

**CLEMSON UNIVERSITY
CLASSIFIED STAFF SENATE**

February 11, 2003, 10:00 AM
Student Senate Chambers

MINUTES

Present: Nancy Allgood, Ron Addis, Samantha Bass, Barbara Bergman, Roxanne Bernard, Teresa Blanding, Lynn Boiter, Diana Bourgeois, Deanna Burns, Linda Cocke, Annice Cope, Patricia Dobey, Corey Ferrier, Gary Gaulin, Dexter Hawkins, Buddy Hood, Jean Kopczyk, Linda Landreth, Phil Landreth, Judy Link, Jenny Peay, Karen Pope, Gary Pye, Lori Rholetter, Dan Schmiedt, Steve Shiflet, Wanda Smith, Christine Sober, Terri Vaughan, Suerea Wooten

Absent: Larry Addis, Suzanne Atkinson, Odean Bush, Wayne Chao, Mike Edwards, Heather Irwin, Billie Jones, Emma Knight, Robin Lay, Cindy Long, Julia McBride, Rita McConnell, Cindy Owens, Bill Shivar, Tracy Smith, Charlotte Swafford, Patricia Warner

Guests: Beth Jarrard, Janice Merck, Lawrence Nichols, Joyce Peebles

The meeting was called to order at 10:00 AM by President Dexter Hawkins.

1. **Approval of Minutes:** The minutes of the January 14, 2003 meeting were approved as submitted.
2. **Open Commentary:** None
3. **Announcements from the President**
 - A. **Academic Council,** Phil Landreth: No new information to report.
 - B. **Administrative Council,** Dexter Hawkins: The Council reviewed and approved the recommendations of the Classified Staff Senate regarding staff bonus distribution. Lawrence Nichols, Chief Human Resource Officer, was asked to revisit the Staff Senate about publication of the names of bonus recipients. The Council tentatively approved a graduate student activity fee of \$10/semester to fund recognized graduate student organizations, Graduate Student Government, Graduate Student organizational support, travel awards, and free Fike membership. Plans for completing and occupying the Biotechnology Building were discussed. Discussions about the budget began with a review of the Guiding Principles used over the past two years. President Barker reiterated that another tuition increase would not be sought until all other means have been scrutinized. President Barker reiterated his commitment to data-driven decisions. Robin Newberry, Director of Environmental Health & Safety, advised the Council that new federal laws have required the Centers for Disease Control and the USDA Animal and Plant Inspection Service to publish regulations governing the possession and use of Select Agents (biological agents or toxins deemed a threat to public health). Clemson is subject to the new regulations, and the University must designate a Responsible Official by February 7. The Council approved Mr. Newberry as Clemson University's designated Responsible Official and directed him to provide a plan for achieving compliance by March 1, 2003.
 - C. **Board of Trustees,** Dexter Hawkins: The Board met January 30th and 31st. The Board approved: (1) the fee for an online master's degree in Human Resource Development for Boys & Girls Clubs of America. (2) amending the lease to the Agricultural Heritage Center in Blackville to include additional land for an exhibit building. (3) a construction contract for \$264,000 to Yeargin Construction, Inc. of Greenville for installation of an elevator in SIRRINE Hall. (4) a construction contract for \$772,977 to Zorn Company, Inc. of Seneca for renovating Barre Hall basement. (5) a construction contract for \$2,791,130 to G-M Mechanical Corp. of Greenville for new mechanical and life safety systems in five residence halls. (6) a construction contract for \$298,863 to G-M Mechanical Corp. of Greenville for improving HVAC (heat, ventilation, air condition) systems at Rhodes Engineering Research Center. (7) renewing the lease with Eagles Landing Management of Seneca for office space for the Division of Seneca for office space for the Division of Computing and Information Technology.

Dexter added that a great deal of the Board's of discussion dealt with budget uncertainties. Dexter advised the Senate that today's news from Columbia was predicting mid-year cuts of about \$120M.

