

**CLEMSON UNIVERSITY  
CLASSIFIED STAFF SENATE**

**December 14, 2004  
10:00 AM  
Student Senate Chambers**

**MINUTES**

Present: Samantha Bass, Chris Behrens, Teresa Blanding, Lynn Boiter, Gail Bryson, Deanna Burns, Wayne Chao, David Crockett, Linda Cocke, Glenda Dickson, Karon Donald, Corey Ferrier, Lynn Fowler, Gary Gaulin, Sally Glenn, Brad Goff, Dexter Hawkins, James Hood, Heather Irwin, Linda Kanaley, Emma Knight, Jean Kopczyk, Phil Landreth, Judy Link, Cindy Long, Julia McBride, Cindy Owens, Gary Pye, Dan Schmiedt, Steve Shiflet, Wanda Smith, Christine Sober, Terri Vaughan, Marlene Ventura

Absent: Ron Addis, Barbara Bergman, Deborah Cantrell, Keith Chapman, Richard Cowan, Christine Drais, Mike Edwards, Billie Jones, Al Littlejohn, Jenny Peay, Michelle Piekutowski, Bill Shivar

Guest: Lawrence Nichols, Linda Rice

Ex-Officio Phil Landreth presided.

**1. Approval of Minutes:** Minutes from the November 9, 2004 meeting will be submitted for approval at the January 11, 2005 meeting.

**2. Open Commentary:** None.

**3. Guest Speaker:** Linda Rice, Director of Risk Management. Risk Management is responsible for protecting all university assets, including employees, properties and visitors. The university is required by law to purchase most forms of insurance through the South Carolina Insurance Reserve Fund; for special insurance needs, they must go through the open bid process. The department handles property and liability claims, lawsuits, workers compensation claims, and contract reviews (excluding grant contracts). Regarding workers compensation, Ms. Rice explained that employees receiving a small injury on the job should fill out a First Report of Injury Form rather than calling the Compendium. This has twofold benefit: your injury information is kept on file and is readily available should medical attention be deemed necessary at a later date and it also serves to hold costs down by preventing unnecessary, costly calls to the Compendium. Regarding contract reviews, contracts should be sent to the Risk Management office for review prior to going to purchasing, procurement or accounting. They also offer defensive driving classes. Dates and times for these classes can be found on the Master Calendar. Ms. Rice serves as Chair of the university's Accident Review Board. If an employee is found to be at fault in an accident involving a university vehicle, he/she could pay up to \$200 in damages. If alcohol is the proven cause of an accident, the driver can be held responsible for all damages. Regarding property insurance, departments should keep an updated inventory of all equipment and furnishing in the case of fire. The university also has insurance coverage/options for numerous other groups and activities including field trips, academic camps, sports camps, foreign travel, research sessions, medical professionals, etc. The office also offers a Return to Work program for employees following an injury. For additional

information, please visit the Risk Management website at <http://virtual.clemson.edu/groups/fiscal/risk.htm>.

#### **4. Announcements from the President**

**A. Academic Council**, Richard Cowan: No report.

**B. Administrative Council**, Lawrence Nichols: (1) The Council is looking at its budget, reflecting on what has happened and what is coming up. They are preparing for the February Board of Trustees meetings. (2) Most changes made to the Fair Labor Standards Act (FLSA) in August 2004 have been implemented. It is important for non-exempt employees to be aware that departments are not obligated to give compensatory time or money unless the overtime has been pre-approved by the department or supervisor. Also, state law requires overtime to be paid at a rate of 1½ times; compensatory time is awarded as 1:1. In the past, the university has allowed the practice of carrying over or "banking" compensatory time. HR is now asking each college to develop a plan for liquidating banked compensatory time. Those employees currently having banked comp time will not lose any time but limitations will be placed on the practice of banking during the upcoming year. HR will continue to work through the details. (3) Non-exempt employees should be aware that the same rules for compensatory time and overtime pay apply to employees working at home or telecommuting. Prior authorization from the department will be necessary before an employee can be compensated for overtime.

**C. Board of Trustees**, Ron Addis: No report.

**D. Governmental Affairs**, Richard Cowan: No report.

**E. President's Cabinet**, Phil Landreth for Ron Addis: Provost Helms traveled to Belgium to receive a duplicate medal that Thomas Green Clemson had been awarded when he served as ambassador to that country. This medal replaces the original one which had been lost and will be on display at some future date in the Calhoun Mansion.

#### **F. Other:**

**1) Human Resources**, Lawrence Nichols: HR's New Employee Orientation program is now available online at [http://www.clemson.edu/humanres/Training\\_Develop/new\\_orient/welcome.htm](http://www.clemson.edu/humanres/Training_Develop/new_orient/welcome.htm). HR is also working on implementing electronic signatures to reduce paper handling. Phil Landreth added that Dr. Jerry Reel's stories of Clemson's history are included in the new faculty orientation and President Barker would like to have this offered at new staff orientation as well.

