

**CLEMSON UNIVERSITY  
CLASSIFIED STAFF SENATE**

January 14, 2003, 10:00 AM  
Student Senate Chambers

**MINUTES**

**Present:** Larry Addis, Ron Addis, Nancy Allgood, Suzanne Atkinson, Samantha Bass, Barbara Bergman, Teresa Blanding, Lynn Boiter, Deanna Burns, Odean Bush, Wayne Chao, Linda Cocke, Annice Cope, Patricia Dobey, Corey Ferrier, Gary Gaulin, Dexter Hawkins, Buddy Hood, Billie Jones, Emma Knight, Jean Kopczyk, Linda Landreth, Judy Link, Cindy Long, Cindy Owens, Jenny Peay, Karen Pope, Lori Rhoetter, Dan Schmiedt, Bill Shivar, Wanda Smith, Christine Sober, Charlotte Swafford, Terri Vaughan, Patricia Warner, Suerea Wooten

**Absent:** Roxanne Bernard, Diana Bourgeois, Mike Edwards, Heather Irwin, Phil Landreth, Robin Lay, Julia McBride, Rita McConnell, Gary Pye, Steve Shiflet, Tracy Smith

**Guests:** Brian Becknell, Beth Jarrard, Clarice Maclay, Jennifer Shurley

The meeting was called to order at 10:10 AM by President Dexter Hawkins.

1. **Approval of Minutes:** The minutes of the December 10, 2002 meeting were approved as submitted.
2. **Open Commentary:** None.
3. **Announcements from the President**
  - A. **Academic Council,** Phil Landreth: No new information at this time.
  - B. **Administrative Council,** Dexter Hawkins: The Council reviewed budget materials presented by Alan Godfrey, Director of Budget & Financial Planning. Mr. Godfrey led the Council through a budget review of the last two fiscal years as well as best case/worst case scenarios for FY 2003-2004. Each Council member and Dean was asked to prepare a plan for managing a 5% budget cut and a 10% budget cut, on both a one-time and a permanent basis. President Barker also asked for recommendations on how best to engage faculty and administrative staff members in this planning process.
  - C. **Board of Trustees,** Dexter Hawkins: The Board will meet the end of January. The Classified Staff Senate will submit a report.
  - D. **Governmental Affairs,** Phil Landreth: No new information at this time.
  - E. **President's Cabinet,** Dexter Hawkins: Dr. Kathleen Yancey provided a presentation on The Clemson Digital Portfolio. She reviewed two different student portfolios for style and content. The portfolios might be useful when applying for assistance or a permanent job and as an advising tool for future planning. Plans are to host a faculty workshop in May 2003. Athletic Director Terry Don Phillips announced they will be hiring an assistant AD to help with recruiting.
  - F. **Other:**
    1. **Human Resources,** Lawrence Nichols: No report.
    2. **Parking & Transportation Task Force,** Dexter Hawkins: The last meeting was canceled. No new information was reported.
    3. **Campus Master Plan:** Dexter Hawkins shared that a proposed running/walking trail has been incorporated into the Campus Master Plan. The trail layout is indicated on the Master Plan map (<http://www.clemson.edu/masterplan/mpsection5c.pdf>). Comments may be sent to Dexter at [dhwkns@clemson.edu](mailto:dhwkns@clemson.edu).
4. **Treasurer's Report,** Cynthia Long: Performance credits for FY03 total \$2,000. \$1,750 has been added to the Other account leaving a balance of \$1,943; \$250 has been added to the Travel account leaving a balance of \$928. Cindy noted that our expenditures were significantly greater this year due to the office set-up costs. The Treasurer's report was unanimously approved.
5. **Committee Reports**
  - A. **Standing Committees**

1. **Membership**, Nancy Allgood: The committee is working on gathering nominations for the upcoming CSS elections. Those Senators wishing to serve a second term should submit their signed nomination form to Nancy as soon as possible.
2. **Communications**, Barbara Bergman: Work has begun on the February newsletter. The committee has drafted a new web site layout. Heather Irwin is developing it.
3. **Policy and Welfare**, Roxanne Bernard: Has not met.
4. **Scholarship**, Larry Addis: The Scholarship Committee has begun planning for the 12<sup>th</sup> Annual CSS Golf Tournament. Their first order of business is to line up sponsors and prizes. The tournament date is Friday, May 16 at The Walker Course. The next meeting is scheduled for Monday, February 10. Larry reported that we have committed to funding ten scholarships of \$1,150 each for 2003-2004.
5. **Activities**, Lynn Boiter/Gary Pye: The committee did not meet in January but is scheduled to meet Tuesday, February 4.

#### **B. University Committees**

1. **Accident Review Board**, Gary Pye: No report.
2. **Athletic Council**, Brian Becknell: The Council has approved the changes to re-organize the subcommittees to align themselves with NCAA guidelines.
3. **Bookstore Advisory**, Cindy Long: No report.
4. **Budget Accountability**, Dexter Hawkins: The committee will meet in February.
5. **CATS**, Robbie Nicholson: Has not met.
6. **Council on Community & Diversity**, Linda Cocke: No report.
7. **Fike/Healthy Community**, Dexter Hawkins: Dexter announced the retirement of Jim Pope, Director of Campus Recreation. Shane McMahan will serve as interim director. The anticipated opening of the newly renovated Fike Recreation Facility is expected in July or early fall.
8. **Human Resources Advisory**, Emma Knight: The committee discussed the following: (1) a draft Exit Interview Process form. Exit interviews are available to employees, but very few choose to participate. A major concern is keys, cellular phones, uniforms, tools and other University properties are not being turned in or canceled when employees transfer or leave the University. (2) the recommendations of the CSS for changes to the EPMS process/form. Because the State Office of Human Resources must approve any changes to the process/form, CU Human Resources discussed those changes with the State and they were not interested in making any changes at this time. CU did add the 'Substantially Exceeds' and 'Need Improvement' categories and those could be deleted with the State OHR's approval. (3) A suggestion to add another code in Position Status is under consideration by CUBS. This change would assist in the budget process by automatically pulling in vacancies and departments would no longer have to manually key in vacancies. (4) Personal leave for temporary grant positions is being reviewed. A March 2003 approval date is anticipated. Several questions were posed from the Senate membership regarding these topics. Emma Knight will notify Chief Human Resource Office Lawrence Nichols about them.
9. **Joint City/University**, Robin Page: No new information at this time.
10. **Library Advisory**, Diana Bourgeois: Has not met.
11. **Parking Advisory**, Dan Schiemdt: Lucy Crown, Center for Community Growth and Change, at the AAH addressed perceived effectiveness of transportation systems. Her presentation focused on types of improvements that CATS might consider and ways of helping our campus community deal with transportation/parking perceptions.
12. **President's Commission on the Status of Black Faculty & Staff**, Sandra Parker: Has not met.
13. **President's Commission on the Status of Women**, Cathy Bell: The Commission did not meet in December. The next meeting is scheduled for Friday, January 24.
14. **Recreation Advisory**, Steve Perry: No report.
15. **Substance Abuse Advisory Committee**, Robin Lay: No report.
16. **South Carolina State Employees Association**, Angee Pearson: The Clemson Chapter of the SCSEA is hosting its annual Legislative Barbecue Supper on Monday, January 27<sup>th</sup> at 6:30 PM at Just More Barbecue in Pendleton. This event is our opportunity as state employees and retirees to outline our needs with our legislators and hear from them on their views on the 2003 legislative session. To purchase

tickets, contact Angee Pearson at [apearso@clermson.edu](mailto:apearso@clermson.edu) or 656-7015. Tickets are \$6 in advance or \$9 at the door.

## 6. Unfinished Business

### A. Updates:

**Staff Ombudsman:** Because of continuing budget reductions, the Classified Staff Senate has opted to pursue the establishment of a staff ombudsman at a more economically opportune time. Retention of jobs has taken top priority. Costs for the initial year for a staff ombudsman office are estimated at \$80,000-100,000.

**Staff Evaluation and Performance:** The approval/disapproval of the recommended changes lies with the South Carolina Office of Human Resources. Little to no change is expected.

**Staff Performance Bonuses:** Administrative Council has approved all of the CSS recommendations for distribution of the bonus money with the exception of the recommendation to publish the names of the recipients. The Council has asked the Executive Committee for additional input on this particular recommendation. The unanimous decision of the Executive Committee was in support of publishing the information for reasons of accountability and motivation. CHRO Lawrence Nichols will relate the feedback to Council. A question was raised as to whether the distribution would be based on the 2002 or 2003 EPMS evaluations. Problems with both scenarios were discussed. A motion was made to include a recommendation stating that the 2002 EPMS evaluations should be used if the bonus money was distributed before March 1, 2003; if after March 1, 2003, the 2003 EPMS evaluations should be used. The vote resulted in 13 for and 14 against the motion.

**Staff Evaluation of Academic Deans:** The Provost office has reviewed the proposed evaluation form drafted by Phil Landreth. Some minor changes were made and have been approved. The evaluation process is expected to begin later this month.

## 7. New Business

**A. CSS Officer Nominations for 2003-2004:** Nominations for 2003-2004 CSS officers were taken. Linda Landreth was nominated for Parliamentarian; Cindy Long for Treasurer; Barbara Bergman for Secretary; and Gary Gaulin for Vice-President. Additional nominations will be taken at the February meeting.

**B. Staff Suggestion Program:** Dexter Hawkins would like for the Classified Staff Senate to pursue implementing a staff suggestion program through which staff employees could submit cost-saving ideas for the university. He asked that Senators discuss the idea with their constituents during the next month to help determine if staff would support such a program. Emma Knight will check with Human Resources for information about the state's program.

## 8. Announcements

**A. Martin Luther King Jr Celebration:** The events for the 2003 MLK Celebration at Clemson University are scheduled for January 14 – 22<sup>nd</sup>. A detailed listing of these planned events can be found at <http://www.clemson.edu/special/mlk/>. All events are open to the public and free of charge (unless otherwise indicated).

**B. The next Faculty/Staff After Hours** will be Thursday, February 6, 2003 at 4:30 PM at the Madren Center. Dates for the remainder of the academic year are March 4, April 3, and May 1.

**9. Adjournment:** There being no further business, the meeting adjourned at 11:00 AM.

**Next Meeting:** Tuesday, February 11, 2003, 10:00 AM, Student Senate Chambers