Clemson University
Classified Staff Senate Minutes
Tuesday, January 8, 2002, 10:00 AM
Student Senate Chambers


Absent: Larry Addis, Suzanne Atkinson, Jerry Beckley, Roxanne Bernard, Lynn Boiter, Diana Bourgeois, Odean Bush, Rick Clark, Gary Gaulin, Emma Knight, Jean Kopczyk, Judy Link, Cynthia Long, Julia McBride, Rita McConnell, Lori Rholetter, Tracy Smith, Christine Sober, Patty Warner

Guests: Dave Fleming, Beth Jarrard, Christopher Land, Drew Land, Melissa Marcus, Terry Rumph, Brenda Vander Mey

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

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

2. Guest Speaker:
   A. Drew Land, Student Senate President, began by describing the organization as a very dedicated and active group of students whose goal is to help Clemson University become an even greater institution than it already is. He provided a brief overview of the Student Senate's committees and their current projects. The Academic Affairs Committee is currently concerned with several important issues: (1) It is looking into ways of providing students with online information about the teaching methodologies of professors. (2) Of the 2,200 students that participated in the December student survey about the plus/minus grading system, 70% voted against the proposed system. They have presented their findings to the Academic Council and await further input from the faculty. (3) The committee plans to pursue the possibility of inserting a reading or 'dead day' into the final exam schedule. (4) They have successfully closed a loophole in the Academic Integrity Policy. Any student found to be cheating is no longer able to withdraw from the class without any further consequence. The change now requires any incidence of cheating be reflected on the student's transcript. Other committees within the Senate include Finance & Procedures, dealing with funding of clubs & organizations and rules & regulations; Health & Human Awareness, dealing with alcohol and safety issues & the Annual Safety Walk on 2/7/02; Housing, planning of the Spring Apartment Fair; Public Relations, dealing with publicity/concerns; Traffic & Parking, focusing on improvements to CATs routes and informing students of parking issues; University Relations, Neat Street project; and University Services, assisting in moving Fike's facilities to the old bookstore and the closing of Schilletter Dining Hall after spring break. President Land concluded by expressing the Student Senate's willingness to collaborate with the Classified Staff Senate in helping to make Clemson University a better place to live and work for everyone.

   B. Dave Fleming, Institutional Research, and Brenda Vander Mey, Sociology, presented the Fall 2001 Cooperative Salary Study. (The presentation information is available online at www.clemson.edu/oir/. Click on 'Selected Reports'.) Data pertaining to the classified staff will be refigured after the March raises have been processed. Dave stated that a total compensation report based on base salaries and other forms of compensations that are processed through Clemson University's accounting system would be released hopefully in May.

3. Open Commentary: CSS Senator Phil Landreth requested that the CSS representative to the Administrative Council make it clearly understand that the Classified Staff Senate strongly favors the continued issuance of parking placards. Staff favor stricter enforcement of the placard usage rather than their discontinuance. Barbara Bergman will also report the request to the Parking Advisory Board.

4. President's Report: Comments from Jerry Beckley
   A. Academic Council: Dexter Hawkins reported the following: (1) Students conducted a survey in December to determine if they want a plus/minus grading system. Faculty currently favor the system. (2) Admission applications are up 24% from last year even with the tuition increase. (3) The university anticipates the possibility of additional budget cuts. There is also the possibility of no raises this coming year. The University may use different types of fees to offset budget cuts. (4) The number of people applying for the Retirement Incentive Plan won't be known until the March deadline. Of particular interest will be the number of PSA employees applying for the RIP. Governor Hodges is releasing his 2002-03 budget plan today. Jerry and Dexter are scheduled to meet with President Barker later this month to discuss the effects of the budget cuts on PSA.

   B. Administrative Council: No information was given.

   C. Board of Trustees: Has not met.

   D. Legislative Affairs: Has not met.

   E. President's Cabinet: No information was given.
F. Other:
1. Lawrence Nichols: Lawrence was unable to attend due to an Administrative Council retreat.

5. Treasurer's Report: Cindy Long reported that the calculated budget of $7,196.62 for FY2001-02 was transferred to the corpus of the Endowment Fund on December 14th. The CSS has been awarded performance credits of $5,936.00 and has already been put in 'Other'. This money is earmarked to set up the Classified Staff Senate office. The 2001 golf proceeds have officially been transferred. The 2002 Golf Tournament has received its first hole sponsorship from President Barker. The Senate unanimously approved the Treasurer's Report.

6. Committee Reports:
A. Standing Committees:
1. Membership: Nancy Allgood reported on plans to resend an email to Areas 1,2,9,16,17,23,24 and 26 reminding staff of the January 18th deadline to submit nominations for the Classified Staff Senate 2002-03 year. Plans for the Annual Awards Luncheon on April 9, 2002 are underway. Invitations have been printed.
2. Communications: Wendy Howard reported that the newsletter will be handled by Kathy Hensen. Any ideas for articles for the February issue should be send to khensen@clemson.edu.
4. Scholarship: Has not met.
5. Activities: Gary Pye reminded CSS Senators of the Donor Appreciation Reception on Thursday, January 17, 2002 at the Hendrix Student Center.

