

**CLEMSON UNIVERSITY  
CLASSIFIED STAFF SENATE**

March 9, 2004, 10:00 AM  
Student Senate Chambers

**MINUTES**

PLEASE TURN ALL PAGERS AND CELL PHONES OFF OR TO VIBRATE  
PRIOR TO THE START OF THE MEETING

Present: Ron Addis, Samantha Bass, Chris Behrens, Barbara Bergman, Teresa Blanding, Lynn Boiter, Deanna Burns, Wayne Chao, Linda Cocke, Richard Cowan, Karon Donald, Michael Edwards, Corey Ferrier, Lynn Fowler, Gary Gaulin, Dexter Hawkins, Buddy Hood, Billie Jones, Linda Kanaley, Emma Knight, Jean Kopczyk, Linda Landreth, Phil Landreth, Julia McBride, Cindy Owens, Jenny Peay, Cathie Rhodes, Dan Schmiedt, Steve Shiflet, Chris Sober, Terri Vaughan

Absent: Keith Chapman, Patricia Dobey, Christine Drais, Heather Irwin, Robin Lay, Judy Link, Cindy Long, Michelle Piekutowski, Gary Pye, Lori Rholetter, Bill Shivar, Wanda Smith, Suerea Wooten,

President Phil Landreth called the meeting to order at 10:00 AM.

1. **Approval of Minutes.** The minutes were approved with corrections.
2. **Guest Speaker:** Linda Crew, Director, Joseph F. Sullivan Center talked about the services offered by the center. They provide low cost/high quality health care to the campus and surrounding community. You do not have to be on the state health plan to use their services. If you are on the State health plan, for \$15 you can get a complete health risk appraisal, including your blood profile. The mobile unit provides outreach health services to low income areas in Oconee, Pickens, Spartanburg and Greenville counties. This year they are emphasizing cervical and breast cancer screening for low income and/or minority women, and have created a Clemson University Foundation Fund for Breast Cancer Screening. Contact Will Mayo, Coordinator for Community Health Improvement at 656-3076 for more information on how you can contribute. They are located in 101 Edwards Hall. Call 656-3076 for an appointment or more information.
3. **Open Commentary.** Gary Gaulin talked about the Lighten Your Load program. It acts as a link between the students and organizations within our community that serve those who are in need. It encourages students to donate appliances, clothing, food, etc. into collection bins when they move away from campus. He also asked that staff consider donating to the program. (<http://www.clemson.edu/cuec/lighten.html>)
4. **Announcements from the President**
  - A. **Academic Council**, Ron Addis. Will meet March 29.
  - B. **Administrative Council**, Phil Landreth. Topics included historical markers and performance credits.
  - C. **Board of Trustees**, Phil Landreth. Will meet in April.
  - D. **Governmental Affairs**, Ron Addis. Budget is currently in the hands of the full House.
  - E. **President's Cabinet**, Phil Landreth. City of Clemson's downtown boardwalk is almost complete. Dr. Reel talked about the general education policy.
  - F. **Other:**
    - 1) **Human Resources**, Lawrence Nichols. No report.
    - 2) **Academic Integrity Summit.** Phil Landreth has been invited to attend.
5. **Treasurer's Report**, Cynthia Long. \$157,000 in endowment. Payroll deduction won't roll over until the end of the month.
6. **Committee Reports**
  - A. **Standing Committees**
    - 1) **Activities**, Lynn Boiter/Gary Pye. Regarding 2004 CSS Annual Awards Luncheon, invitations will be mailed by 3/12. RSVP deadline is March 31, 2004. For the Spring Golf Tournament, the Activities Committee will ask each CSS committee to sponsor a raffle basket for the golf tournament. This has been a huge success in the past. Basket ideas include Grilling, Yard, Favorite Beverage Cooler, Golf Bag, Fishing Tackle Box, Sports Bag, etc. Please be creative and think like a golfer when filling your basket. Ask your constituents to participate as well. Deadline to turn items into the Activities' Committee is 5/11. Thank you for your participation.
    - 2) **Communications**, Corey Ferrier. Working on newsletter.
    - 3) **Membership**, Ron Addis. Due to redistribution of areas (to ensure 100 constituents per 2 senators as much as possible), the following senators will represent the following areas starting with the

2004-2005 session: Wayne Chao and Heather Irwin will move from area 16 to area 17, Linda Landreth will move from area 17 to area 14, Sura Wooten will move from area 7 to area 4,

- 4) **Policy and Welfare**, Dan Schmiedt. The committee, per request by President Barker, is sending a survey to all staff asking for their input regarding the current smoking policy.
- 5) **Scholarship**, Jenny Peay. Working on the spring golf tournament. Next meeting is tomorrow.