- D. Governmental Affairs**, Phil Landreth: The members met on Monday, January 27th. Angie Leidinger, Executive Director of Governmental Affairs, participated via conference call from Columbia and offered her assistance to those conducting business in Columbia.
- E. President's Cabinet**, Dexter Hawkins: Marvin Carmichael reported that the Board of Visitors and our Governmental Affairs personnel are scheduled to meet with legislators regarding our legislative priorities. President's Advisory Board replacements will be solicited in the next few weeks. Nominations should be submitted to Mr. Carmichael for consideration. Byron Wiley, Director of Access & Equity, advised that work is progressing with G.E. on funding the Emerging Scholars Program. With the positive feedback, G.E. has asked that proposals for more significant funding be submitted. George Bennett, Director of IPTAY, advised that they will hosting one of the largest meetings of IPTAY on February 6th at the state fairgrounds in Columbia. Dr. Debbie Jackson, Effectiveness and Assessment, reported that Clemson had no follow up items on SACS. Emphasis areas will continue to be reviewed. Alfred Bundrick, Federal Relations, advised that the new members of the legislative team must be educated on Clemson's priorities. Mr. Bundrick will update the Cabinet as committee appointments progress. Angie Leidinger, Executive Director of Governmental Affairs, reported that the Governmental Affairs team is working with Marvin Carmichael and the Board of Visitors on visits with the legislators. Work in continuing with Neill Cameron and Chris Przirembel on the automotive research project. She will continue to provide updates from the new legislative team in Columbia as the information becomes available. Terry Don Phillips, Athletic Director, reported that interviews were beginning for an associate athletic director who would help monitor the graduation rates for athletes. Relative to possible budget cuts, Athletics is continuing to look at cost savings measures.
- F. Other:**
- 1. Human Resources**, Lawrence Nichols: Mr. Nichols shared that his involvement with the recent budget discussions has kept him from attending the January meeting.
 - **Distribution of Staff Bonuses:** The Administrative Council has accepted the recommendations of the Classified Staff Senate for the distribution of staff bonuses. Mr. Nichols will be putting the bonus distribution on the Administrative Council's agenda as an action item. His expectation is that the item will pass. A decision has not been made about the publication of recipient names. He explained their hesitancy involves past experiences where the publication of faculty recipients has damaged working relationships and created long lasting ill will. Mr. Nichols stated he would continue to report to Dexter and Phil as details unfold.
 - **Budget Cuts:** Administrative Council is looking at ways to continue to pursue the mission of the university and provide a quality education in the least painful way possible. Mr. Nichols referred to President Barker's email message to all staff (January 24, 2003, "Dear Clemson: Budget Planning"). He stressed that no decisions have been made and that the Administrative Council remains open to any and all suggestions. Anyone may submit a suggestion to Mr. Nichols or any member of the Administrative Council. Mr. Nichols expects a decision to be made before April 1 in order to meet mandatory deadlines. An April 1 decision would allow time for the SC Office of Human Resources to respond to the recommendations and the University to make any needed modifications. Implementation would need to take place by June/July. Mr. Nichols reiterated that the Administrative Council's ultimate goal is to save jobs; RIFs remain their last resort. Mr. Nichols answered questions from the Senate: (1) IF mandatory furloughs were implemented, the furlough would apply to every employee of the University. It most likely would be a 10-day furlough with payroll deductions spread evenly throughout the year. Each paycheck would be reduced so as to minimize the impact of the reduction. All health and retirement benefits would continue with no change. Employees and supervisors would work together to assure a regulated workflow. (2) Another tuition increase is not an impossibility but the Board of Trustees has strongly indicated that they will not approve such a recommendation without proof that every other option has been seriously

considered. Mr. Nichols added that there are state regulations as to how much tuition can be raised. (3) Mr. Nichols explained that the University is seeking legislative relief from the state legislation and the SC Office of Human Resources in a number of ways. Once such change would enable Clemson University to make its own determinations about weather closings rather than the governor making a statewide decision.

