

**CLEMSON UNIVERSITY
CLASSIFIED STAFF SENATE
EXECUTIVE COMMITTEE**

February 25, 2003, 8:30 AM
801 University Union

MINUTES

Present: Larry Addis, Nancy Allgood, Barbara Bergman, Roxanne Bernard, Lynn Boiter, Dexter Hawkins, Linda Landreth, Phil Landreth, Cindy Long, Gary Pye

Absent: Jerry, Beckley, Charlotte Swafford

Guest: Lawrence Nichols

President Dexter Hawkins called the meeting to order at 9:20 AM. The meeting start was delayed because of off-the-record discussions.

1. **Approval of Minutes:** The minutes of January 28, 2003 were approved as submitted.
2. **Announcements from the President**
 - A. **Academic Council**, Phil Landreth: Has not met.
 - B. **Administrative Council**, Dexter Hawkins: The Council approved the creation of a faculty/staff list serve with the intent that faculty would have access to the list serve and have the ability to post announcements about seminars and workshops themselves. Beth Jarrard would still moderate the list and review each announcement before posting it to the list. The Council discussed and approved the implementation of a sliding scale for billing rates at the Sullivan Center. The scale would be based on the patient's income, number of people in family, etc.
 - C. **Board of Trustees**, Dexter Hawkins: The Board will meet again at the end of April.
 - D. **Governmental Affairs**, Phil Landreth: Governmental Affairs is meeting every Monday. Angie Leidinger stated that she and other university personnel had met with state legislators to discuss concerns with H.3448. Appropriate language had been added to H.3448 to protect faculty tenure and Clemson University's progressive grievance process. It was not the intention of the bill to endanger tenure or grievance processes. Two provisos were defeated: (1) to freeze tuition at institutions of higher learning and (2) to set aside a 1% appropriation ?? at public higher education institutions to create a parity pool. FY2003-2004 budget shows a 9.98% cut for higher education institutions in addition to the 8.37% cut already incurred this year. PSA will be facing an 8.64% cut for 2003-2004. Funding for a wireless communication center (\$500,000 in one time money) was approved. Lawrence added that the university receives only 28% of its budget from the state.
 - E. **President's Cabinet**, Dexter Hawkins: Chip Boyles, City of Clemson Asst. Administrator, gave a presentation regarding the new \$2.5M Clemson parking deck. The proposed completion date for the 250 space parking deck is set for August 2003. Information about the development of the Keowee Trail Lake Front Park and the new recreational facility at Nettles Park was also presented. Terry Don Phillips, Athletic Director, gave an update on the progress of the west end zone work at Memorial Stadium stating that the project needs to support itself and not add further encumbrances on the department's operating budget. Dr. Chris Prziembel, Vice President of Research, informed the Cabinet members that the South Carolina Department of Commerce is taking a significantly different approach to economic development with a much greater emphasis being placed on the development of a knowledge-based economy and providing more support for small businesses. Also, Secretary of Commerce Bob Faith is establishing a new position for a liaison with the SCDC and the three research universities. Dr. Prziembel also noted the progress on the Advanced Materials Research Building that is currently going through the bidding process. Ground breaking is planned for mid June 2003. Dallas Burnett, Graduate Student Government President, shared that the GSG will be partnering with the Career Center to host a Graduate Career Fair. Cathy Sams, Director of Public Affairs, shared that evaluations of the Best Practices Symposium were

excellent. The event hosted over 200 participants from all over the country. Plans are being discussed about making this an on-going event; the committee will be looking at how to raise private funds for it. She also shared that SCETV is interested in airing the Gantt video. Mendal Bouknight, Director of Advancement, reported that Development was actively working on priorities for two of the named Emphasis Areas – Automotive and Transportation and Advanced Materials. Development is also working with Athletics in the plans and execution of the West End Zone initiative. Byron Wiley, Director of Access & Equity, announced that a meeting with representatives from General Electric to discuss a draft proposal to incorporate a professional development module into the Emerging Scholars Program for some of the teachers at the participating high schools. Judy Melton and Brenda Vander Mey (Women's Commission) presented 'Clemson University as a Workplace'. The study compared Clemson's workplace policies, procedures, programs, resources and amenities having direct and indirect bearing on the culture or climate of the workplace with those of other peer institutions.

