Clemson University
Classified Staff Senate
Tuesday, July 9, 2002, 10:00 AM
Student Senate Chambers

Minutes


Absent: Ron Addis, Nancy Allgood, Roxanne Bernard, Wayne Chao, Gary Gaulin, Billie Jones, Bobby Jordan, Emma Knight, Robin Lay, Cindy Owens, Jenny Peay, Karen Pope, Dan Schmiedt, Bill Shivar, Wanda Smith, Charlotte Swafford, Sueera Wooten

Guests: Cathy Bell, Lawrence Nichols

1. Approval of Minutes: The minutes of the July 9, 2002 meeting were approved as submitted.

2. Open Commentary: None.

3. President's Report: Comments from President Dexter Hawkins and Vice-President Phil Landreth

   A. Academic Council: Phil Landreth reports the Council will not meet until August.

   B. Administrative Council: Topics of discussion included: 1) Marvin Carmichael informed the Council that as of May 24, 2002, 97.5% of entering freshmen from South Carolina will receive Life, Hope, or Palmetto Scholarships. The increased scholarship amounts offset the out-of-pocket expenses for students even with the tuition increase. He added that the most financially needy students would still be supported through Community Service Grants. These grants would be available for both in-state and out-of-state students. 2) The Council approved Cathy Sams' proposal to create four task forces to study ways to improve our US News ranking. 3) A request for funding for the McAdams Hall Renovation/Construction project was approved.

   C. Board of Trustees: Dexter Hawkins reports the Board of Trustees met June 13. The Board approved a tuition increase of 14.6% for the academic year 2002-2003. Also approved were three construction bids to Yeargin Construction Inc (Doug Kingsmore Stadium), Shelco Inc. (Fike Recreation Center), and Flagler Co. (Fort Hill Mansion). The Board’s annual retreat is scheduled for July 26 & 27th.

   D. Governmental Affairs: Phil Landreth reports the last two weeks of meetings had been cancelled. At that time, items under consideration were a fertilizer tax and a proposal from Bell South for a new tax rate on municipalities. Updates will be forthcoming as meetings resume when the state legislature reconvenes in the fall.

   E. President's Cabinet: Dexter Hawkins reports on the following items discussed by the Cabinet members since the May 2002 CSS meeting: 1) Cathy Sams' office, Chief Public Affairs Officer, has created a television advertising campaign about Clemson University currently airing during the news hour on dominant news stations in Greenville, Columbia, and Charleston. The goal of this campaign is to heighten public awareness of the connection between individuals and research at Clemson. Follow up surveys will be conducted to see if these ads change public perceptions. 2) Dr. Ed Page presented a report on the Technology Transfer Office. Technology transfer is the process of moving technology from the research stage to its practical application. His office looks for good patents with strong commercial potential. President Barker stated that technology transfer is key to Clemson’s success in winning the competition for the state's funding of endowed chairs in the research areas. 3) Chris Przirembel, Vice President of Research, stated that Clemson is negotiating 7-9 licenses generated by faculty activity. He also mentioned that professor Huabei Jiang received a great deal of national media coverage for the breast cancer imaging process grant he received from the National Institute of Health. 4) Steve Copeland, Financial Affairs, Karen Robbins, Revenues and Receivables, and Debra Hart, Sponsored Programs, presented updates on the Billing and Accounts Receivable system. 5) Debbie DuBose, Alumni Relations, informed Cabinet members that the Fort Hill Mansion is scheduled to reopen in 2003. A committee is working on preparations to celebrate the reopening which will coincide with the 200th anniversary of the original construction of the house. The history department will be asked to assist in the planning process. 6) Jessyna McDonald reported that PSA had been awarded a Congressional grant entitled ‘Bridging the Digital Divide Through Extension Technology Learning Centers.’ She also announced that a Salon on Economic and Community Development: Land Grant Style was scheduled for June 14th at the Madren Center. 7) Byron Wiley, Access and Equity, reported on the progress of the Emerging Scholars Program. Following a recent visit to Hampton County to meet with the students involved in the program, he foresees the only problem as trying to keep the numbers down. Mr. Wiley also met with representatives of General Electric who want Clemson University to include some General Electric Scholarship students...
from Southside High School in the Emerging Scholars Program. He hopes this collaboration will open the door to further funding from General Electric. 8) Dr. Walter Cox thanked Cabinet members for the surprise tribute of having Hwy. 93 named in his honor during Reunion Weekend. 9) Almeda Jacks, Vice President of Student Affairs, reported on orientation plans and schedules. She also informed the Cabinet of the meeting of the Parking & Transportation Task Force scheduled for later that day. The Task Force committee members have been asked to obtain information from their constituents regarding the parking issue so the process will be as inclusive as possible. Cabinet members were asked to do the same. 10) Thornton Kirby, Executive Secretary to the Board of Trustees, stated that Mr. Tom Lynch is the newest member of the Board of Trustees. He will serve on the Educational Policy committee, the Institutional Advancement committee and the Research committee.

