Clemson University
Classified Staff Senate

June 8, 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, Teresa Blanding, Barbara Bergman, Lynn Bolter, Gail Bryson, Deanna Burns, Wayne Chao, Keith Chapman, Linda Cocke, Richard Cowan, Glenda Dickson, Pat Dobey, Karon Donald, Corey Ferrier, Lynn Fowler, Gary Geulin, Sally Glenn, Dexter Hawkins, Buddy Hood, Emma Knight, Phil Landreth, Cindy Long, Julia McBride, Jenny Peay, Michelle Piekutowski, Dan Schmiedt, Steve Shiflet, Christine Sober

Absent: Deborah Cantrell, Christine Drais, Mike Edwards, Heather Irwin, Billie Jones, Robin Lay, Judy Link, Al Littlejohn, Cindy Owens, Gary Pye, Bill Shivar, Wanda Smith, Terri Vaughan, Linda Kanaley, Jean Kopczyk

Guests: Ami Hood, Dianne Harris

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

1. Approval of Minutes: The minutes from the May 11, 2004 meeting were approved with corrections.

2. Guests: Michelle Piekutowski, Information Resource Consultant for Employee Development and Ami Hood, Accountant Fiscal Analyst for Human Resources/Payroll, gave an overview of pay stub access online. Starting July 1, all employees, including student employees, will be paid via direct deposit with online viewing of pay stub information. [http://www.clemson.edu/cubs](http://www.clemson.edu/cubs). Employees may view their pay stubs online starting June 15. Pay stub information will be viewable online 4 days prior to payday, but monies WILL NOT be deposited until payday Friday. For example, July 2's pay stub information will be viewable beginning June 28, but your money won't be deposited and available for withdrawal until July 2. Pay stub information will be available online for up to one year. If you decide to print it, please be cautious when using shared printers. Don't leave the printout lying on the printer for anyone to pick up. Either pick it up immediately after printing or print it from a home computer. Information about the new system was distributed with last week's paychecks. For more information check the CUBS web site, call the CUBS help desk at 656-2827 or email CUBS2000@clemson.edu.

3. Open Commentary: None

4. Announcements from the President: None

   C. Board of Trustees, Ron Addis. No Report.
   D. Governmental Affairs, Richard Cowan. *See attachment.
   E. President's Cabinet, Ron Addis
     Mac Horton made a presentation on the Sandhill Research and Education Center in Columbia. Their major initiatives are: 1) support and training for extension personnel, 2) a program called Renaissance Communities that is helping to transform communities that have seen shifts in their economic infrastructure, 3) programs that address statewide issues, 4) sustainable environment, 5) issues of growth management, 6) leadership which the Palmetto Leadership program is a part of, and 6) information management. In addition, there are also plans underway (Architects have been hired.) to build a conference center at Sandhill. This has been a part of the debate between the legislators and the governor about the funds that were acquired from a land sale that the legislators want to use to build the conference center. The governor wanted to use the funds for operating costs. However, the governor lost. If anyone wants a copy of the presentation, Ron can email the word document.
   F. Other:
   5. Treasurer's Report, Cynthia Long
      The 2003 Endowment Report has been sent from the CU Foundation Office. The 2003 balance is $130,031.75. The principal balance as of this date is $157,000. The CU Annual Fund currently has $13,196.78. A payroll deduction donor report was requested; however, since it contained several names of retirees, we will need to get a more accurate account of who gives to the CU Annual Fund. According to the printout, we should receive $7,080.00 every 6 months. It is estimated that less than 7% of classified or faculty employees participate in the payroll deduction plan. There is approximately $1,100 remaining in the vending fund and it was spent on the scholarship brochure to promote the dollar-a-pay period motto. Currently, the FY05 CSS budget will remain at FY04 amounts. A motion was made and approved to accept the Treasurer's Report.
6. Committee Reports

A. Standing Committees

1) **Activities**, Lynn Boiter/Gary Pye
   An email was sent out asking for volunteers to appear in a picture for the scholarship brochure. The scholarship brochure will ask that all classified staff donate $1 per pay period and will be distributed through campus mail. The $1 per pay day motto will also be used as a marketing tool at the Benefits Fair.

2) **Communications**, Corey Ferrier
   The newsletter is being finalized. The committee is working on the wording of the Scholarship Brochure.

