

**CLEMSON UNIVERSITY
CLASSIFIED STAFF SENATE**

April 13, 2004
10:00 AM
Madren Center Bell South Auditorium

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, Deborah Cantrell, Keith Chapman, Linda Cocke, Richard Cowan, Patricia Dobey, Karon Donald, Lynn Fowler, Gary Gaulin, Dexter Hawkins, Buddy Hood, Heather Irwin, Linda Kanaley, Emma Knight, Jean Kopczyk, Linda Landreth, Phil Landreth, Robin Lay, Cindy Long, Julia McBride, Cindy Owens, Jenny Peay, Michelle Piekutowski, Lori Rholetter, Dan Schmiedt, Wanda Smith, Christine Sober, Terri Vaughan

Absent: Gail Bryson, Deanna Burns, Deborah Cantrell, Wayne Chao, Glenda Dickson, Christine Drais, Mike Edwards, Corey Ferrier, Billie Jones, Judy Link, Al Littlejohn, Gary Pye, Steve Shiflet, Bill Shivar, Suerea Wooten

Guests: Lawrence Nichols, Sandra Parker

1. **Approval of Minutes:** The March Minutes were approved.
2. **Guest Speaker:** None
3. **Open Commentary:** None
4. **Announcements from the President:** None
 - A. **Academic Council,** Ron Addis. No report.
 - B. **Administrative Council,** Lawrence Nichols. Discussed the current state of the Clemson budget and the budget process.
 - C. **Board of Trustees,** Phil Landreth. Agreed to accelerate the installation schedule for sprinklers in dorms, especially those with denser student populations. Passed 2 new degree programs.
 - D. **Governmental Affairs,** Ron Addis. (1) The Senate adjourned for the week on April 7 and therefore Clemson's E&G budget hearing before the Higher Education Subcommittee scheduled for April 8 was cancelled. The Full Senate Finance Committee is scheduled to begin deliberations on Tuesday, April 13. (2) A Greenville businessman has filed a lawsuit against House Speaker David Wilkins and Lt. Governor Andre Bauer over the constitutionality of the Life Sciences Act. He filed the suit with the Supreme Court and therefore the justices will have to decide if they will hear the case. On April 7, a Senate Finance Subcommittee reported out H. 3929, a "Clean" Life Sciences Act bill, favorably. The bill will go to the full Senate Finance Committee for consideration. (3) House Bill 4612 - Clemson Athletic Revenue Bonds is pending in the House Ways and Means Committee. Companion bill Senate Bill 904 is on the House Calendar for second reading. (4) House Bill 4888 removes the earnings limitation on retirees returning to employment and repeals TERI - pending in a House Ways and Means Subcommittee. Senate Bill 382 repeals TERI. It would not affect those who have retired under the TERI program before the effective date of the act if the bill became law. The bill is pending in the Senate Finance Committee.
 - E. **President's Cabinet,** Phil Landreth. Campus recreation is starting a 10,000 step program for wellness. \$30 fee includes a pedometer.
 - F. **Other:**
 - 1) **Human Resources,** Lawrence Nichols. Received the CSS recommendations for bonus distribution and passed it on to President Barker with a favorable

recommendation. Employees need to switch to direct deposit ASAP. Paychecks will not be printed after June 30, 2004. An ice cream social is planned in May at Military Heritage Plaza in honor of State Employee Recognition day.

- 2) **Academic Integrity Summit**, Phil Landreth. Academic Integrity Summit results are in a being established. A voter registration drive is on campus mainly for students, but staff and faculty are encouraged to sign up also. C.U. won a governors award for Purchasing using Minority Vendors. The administration is currently starting to interview candidates for the Dean of Undergraduate Studies. May 3-7th is employee recognition week. An Ice cream social will be held on May 5th.

5. **Treasurer's Report**, Cynthia Long. The endowment sits at \$157,000, \$10,707 in the annual fund, \$800 left in E&G until the end of the fiscal year.