#### B. University Committees

- 1) **Accident Review Board**, Gary Pye. It has been proposed that the ARB form a sub committee to review and/or investigate Worker's Compensation claims.
- 2) **Air & Water Quality Committee**, Dan Schmiedt
- 3) **Athletic Council**, Dexter Hawkins. Last met on February 12 and the next meeting is on March 25. The approved minutes are at [http://virtual.clemson.edu/groups/PROVOST/athletic\\_council/](http://virtual.clemson.edu/groups/PROVOST/athletic_council/). Some employees have raised concerns about the ticket prices for Solid Orange events. This money is allocated to President Barker to use at his discretion for his Top 20 goals. Dexter will check to see if the ticket prices can be waived for employees and their families.
- 4) **Bookstore Advisory**, Cindy Long. The Bookstore Advisory Committee meets Friday 3/5/04 at 1:30. Updates on the meeting will be given at the CSS meeting.
- 5) **Budget Accountability**, Phil Landreth. Still looking at data.
- 6) **CATS**, Robbie Nicholson. Has not met.
- 7) **Clemson University Foundation Board**, Phil Landreth. Has not met.
- 8) **Council on Community & Diversity**, Terri Vaughan. Working to develop a diversity policy and plan to submit to President Barker.
- 9) **Healthy Communities**, Dexter Hawkins. Has not met.
- 10) **Human Resources Advisory**, Julia McBride. (1) Jerry Knighton provided information on Access and Equity. He would like for everyone to be aware that they are providing training on search procedures. There is a lot of communication, which is not getting to the right departments. He would like for each budget center to designate an HR person, who will be responsible for providing and signing off on all necessary hire forms before an applicant takes a job with that department. Correct and sufficient applicant data, mostly for unclassified positions, is not getting to HR or Access & Equity. If there is a designated person in the budget center, then this information will reach HR and A&E like it's supposed to. (2) For those who hire undergrad students, grad assistants, etc. in your department please make sure that their W-4 forms are completed accurately. If not, this will impact the employee's paycheck and they may not get it until a correct W-4 is on file. Also, please send the entire 8 1/2 x 11 W-4 to HR; don't cut off the employee's part and just send that and don't send copies; send the original. W-4's have been mailed to each budget center. If you need more, please don't make copies of them. HR has an abundance and will send over as many as you need if you ask. (3) If an employee in your area is overpaid and needs to make a repayment, please contact Cindy Brothers (656-5580/CBROTHER@clemson.edu) to calculate that repayment. For those who have the old direct deposit forms, please recycle these and get the new forms, which explain about the expense reimbursement now being included in the employee's direct deposit. Another check will not be issued for travel or other reimbursements.
- 11) **Joint City/University**, Christine Drais. The committee toured the new Waterfront Park/Boardwalk, which runs from the Jaycee Park at the Astro Movie Theater to in back of Wendy's on Clemson Boulevard (Hwy. 123). The park covers three ecosystems and is taking every measure to protect them through the development process. This boardwalk totally ties 123 to downtown Clemson and opens up the waterfront for access to local businesses. It is going to be a wonderful place to take a walk, have a picnic or relax on a swing overlooking the lake. Scheduled opening is for May 18 in conjunction with the annual JCUAC banquet.
- 12) **Library Advisory**, Karon Donald. Have not met. Next meeting scheduled for March 25, 2004
- 13) **Parking Advisory**, Dan Schmiedt. Has not met.
- 14) **President's Commission on the Status of Black Faculty & Staff**, Sandra Parker. There will be a public forum at the end of April. A brochure has been printed by the commission. Copies are available from Sandra. Even though her term as senator has expired, Sandra asked for and was given permission to serve another year on the commission.
- 15) **President's Commission on the Status of Women**, Chris Sober. The Women's Commission met February 27. New member Susan Coleman was introduced. A report was given by two Commission members on their attendance at the Women in Higher Education meeting at Columbia College in January. The winners of the Outstanding Women Awards will be announced at a ceremony on March 10th. Other events planned for the 10th Anniversary Celebration will be announced as they are finalized. Plans are being made for a Women's Health fair in November. The Compensation and Benefits sub-committee met with Lawrence Nichols to discuss the compensation philosophy with a target for implementation by July.