3) **Membership**, Chris Sober
   The committee met on June 8, 2004, at 8:45 am in 801 University Union. We are still short one senator from areas 1, 10, 14, 18 and 20. Chris will contact Senators from 1, 10, 14, 18 and 20 by email requesting that they send her the name of one person who is willing to serve or knows someone willing to serve. Please contact the CSS office if you are interested in serving.

4) **Policy and Welfare**, Dan Schmiedt.
   Dan Schmiedt and Emma Knight are obtaining the following information:
   (1) Unclassified Staff Representation. How should staff who do not fit the description of "classified staff" or "faculty" be represented?
   (2) Employees who interview for and obtain a new position on campus cannot receive more than a 10% raise without presidential approval. Is this policy fair?

5) **Scholarship**, Jenny Peay
   The Golf Tournament went well. There were plenty of volunteers. There was more sponsorship participation in this golf tournament; 32 teams participated. We netted approximately $13,000. Karon Donald encouraged the most sponsors to participate in the golf tournament and received an Afghan for her efforts. There was a motion to transfer $14,000 from the golf tournament proceeds (Hold for Deposit Account) to the CSS Scholarship Endowment Fund. This motion was seconded and approved by the CSS Senate. Currently the CSS distributes 10 scholarships each year to children of staff who attend Clemson University. Our goal is to provide a scholarship for every Clemson student whose parent is a member of the Clemson staff. Currently only about 150 employees use payroll deduction to contribute to the CSS Scholarship Fund. To donate, you may stop by the Clemson Fund Office at 110 Daniel Drive. A copy of the payroll deduction form will be posted on the CSS web site. [http://www.clemson.edu/css](http://www.clemson.edu/css)

B. University Committees

2) **Air & Water Quality Committee**, Gary Gaulin. Did not meet.
3) **Athletic Council**, Phil Landreth. Did not meet.
4) **Bookstore Advisory**, Cindy Long. Will meet when the fall semester begins.
5) **Faculty Senate Budget Accountability**, Phil Landreth. Did not meet.
   All committee members have continued assignments.

6) **CATS**, Robbie Nicholson
   The last of the old white Clemson Area Transit buses will soon retire. They will be replaced with 7 modern buses similar to other new ones that now make up most of the fleet that carries more than a million riders a year in Clemson, Central, Pendleton and Anderson and points between. The new buses are funded through a $1.7 million federal transportation grant and $288,000 in matching money from an interest-free state loan, to be repaid over three years. Hopefully the new buses will arrive by the start of Clemson University’s fall semester in August, 2004. In addition Clemson University plans to fund 2 addition buses - not replacements - to serve the Orange Route that takes commuters from parking lots around the perimeter of the campus to their classes and offices. The 7 replacement buses and the 2 additional buses are large, 35 foot clean-air, EPA-approved buses that will seat 31 passengers and will be ADA compatible with state-of-the-art ramps. Clemson Area Transit is the nation’s largest fare-free transportation system and continues to expand. There are plans to expand service to Seneca, and discussions are under way with Easley, according to Al Babinicz, the system’s Executive Director. Oconee County is the only county in the state without some form of public transportation.

7) **Campus Master Plan Task Force**, Al Littlejohn. No Report
8) **Clemson University Foundation Board**, Phil Landreth, (Chair until July 1, 2004). No Report.
   Next meeting: June 25, 2004
9) **Council on Community & Diversity**, Terri Vaughan.
   Community and Diversity has finalized their diversity ownership statement and submitted a letter to President Barker requesting that he form a diversity task force. Further action will be taken once the task force is in place.
10) **Human Resources Advisory**, Julia McBride. Did not meet.
    Discussion topics at the CSS meeting included: (1) Employees on a lag payroll schedule will have June 18, 2004 as the effective date of the 3% general increase. The increase will be reflected in the check issued on July 16, 2004. (2) Employees on a current payroll schedule and 12-month faculty will have June 18, 2004 as the effective date of the general 3% increase. The increase will be reflected in the check issued on July 2, 2004. (3) Nine month faculty will have a July 1, 2004 effective date for the general increase. The increase will be reflected in the check issued on August 27, 2004.
11) **Joint City/University**, Christine Drais. No Report.
12) **Library Advisory**, Karon Donald. Did not meet.
13) Parking Advisory, Dan Schmiedt. Committee will not meet this summer; however, if anyone has any parking questions, you may email Dan Schmiedt or any committee member.