6. Committee Reports

A. Standing Committees

- 1) **Activities**, Lynn Boiter/Gary Pye. Committee baskets for the golf tournament are due at the next senate meeting, May 11.
- 2) **Communications**, Corey Ferrier. Will meet by email instead of immediately after the senate meeting this month due to awards luncheon. Need to work on summary, newsletter and golf basket.
- 3) **Membership**, Ron Addis. See officer nominations and elections under Old Business.
- 4) **Policy and Welfare**, Dan Schmiedt. Surveyed staff regarding the university smoking policy as requested by the university administration. 1071 staff responded to the survey. Results will be posted on the CSS website. The committee will work on defining criteria and may be asked to review applicants for the BOT staff award recognition event.
- 5) **Scholarship**, Jenny Peay. Work is progressing on the 5/21/4 golf tournament. Next committee meeting is tomorrow, 10:00 AM, in 809 University Union. Sign up sheet will be distributed for volunteers to work or sit as hole watchers.

B. University Committees

- 1) **Accident Review Board**, Gary Pye. No report.
- 2) **Air & Water Quality Committee**, Dan Schmiedt. Has not met.
- 3) **Athletic Council**, Dexter Hawkins. Last met on March 25 and the next meeting is on April 15. I did ask Terry Don Phillips about the policy of charging faculty and staff for Solid Orange events. He said that they will continue with the events already scheduled, but would re-examine the issue in the future. I also got some detail on what the Solid Orange events represent. Full set of approved minutes will be available at http://www.clemson.edu/PROVOST/athletic_council/. One Clemson...Solid Orange overview: "During the 2003-2004 season, selected men's and women's basketball, men's soccer and baseball games, an additional fee will be applied to each game ticket sold for the designated One Clemson & Solid Orange event. The proceeds from the One Clemson event will be used for specific One Clemson academic efforts. The One Clemson concept recognizes the strength of unity in everything we do as a University. The One Clemson Fund supports the University's academic goals that will further enhance the ability of Clemson University to make for a stronger South Carolina and nation. To date, the Clemson University Athletic Department has generated \$ 39,015 for the One Clemson Fund. At the final One Clemson & Solid Orange event of the year, the April 7th baseball game against the University of South Carolina, a check will be presented to Clemson University...."
- 4) **Bookstore Advisory**, Cindy Long. Met 3/5/04. The Student Government Representative thanked the CU Bookstore for their assistance to the students who lost their books during the fire at University Square Apartments. The CU Bookstore welcomes any and all comments about their customer service to staff, faculty and students. Anyone may contact Kevin Herrington by telephone 656-2050 or email kherr@clemson.edu to discuss suggestions and/or comments about customer service provided by the CU Bookstore.
- 5) **Budget Accountability**, Phil Landreth. Still analyzing salary 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. Has met and continues to work on the development of both a diversity statement and a diversity plan for Clemson University.
- 9) **Healthy Communities**, Dexter Hawkins. Has not met.
- 10) **Human Resources Advisory**, Julia McBride. (1) Grievance Procedures - Temporary and probationary employees can no longer file grievance procedures. They must take their complaints to a committee, which consists of the Chief HR Officer, a rep from the General Counsel and a member of the Administrative Council. (2) Exit Interview - all classified staff, whether terminated or leave voluntarily, will be required to complete an exit interview. The employee will complete part A, ideally two weeks before termination/leaving and the department will complete part B. (3) Disciplinary Actions - oral and written reprimands, suspensions and terminations will be conducted in HR with a HR rep, the employee and immediate supervisor. This will provide consistency with disciplinary actions and a notice of the reprimand will be placed in the employees file. (4) Insurance Deductions for 9-month Employees - those eligible for insurance during the summer months will have the deductions taken from their May 7th paycheck. (5) Direct Deposit - beginning July 1st, no more checks will be issued. We are working on viewing the pay stubs via the Internet.