F. Other:

- 1. Human Resources**, Lawrence Nichols: (1) Bonus Distribution: Mr. Nichols distributed copies of the "Criteria for Performance Bonus Payments" information prepared by Human Resources. Concerns about basing the bonuses on last year's performance evaluation were voiced. It was noted that bonuses could be given based on the state's guidelines rather than last year's evaluation. The information did not include any acknowledgement of publication of recipients' names. Mr. Nichols explained that President Barker has asked that Dexter and Phil or the Executive Committee preview the list and if they find the bonuses to have been distributed fairly, then the list would not be published. There is great hesitancy to publish the information based on prior experience with faculty and the ill will that resulted. Once the list has been previewed, Mr. Nichols requested that a letter be sent to him stating how we would like for him to proceed. The Executive Committee approved the document. 2) RIFs: Before regular FTEs would be RIFed, temporaries and returning retirees are typically the first to be RIFed. There is not a written rule supporting this, but it is common sense and practice to do so. Lawrence shared his experiences and concerns with 'bumping' process and expressed a personal preference for limited bumping if any at all. Lynn also related her personal experience with the negative impact of bumping. Phil voiced his appreciation for the priorities that Lawrence had indicated he would recommend if RIFs became a necessity. Mr. Nichols shared that President Barker relies upon his expertise and advise in these areas. Because of this, he feels that Administrative Council will likely follow his recommendations. Lawrence shared that he has been through numerous experiences with layoffs and RIFs, and it is his personal goal to avoid layoffs at all cost. He has stated this to Administrative Council. (3) Employee question: Mr. Nichols responded to an employee inquiry about denial for additional FMLA. It was explained that the employee had not met the state requirement of 1,250 work hours during the year.
- 2. Parking & Transportation Task Force**, Dexter Hawkins: Neither Roxanne nor Dexter was able to attend the most recent meeting because of rescheduling. Dexter will forward information about the CUPD's lack of response to calls reporting handicap vehicles parked in service vehicle spaces. He is waiting for a response from Joe Granger. A question was posed about the lack of parking at the ATM site. It was recommended that Phil contact Dan Schmiedt on the Parking Advisory Committee.
- 3. Treasurer's Report**, Cynthia Long: The Annual Fund balance is \$10,620 following the 2nd semester draft. There has been no change in the principal side of the Endowment; there has been a reduction in the loss in the investment side of the Endowment. Deposits from fund-raisers totals \$15,411. E&G and Vending funds are in good shape. The Treasurer's report was approved.
- 4. Standing Committees**
 - A. Membership**, Nancy Allgood
 - 1. Election Results:** Newly elected Senators for Area 5 are Susan Perry and Cathie Rhodes; for Area 6, Linda Cocke and Phil Landreth; and Area 22, Cindy Long and Michelle Piekutowski. Newly appointed Senators include: Area 3, Chris Behrens and Gary Pye; Area 4, Karon Donald and Linda Kanaley; Area 10, Christine Drais; Area 12, Ron Addis; Area 14, Dexter Hawkins; Area 15, Lynn Fowler and Chris Sober; Area 25,

Gary Gaulin and Buddy Hood; and Area 29, Robin Lay and Cindy Owens. Letters of notification will be sent out.

2. **Vacancies:** Vacancies remain in Areas 10, 12 and 14. The committee discussed amending the current bylaws enabling a nominee who was not elected to fill a vacancy in another area. It was decided that time constraints would prevent this action at this time but it should be considered prior to next year's elections.
3. **New Member Orientation:** Tuesday, March 11, 8:30 AM, Student Senate Chambers. Nancy asked that all members of the Executive Committee attend. Standing Committee chairs should be prepared to give a brief description about the purpose of their committee. Barb will explain use of the email distribution lists.
4. **Luncheon Guest List:** Following discussion, it was decided that all past presidents would be invited to the luncheon. The most recent three past presidents would be invited as our guests; the others would be invited at their own expense. A letter of explanation will be sent to each past president in advance of the invitation mailing. Activities Committee will discuss possible ways of including that proviso in the invitations.
5. **Department 5155:** The committee approved moving department 5155 from the Provost area to Pres/Res area. Barb will adjust the distribution lists effective in April.