- **Staff Suggestion Program:** Mr. Nichols' experience with suggestion programs was generally favorable, noting that most programs offer incentives. Online information about the state's program cannot be accessed most likely, in Mr. Nichols' opinion, because of lack of funding for incentives. He anticipates funding would be a problem for the university, too. However, he emphasized that he did not want to discourage the Senate from pursuing the program.
- **Personal Leave for Temporary Grant Employees:** Mr. Nichols explained the proposal has gone through a series of modifications and currently sits with the Provost. He anticipates that it will be placed on the Administrative Council agenda in the very near future.

Mr. Nichols assured the Senate that the Administrative Council is working very hard to do whatever can be done to address the budget cuts in the fairest and most humane way possible. No one is taking this decision lightly.

2. **Parking & Transportation Task Force,** Dexter Hawkins: The committee is scheduled to meet on February 13th. (1) Dexter has contacted Joe Granger about an inquiry about the possibility of freeing up some visitor parking spaces around the Strom Thurmond Institute for employee use. Mr. Granger shared that originally when the Strom Thurmond Institute was constructed there were no spaces for visitors to the Institute or those attending special events. Following numerous complaints, Parking Services and the Strom Thurmond Insitute pooled financial resources to construct the oval driveway area and install visitor parking spaces. A specific agreement exists as to the designation, control and fees for non-university use of these spaces for event parking. (2) Reaction to the new restrictions placed on parking placards is that they have been rendered virtually useless with the elimination of parking in service vehicle spaces. (3) Dexter provided clarification on correct usage of handicap tags: Those vehicles with a handicap parking tag may park in handicap, timed, visitor, student, and faculty/staff spaces but not in service vehicle spaces. It was noted that the Police Department does not seem to be enforcing this new policy with respect to the service vehicle spaces perhaps due to a communication breakdown. Dexter will bring it up at the next committee meeting. (4) Almeda Jacks and Joe Granger had asked for staff to try parking in the perimeter lots and riding the CAT bus into campus. As parking is removed to accommodate increased building density on campus, destination parking schemes will very likely continue to decrease in utility. CATS has increased the number of buses for on-campus routes, resulting in a five minute service schedule on the Orange & Blue routes. They are asking that staff try this arrangement and provide feedback.

4. **Treasurer's Report,** Cynthia Long: The Annual Scholarship Fund current balance totals \$16,370. The spring semester draw of \$5,750 has not yet been deducted. The Endowment balance in the Principle side is \$123,220. The Executive Committee unanimously approved Cindy's request to transfer \$7,463.38 from the spending side of the Endowment to the principle side. Performance money has been transferred bringing the balance in Other to \$1,943 and in Travel to \$928. Vending expenses to date total \$532. The report was unanimously approved.

5. Committee Reports

A. Standing Committees

1. **Membership,** Nancy Allgood: Election ballots went out to Areas 5, 6, and 22. All ballots should be turned in by Friday, February 14. Committee members will meet Monday, February 17 to count ballots. The Senate applauded Nancy for her work as Membership Chair. Dexter reminded the members that Nancy would be leaving the Senate and a volunteer is needed to assume the duties of Membership Chair.
2. **Communications,** Barbara Bergman: There was no new information to report.
3. **Policy and Welfare,** Roxanne Bernard: The committee had not met.

4. **Scholarship**, Larry Addis: Phil Landreth reported that the committee is working hard on the golf tournament, trying to line up sponsors and prizes. A large raffle prize is needed; anyone with possible ideas and contacts should please let the committee members know.
5. **Activities**, Lynn Boiter/Gary Pye: Lynn reported that the committee will be assisting with securing raffle prizes for the golf tournament. Gift certificates from grocery stores, Walmart, K-mart, etc. are needed to purchase miscellaneous foods and drinks needed for the golfers. She asked anyone with a connection to please contact them about a donation or to contact any Activities Committee member with the contact information.