- 11) **Joint City/University**, Christine Drais. No report.
- 12) **Library Advisory**, Karon Donald. Met March 25th. 1.) Joe Boykin, Dean of the Libraries, updated the committee on the progress from the library summit. The library has implemented several of the suggestions from the summit/staff - a partial listing can be viewed at <http://staffweb.lib.clemson.edu/groups/adminc/min2004/ac032204.htm>. 2.) It was announced that the library balcony will be opening to the public on April 1st. The furniture was purchased with funds from the Student Alumni Association and the Libraries.
- 13) **Parking Advisory**, Dan Schiemdt. Has not met.
- 14) **President's Commission on the Status of Black Faculty & Staff**, Sandra Parker. The President's Commission on the Status of Black Faculty and Staff met on April 5, 2004 to finalize plans for the upcoming public forum. Will sponsor a public forum on April 29, 2004. The forum will be held in the Hendrix Student Center Ballrooms from 9 a.m. to noon. The forum is entitled "Visions of One Clemson: Faculty and Staff Perspectives." The focus is how the President's Commission on the Status of Black Faculty and Staff can assist the University in becoming a top-20 public university. Speakers will be Dr. Doris Helms, provost and vice president for academic affairs, and Scott Ludlow, chief business officer for the University. All interested faculty and staff are invited to attend.
- 15) **President's Commission on the Status of Women**, Chris Sober. Met March 26. The Outstanding Women Awards Day, held March 10, was a success. Award winners were: Faculty, Dr. Melanie Cooper; Classified Staff, Ms. Linda Law; Graduate Student, Ms. Keisha Walters; Undergraduate Student, Ms. Meredith Russell. Judy Melton announced the establishment of the Thea McCrary Student Award for Outstanding Service. The award will include a \$150 stipend. Cathy Sams discussed concerns by CU of the recent solicitation by Playboy magazine in recruiting women for the ACC College edition. A Stress Management workshop, sponsored by Fike Recreation, will be held April 20th. Flyers are available around campus.
- 16) **Recreation Advisory**, Dexter Hawkins. Meets today at 2:00 PM.
- 17) **South Carolina State Employees Association**, Betty Cook. Will have its Annual Meeting on Friday, April 23, 2004. It will be held in the Hendrix Student Center Second Level Meeting Room from 12 p.m. to 1 p.m. and a light lunch will be served. At this time there will be an election of officers for next year and a presentation on state employee legislation by Beverly Cave, our SCSEA lobbyist in Columbia. Contact Betty Cook, chapter president, at 656-3932 or celizab@clemson.edu with your reservation by April 21. Continue to contact your

upstate legislators with state employee issues. Current contact information is available at SCSEA.com.

8) **Substance Abuse Advisory Committee**, Robin Lay. Met April 6. Summary not available at this time.

7. Unfinished Business

- A. CSS Administrative Assistant Update.** There were many good candidates. Still working on approvals to hire top-ranked candidate.
- B. Officer Nominations and Elections:** There were no further nominations for the positions of Vice President/President Elect, Treasurer, Secretary, and Parliamentarian. The nomination slate of VP – Richard Cowen, Treasurer – Cindy Long, Secretary – Barbara Bergman, and Parliamentarian – Jean Kopczyk were elected as officers for 2004-2005 session.

8. New Business

- A. New Senators for 2004-2005.** 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. Cathie Rhodes is retiring. Sally Glenn will take her place representing area 5.

9. Announcements

- A. Board of Trustees Staff Award of Excellence Banquet** will take place on the evening of May 6.
- B. Group Photo.** Senators should return to the auditorium at 11:15 AM for a group photo. The awards luncheon will follow at 11:30 in Ballrooms A and B.

10. Adjournment. The meeting was adjourned at 9:54 AM.

Next Meeting: Tuesday, May 11, 2003, 10:00 AM, Student Senate Chambers
Guest Speaker: