

**CLEMSON UNIVERSITY
CLASSIFIED STAFF SENATE**

May 11, 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, Gail Bryson, Deanna Burns, Keith Chapman, Linda Cocke, Richard Cowan, Glenda Dickson, Patricia Dobey, Karon Donald, Mike Edwards, Corey Ferrier, Lyn Fowler, Gary Gaulin, Dexter Hawkins, Buddy Hood, Heather Irwin, Billie Jones, Linda Kanaley, Phil Landreth, Robin Lay, Al Littlejohn, Cindy Long, Julia McBride, Cindy Owens, Jenny Peay, Gary Pye, Lori Rholetter, Dan Schmiedt, Steve Shiflet, Bill Shivar, Wanda Smith, Christine Sober, Terri Vaughn

Absent: Wayne Chao, Emma Knight, Jean Kopczyk, Gary Pye, Deborah Cantrell, Judy Link, Christine Drais, Michelle Piekutowski

President Ron Addis called the meeting to order at 10:00 AM.

1. **Approval of Minutes:** The Minutes for the April 13, 2004 meeting were approved as submitted.
2. **Guest Speaker:** None
3. **Open Commentary:** Ron introduced the CSS Administrative Assistant, Valerie Torry and asked that Senators introduce themselves. There are still vacancies in areas 10, 18 and 20.
4. **Announcements from the President:**
 - A. **Academic Council**, Richard Cowan. A meeting will be held; the Academic Council will review and discuss the staff bonus plan and the low cost job plan.
 - B. **Administrative Council**, Lawrence Nichols. The Bonus Plan will be reviewed by the Administrative Council on 5/17/04 to discuss distribution of \$450 thousand bonus money to staff and implementation of low cost job enhancements.
 - C. **Board of Trustees**, Ron Addis. Has not met.
 - D. **Governmental Affairs**, Richard Cowan. The proposed 3% increase is still in the legislative process. The House approved 2% and the Senate approved 3%. Because the versions do not agree, the matter will now go to a Conference Committee to be decided and then must be signed by the Governor.
 - E. **President's Cabinet**, Ron Addis. No report.
 - F. **Other:**
 - 1) **Human Resources**, Lawrence Nichols. No report.
5. **Treasurer's Report**, Cynthia Long. There is approximately \$750 in the E & G fund for supplies and travel. The FY05 budget for CSS is the same as FY04 as of this date and has been submitted to the Budget Office. The endowment has approximately \$157,000 in principle and the interest bearing side of the endowment is continuing to earn. The invoice for the awards banquet has not been received as of yet. We currently have enough funds to pay the ARAMARK invoice and assist with the 2004 Golf Tournament.
6. **Committee Reports**
 - A. **Standing Committees**
 - 1) **Activities**, Lynn Boiter/Gary Pye. The committee will meet 5/20/04 to put the raffle baskets together for the CSS Golf Tournament.
 - 2) **Communications**, Corey Ferrier. The committee is working on the newsletter and will meet today after the CSS meeting. After the June newsletter, future newsletters will be issued electronic only to reduce operating costs for CSS. The present committee issues are: (1) How we can improve our communications (2) Tips and guidelines on redesigning and improving the CSS website.
 - 3) **Membership**, Chris Sober. There are 3 vacancies. The senators will scout around to see if they can fill those vacancies with people that are willing to serve. Members of the committee will be contacted by email.

- 4) **Policy and Welfare**, Dan Schmiedt. Met on 5/11/04 and discussed 2 issues. Issue 1: Contacted H.R. to determine the number and distinction between unclassified staff, classified or faculty that have representation. Issue 2: Investigating an issue where if a CU employee is hired into a different position, the maximum pay increase they can receive is 10% with presidential approval and 15% with State approval; this will be discussed with H. R. to see if this policy can be changed.
- 5) **Scholarship**, Jenny Peay. The Classified Staff Senate Spring Golf Tournament is full. We will have 32 teams competing. We still need volunteers to work at the tournament. If you are interested, please contact Jenny Peay at jpeay@clemson.edu. All monies raised from the tournament will go to fund scholarships.

B. University Committees

- 1) **Accident Review Board**, Gary Pye. Have not met.
- 2) **Air & Water Quality Committee**, Gary Gaulin. Have not met.
The Air & Water Quality Committee have not met for a long time. Gary also serves on the Clemson University Environmental Committee; he hopes that his association with the CU Environmental Committee will enhance the networking needed so that the Air & Water Quality Committee can become more active.
- 3) **Bookstore Advisory**, Cindy Long. The fall and spring semester 'buyback' for the CU Bookstore went very well for FY04. Students' used books were purchased each semester for \$600,000 and \$650,000 respectively. A special 'thank you' to the student government representative on the Advisory Committee for all the assistance she provided in promoting the buyback feature of the CU Bookstore. **Reminder:** Faculty and staff receive a 10% discount on purchases from the CU Bookstore. The next meeting of the Advisory Committee will be held at the beginning of FY05 fall semester.
- 4) **Faculty Senate Budget Accountability**, Phil Landreth. Have not met.
- 5) **CATS**, Robbie Nicholson. [Valerie – copy and paste the report here!].
- 6) **Clemson University Foundation Board**, Ron Addis. Have not met.
- 7) **Council on Community & Diversity**, Terri Vaughan.
- 8) **Fike Healthy Communities**, Dexter Hawkins. It was recommended that this committee be dropped until it is officially created.
- 9) **Human Resources Advisory**, Julia McBride
 1. Progressive Discipline Change – oral reprimands may be done with in the department, but when the reprimands reach the formal stage, that is when paperwork must be filled out with HR. The form that needs to be completed and returned to HR is on that website.
 2. Annual Leave Payout for retirees – be sure to get the special pay to HR in time so that the retiree can get paid before retiring.
 3. FMLA Forms need to be completed accurately. They will not be processed if there are errors. HR will accept a faxed copy as long as the original is on its way. This is to insure that supervisors know when their employees will be on leave for family and/or medical reasons.
- 10) **Joint City/University**, Christine Drais. Have not met. Committee planning for the annual banquet on 5/18/04.
- 11) **Library Advisory**, Karon Donald. Have not met. No meeting scheduled at this time.
- 12) **Parking Advisory**, Dan Schiemdt. Have not met.
- 13) **President's Commission on the Status of Black Faculty & Staff**, Sandra Parker. No Report
- 14) **President's Commission on the Status of Women**, Chris Sober. The Women's Commission met April 30. The Commission plans to host a Women's Health Fair on November 12 at Fike Recreation Center. The fair will include a keynote speaker, 30 minute seminars on women's health issues, the mobile health unit, and other information relevant to women. We are trying to arrange for CAT transportation to help with parking. More information will be posted as it is available. The stress management workshops held in April were a success. Plans are being made to hold more of these workshops. The Commission is attempting to set up a list server to announce campus and community events that may be of interest to women. If you would like to be added to the list please send your name and e-mail address to Ernest Moore Jr., Admin Asst for WC, at moorejr@clemson.edu. Also, please check out our new and improved website at <http://virtual.clemson.edu/groups/womenscommission/atwork.htm>
- 15) **Recreation Advisory**, Dexter Hawkins. One of the issues talked about was securing more money for Fike. Fike Recreation is trying to implement payment for membership through payroll deduction. They hope this will be available by July 1. However, this committee will be disbanded until it is formally created.

16) South Carolina State Employees Association, Betty Cook. The Clemson SCSEA Chapter held its Annual Meeting on April 23, 2004 in the Hendrix Student Center. Beverly Cave, an SCSEA lobbyist, gave an update on current state employee-related legislation. The Clemson SCSEA Chapter suspends monthly meetings during the summer months. Our next Executive Board Meeting will be held on Thursday, August 12, 2004 in the Hendrix Student Center Conference Room. The proposed 3% raise is still in the legislative process. Because the House and Senate versions do not agree, it will go to a Conference Committee to be decided and then must be signed by the Governor. It is not too late to contact your upstate legislators on this issue and others, such as the TERI program. Let your voice be heard!

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

7. Unfinished Business.

A. BOT Staff Awards Dinner. The BOT held an awards banquet on May 6, 2004 to recognize staff. This is a great way for staff to earn recognition. The Senate will send Thornton Kirby an official letter thanking the BOT for recognizing staff through the awards banquet.

8. New Business

A. University-wide Committee Assignments. Need volunteers for the Substance Abuse Advisory Committee and for the Campus Master Plan Task Force. Gary Gaulin will take Dan Schmiedt's place on the Air & Water Quality Committee. University committee chairs will be notified of any changes within the week.

B. Standing Committee Assignments. Committee membership has been updated. Tentative committee assignments are L Boiter (co-chair), G Pye (co-chair), T Blanding, D Burns, W Chao, K Chapman, B Hood, L Kanaley, J McBride, C Owens, M Piekutowski, and W Smith for Activities; C Ferrier (chair), B Bergman, P Dobey, R Lay, C Long, L Rholetter, T Vaughan for Communications; C Sober (chair), R Cowan, G Dickson, C Drais, G Gaulin, S Glenn, J Kopczyk for Membership; D Schmiedt (chair), D Cantrell, L Cocke, K Donald, M Edwards, L Fowler, H Irwin, B Jones, E Knight, A Littlejohn, S Shiflet, B Shivar for Policy & Welfare; J Peay (chair), R Addis, S Bass, C Behrens, G Bryson, R Cowan, K Donald, D Hawkins, P Landreth, J Link, C Long, L Rholetter. Note: Senators may sit on more than one committee if they wish.

C. 2004-2005 Senate Goals. (1) Work to increase awareness of Classified Staff Senate and continually evaluate its effectiveness. (2) Seek increased support of CSS scholarships through payroll deductions and fund raising. (3) Continue to push for proper staff compensation. (4) Seek a change in university policy regarding the salary limitations imposed on university employees who are offered a new position that was posted at a level higher than the minimum of the band. Currently an inside-hire is limited to the minimum of the band (or up to 15% increase with presidential approval) even if the position has a higher in-grade level, while outside hires can be hired at the higher in-grade salary.) (5) Evaluate whether unclassified staff (non-faculty, non-temporary grant, non-lecturer) should be represented by the Classified Staff Senate. (6) Review senator-at-large representation for areas with only one senator.

9. Announcements

A. The June 29 executive committee meeting and the July 13 senate meeting will be cancelled.

B. The 20th Anniversary Magnets : The Classified Staff Senate hope you received your CSS 20th Anniversary magnets celebrating our 20 years of service to staff at Clemson University. The magnets were provided by the vending committee funds and not from any CSS fund raising, activities or donations.

10. Adjournment: 11:00 AM

Next Meeting: Tuesday, June 8, 2004.

Guest Speaker: Michelle Piekutowski, Information Resource Consultant for Employee Development on obtaining pay stubs online.