Clemson University
Classified Staff Senate Minutes
Tuesday, December 11, 2001, 10:00 AM
Student Senate Chambers


Absent: Larry Addis, Roxanne Bernard, Diana Bourgeois, Rick Clark, Lori Rholetter, Steven Shiflet, Wanda Smith, Christine Sober, Charlotte Swafford.

Guests: George Clay, Rachel Hawkins, Beth Jarrard, Melissa Marcus, Lawrence Nichols.

President Jerry Beckley called the meeting to order at 10:00AM.

1. Approval of Minutes: The minutes were approved.

2. Guest Speaker: George Clay, Director Student Health Services, presented the Senate with information about student substance abuse at Clemson University. Based on a series of both national and internal studies done from 1993-2001, statistics show that Clemson University students consume alcohol at a higher rate than that of the national percentage, most notably on the extreme end of consumption. Consumption indicators show that the problem has increased during the same period. The studies also showed students significantly overestimate both the number of their peers consuming alcohol and the amount of alcohol being consumed. This misperception contributes significantly to the culture of alcohol and other drug consumption on campus. The Substance Abuse Advisory Committee will make the following recommendations to President Barker: (1) moderation of norms through various advertisements strategies, (2) environmental management efforts, and (3) intervention programs. President Barker will address this issue with staff and faculty in a January email. Substance abuse is of great concern not only from the standpoint of the welfare of the student but also in regard to the University's goal of attaining Top 20 status. The CU Office of Health Education currently offers a program for staff and faculty to learn more about the difficulties facing our students and how best to help them. This program, CU S.A.F.E. (Staff and Faculty Educators), conducts monthly meetings and is open to all interested parties. To learn more about the program and upcoming sessions, contact Parvin Lewis at lparvin@clemson.edu or look for advertisements in The TIGER.

3. Open Commentary: None

4. President's Report: Comments from Jerry Beckley
   A. Academic Council: Dexter Hawkins reported applications to enroll in Clemson are up by 24% from last year at this time in spite of the tuition increase. The Provost reported that the buyout had been announced and that they anticipated only 30% would opt for the buyout. She also reported that there would probably be another budget cut besides the January cut. This would occur in March and that the new budget in July would probably include a 10-12% cut.
   B. Administrative Council: Jerry has requested the Ombuds report be placed on the January 14th agenda.
   C. Board of Trustees: Thornton Kirby, Executive Secretary to the Board, is accepting applications for the position of Executive Assistant.
   D. Legislative Affairs: Applications for the position of Director of Governmental Affairs vacated by Jim Daniels are currently being accepted.
   E. President's Cabinet: There was no new information to report at this time.
   F. Other
      1. Human Resources: Lawrence Nichols presented 2 topics that HR is currently working on. (1) In an attempt to insure greater campus security, criminal background checks are now being required on all newly hired CU employees. HR will post the proposed policy on background checks on the HR web site upon approval by the Administrative Council. In the interim, business managers should be aware that they are responsible to conduct background checks on all in-state faculty candidates. HR will conduct checks on all staff and the out-of-state faculty candidates. Mr. Nichols pointed out that HR would hold up a search until the mandatory background check was made. (2) Direct Deposit is now a condition of employment at Clemson University. All newly hired employees must sign up for Direct Deposit. Mr. Nichols pointed out that Direct Deposit offers the benefits of safety and convenience for employees as well as the elimination of the cost of check stock for CU. The
University is moving toward a total Direct Deposit payroll. Melissa Marcus announced that, beginning in January 2002, HR would provide training for people who have never used a checking account.

2. **Ad Hoc Committee on Insourcing/Outsourcing:** The committee was charged with developing criteria that could be incorporated in institutional decisions to insource or outsource and testing the criteria against both successful and failed efforts. The committee has submitted their final report to President Barker.

5. **Treasurer’s Report:** Cindy Long reported the requested transfer of golf money would be made in the second quarter (December). She has requested that the transfer be changed to include the proceeds from the Bake Sale. The Annual Fund balance is $9,145; the net payroll deduction will be made after the holidays. The request to move the budget money of the Endowment Fund has been done. The balance for Other is $3,367 and $908 for Travel. The Treasurer’s Report was approved unanimously.

6. **Committee Reports**
   A. **Standing Committees:**
   1. **Membership:** Nancy Allgood introduced Rachel Hawkins, Area 17, as the replacement for April Warner beginning in January. Information will be emailed to those Areas in need of new representation for the upcoming February elections. Those Senators intending to run for a second term must submit a new nomination form. Forms are available on the CSS web site (www.clemson.edu/css/).
   2. **Communications:** Wendy Howard reported the November newsletter has been completed and distributed. CSS Senators should submit their ideas for articles for the February newsletter to Kathy Hensen at khensen@clemson.edu.
   3. **Policy & Welfare:** Patty Warner reported the committee would begin compiling a prioritized list of staff concerns. She will schedule a time for Mr. Nichols to meet with Policy & Welfare to review the list.
   4. **Scholarship:** Cindy Long reported the committee has not met but a preliminary mailing announcing the 11th Annual Golf Tournament will be sent in December to past participants.
   5. **Activities:** Lynn Boiter and Gary Pye reported that the invitations for the Donor Appreciation Reception on January 17th would be mailed on December 21. All Senators should RSVP.

   B. **University Committees**
   1. **Accident Review Board:** Linda Rice, Chair, provided the following information from their last meeting on October 4th. Discussions included: (1) the 4-way stop near the P&A Building, (2) a review of 5 motor pool accidents and 16 non motor pool accidents, and (3) a reminder that the last defensive driving class for this year was on November 13th at Edwards Hall.
   2. **Athletic Council:** Brian Becknell reported the council would meet on Thursday.
   3. **Bookstore Advisory:** Cindy Long reminds us that December 15th is the last day to bring in your donation for ‘Toys for Tots’. Faculty and staff will receive a 10% discount on any purchase of clothing or gift item when you present your toy donation at check out. The Committee will not meet again until January.
   4. **Budget Council:** Has not met.
   5. **CATS:** No new information at this time.
   6. **Commission on the Status of Black Faculty & Staff:** Sandra Parker reported the Commission held an abbreviated meeting on December 3rd. Due to scheduling conflicts, the Commission’s retreat has been postponed. Plans are still under way for he Commission’s participation in the President’s Summit on Community and Diversity scheduled for January 10, 2002. Jim Nyankori will convene a meeting with appointed Commission members to develop the strategies and recommendations from the Commission for the upcoming summit.
   7. **Council on Community & Diversity:** Has not met.
   8. **Faculty Senate Budget Accountability:** Jerry Beckley recommended to the committee that the Loose Group on salary equitability either be formalized through the President’s office or disbanded.
   9. **Human Resources Advisory:** Has not met.
   10. **Joint City/University:** No new information at this time.
   11. **Library Advisory:** No new information at this time.
   12. **Parking Advisory:** Barbara Bergman reported the following: (1) The construction fence around Fike will go up during Christmas break. 118 employee spaces will be lost from lot E5 and around Fike, but will be replaced by converting parking on Williamson Road from commuter student to employee. (2) Summer 2002 parking permits for students will switch from hang tags to parking decals. Theft of parking permits increased fourfold when we switched from decals to hang tags. (3) The annual guest-parking permit has been discontinued. Frequent guests need to get day passes or use metered spaces. More meters may be installed in other areas of campus popular with visitors such as around Fike and the Library. (4) The policy for Official Parking Placards will change for January 2002 and will
structured to reduce the amount of placards given out. Over 600 were distributed in 2001. Details will be available late December or early January. (5) Ridership demands for CATS are greatly exceeding supply, especially on the blue route. To purchase new buses will require capital investment of over $100,000 to purchase 3 used buses and $128,000 annually to run and maintain them. Administrative Council does not want to institute bus fares at this time. Therefore, fees for parking permits will go up for 2002-2003.

13. President’s Commission on the Status of Women: Cathy Bell reported the Commission met on November 30th. They heard from three organizers of the Women’s Arts Festival that will be held this March. The Commission has agreed to be a sponsor of this event that will bring to Clemson twenty-four artists from across the country to showcase their talents. It was announced that the Chilly Climate Survey Report is expected to be ready in January.

