer, expressed his desire to develop a close working relationship with the Classified Staff Senate. He would like to be a part of the monthly agenda in order to provide the Senate with regular updates from Human Resources on items of interest to classified staff. He will also be available to respond to any HR questions arising during the meetings. Speaking to two specific Human Resource issues, Mr. Nichols addressed the Retirement Incentive Plan that Clemson University is pursuing. Details about the plan can be found on the Human Resources web page (www.clemson.edu/humanres/) and will be provided in an upcoming edition of Inside Clemson. Recognizing the budget reductions that Clemson is facing, the early retirement plan is seen as a much-preferred alternative to layoffs. USC has already entered a ‘layoff’ mode. President Barker has stated that he will do everything possible to avoid layoffs. Mr. Nichols also addressed measures the University will be implementing to ensure a more safe and secure campus environment. Universal background checks will be required for all newly hired University employees. Contractors will also be obligated to conduct background checks on their employees.

3. Open Commentary: Beth Jarrard, News Services, introduced Christopher Land, the new Public Information Coordinator in the News Services office. Chris will be helping to cover future CSS meetings. Beth stated that for future projects needing publicity, the CSS should continue to contact her.

4. President’s Report: Comments from Jerry Beckley
   A. Academic Council: Dexter Hawkins reported: (1) December graduation will be held in Littlejohn Coliseum; the next three graduation ceremonies (beginning in May 2002) will be held in Memorial Stadium due to renovations in Littlejohn. (2) Staff bonuses will go out in March along with staff pay raises. It is unclear at this time how expected budget reductions will affect pay raises for PSA classified staff. Dexter and Jerry will meet with President Barker in January to discuss the ramifications of the budget cuts on PSA.
   B. Administrative Council: The Ombuds report has not yet been put on the Administrative Council’s agenda.
   C. Board of Trustees: The tuition increase will go into effect in January 2002. The Board’s next meeting will be in January.
   D. Governmental Affairs: A farewell reception for Jim Daniels, Executive Director of Governmental Affairs, was held on Wednesday, November 7th. He will assume the duties of President at an Arkansas community college.
   E. President’s Cabinet: Student Affairs presented information on Student Alcohol Use. George Clay, Executive Director of Student Health Services, has agreed to address the Classified Staff Senate at the December 11th meeting on this topic. He has also extended an invitation for the Classified Staff Senate to have a representative sit on the Substance Abuse Advisory Committee. New ID cards for faculty, students, and staff will be issued in March 2002. Discussions on the proposed parking placards moratorium continue.
   F. Other: 1. Ad Hoc Committee on Insourcing/Outsourcing: The Committee has finalized their report and will present it to President’s Cabinet.
5. Treasurer's Report: Cindy Long reported the following balances in the E&G Fund: (1) $3,438.14 in Other, (2) $925 in Travel, (3) $10,500 in Classified, to be doubled when CSS Administrative Assistant position becomes full time, and (4) performance credits have not been issued as of yet. The Endowment Fund base is $115,000. The interest-bearing portion has suffered a significant loss due to market decline. The Annual Scholarship Fund balance is $9,145.00. The Scholarship Committee will discuss increasing the amount of scholarship per student versus increasing the total number of scholarships based on the December payroll deductions. Cindy reported that this figure currently is about $5,800 per semester. In order to support any increase in scholarships, that figure needs to be $6,250 per semester. The Executive Committee approved Cindy's request for permission to transfer the $7,100 in the spending fund to the interest-bearing side. Cindy added that increased payroll deductions resulting from the Benefits Fair total $460/semester. We will have a better idea of the true semester deduction after the December payroll deduction hits the system. The Treasurer's Report was unanimously approved.