F. Other:

1. Human Resources: Lawrence Nichols, CHRO, addressed the following topics:
   a. Optional Retirement Plan: As of July 1, 2002, all incoming employees may elect to enroll in the Optional Retirement Plan or the State Retirement Plan. The state is allowing a 15-day window for new employees to elect which plan they prefer. Human Resources is concerned that new employees start working and might not get to New Employee Orientation until after the 15 day period has lapsed. Following that 15-day period, if no preference has been given, the employee is automatically placed in the state retirement system. There can be no reversal. Mr. Nichols urged anyone dealing with new employees to make it a priority to have them take care of their retirement plan. Look for information on the Optional Retirement Plan in Inside Clemson and on the Human Resources web site (http://www.clemson.edu/humanres/).
   b. Temporary Grant Funded Positions: Employees in temporary grant positions historically have never gotten vacation or sick leave. Beginning September 1, 2002, these employees will earn 24 personal days per year. These 'personal days' can be used for vacation, sick leave, medical appointments and for personal leave. All personal days must be used within the calendar year they are earned; there will be no carryover.
   c. Tuition Pre-payment Payroll Deduction: Regarding the Classified Staff Senate’s request for the option of participating in the South Carolina Tuition Pre-payment Plan through payroll deductions, Mr. Nichols stated that it is a doable thing, but there most likely would be a handling fee every pay period. The Classified Staff Senate should notify Mr. Nichols if this is something that staff would like for HR to pursue. He further stated that there would be a minimum participation requirement to initiate the program. There is no pre-tax advantage to this program. Many banks are already set up to handle these types of transactions. Mr. Nichols will check with Ron Herrin to verify that the South Carolina Credit Union also makes the transactions.
   d. Direct Deposit to Multiple Institutions: Mr. Nichols explained that the system has the capability to handle direct depositing to multiple institutions but it hasn't been done because of the timing and complexity of the installation of the People Soft system. He intends to take a closer look at this option and the programming involved. Again, determining the level of interest for such an option would be an important factor to its progress.

2. Parking & Transportation Task Force: Dexter Hawkins stated his intention of keeping all staff informed of the committee’s progress by emailing discussion summarizations of each meeting. He read a letter from Almeda Jacks in which she thanked him for his efforts of promoting open communications. The Task Force recently reviewed information in the Ten Principles of Parking. This information is still in draft form. At Dexter’s recommendation, the CSS Communications Committee will meet to discuss how best to make the Ten Principles of Parking available to staff. Jean Kopczyk reiterated the viewpoint of many staff that stricter enfosments of parking regulations should be a top priority. She related her recent encounters with students who are habitually parking in faculty/staff spaces. Her attempts to make the students aware of the parking restrictions as well as her reports to campus police of the violations have not gotten any results. Dexter stressed that staff should stay abreast of this issue. Constructive comments may be sent to Classified Staff Email-L@clemson.edu.

4. Treasurer’s Report: Cindy Long reports that approximately $3,000 remains in the E&G funds from FY 2001-02. There is a slight possibility this money might be rolled over as performance credits for FY 2002-03. The final report on the Endowment Fund/Annual Fund for FY 2001-2002 should be available by the August meeting. The Endowment Fund suffered a significant loss over the past year. Scholarship Committee Chair, Larry Addis, asked about other available options for investing. Cindy is aware of no other options. Vending money of $5,000 was awarded for FY 2002-2003. The Treasure’s report was unanimously approved.

5. Committee Reports
   A. Standing Committees:
      1. Membership: Julia McBride reports the committee will meet for the first time prior to the August meeting.
      2. Communications: Barbara Bergman
         a. Email Distribution List: Barbara explained the email distribution list was to be used by Senators to exchange information with their constituents. Information on the list also explains how to find out the names of each Senator’s constituents. She pointed out that the list is likely to be changed sometime late summer to reflect a possible reorganization of representation. This
is pending the Membership Committee’s review of the updated information from Human Resources later this summer. Barbara has also created mailing lists for each Standing Committee.

b. Constituent Information: Feedback on the committee’s summarization of the May meeting has been very positive. The committee plans to meet each month following the monthly CSS meeting to draft the summarization and make it available to Senators for distribution to constituents as quickly as possible.

c. CSS Workspace on MyCLE: Workspace on MyCLE has been created for the Senate. The workspace can be accessed at http://www.MyCLE.clemson.edu. Barbara hopes to provide a demo for the Senate at a later date.

d. August Newsletter: Work on the August newsletter is underway. Standing committees will be contacted for information for the newsletter.