14. Recreation Advisory: Has not met.
15. SACS Committee on Physical Resources: No new information at this time.
16. Substance Abuse Advisory Committee: Charlotte Swafford reported her first meeting with the committee would be Wednesday, December 12.

7. Unfinished Business
A. Provost Search: Brian Becknell reported the list of candidates had been narrowed to 5. An outside consultant has been hired to conduct background checks. The final 3 candidates will be brought to campus for final interviews.

8. New Business
A. Nomination Ballot Form Revision: Proposed changes were approved unanimously. (See attachment.)
B. Bylaw Revisions: Proposed changes to Article III, Membership, were approved unanimously. Proposed changes to Article VI, Committees, were approved unanimously. (See attachment.)
C. Parking Fees: Barbara Bergman reported the campus bus routes are so overloaded that the purchase of 3 used buses is being considered to help ease the problem. These buses are not intended for off-campus routes to Anderson or Pendleton. The money for the purchase ($100,000) and operations ($128,000) of these buses will come from increased parking fees. The new fees will be based on salaries. Another alternative being considered is the establishment of 3 small reserved parking areas. These spaces would have a hefty price tag. These ideas came from the Town Meetings conducted last year. Senators can submit further ideas/suggestions to Barbara Bergman at bergman@clemson.edu.
D. CSS Office: The permanent office of the Classified Staff Senate will be on the 8th floor of the Student Union. Renovations are scheduled to begin in January 2002.

9. Announcements
A. General Faculty and Staff Meeting: Wednesday, December 19, 1:00 PM, Brooks Center. All staff are encouraged to attend. The Thomas Green Clemson Awards will be presented.
B. SACS Assessment: Dr. Debra Jackson, Institutional Effectiveness and Assessment, was scheduled to address the Classified Staff Senate on January 8, 2002 about the SACS assessment. However, she is now slated to speak at the February 12th meeting due to a change in her schedule.
C. Happy Holidays Surprise: The Classified Staff Senate members were treated to coupons for complimentary beverages at PJ’s. PJ’s will open in Hendrix Student Center in mid-January and will offer a breakfast/lunch menu. A special thanks goes to Blair Terry with PJ’s for his generous contribution. We wish Blair and PJ’s a very Happy and Prosperous New Year at Clemson University.
D. Presentation: Brian Becknell was presented with a baby gift from the CSS Executive Committee. Activities Committee Co-Chair, Lynn Boiter, received her baby gift from the Executive Committee at a prior Executive meeting. Both received a book entitled ‘The ABC’s of Clemson’ written, illustrated and published by former Clemson students.

10. Adjournment: President Jerry Beckley adjourned the meeting at 11:45 AM.

NEXT MEETING: Tuesday, January 8, 2002, 10:00 AM, Student Senate Chambers
Clemson University
Classified Staff Senate Agenda
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1. Approval of Minutes
2. Guest Speaker: George Clay, Director Student Health Services
3. Open Commentary
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   B. Administrative Council
   C. Board of Trustees
   D. Legislative Affairs
   E. President's Cabinet
   F. Other
      1. Human Resources: Lawrence Nichols
      2. Ad Hoc Committee on Insourcing/Outsourcing: See handout.
5. Treasurer's Report: Cindy Long reported the requested transfer of golf money would be made in the second quarter (December). She has requested that the transfer be changed to include the proceeds from the Bake Sale. The Annual Fund balance is $9,145; the net payroll deduction will be made after the holidays. The request to move the budget money of the Endowment Fund has been done. The balance for Other is $3,367 and $908 for Travel.
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   A. Standing Committees:
      1. Membership: Nancy Allgood
      2. Communications: Wendy Howard reported the November newsletter has been completed and distributed. CSS Senators should submit their ideas for articles for the next newsletter to Kathy Hensen at khensen@clemson.edu.
      3. Policy & Welfare: Patty Warner
      4. Scholarship: Larry Addis
      5. Activities: Lynn Boiter/Gary Pye
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16. **Substance Abuse Advisory Committee**: Charlotte Swafford reported her first meeting with the committee would be Wednesday, December 12.