B. Ad Hoc Committee on EPMS: The committee will have their first meeting January 14th.

C. University Committees:
1. Accident Review Board: Has not met.
2. Athletic Council: Has not met
5. CATS: Robbie Nicholson had no new information to report at this time.
6. President's Commission on the Status of Black Faculty & Staff: Sandra Parker submitted the following information from the Commission's January meeting: 1) The Commission members discussed and prepared for President Barker's upcoming Summit on Community and Diversity. 2) Information on the Commission's interview sessions with the candidates for Provost was given out. 3) Discussion was held on the possibility of conducting an open forum for members of the University community. 4) The Commission voted to have Sandra Parker serve as its representative on the CSS Ad Hoc Committee on EPMS.
7. Council on Community & Diversity: Linda Cocke reported the President's Summit on Community and Diversity would be held on January 10th.
8. Faculty Senate Budget Accountability: No report was given.
9. Human Resources Advisory: No report was given.
10. Joint City/University: No report was given.
11. Library Advisory: Has not met.
12. Parking Advisory: Barbara Bergman reported their next meeting is scheduled for Thursday, January 10th.
13. President's Commission on the Status of Women: No report was given.
14. Recreation Advisory: Has not met.
15. SACS Committee on Physical Resources: Has not met.
16. Substance Abuse Advisory: No information at this time.
17. SCSEA: Mary Jo Williams

7. Unfinished Business
A. Provost Search: The CSS Executive Committee will meet with each of the 4 Provost candidates. All staff are encouraged to attend the Open Forums with the candidates. At the end of the interview process, the Provost Search Committee will set up a web site on the Clemson home page for feedback from faculty, staff and students about the candidates. Currently, the committee has posted vitas, philosophical statements and pictures of the four candidates at www.clemson.edu.

8. New Business
A. Holiday Schedule: CSS Senator Karen Pope received an inquiry from a constituent regarding the process of the determining the university holiday schedule. It was explained that Human Resources drafts the original schedule and submits it to Administrative Council for approval. Final approval rests with the Board of Trustees. The university's holiday schedule is set a year in advance. Any suggestions or requests for future holiday schedules can be made through Human Resources. State holidays are determined by the General Assembly.

9. Announcements: None.
10. Adjournment: The meeting was adjourned at 11:00 AM.

NEXT MEETING: Tuesday, February 12, 10:00 AM, Student Senate Chambers

Absent: Larry Addis, Suzanne Atkinson, Jerry Beckley, Roxanne Bernard, Lynn Boiter, Diana Bourgeois, Odean Bush, Rick Clark, Gary Gaulin, Emma Knight, Jean Koczy, Judy Link, Cynthia Long, Julia McBride, Rita McConnell, Lori Rholetter, Tracy Smith, Christine Sober, Patty Warner

Guests: Dave Fleming, Beth Jarrard, Christopher Land, Drew Land, Melissa Marcus, Terry Rumph, Brenda Vander Mey

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

1. Approval of Minutes: Minutes were approved with one noted correction.
2. Guest Speaker:
   A. **Drew Land, Student Senate President**, began by describing the organization as a very dedicated and active group of students whose goal is to help Clemson University become an even greater institution than it already is. He provided a brief overview of the Student Senate's committees and their current projects. The Academic Affairs Committee is currently concerned with several important issues: (1) It is looking into ways of providing students with online information about the teaching methodologies of professors. (2) Of the 2,200 students that participated in the December student survey about the plus/minus grading system, 70% voted against the proposed system. They have presented their findings to the Academic Council and await further input from the faculty. (3) The committee plans to pursue the possibility of inserting a reading or 'dead day' into the final exam schedule. (4) They have successfully closed a loophole in the Academic Integrity Policy. Any student found to be cheating is no longer able to withdraw from the class without any further consequence. The
change now requires any incidence of cheating be reflected on the student's transcript. Other committees within the Senate include Finance & Procedures, dealing with funding of clubs & organizations and rules & regulations; Health & Human Awareness, dealing with alcohol and safety issues & the Annual Safety Walk on 2/7/02; Housing, planning of the Spring Apartment Fair; Public Relations, dealing with publicity/concerns; Traffic & Parking, focusing on improvements to CATs routes and informing students of parking issues; University Relations, Neat Street project; and University Services, assisting in moving Fike's facilities to the old bookstore and the closing of Schilletter Dining Hall after spring break. President Land concluded by expressing the Student Senate's willingness to collaborate with the Classified Staff Senate in helping to make Clemson University a better place to live and work for everyone.

B. **Dave Fleming, Institutional Research, and Brenda Vander Mey, Sociology**, presented the Fall 2001 Cooperative Salary Study. (The presentation information is available online at www.clemson.edu/oir/. Click on 'Selected Reports'.) Data pertaining to the classified staff will be refigured after the March raises have been processed. Dave stated that a total compensation report based on base salaries and other forms of compensations that are processed through Clemson University's accounting system would be released hopefully in May.