**5. Treasurer's Report**, Cindy Long: Approximately \$900 in Vending Funds has been spent on designated/approved items for the Benefits Fair, December Meeting refreshments and appreciation gifts for CSS members. The Endowment principle remains the same as reported at the last meeting. The Scholarship Committee will be reviewing the Annual Fund account and the amount of consistent donations to the Annual Fund to determine if monies can be moved from this account to the permanent endowment without hindering the scholarship awards. The Annual Fund has received an additional twenty new donors since July 2004. The state funds currently have \$1,000 in Travel and \$3,250 remaining in Other. The Treasurer's Report was unanimously approved.

#### **6. Committee Reports**

##### **A. Standing Committees**

**1) Activities**, Lynn Boiter/Gary Pye: Lynn thanked everyone for their work and contributions to the Toy Drive. Donations will be taken to Prevent Child Abuse/Communities and Schools/Oconee County in Seneca today.

- 2) **Communications**, Corey Ferrier: The committee hopes to have the December newsletter completed soon.
- 3) **Membership**, Chris Sober: For those senators whose terms expire in April 2005:
  - 1) If you are planning to serve a second term, please submit a nomination form to the membership committee as soon as possible.
  - 2) If you do not plan to run again, please let the membership committee know as soon as possible. We are planning to hold elections at the end of January. As of now, we will have vacancies in areas 1, 2, 10, 14, 16, 20, 23, 24, 26. If you know of anyone who might be interested in serving as a Senator, please forward that name to the committee so we can contact them. Chris introduced Brad Goff as a new senator.
- 4) **Policy and Welfare**, Dan Schmiedt: The committee determined that unclassified staff should not be represented by the Classified Staff Senate. There are 300+ unclassified staff with far different needs than classified staff. The committee feels that those staff members would be best represented in some other way.
- 5) **Scholarship**, Jenny Peay: No report.

#### **B. University Committees**

- 1) **Accident Review Board**, Gary Pye: No report.
- 2) **Air & Water Quality Committee**, Gary Gaulin: Clemson University's Environmental Committee plans to develop a plan in coordination with the Master Planning Office to investigate and determine what can be done with the watershed areas of the campus and its effects on the campus environment. Gerald Vander Mey presented the concept to the Air & Water Quality Committee and the response was very positive. Several committee members volunteered to help with the study.
- 3) **Athletic Council**, Phil Landreth: The Council met on Monday, November 22<sup>nd</sup> and discussed views on the game brawl and how the University should handle it. They also voted and sent forth a recommendation that a representative of the Council, namely the Chair, should be included in any discussions or meetings in the future with University officials that involve crisis in the Athletic department.
- 4) **Bookstore Advisory**, Cindy Long: The committee will be meeting early in the spring semester. A request has been submitted to the CSS President to provide a representative for the committee that will be reviewing the proposals submitted by various national and international bookstore companies to 'manage' the CU Bookstore. The new contract is slated to begin the first weekend in May.
- 5) **Faculty Senate Budget Accountability**, Ron Addis: No report.
- 6) **CATS**, Robbie Nicholson: No report.
- 7) **Campus Master Plan Task Force**, Al Littlejohn: No report.
- 8) **Alcohol & Other Drugs Task Force**, Gary Pye: No report.
- 9) **Clemson University Foundation Board**, Ron Addis: No report.
- 10) **Council on Community & Diversity**, Terri Vaughan: The Council on Community and Diversity meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month. The current projects include implementing ideas presented at the November 19<sup>th</sup> Diversity Leadership retreat and discussing ways to improve the recruitment of minority faculty, staff and students.
- 11) **Human Resources Advisory**, Julia McBride: No report.
- 12) **Joint City/University**, Christine Draais: No report.
- 13) **Library Advisory**, Karon Donald: The committee has not met.
- 14) **Parking Advisory**, Dan Schmiedt: The committee has not met.
- 15) **President's Commission on the Status of Black Faculty and Staff**, Sandra Parker: No report.
- 16) **President's Commission on the Status of Women**, Chris Sober: The commission did not meet in November.

- 17) Recreation Advisory**, Dexter Hawkins: The committee has not met.
- 18) South Carolina State Employees Association**, Betty Cook: The Clemson Chapter of the South Carolina State Employees Association held their Legislative BBQ Dinner on Monday, December 6, at Just More Barbecue in Pendleton. Broadus J. Jamerson, III, SCSEA Executive Director, gave an excellent presentation on the SCSEA Legislative Agenda for 2005-2006. Upstate legislators spoke about the proposed 5% raise, increased insurance premiums cost, the COLA for retirees, and the TERI program. We recommend you contact your legislators as soon as possible regarding these issues. Let them know state employees work hard and deserve continued support for our existing benefits. The chapter web page is located at [www.clemson.edu/scsea](http://www.clemson.edu/scsea). Happy Holidays to everyone from Betty Cook, Chapter President.

**7. Unfinished Business:** No items were presented.

**8. New Business**

- A. CSS Representative on Bookstore Committee:** Richard Cowan volunteered.
- B. Christmas Surprise:** The Activities Committee distributed a CSS umbrella to each Senator in appreciation for their service on the Senate.

**9. Announcements:** No announcements were presented.

**10. Adjournment:** The meeting adjourned at 11:15 AM.