CLEMSON UNIVERSITY
CLASSIFIED STAFF SENATE

October 12, 2004
10:00 AM
Student Senate Chambers

Draft 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, Lynn Boiter, Deanna Burns, Deborah Cantrell, Wayne Chao, Keith Chapman, David Crockett, Linda Cocke, Richard Cowan, Glenda Dickson, Mike Edwards, Corey Ferrier, Lynn Fowler, Sally Glenn, Dexter Hawkins, James Hood, Heather Irwin, Linda Kanaley, Jean Kopczyk, Al Littlejohn, Cindy Long, Cindy Owens, Jenny Peay, Michelle Plekutowski, Dan Schmiedt, Steve Shiflet, Bill Shivar, Christine Sober, Terri Vaughan, Marlene Ventura

Absent: Barbara Bergman, Teresa Blanding, Gail Bryson, Karon Donald, Christine Drais, Gary Gaulin, Billie D. Jones, Emma Knight, Phil Landreth, Judy Link, Julia McBride, Gary Pye, Wanda Smith,

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

1. Guest Speaker: Gerald Vander Mey, Program Manager for University Facilities/Campus Planning. Topic: Campus Master Plan
   
   Gerald Vander Mey spoke to the Classified Staff Senate regarding the Campus Master Plan. The plan encompasses analysis, goals, academic planning, peer comparisons, prioritized changes, a set of future building projects, and design guidelines. At the core of the plan is the vision to achieve ‘top 20’ status and to achieve the goals and objectives of the university. The plan identifies the need to add approximately 2 million square feet of building space to the campus, but to do it in a way that promotes social and intellectual interaction, respects the culture and history of the place, and makes changes in ways that are sustainable through the use of LEED certification.

2. Approval of Minutes: September Minutes were approved as submitted.

3. Open Commentary: There were two questions posed regarding the parking lottery; (1) how does the lottery operate? (2) how long is a winner’s name withheld from the next drawing before they are able to participate in the drawing again? It has been determined that Parking Services works with the Internal Audit Department to select a random computer sampling of all employees who have purchased a parking decal. Top administrators, such as deans, vice presidents and coaches, were excluded from the drawing. No individual will be allowed to win the lottery twice in one year. At the present time, it has been decided that there will be 3 lottery drawings per year and each winner will get a reserved parking space for 4 months.

4. Announcements from the President: Ron spoke to the Faculty Senate about the CSS soliciting payroll deduction contributions from faculty to help fund the staff scholarship. The Faculty Senate discussed this matter and communicated to Ron that they felt that it is a good idea.

   A. Academic Council, Richard Cowan: No Report.


   C. Board of Trustees, Ron Addis: The Board of Trustees will meet next week.

   D. Governmental Affairs, Richard Cowan: No Report.

   E. President’s Cabinet, Ron Addis: There was a tour of the Research Park. At the October 11, 2004 meeting, there was a presentation on the tree protection and preservation program on campus. The tree protection and preservation program informed the audience that there is a record of every tree on campus; there are about 6,000 trees.

   Students were surveyed to find out what attracted them to Clemson University. The number one thing that attracted them to Clemson University was that they were treated well by people at Clemson. The number two thing that attracted them was the attractiveness of the campus; Ron believes that the attractiveness of Clemson can be attributed to landscape services and facilities and maintenance employees.