B. Communications, Barbara Bergman: No report.

C. Policy and Welfare, Roxanne Bernard: No report.

D. Scholarship, Larry Addis: A large raffle item is still needed. Larry reported that progress on the golf tournament is on schedule. Performance Chevrolet has agreed to sponsor the hole-in-one prizes.

E. Activities, Lynn Boiter/Gary Pye: Because last year's raffle items did not generate the interest or money that was expected, the Activities Committee would like to challenge each standing committee to put together a theme basket for raffling at the golf tournament. This would give everyone a chance to contribute to the tournament activities. Lynn also suggested that Bob Wells be scheduled to address the Senate about changes occurring in Facilities due to attrition. She recommended August. Lynn shared that Facilities has designated Tony Cantrell (cantret@clemson.edu) as its contact for complaints.

5. Unfinished Business

A. 2003-2004 CSS Officers: Ron Addis has decided to submit his name for Vice-President.

Both Ron and Gary Gaulin will be asked to give a brief bio at the March and April meetings.

B. Staff Suggestion Program: Dexter asked Roxanne to discuss this project with the Policy & Welfare Committee.

C. Restructuring of Departments: The Provost has stated that she cannot address the CSS about the restructuring plans until she has had the opportunity to meet with all the colleges.

D. Staff Representation on Chair Review Committees: This would require a change to the Faculty Manual. Dexter has contacted Kinly Sturkie about it. Phil recommended that staff also be included in Dean reviews.

6. New Business

A. Response to H.3448: Appropriate wording has been added to the bill to protect the tenure and grievance procedures already in place at Clemson University. Angie Leidinger asked that concerns about future legislation be channeled through her rather than staff and faculty bombarding state legislators with email.

B. 2003-04 Executive Committee Retreat: Arrangements will be made for an Executive Retreat for Tuesday, April 29, from 9:00 - 3:00 at The Martin Inn.

C. 2003-04 University Committee Representation: It was agreed that current Senators should be given first opportunity to serve on the University-Wide Committees. Roxanne suggested that staff representation on the Air & Water Quality Committee be added. Gary Pye will serve on the Accident Review Board; Dexter asked to serve on the Athletic Council, Fike Healthy Community and Recreation Advisory Committee; Larry volunteered to serve on the Campus Master Plan Task Force. Dexter will talk to President Barker about representation on the Faculty/Staff Club Committee.

D. Critical Funding Request, Cindy Long: Cindy will talk to Scott Ludlow about submitting a Critical Funding Request for staff performance raises. She said there was a possibility that there might not be an opportunity for Critical Funding Requests.

7. Announcements

- A. SCSEA:** South Carolina state employees and retirees will visit the State house on March 4, 2003. This activity is designed to emphasize the importance of state employees to state government and how important it is for the Legislators to recognize our hard work through better pay, affordable health insurance, and a strong retirement system. The day's schedule begins with a 10:30 AM assembly at Seawell's Restaurant, meetings with our local legislators at the State House, and concluding with lunch at Seawell's. (Employees should plan to take annual leave for that day.) Anyone in your state office that is a member is welcome to come. We will need the names for badges and also know if they are going to Seawell's for lunch. Please let Angee Pearson (apearso@clermson.edu) know by February 28, 2003.
- B. Every payday from 11 AM – 2 PM in front of the Hendrix Student Center, the **Campus Farmer's Market** offers an array of vegetables, flowers and herbs grown without chemicals at the Calhoun Fields Laboratory in the 'Bottoms'. You can also sign up for a campus-supported agriculture program in which members will receive shares of fresh produce, cut flowers and herbs on a weekly basis. Membership is on a first-come basis. For more information, contact Geoff Zehnder at 656-6644 or elizabethwall40@hotmail.com.**
- C. 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.**

8. Adjournment: There being no further business, the meeting adjourned at 10:40 AM.

Next Meeting: Tuesday, March 25, 2003, 8:30 AM, 801 University Union