

**CLASSIFIED STAFF SENATE  
EXECUTIVE COMMITTEE**  
January 28, 2003, 8:30 AM  
801 University Union

**MINUTES**

**Present:** Larry Addis, Nancy Allgood, Barbara Bergman, Lynn Boiter, Dexter Hawkins, Linda Landreth, Phil Landreth, Cindy Long

**Absent:** Roxanne Bernard, Gary Pye, Charlotte Swafford

The meeting was called to order at 8:40 AM by President Dexter Hawkins.

1. **Approval of Minutes:** The minutes of the November 26, 2002 meeting were approved with one correction.
2. **Announcements from the President**
  - A. **Academic Council**, Phil Landreth: The Council has not met.
  - B. **Administrative Council**, Dexter Hawkins: The Council reviewed and approved recommendations of the Classified Staff Senate regarding staff bonus distribution. Lawrence Nichols, CHRO, 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-drive decisions. Cathy Sams, Public Affairs, updated the Council on plans to unveil the International Center for Automotive Research on Friday, January 31<sup>st</sup>.
  - C. **Board of Trustees**, Dexter Hawkins: The Board meets January 30<sup>th</sup> and 31<sup>st</sup>. Dexter shared the CSS report to the Board with members of the Executive Committee.
  - D. **Governmental Affairs**, Phil Landreth: The members met on Monday, January 27<sup>th</sup>. 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: No new information was reported.
  - F. **Other:**
    1. **Human Resources**, Lawrence Nichols: Unable to attend.
    2. **Parking & Transportation Task Force**, Dexter Hawkins: The committee is scheduled to meet on February 13<sup>th</sup>. (1) Dexter contacted Joe Granger about the possibility of freeing up some visitor parking spaces around the Strom Thurmond Institute for staff use. No reply has been received. (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 was asked to get clarification on correct usage of handicap tags, in particular in service vehicle spaces. (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. This option received no support from the Executive Committee members.
3. **Treasurer's Report**, Cindy Long: Cindy reported that the current balance in the Annual Scholarship Fund is \$16,370. The spring semester draw of \$5,750 has not yet been deducted. The Endowment balance in the Principle side is \$123,220. Cindy requested that information received from Jack McKenzie, Stewardship Director, on 'How Endowments Work' be made available to all Senators at the February meeting. \$250 has been received from the Board for items not covered by E&G funds. Cindy requested permission to transfer \$7,463.38 from the Spending side of the Endowment to the Principle side. The Executive Committee unanimously approved her recommendation. Performance money has been transferred bringing the balance in

Other to \$1,943 and in Travel to \$928. Cindy also reported that the implementation of the Data Warehouse program will provide a new more efficient reporting system that CUBS is currently lacking in. The Treasurer's report was unanimously approved.

#### 4. **Standing Committees**

##### **A. Membership,** Nancy Allgood

###### **1. Elections:**

- a. **Nominations:** Nancy reported the following nominations: Area 3 – Gary Pye, Chris Behrens; Area 4 – Karon Donald, Linda Kanaley; Area 5 – Richard Cowan, Barbara Hamberg, Susan Perry, Cathie Rhodes; Area 6 – Linda Cocke, Laneika Mattress, Phil Landreth; Area 15 – Chris Sober, Lynn Fowler; Area 22 – Penevle Bowen, Cindy Long, Michelle Piekutowski; Area 25 – Gary Gaulin, Buddy Hood; Area 29 – Robin Lay, Cindy Owens.
- b. **Ballots:** Nancy distributed sample ballots for Areas 5, 6 and 22.
- c. **Empty Places:** Vacancies remain in Area 10, 12, and 14. Ron Addis will serve a second term in Area 12 leaving one vacancy; Dexter Hawkins in Area 14 leaving one vacancy; and Nancy Allgood as Senator at large for Area 10 leaving one vacancy. Mike Moore (Area 14), Christine Drais (Area 10) and John Bodiford (Area 10) were suggested as possible candidates for the vacancies. Phil suggested approaching those nominees who are not elected to serve in other area vacancies.

###### **2. Awards Luncheon**

- a. **Menu:** Nancy is budgeting \$1,500 for the luncheon. The selected menu has been priced at approximately \$14.58 per person.
- b. **Guest List:** The preliminary guest list has 152 invitees. Nancy recommended that the list be scaled down to stay on budget. She explained that over the years the list has grown as the number of scholarship recipients, members of the President's Cabinet, Board of Trustee members, the number of CSS past Presidents, etc. has grown. The Executive Committee members agreed to eliminate the scholarship recipients and their parents. Additional names were trimmed from the President's Cabinet, CSS Past Presidents and HR personnel. The pared down list now totals 92 guests.

3. **Recommended Bylaw revisions:** The need to revise the bylaws came to light in the election discussions: (1) Define Treasurer's duties to include appropriate CUBS access for reporting on CSS accounts and payroll duties for the CSS Administrative Assistant; (2) Specify eligibility for voting. Cindy will draft bylaw changes pertaining to Treasurer's duties; Nancy will draft the wording for voting eligibility. In accordance to bylaw procedures, the revisions must be approved by the Executive Committee and then submitted to the general membership at the CSS February meeting.