17. **SCSEA**: Mary Jo Williams

7. **Unfinished Business**
   A. **Provost Search**: Brian Becknell

8. **New Business**
   A. **Nomination Ballot Form Revision**
   B. **Bylaw Revisions**
   C. **Parking Fees**: Barbara Bergman

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   C. **Happy Holidays Surprise!**

10. **Adjournment**

**NEXT MEETING**: Tuesday, January 8, 2002, 10:00 AM, Student Senate Chambers
Listed below are the selected excerpts from the CSS Bylaws that were approved at the December 11, 2001 meeting.

Article III - Membership

Section 1. Representation

The Senate is composed of voting members chosen and appointed using the following criteria.

A. Representation on the Senate will follow vice-presidential lines. Representation will be based on a 2:100 ratio of classified employees within a vice-presidential area. The representative numbers will be computed every three years or as appropriate using July 2002 as the base year. Representation within the vice-presidential areas should be based on a 2:100 ratio within similar areas.

B. Some colleges/divisions are combined to fulfill the 2:100 ratio requirements. In this situation, representation should be on a rotation basis with each college/division holding office for one term. However, the incumbent may run for re-election if eligible under Section 3.A. However, it is up to the appropriate vice-president as to how the representation will be distributed in his/her area.

C. All nominees must be permanent employees in good standing with Clemson University.

Article VI - Committees

Section 1. Standing Committees

All Senators will serve on a Standing Committee. The Executive Committee will make committee assignments.

A. Membership Committee
   The purpose of the Membership Committee is to conduct all Senate representative elections, officer elections, evaluate representation in each of the constituent areas, implement new member orientation and publish the Senate roster.

B. Communications Committee
   The purpose of the Communications Committee is to develop a systematic means for communicating to all classified staff employees existing University policy, specific actions, and feedback concerning all matters considered by this Senate. The Communications Committee will be responsible for the Benefits Fair. An Ad Hoc committee may be established to assist this event.

C. Policy and Welfare Committee
   The purpose of the Policy and Welfare Committee is to consider the development of job and supervisory skills, compensation, benefits, and welfare of classified staff employees not to exclude other areas of concern that are brought to the Senate’s attention. The Committee will formulate and recommend university-wide policies and procedures related to classified employees.

D. Scholarship Committee
   The purpose of the Scholarship Committee is to serve as the fund raising arm of the Senate. The money raised is used to support the scholarships awarded each year to the dependents of classified staff and to increase the scholarship endowment. The Committee will set yearly goals for its fund raising campaigns and seek new and creative methods to enhance these efforts.

E. Activities Committee
   The purpose of the Activities Committee will be to act as a support to all Standing Committees. This includes the logistical organization of the following events: the Awards Luncheon, the Annual Golf Tournament, and the new Senator Orientation as delegated by the Standing Committee Chairs. The Activities Committee may be asked to organize other events as appropriate.
Nomination for Representation  
On the Clemson University  
Classified Staff Senate  

***********  

Area _______  
(Two people will be elected from this area to serve a three-year term.)

I wish to nominate the following individual to represent the constituent area shown above:

Nominee's Name  

Nominee's Signature of Approval for Nomination  

Printed Name of Nominee's Supervisor  

Signature of Nominee's Supervisor to Recognize Nomination  

Why are you, as the nominee, interested in being a part of the Classified Staff Senate. (Answers to this question will be printed on the ballots for voting.)

Classified staff representation to the Classified Staff Senate must meet the following criteria to be nominated:

- Nominee is committed to serve as a Classified Staff Senator, if elected, and is required to serve on various subcommittees.
- Nominee is a permanent employee in good standing with Clemson University.
- Nominee is able to attend meetings, which are held on the second Tuesday of each month for approximately two hours. (Subcommittees meet as required.)
- Nominee's supervisor has been notified of the nomination and is aware of the time commitment and responsibilities required.

Return nomination by _______  
To: Classified Staff Senate  
G06 Sikes Hall  
Clemson, SC  29634  
Or FAX (864) 656-2008

The Classified Staff Senate was organized because of the need to establish a two-way forum between administrators and classified staff. The Senate is recognized as the voice for all classified University employees. The success of the Senate depends upon having members who are willing to serve a three-year term and to communicate ideas and concerns that relate to and affect classified staff and the University mission. Each area has two Senators to serve the area.