3. Policy & Welfare: Roxanne Bernard reports the committee has tentatively rescheduled its July meeting for July 31. Members have been independently working on potential questions for their parking survey of other SC agencies, as well as coming up with a list of agencies to contact.

4. Scholarship: Larry Addis reports the committee has not met since the golf tournament. They will be discussing plans for the golf tournament proceeds. As always, the proceeds will benefit the scholarship program. However, there is justifiable concern about whether to risk putting the proceeds into the Endowment or to hold it in the Annual Fund until the stock market is less volatile. President Barker was able to come by the golf tournament this year and subsequently wrote a letter of appreciation to Dexter and the Classified Staff Senate for its scholarship program and helping to build a stronger Clemson Family.

5. Activities: Gary Pye reports the committee met to discuss the 3rd Annual Bake Sale. It is scheduled for October 18th (Homecoming Weekend). Baked goods will be sold at Mell Hall, Cooper Library, P & A Building lobby, and the Hendrix Student Center Atrium. Proceeds are earmarked for the Scholarship Fund. Dexter thanked the committee for setting up refreshments at today’s meeting.

B. Ad Hoc Committee on Evaluation & Performance: Jerry Beckley reports the committee is putting together its recommendations and presentation. Once completed, the Executive Committee will review it. The full Senate will have the opportunity to review, discuss, and revise the report prior to its being presented to the administration. Jerry stated his preference to present the report in its entirety when it is ready rather than trying to highlight topics at this point. He did state that the committee carefully studied the concerns of accountability of supervisors and performance based pay. He alerted the Senate that the approval process would be a long one. If it is approved by the university’s administration, it must then be approved by the state.

C. University Committees

1. Accident Review Board: On hiatus.
2. Athletic Council: Brian Becknell
4. CATS: On hiatus.
5. President’s Commission on the Status of Black Faculty & Staff: On hiatus.
8. Human Resources Advisory: Emma Knight reports on the following: (1) A policy has been drafted for personal leave for temporary grant funded positions. The target implementation date is September 2002. (2) Direct deposit forms on new employees are not being sent to HR. HR is requiring these forms as a condition of employment. New employees should not be entered into CUBS until paperwork is complete. (3) A payroll employee in the department and/or budget center needs to be available to answer questions during payroll calculations on Thursday afternoon and Friday morning. (4) As of 07/01/02 new hires will have the choice to enroll in the Optional Retirement Program. New employees must enroll within 15 days. Those who do not enroll within 15 days will default into the South Carolina Retirement System. (5) The deadline to post year-end leave is 07/10/02. (6) Desmond Johnson, a student working in HR, will be contacting departments on a Timesheet Compliance Audit.

12. President’s Commission on the Status of Women: No information at this time.
13. Recreation Advisory: Steve Perry
14. SACS Committee on Physical Resources: Dexter Hawkins
15. Substance Abuse Advisory Committee: Robin Lay
16. SCSEA: On hiatus.

6. Unfinished Business

A. Board of Trustees Staff Award of Excellence: Dexter explained that this event is intended to recognize the outstanding achievements of staff. It also would serve to give the Board of Trustees an opportunity to better realize the contributions staff make to Clemson University and to give staff an opportunity to interact with the Board. The event would recognize staff who have achieved awards at the
international, national, regional, state, university-wide levels as well as those given in the CU Employee of the Year category. President Barker and the Board of Trustees have approved the event. The inaugural event is scheduled for the first week of September 2002. Cathy Bell, 1998-2000 CSC President, is working with Thornton Kirby, Executive Secretary to the Board and Lawrence Nichols, Chief Human Resource Officer, to organize the event. Many details need to be determined and it is Cathy’s goal to bring staff’s input to the discussion table. Senators should have received a questionnaire via email and are encouraged to talk with their constituents for their feedback. All comments should be sent to Cathy at mabell@clemson.edu as soon as possible.

7. New Business:
   A. August Graduation: Clemson University will stage 6 college graduation ceremonies on Saturday, August 10th in The Brooks Center and Tillman Hall. Each college will provide a marshal but they will only be present at their respective college ceremony. We would like to have a staff volunteer from each college representing the classified staff. Those interested should contact Kathy Hensen (khensen@clemson.edu) by Monday, July 22.

8. Announcements
   A. August Meeting: President Barker is the scheduled guest speaker for the August CSS meeting.
   B. August Convocation: Fall Convocation is scheduled for Tuesday, August 20 at 9:00 AM in The Brooks Center. All staff are encouraged to attend.

9. Adjournment

NEXT MEETING: Tuesday, August 13, 2002, 10:00 AM, Student Senate Chambers