**B. Communications,** Barbara Bergman: Barbara reported that she has completed the work on setting up the new distribution lists. The list name has been changed from CLASSIFIED\_STAFF\_REPnn-L to CLASSIFIED\_STAFF\_AREAnn-L. The revised list names will be distributed to Senators at the March CSS meeting. Barbara added that the February newsletter has been completed.

**C. Policy and Welfare,** Roxanne Bernard: There is no new information at this time.

**D. Scholarship,** Larry Addis: The official endowment document from CU Foundation office will be kept in the CSS office. It was suggested that it be framed and hung in the office. Regarding the upcoming golf tournament, Larry reported that Jeff Martin has donated an overnight stay at the Martin Inn with a complimentary round of golf at The Walker Course. Sponsorship forms were distributed.

**E. Activities,** Lynn Boiter/Gary Pye: There is no new information at this time.

#### 5. **Unfinished Business**

**A. Distribution of Performance Bonus Money:** Dexter will talk with Lawrence Nichols about what decisions if any have been reached by Administrative Council about the distribution of the bonus money. Lawrence indicated that bonuses would most likely be based on 2003 evaluations. President Barker emailed staff saying details of the bonus procedures will be communicated to supervisors. Concern was expressed that all staff would want to receive the same information. Dexter stated that once the Classified Staff Senate was informed of the details, that information would be shared with all staff.

- B. 2003-2004 CSS Officers:** The following Senators have been nominated for CSS offices: for Vice-President, Gary Gaulin; for Secretary, Barbara Bergman; for Treasurer, Cindy Long; for Parliamentarian, Linda Landreth. Lynn Boiter shared that she is unable to accept the nomination for Vice-President at this time but might consider it in the future. Barbara has two possible candidates (Corey Ferrier, Terri Vaughan) to chair the Communications Committee; Roxanne has a possible Policy & Welfare Chair (Dan Schmiedt).

## 6. New Business

- A. Staff Suggestion Program:** Dexter proposed that a staff suggestion program be implemented and promoted by the Classified Staff Senate. The focus would be to encourage staff to submit ideas that result in cost-savings for the university. He shared a couple of ideas already received from staff. Other ideas generated from the discussion were to create a link on CSS web page for staff to submit suggestions, check with HR on the details of their program, establish an award or form of recognition for the staff employee whose suggestion is implemented by the University and administer the program through the Executive Committee. Questions were raised about how best to ensure that suggestions are being considered and not just dumped in the trash. Dexter will make Lawrence aware of our interest in promoting the program and try to discern if Human Resources would have any objections.
- B. Restructuring of Departments:** Information on restructuring will be distributed to the department chairs following the Board of Trustees January meetings. Dexter will approach Provost Helms about addressing the Senate about the restructuring and its effects on staff.
- C. CSS Attendance:** It was recommended that attendance reminders should be sent to Senators once they have missed two meetings. The tone of the reminder should be 'You were missed'. No action will be taken about those Senators who have already missed more than the 3 allowed absences because there are only 2 months remaining in the year.
- D. Staff Representation on Chair Review Committees:** Senator Suzanne Atkinson has brought to our attention the absence of staff representation on Chair Review Committees. Dexter has asked Faculty Senate President Kinly Sturkie to consider appropriate changes to the Faculty Manual needed to include staff in this process.
- E. SCSEA Legislative BBQ Feedback:** Attendance at the event was primarily classified staff employees of Clemson University. In speaking with SC Representative Tom Alexander, he shared that he has spoken with President Barker about his reservations regarding the university's goals and the effects on staff. He advised that any information that we could provide him with would be most welcomed and helpful in his future discussions about the welfare of classified staff employees at Clemson University. Barbara suggested that Policy & Welfare take on this effort.
- F. Recommendation to publish bonus recipients:** A question was raised about the reservations of Administrative Council to publish the names of the staff bonus money. If staff salary information is published, then why are there any objections to publicizing bonus recipients? The Executive Committee members reiterated the purpose of this recommendation was to establish accountability and that any hesitation on the part of Administrative Council was perceived as an effort to keep confidential the awarded bonuses that could not be justified.

## 7. Announcements

- A. Focus on Research Week:** 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 100 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. Conference on Best Practices in Black Student Achievement:** On Tuesday, January 28 at 3:30 in Tillman Hall Auditorium, a panel discussion will focus on the present and future of minority enrollment at Clemson. The unveiling of a commemorative marker made by the South Carolina Department of Archives and History will immediately follow the discussion in front of Tillman Hall.

- 8. Adjournment:** There being no further business, the meeting adjourned at 10:30 AM.

**NEXT MEETING:** Tuesday, February 25, 2003, 8:30 AM, 801 University Union