**16) Recreation Advisory**, Dexter Hawkins. Has not met.

**17) Substance Abuse Advisory Committee**, Robin Lay. Has not met.

**18) South Carolina State Employees Association**, Betty Cook. The first Clemson University Legislative Forum sponsored by the Clemson SCSEA Chapter, CUCSS and CUFS was held on February 23, 2004 in the STI Self Auditorium. The SCSEA Legislative Agenda was presented by lobbyist Broadus J. Jamerson, III followed by short speeches by Representatives B. R. Skelton, William Whitmire, and Bill Sandifer and Senator Thomas Alexander. An excellent question and answer session followed. Four Clemson SCSEA members traveled to Columbia on March 2 for the State Employees Day at the South Carolina State House. Close to 500 state employees from around the state participated. Although a 2% raise has been proposed, It is recommended that state employees contact The Honorable Robert W. Harrell, Jr., Chairman of the House Ways and Means Committee and request a 5% raise to cover rising health care costs and a lack of cost-of-living raises over the last two years. His contact information is available at <http://www.scstatehouse.net/html-pages/house2.html>. The next SCSEA Chapter Meeting is scheduled for Thursday, March 11, at 8:15 a.m. in the Hendrix Student Center Board Room.

## **7. Unfinished Business**

- A. Officer Nominations.** At the March meeting Richard Cowan was nominated for Vice President. Nominations will be accepted for the positions of Vice President/President Elect, Treasurer, Secretary, and Parliamentarian.
- B. New Senator Update.** New senators for the 2004-2005 session include Gail Bryson – area 16, Deborah Cantrell – area 26, Glenda Dickson – area 7, Sally Glenn – area 5, and Al Littlejohn – area 12. There are 3 unfilled seats, one each in areas 10, 18 and 20.

## **8. New Business**

- A. CSS Administrative Assistant Update.** The position was posted from 02/27/2004 until 03/12/2004. Interview committee will consist of Phil Landreth, Ron Addis and Barbara Bergman. The position was upgraded from pay band 4A to 4C. Last year, of the 59 applicants, only 5-6 were Clemson employees. This year many more Clemson employees were interested in applying.
- B. No-Cost Job Enhancement Update.** Lawrence Nichols met with the CSS executive committee last Wednesday to review the list of suggestions for no-cost job enhancements. Of the 27 suggestions sent in, Lawrence Nichols and the CSS Executive committee decided only 6 were truly low or no cost and had a chance of being implemented. Lawrence is taking the following suggestions to President Barker for consideration: (1) Free flu shots, (2) Free CPR training, (3) Increased awareness of the Flex-time policy on campus, (4) Monthly lottery for a reserved parking space next to your office, (5) Approach Aramark for a 10% discount on all campus dining facilities (similar to how the CU Bookstore gives a 10% discount when showing your staff id), and (6) Develop a holiday schedule between Christmas and New Year's Day such that the University "closes" and people can take annual leave if desired.
- C. Support of Other University Causes.** The question was raised if the CSS could donate money to the Clemson University Foundation Fund for Breast Cancer Screening. After discussion, it was decided that it was not financially feasible for the senate to contribute money at this time.
- D. Board of Trustees Staff Award of Excellence.** All staff, both classified and unclassified, may be nominated for recognition at the second annual Board of Trustees Staff Award of Excellence Banquet. Awards must have been won between July 1, 2002 and December 31, 2003 and may be received from the university or any of its units, community or civic, or professional organizations. (Election to an office within a group is not considered an award.) You may nominate yourself or any staff person. A copy of the nomination form is available at <http://www.clemson.edu/bot/staffawards.htm>. However, a hard copy of the nomination form along with a copy of the award which was won must also be forwarded to Janice Kleck in 201 Sikes Hall. Deadline for all nominations is Wednesday, March 24, 2004. All nominations received will be forwarded to Human Resources and to the Classified Staff Senate Policy and Welfare Committee for validation.

## **9. Announcements**

**10. Adjournment.** The meeting was adjourned at 11:00 AM.

**Next Meeting:** Tuesday, April 6, 2004, 10:00 AM, Madren Center Bell South Auditorium  
Awards luncheon afterwards in Ballrooms A & B