3. **Open Commentary**: CSS Senator Phil Landreth requested that the CSS representative to the Administrative Council make it clearly understood that the Classified Staff Senate strongly favors the continued issuance of parking placards. Staff favor stricter enforcement of the placard usage rather than their discontinuance. Barbara Bergman will also report the request to the Parking Advisory Board.

4. **President's Report**: Comments from Jerry Beckley
   A. **Academic Council**: Dexter Hawkins reported the following: (1) Students conducted a survey in December to determine if they want a plus/minus grading system. Faculty currently favor the system. (2) Admission applications are up 24% from last year even with the tuition increase. (3) The university anticipates the possibility of additional budget cuts. There is also the possibility of no raises this coming year. The University may use different types of fees to offset budget cuts. 4) The number of people applying for the Retirement Incentive Plan won't be known until the March deadline. Of particular interest will be the number of PSA employees applying for the RIP. Governor Hodges is releasing his 2002-03 budget plan today. Jerry and Dexter are scheduled to meet with President Barker later this month to discuss the affects of the budget cuts on PSA.
   B. **Administrative Council**: No information was given.
   C. **Board of Trustees**: Has not met.
   D. **Legislative Affairs**: Has not met.
   E. **President's Cabinet**: No information was given.
   F. **Other**:
      1. **Lawrence Nichols**: Lawrence was unable to attend due to an Administrative Council retreat.

5. **Treasurer's Report**: Cindy Long reported that the calculated budget of $7,196.62 for FY2001-02 was transferred to the corpus of the Endowment Fund on December 14th. The CSS has been awarded performance credits of $5,936.00 and has already been put in 'Other'. This money is earmarked to set up the Classified Staff Senate office. The 2001 golf proceeds have officially been transferred. The 2002 Golf Tournament has received its first hole sponsorship from President Barker. The Senate unanimously approved the Treasurer's Report.

6. **Committee Reports**:
   A. **Standing Committees**:
      1. **Membership**: Nancy Allgood reported on plans to resend an email to Areas 1,2,9,16,17,23,24 and 26 reminding staff of the January 18th deadline to submit
nominations for the Classified Staff Senate 2002-03 year. Plans for the Annual Awards Luncheon on April 9, 2002 are underway. Invitations have been printed.

2. **Communications:** Wendy Howard reported that the newsletter will be handled by Kathy Hensen. Any ideas for articles for the February issue should be sent to khensen@clemson.edu.

3. **Policy & Welfare:** Has not met.

4. **Scholarship:** Has not met.

5. **Activities:** Gary Pye reminded CSS Senators of the Donor Appreciation Reception on Thursday, January 17, 2002 at the Hendrix Student Center.

B. **Ad Hoc Committee on EPMS:** The committee will have their first meeting January 14th.

C. **University Committees:**
   1. **Accident Review Board:** Has not met.
   2. **Athletic Council:** Has not met.
   3. **Bookstore Advisory:** Has not met.
   4. **Budget Council:** On hiatus.
   5. **CATS:** Robbie Nicholson had no new information to report at this time.
   6. **President's Commission on the Status of Black Faculty & Staff:** Sandra Parker submitted the following information from the Commission's January meeting: 1) The Commission members discussed and prepared for President Barker's upcoming Summit on Community and Diversity. 2) Information on the Commission's interview sessions with the candidates for Provost was given out. 3) Discussion was held on the possibility of conducting an open forum for members of the University community. 4) The Commission voted to have Sandra Parker serve as its representative on the CSS Ad Hoc Committee on EPMS.
   7. **Council on Community & Diversity:** Linda Cocke reported the President's Summit on Community and Diversity would be held on January 10th.
   8. **Faculty Senate Budget Accountability:** No report was given.
   9. **Human Resources Advisory:** No report was given.
   10. **Joint City/University:** No report was given.
   11. **Library Advisory:** Has not met.
   12. **Parking Advisory:** Barbara Bergman reported their next meeting is scheduled for Thursday, January 10th.
   13. **President's Commission on the Status of Women:** No report was given.
   14. **Recreation Advisory:** Has not met.
   15. **SACS Committee on Physical Resources:** Has not met.
   16. **Substance Abuse Advisory:** No information at this time.
   17. **SCSEA:** Mary Jo Williams

7. **Unfinished Business**
   A. **Provost Search:** The CSS Executive Committee will meet with each of the 4 Provost candidates. All staff are encouraged to attend the Open Forums with the candidates. At the end of the interview process, the Provost Search Committee will set up a web site on the Clemson home page for feedback from faculty, staff and students about the candidates. Currently, the committee has posted vitas, philosophical statements and pictures of the four candidates at www.clemson.edu.

8. **New Business**
   A. **Holiday Schedule:** CSS Senator Karen Pope received an inquiry from a constituent regarding the process of the determining the university holiday schedule. It was explained that Human Resources drafts the original schedule and submits it to Administrative Council for approval. Final approval rests with the Board of Trustees. The university's holiday schedule is set a year in advance. Any suggestions or requests for future holiday schedules can be made through
Human Resources. State holidays are determined by the General Assembly.

9. **Announcements:** None.
10. **Adjournment:** The meeting was adjourned at 11:00 AM.

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