14) President’s Commission on the Status of Black Faculty & Staff, Sandra Parker. No Report

15) President’s Commission on the Status of Women, Chris Sober
   The Women’s Commission met May 28. Planning continues for the Health Fair to be held in November. Nominations were solicited to fill 2 vacancies for retiring members. New information is being added to our website; please check for upcoming events and calendar dates at http://virtual.clemson.edu/groups/womenscommission/

16) Recreation Advisory, Dexter Hawkins. Met on 5/20/04

17) South Carolina State Employees Association, Betty Cook. No Report.

18) Substance Abuse Advisory Committee, Richard Cowan. No Report.

7. Unfinished Business
   A. Ombudsman: The Staff Ombudsman position is still unsettled. The President and Vice Provost asked Lawrence Nichols to compare the number of grievances from faculty and staff. Lawrence Nichols determined that money would be an obstacle when considering an Ombudsman position. CSS is still actively pursuing access by staff to a university ombudsman. Faculty, graduate and undergraduate students all have the ability to work with an ombudsman to mediate difficult situations without having to resort to the grievance process. We are seeking the same privileges for staff.
   B. No/Low Cost Benefits: Last year Lawrence Nichols and Almeda Jacks sent out an email on no cost job enhancements to employees. The employees responded by sending no cost job enhancements suggestions to the Executive Committee; the Executive Committee went through the suggestions; however, we have not received any results. A follow up on the status of the outcome is needed.

8. New Business
   A. The department heads should notify everyone of the statewide 3% increase.
   B. An email will be sent out to the Senators to get feedback from their constituents to find out if they were notified of the criteria and the nomination process regarding the distribution of the Performance Bonus Payments.

9. Announcements
   A. The library is putting a convenience store in room 417 of Cooper Library. Patrons will be able to purchase snacks, beverages, school and other assorted supplies. They are having a “Name That Store!” contest. Go online or visit the library’s lobby to submit your entry. http://www.lib.clemson.edu/
   B. June 10-12 Alumni reunion week at Clemson. http://alumni.clemson.edu/reunion04/index.htm
   C. June 19 Grand opening of the City of Clemson’s Keowee Trail Park, located along Lake Hartwell and Keowee Trail. The ceremony will be at Noon at the main park entrance on Keowee Trail. http://www.cityofclemson.org/
   D. The July 13 Classified Staff Senate meeting is cancelled. The next meeting will be August 10, 2004 at 10:00 AM in the Student Senate Chambers.

10. Adjournment: There being no further business, the meeting adjourned at 11:10 AM

Next Meeting: Tuesday, August 10, 2004, 10:00 AM, Student Senate Chambers

Guest Speaker: Lillian Harder, Director of the Brooks Center / Prof. of Music
Topic: The Brooks Center
Legislative Update

June 4, 2004

Budget

All action on the budget was completed last week. The Appropriations Act will be effective July 1, 2004.

Summary of Clemson Items in the Budget:

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<th>House Budget</th>
<th>Senate Budget</th>
<th>Conference Committee</th>
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<th>House Budget</th>
<th>Senate Budget</th>
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<tr>
<td>PSA Base Reduction</td>
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<td>Net Cut</td>
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General statewide elements that relate to personal services issues:

- 3% pay raise effective July 1, 2004 for classified and unclassified state employees
- $13 million to partially fund increases in the State Health Plan for state employees

Specific Higher Education initiatives:

- Eliminates the HEPI cap on tuition
- Provides $30 million in Lottery Funds for the Endowed Chairs Program
- Exempts higher education institutions from the limitation on increases in parking fees

Specific Public Service initiatives:

- Continued the surcharge on pesticide registration fees (+$800,000)
- Adopted proviso allowing Clemson to spend funds generated from the sale of land at the Sandhill REC on facilities and scholarships as approved by the Board of Trustees and the Budget and Control Board
- Exempted Clemson PSA from the sale of the state vehicle fleet proviso
- Updated a proviso to ensure the revenues from certain fees were retained by the Division of Regulatory and Public Service