B. University Committees

1. **Accident Review Board**, Gary Pye: No report.
2. **Athletic Council**, Brian Becknell: No report.
3. **Bookstore Advisory**, Cindy Long: No report.
4. **Budget Accountability**, Dexter Hawkins: No report.
5. **CATS**, Robbie Nicholson: JTAB (CAT) Board has not had an official meeting in 2003. Since July 1, 2002, 16,890 passengers have ridden NightCat. The total for the fiscal year ending in June of the prior year was a total of 21,962. This is approximately a 40% increase in ridership. The continued growth in this service is phenomenal. To learn more about this service and available routes: <http://www.catbus.com/>.
6. **Council on Community & Diversity**, Linda Cocke: No report.
7. **Fike/Healthy Community**, Dexter Hawkins: The committee met on February 10 but Dexter was unable to attend due to President's Cabinet. He will provide an update at next month's meeting.
8. **Human Resources Advisory**, Emma Knight: The January meeting was canceled.
9. **Joint City/University**, Robin Page: The JC/UC met on Feb. 3. Items discussed include: (1) 2003 Legislative Breakfast will be held this Friday, February 7 at 8:30 a.m. at the Madren Center. University, City, County, and State representatives are invited to attend. (2) Exchange Visit at Clemson from UGA - It will be recommended that this meeting be held before the Univ. of Georgia game and last for a day and a half. Last year Clemson visited their campus for a day and we just didn't have enough time. (3) There was discussion about the Transit System expanding to include the apartment complexes that will house the students who are currently in the Fraternity Area. Currently, these complexes are not on the transit route. Also, they have completed a grant requesting money to purchase two additional buses. (4) Students involved with the "CROP WALK" have asked that the JC/UC be involved in this event. (5) ClemsonFest will be held on July 3, 2003 at the YMCA.
10. **Library Advisory**, Diana Bourgeois: The committee has not met.
11. **Parking Advisory**, Dan Schiemdt: The Clemson House Residence Hall Council has asked PAB to consider reallocating the parking spaces at the Clemson House to more adequately serve the 400+ students living there. Because there are fewer events being held there that require visitor parking, they believe a larger number of the spaces should be reserved for student parking. There are currently about 208 student parking spaces at the Clemson House.
12. **President's Commission on the Status of Black Faculty & Staff**, Sandra Parker: The President's Commission on the Status of Black Faculty and Staff held a brief meeting on February 3, 2003. Several commissioners attended the University's national conference on Best Practices in Black Student Achievement. The conference was well attended by faculty and administrators from several colleges and universities. The Harvey Gantt 40th Anniversary Celebration was also well attended. The commission is making plans to conduct focus groups of Clemson faculty and staff.
13. **President's Commission on the Status of Women**, Cathy Bell: The Commission met on January 24th. Cathy Bell and Robbie Nicholson reported on their meeting with Krissy Kaylor regarding questions received from women about the health insurance plan coverages and new fees being charged for mammograms at some clinics. The Women's Commission will be looking into ways to collaborate with the Wellness Center and Human Resources staff to bring more awareness to these issues. Subsequently, Ms. Bell was asked to represent the Women's Commission on the Ad Hoc Committee on Healthy Communities. Judy Melton reported that the *Clemson University as a*

Workplace Report is now at the printers, and it will be presented to the President's Cabinet at an upcoming meeting. Bernice Sandler, a nationally known expert on women's issues, has agreed to come to Clemson on March 26 for a full day of activities with various groups of faculty, staff and students. Among other issues, she will be addressing the topic of Chilly Climate in the workplace and its relationship to the Women's Commission's Workplace Report. Chilly Climate issues look at how men and women are treated differently in classrooms and at work. Plans were made to solicit nominations for the upcoming CU outstanding women and distinguished contributor awards. These awards will be presented on Wednesday, March 5 at 3:30 PM at the Rotunda of the Strom Thurmond Institute.

14. Recreation Advisory, Steve Perry: No report.

15. Substance Abuse Advisory Committee, Robin Lay: Have not met.

16. South Carolina State Employees Association, Angee Pearson: Linda

Landreth and Kathy Hensen attended the Legislative BBQ on Monday, January 27. An invitation was extended to both SC Legislators B. R. Skelton and Tom Alexander to address the Classified Staff Senate but their schedules require them to be in Columbia Tuesdays through Thursdays/Fridays. Beverly Cave (SCSEA Director of Membership & Services) submitted the following information: (1) The New Membership Recruitment Campaign began January 1, 2003 and will continue through June. Membership forms are available at the Classified Staff Senate office. (2) SC state employees and retirees are invited to visit the State House on March 4, 2003. This activity is designed to emphasize how vital our role is in state government and how important it is for the Legislators to recognize our work through better pay, affordable health insurance, and a strong retirement system. Following the State House visit, a lunch is planned at Seawell's Restaurant. For reservations, contact Angee Pearson (656-7015) by February 28. (3) Applications are being accepted for the 2003 Anne A. Agnew Scholarship. Students who have completed at least one year at a college, university, trade school, or other institution of higher learning are eligible for these scholarships. Three \$1,000 scholarships will be awarded on June 14, 2003 at the annual meeting. All completed scholarship applications must be received by SCSEA by April 1, 2003. Applications may be downloaded at <http://www.scsea.com>. (4) Nominations for the 2003 Outstanding State Employees and Outstanding State Retiree must be submitted by April 1, 2003. Please call the SCSEA office (803-765-0680) for nomination forms. All nominees must be members of SCSEA.

6. Unfinished Business

A. Update on Staff Performance Bonus: Chief Human Resource Officer Lawrence Nichols provided current information earlier in the meeting. (See 3.F.1.)

B. Nominations for 2003-2004 CSS Officers: Nominations received at the January 14 meeting are: for Vice-President, Gary Gaulin; for Secretary, Barbara Bergman; for Treasurer, Cindy Long; for Parliamentarian, Linda Landreth. The floor was opened for additional nominations but none were offered.

7. New Business

A. CSS Bylaw Revisions: Parliamentarian Linda Landreth read the proposed CSS Bylaw revisions. (Changes are indicated in *italics*.)

1. Elections:

a. Article III – Membership, Section 1. Representation, Item C.

All nominees must be permanent *classified staff* employees in good standing with Clemson University. *Temporary grant employees are not eligible to serve on the Classified Staff Senate due to the temporary status of their employment.*

b. Article III – Membership, Section 2. Elections, Item C.

An eligible voter is defined as a permanent classified staff employee or temporary grant employee within the designated vice-presidential area/sub-area.

2. Treasurer: Article IV – Officers, Section 1. Duties, Item E.

Treasurer – shall be responsible for disbursing funds, preparing annual financial report and budget, *signing payroll papers for the administrative assistant* and all other financial affairs of the organization. *Access to CUBS is required.*

Discussion and vote on these revisions will occur at the March 11, 2003 CSS meeting.

- B. Attendance at CSS meetings:** The Executive Committee recently agreed to begin sending 'you're missed' cards to those Senators who have missed 2 or more meetings. The CSS Bylaws allow for 3 absences during the year. However, the Executive Committee will often extend this number because of job priorities, illnesses and other such occurrences. Attendance is important to ensure effective communication by the Senators both to and from their constituents.
- C. Staff Representation on Chair Review Committees:** Senator Suzanne Atkinson has requested the Senate look into having staff representation on Chair Review Committees. Dexter will submit a letter to Faculty Senate President Kinly Sturkie requesting that they take the matter under consideration.
- D. Comments on Restructuring:** The Provost will be unveiling restructuring plans to the various colleges soon. The timeframe for implementation is uncertain.

8. Announcements

- A.** As part of Clemson University's **Focus on Research Week** (April 7 – 11), the Calhoun Honors College is sponsoring a Research Forum on Wednesday, April 9, from noon - 4:00 PM at the Hendrix Center in Ballrooms A & B. Approximately 130 graduate and undergraduate students will be presenting their research in poster format. All staff are welcome to come and see what the students are accomplishing with their research.
- B.** The next **Faculty/Staff After Hours** will be Tuesday, March 4th at 4:30 PM at the Madren Center. Dates for the remainder of the academic year are April 3 and May 1.

- 9. Adjournment:** There being no further business, the meeting adjourned at 11:05 AM.

Next Meeting: Tuesday, March 11, 2003, 10:00 AM, Student Senate Chambers
Guest Speaker: Dr. Jerry Reel
Senior Vice Provost & Dean of Undergraduate Studies