   F. Other:


5. Treasurer’s Report, Cynthia Long: A deposit of $14,000 was made into the Endowment for the 1st quarter of 2005. Our principle balance is $171,318.08. We currently have a fund balance of approximately $4,900 in our Vending Fund Account. The Operating Fund has an approximate balance of $4,000 in OTHER and $1,000 in TRAVEL. The treasurer’s report was accepted as submitted.
6. Committee Reports
   A. Standing Committees
      1) Activities, Lynn Boiter/Gary Pye: The committee will participate in the Benefits Fair held tomorrow, October 13, 2004. Anyone who visits the CSS booth and signs up for payroll deduction for the scholarship fund or increases their current contribution, their names will go into a drawing to win a prize. The list of prizes includes a 5 X 7 Orion rug, two fifty dollar gift certificates for Walmart, a Lowes Gift Card, etc. Popcorn will be served. A survey was given to all senators to get a tally of how many senators would like to see the committee use an angel tree this year.
      2) Communications, Corey Ferri: Dave Crockett was welcomed as a new senator. Dave replaced Lori Rholetter in area 1. Dave will serve on the Communications Committee.
      3) Membership, Chris Sober: Marlene Ventura was welcomed as a new senator. Marlene replaced Robin Lay in area 29. January is election time and there are currently 14 people whose terms will expire in 2005; only three of them are under second terms. These people will be contacted through email to be asked if they are willing to serve a second term or if they are leaving the senate, can they suggest a replacement.
      4) Policy and Welfare, Dan Schmiedt: The Committee met this morning. The committee discussed the unclassified staff representation issue; the committee will get numbers from the Human Resources Department so that the committee can get some ideas on how to pursue this issue. Also the issue of insurance deductions from employee's paychecks was raised. The question that was asked was "Is it possible for insurance premiums to come out of an employee's paycheck per paycheck instead of per month?"
      5) Scholarship, Jenny Peay: Have not met.
   B. University Committees
      1) Accident Review Board, Gary Pye: Has not met.
      4) Bookstore Advisory, Cindy Long: The Committee met on 9/15/04 and discussed a variety of topics regarding the 'Rush' week of returning students which went well. Lines were monitored so that students did not have long waits when purchasing books. The Bookstore is continuing to promote its 'pre-pack' book orders with students for all classes. The bookstore had about 1,900 pre-pack book orders this semester. It is an easy process for the students and saves a lot of time since the bookstore staff assembles and boxes up the book orders for easy pick up by the students.
      5) Faculty Senate Budget Accountability, Ron Addis: The committee met last week. The committee is working with Lawrence Nichols on the compensation philosophy. A draft of the compensation philosophy was distributed to the committee members so that the Classified Staff Senate could give them feedback; however, the Classified Staff Senate was absent. Comments about the compensation philosophy draft cannot be commented on because it is still in an early draft form. Hopefully before the end of this academic year, there will be something in existence to clarify a compensation philosophy.
      6) CATS, Robbie Nicholson: Has not met.
      7) Campus Master Plan Task Force, Al Littlejohn: Al attended a meeting of the Campus Master Plan Committee on Friday, September 24, 2004. The focus of the meeting was renovation of Library pool, bridge and library access. Several proposals were reviewed and discussed. The design firm will respond with a comprehensive plan for the area with greater access to the area, functional spaces around the pool, and a "lighter" passage way from Strode to Rhodes.
      8) Clemson University Foundation Board, Ron Addis. Has not met.
      9) Council on Community & Diversity, Terri Vaughan: The Council on Community and Diversity met on October 5 to discuss plans for a Diversity Administrators Retreat to be held Friday, November 19, 2004. Members also received a report from the Diversity Task Force regarding diversity plans that may already be in place in individual colleges, departments and administrative areas as determined by contact with deans, department heads and administrative managers. The Council will be working closely with the Task Force to develop a university diversity plan.
      11) Joint City/University, Christine Drais. No Report.
      12) Library Advisory, Karon Donald: Has not met.
13) **Parking Advisory**, Dan Schmiedt: The committee met on October 7, 2004. There is an expected shortage of residential hall parking for next year. Ideas were discussed in regards to how CATS will continue to be funded; the question is; what role does faculty and staff play in this matter? It may be that the role faculty and staff play in this matter hasn't been decided because this is something that is still on the horizon. At the next meeting, there will be a review of the ten principles of parking on campus. It has been two years since the ten principles of parking have been revised by the committee. Dan will make sure that the ten principles of parking are on the Parking Services website or on the Classified Staff Senate website for future viewing. If anyone has any suggestions or comments, they can email him at Willys@clemson.edu.

14) **President's Commission on the Status of Black Faculty & Staff**, Sandra Parker: The committee met on October 4, 2004. Jerry Knighton of Access and Equity was the guest speaker at the Commission's meeting. He gave statistical information that the Commission had requested on faculty and staff. The Commission's Research Subcommittee will follow up with further analysis of this data. Other Commission subcommittee reports focused on their planned activities, which include expanding the scope of previous Commission research efforts, developing more detailed information on employment practices and updating the Commission Web site. The Commission is planning a special program during the month of February. Further details will be available as plans progress.

15) **President's Commission on the Status of Women**, Chris Sober: The committee is in the planning stages for the Health Fair which will be held on February 25, 2004. The will be seminars, door prizes and a luncheon. Please reserve a spot on your calendar for this event. Hopefully, the committee will be able to make parking arrangements or provide van or bus transportation for people in the community who want to attend the Health Fair. The Health Fair is for everyone.

16) **Recreation Advisory**, Dexter Hawkins. Has not met. There is no date for the next meeting.

17) **South Carolina State Employees Association**, Betty Cook: The Executive Board of the Clemson SCSEA chapter met on September 9. Along with the Columbia SCSEA lobbyist, they will be participating in the CU Benefits Fair on Wednesday, October 13. The next Executive Board Meeting will be held on Thursday, October 14, 2004, at 8:15 a.m. in the Hendrix Center Conference Room. Please contact Betty Cook, chapter president, at celizab@clemson.edu or 656-3932 with any questions.

18) **Substance Abuse Advisory Committee**, Gary Pye: No Report.

7. **Unfinished Business**
   A. **Ombudsman Proposal**: Ron will ask for a meeting with President Barker to discuss this matter.
   B. **Proposed Staff Questionnaire**: Richard Cowan has written a draft. The Executive Committee will discuss the draft in detail at the next Executive Committee Meeting in two weeks.
   C. **No/Low Cost Benefits** – The parking lottery was approved and included faculty because of the "One Clemson" concept. Flu shots were not approved.
   D. **Student Conduct Code Review Committee – appointees** – Ron will check on this. A memo will be sent to all senators regarding this matter.
   E. **Parking Review Board** – appointees- We have enough staff for this board; however, alternates are needed.

8. **New Business**
   A. **Staff Representation in the Selection Process for New Vice Provost for DCIT**- There was a change made to add staff to the representation selection process; the change should be recorded in past minutes. Kathy Sturkie should have a record of the amendment to the Faculty Senate to approve the change to the minutes. Brenda Smith may be able to assist with any changes.

9. **Announcements**:
   A. Richard Cowan has an updated copy of the draft staff survey.

10. **Adjournment**: 11:28 AM.

**Next Meeting**: Tuesday, November 9, 2004, 10:00 AM, Student Senate Chambers
**Guest Speakers**: Geary L. Robinson, Director of Parking Services and Mary Poore, VP for Municipal Services. **Topic**: Parking Services and Municipal Services