Hot Bills

H. 3082 - Affirmative Approval of Regulations — did not pass in the Senate.
H.4127 - Establishes a Department of Administration with a Chief Information Officer — did not pass in the Senate.
H. 4130 - Regulation of Small Business — signed into an Act of Law. Clemson’s regulatory divisions were exempted from this Act.
H. 3714- The South Carolina Education and Economic Development Act - a bill that implements the "Pathways to Prosperity" report— did not pass in the House.
H. 4238 - Licensure and Regulation of Accountants — companion bill, S. 687 passed the House and Senate and is awaiting the Governor’s signature.
H. 4565 - Public-Private Education Facilities & Infrastructure Act — did not pass in the Senate.
H. 4653 - Parental Responsibilities Act – Clemson opposed a section in the bill mandating curriculum requirements for certain education degrees — did not pass in the House.
H. 4612 - Clemson Athletic Revenue Bonds — Companion bill, S. 904 became an Act of Law.
H. 4720 – Uniform Electronic Transactions Act – provides for definitions, legal effect and enforceability of an electronic record and signature – passed by the House and Senate and awaiting the Governor’s signature.
H. 4739 – prevents state agencies from providing any goods and services in competition with private business – did not pass in the House.
H. 4791 – Notification of meningitis and hepatitis B vaccinations on student health forms – did not pass in the Senate.
H. 4792 – relating to judicial review of administrative proceedings – Clemson requested an amendment to allow appeals in our regulatory divisions to be heard by an Administrative Law Judge – did not pass in the House.
H. 4892 – the Uniform Athletic Agent Act (UAAA) – companion bill, S. 759 passed the House and Senate and awaiting the Governor’s signature.
H. 4980 – clarification in the state Meat Inspection Law – requested by Clemson – passed by the House and Senate and awaiting the Governor’s signature.
H. 4981 – authorizes the State Veterinarian to issue Interstate Equine Passports – requested by Clemson – passed by the House and Senate and awaiting the Governor’s signature.
H. 4996 – regulates the capture and release of any pigs into the wild – requested by the Dept. of Natural Resources – supported by Clemson’s Livestock and Poultry Health Division – passed the House and Senate and awaiting the Governor’s signature.
S. 3714 – did not pass in the Senate.
S. 759 – the Uniform Athletic Agent Act (UAAA) – passed by the House and Senate and awaiting the Governor’s signature.
S. 1088 – codification bill – did not pass in the Senate.
S. 1089 – Establishing an office and structure for a Chief Information Officer in the Budget and Control Board – did not pass in the Senate.

Bills of Interest

None of these bills passed the legislature and are dead for the year.

H. 3047 – Scholarships, loans, grants/Non-US Citizens
H. 3187 – Use of Public Funds to Employ Lobbyists
H. 3208 – FOIA- Economic Development Disclosure
H. 3229 – Allows words of the Ten Commandments to be displayed on real property owned by the State
H. 3244- Faculty Workloads
H. 3555 – Prevents county ordinances from being more stringent than state laws on agriculture operations
H. 3699 – The SC College and University Board of Regents
H. 3741 – Exemptions From the State Employee Grievance Procedure
H. 3866 – Public Institutions of Higher Learning Operating a Hotel
H. 4537 – Move the State Aeronautics Commission to the Department of Transportation H. 4888 – removes the earnings limitation on retirees returning to employment and repeals TERI
S. 29 – Compliance/Federal Military Selective Service
S.197 – LIFE Scholarship Qualification/Tax Refunds
S. 383 – Repeal TERI
S. 383 – Exemptions From the State Employee Grievance Procedure Act
S. 403 – Public Institutions of Higher Learning Operating a Hotel
S. 822 – Move the State Aeronautics Commission to the Department of Transportation

FYI

Two bills that Clemson requested, H. 4980 and H. 4981, have been ratified and are awaiting the Governor’s signature. These bills relate to establishing an equine event permit and clarifying language in the meat inspection law.

The General Assembly adjourned sine die on June 3rd. As this is the second year of a two-year session, any bill not passed and ratified by both bodies upon adjournment died for the year.

June 8th is the primary election day for SC House and Senate seats.

You can read a copy of this update and find other legislative information from Governmental Affairs by going to our website at www.clemson.edu/governmentalaffairs/.

Federal Update

The House of Representatives began marking up appropriations measures this week without having completed a Budget Resolution. The Defense, Interior, and Homeland Security subcommittees marked up bills for consideration by the full
Appropriations Committee. Dissension exists about how the process will continue. The House Leadership expects to pass all of the thirteen appropriation measures individually whereas the Senate Leadership is debating several options to complete this process. At this point, no specific language has been released to identify whether any of our projects received consideration. The House is expected to continue to mark up appropriations measure next week.

On Tuesday, June 8th there will be a statewide primary election to determine who will be running to fill the seat held by Senator Ernest F. Hollings. Both the Republicans and Democrats will have primary contests. It is expected that the Republicans will have a run-off election to determine their candidate on June 22.