6. Committee Reports
A. Standing Committees
1. Membership: New Senators Cindy Owens from Area 29 and Odean Bush from Area 18 were introduced. Nancy will be emailing all Senators asking for volunteers and nominations for the upcoming elections.
3. Policy & Welfare: Patty Warner requested a motion to rescind Resolution #CSS 2001-02, Recommendation for Tuition-Free Courses, adopted at the October 9, 2001 CSS meeting. This request was based on information provided by Lawrence Nichols to the CSS Executive Committee explaining that further procedure with this resolution would require a complete rewrite of the policy. This rewrite would subject all 6 hours to the vulnerability of being bumped. In light of increased tuition fees, the administration felt a strong obligation to give priority to paying students. Because the University is facing additional unknown budget cuts, Patty suggested the timing for this resolution was poor but that it should be revisited perhaps next year. The Senate unanimously approved the motion to rescind the resolution. Secondly, Patty reported on her observations from attending departmental presentations on the Academic 'Road Map' to the Top 20. She expressed her concerns to President Barker about the absence of the mention of the role of staff in attaining this goal and asked that consideration be given to rewriting the 'Departmental Mission/Guiding Principles' to include staff. President Barker's response indicated a willingness to consider creating a staff oriented document. Patty suggested the CSS Executive Committee undertake the task of preparing a response. Lastly, Patty provided members of the Senate with flyers about the SCSEA Legislative BBQ on December 3rd, 6:30 PM at Just More BBQ. All Senators were encouraged to attend.
4. Scholarship: Has not met.
5. Activities: Lynn Boiter reported on the success of the Bake Sale and thanked everyone for helping. All proceeds will go to the CSS Scholarship Fund. The Donors Appreciation Reception is scheduled for January 17, 2002 at the Hendrix Center Ballrooms A & B from 2:00-4:00 PM. Invitations with RSVP information will be sent to all employees currently contributing to the Scholarship Fund, CSS Senators, the Board of Trustees, and current scholarship recipients/parents. President Barker will also be attending the reception.

B. University Committees
1. Accident Review Board: Has not met.
2. Athletic Council: Brian Becknell will provide information at the next CSS meeting.
3. Bookstore Advisory: Cindy Long reported that faculty and staff should plan to do some holiday shopping at the bookstore on November 29th and take advantage of the 10% discount (in addition to the standard 10% discount) being offered. On December 5th, faculty and staff are encouraged to bring their children to visit Santa at the bookstore and take advantage of a second shopping day with the additional 10% discount. Also, the bookstore will be sponsoring several book signings. A schedule of the signings will be posted on their web page.
5. CATS: The Third Clemson Area Transit System Roadeo took place Saturday, October 27th. Transit operators participated in a road course and a written test. The winners were Mitchell West, 1st Place, Dan Keifer, 2nd Place, and Joyce Burgess, 3rd Place. Mayor Abernathy and Senator Thomas Alexander presented the winners with clocks at a luncheon held immediately after the Roadeo. Al Babinicz, CAT Director, presented Abernathy and Alexander with CAT jackets in appreciation for all that they do in support of public transportation. Babinicz also announced the arrival of four new Opus buses by the end of November, and the expansion of CAT to serve Tri-County Technical College in Pendleton and Anderson College in Anderson. The free bus service will link those schools with Clemson and Southern Wesleyan Universities, which are already on Clemson Area Transit routes. Pendleton, Anderson County
and Tri-County Technical College will provide the funding. Exact times and bus stops haven’t been set but will be announced in the near future.

6. **Commission on the Status of Black Faculty & Staff**: Sandra Parker reported on the Commission’s November 5th meeting. (1) A summary of the results of the NCAA Division 1 Athletics Certification Self-Study was given. Dr. Herman Green explained how these results would relate to minority students and employees. (2) The Commission will discuss its plans and goals for the next semester at their December retreat. (3) The President’s Summit on Community and Diversity will be held on January 10, 2002, from 8:00 AM to noon in the Hendrix Center, Meeting Rooms A & B.

7. **Council on Community & Diversity**: Linda Cocke reported the Council met but, not having a quorum, they dismissed.

8. **Faculty Senate Budget Accountability**: Jerry Beckley reported the committee would meet Wednesday, November 14.

9. **Human Resources Advisory**: Emma Knight provided the following information that Human Resources presented at a recent combined meeting of Campus Business Officers Group and HRAC: (1) Ron Herrin distributed a summary of employer fringe benefits rates for FY 2001-2002. (2) Effective December 21, 2001, all new hires (excluding Federal and 9-month employees) will be subject to a two-week lag. All current Hourly and Intermittent employees (this includes both hourly students and regular hourly employees) will have their pay period changed to reflect a two-week lag. The initiation of a lag should accomplish the following: minimize/eliminate voids, rewrites, and cash advances; more timely processing of new hires; no forecasting for hourly & student employees; overtime can be paid in the pay period the time is earned for hourly employees; and elimination of compliance issues with using incorrect pay period end dates. (3) Effective December 21, 2001, Direct Deposits will be required for ALL new hires. (4) In mid-November, HR will host 2 meetings to review the upcoming changes. All employees involved with entering new hires and doing payroll will be required to attend one of the two sessions. (5) HR has developed a web page of Frequently Asked Questions concerning Military Leave for staff (http://virtual.clemson.edu/HUMANRES/militaryleave.html).

10. **Joint City/University**: No new information at this time.

11. **Library Advisory**: Diana Bourgeois reported the following: (1) Dean Boykin presented the results of the survey conducted this past spring regarding the Libraries’ level of satisfaction for various groups of patrons. The survey measured individual perception of the degree to which the Libraries provide the minimum level of acceptable service versus a desired level. Of the 2,700 email surveys, 260 responses were received. The results mirrored strengths and concerns raised at the Library Summits in 2000. Contact Diana (dianab@clemson.edu) for detailed information. (2) Shelving has been purchased to provide temporary shelving for seldom used journals. This year’s University budget includes $3.6M in funding for several remote storage facilities and renovation of space in the center of campus. The library is looking at a high-density storage with shelving up fifteen to twenty feet and the use of lift equipment to retrieve material. The material would not be shelved in any call number order but by size with its own control inventory system. There would not be any browsing of the collection because it would not be in order by subject or easily accessible to patrons. The locations for this facility are at Ravenel or on Cherry Road by the Seed Foundation. (3) TVs will be installed in the Current Periodical Room, Media Reserves, and the Architecture Library. (4) A web front end will be added to the current library system by the end of the year. An entirely new system is needed in the next five years. The Library is paying $60,000/year to maintain the operating system, CICS, which no one else on campus uses. USC and Clemson are exploring a joint implementation project in the pattern of the University of Georgia where thirty-two institutions participated.

12. **Parking Advisory**: Has not met.

13. **President’s Commission on the Status of Women**: Cathy Bell reported the Commission met October 26. Fran McGuire, Chair of the NCAA Self-Study Steering Committee, presented information regarding the NCAA Self-Study Gender Equity Plan, and requested input from the Commission members. The Commission members offered him a strong endorsement of the plan. The Commission received an update on the ongoing 'chilly climate' study. Cathy Bell reported there has been no further progress on the comprehensive salary study at this time.

14. **Recreation Advisory**: Has not met.

15. **SACS Committee on Physical Resources**: Dexter Hawkins reported they are compiling the final Self-Study report after having solicited input from institution-wide forums.

16. **SCSEA**: The Legislative Supper will be held Monday, December 3, 2001, 6:30PM at Just More Barbeque in Pendleton. Cost will be $6.00/person in advance or $9.00 at the door. To purchase tickets, contact Mary Joe Williams at mary@clemson.edu or 656-5834. SCSEA has submitted its recommendations on state employee and retiree interests to the South Carolina Legislative and Executive officials. Included are a 5% cost-of-living raise and a 3% merit
raise. Further information on these and other items is available at http://hubcap.clemson.edu/SCSEA/.

7. Unfinished Business
   A. Provost Search: Brian Becknell reported the committee is reviewing the 61 applications received and plans to narrow the selection to 4-6 candidates. Off-campus interviews will be conducted with these candidates to further narrow the selection to 3. On-campus interviews with the final candidates will be conducted sometime in January/February.

8. New Business
   A. Martin Luther King, Jr. Awards for Excellence in Service: Denise Bell will represent the Classified Staff Senate on this selection committee. Three awards will be designated: one each for a Clemson University student, a Clemson University employee (faculty or staff), and Clemson Community member (Anderson, Oconee, and Pickens Counties). An online nomination form is available at www.clemson.edu/multiaff/mlkaward. All nominations must be submitted via the online nomination form no later than 12:00 PM on Thursday, November 29, 2001. Recipients will be announced on January 15, 2002 at the MLK Commemorative Service.
   B. Staff Performance Measurement: President Barker has requested the Senate design a staff performance measurement. Following discussions, the membership unanimously approved the formation of an Ad Hoc Committee for Staff Evaluation to undertake this assignment. President Barker will be notified that his request for a completed mechanism in time for March 2002 reviews would not be possible; a more realistic timeframe of 6-12 months was suggested. They further suggested that the March 2002 review process for staff should parallel that of the faculty. CHRO Lawrence Nichols supported the Senate's decision to form the Ad Hoc committee and suggested that serious thought be given to determining the intention of the EPMS as a 'road map' or development plan.
   C. SACS Assessment: Dr. Debra Jackson, Institutional Effectiveness and Assessment, will address the Senate at the January 8th meeting. The SACS preliminary visit is scheduled for January 9 and 10. The SACS site visit is March 11-14.

9. Announcements
   A. General Faculty and Staff Meeting, December 19th, Brooks Center, 1:00 PM. All staff are encouraged to attend.
   B. Graduation, December 20th, Littlejohn Coliseum: Congratulations to Jerry Beckley upon completion of his Master's degree program.

10. Adjournment: President Beckley adjourned the meeting at 11:35AM.

NEXT MEETING: Tuesday, December 11, 2001, 10:00 AM, Student Senate Chambers