Clemson University
Classified Staff Senate
Executive Committee
August 31, 2004
8:30 AM
801 University Union

Draft Minutes

Present: Ronald Addis, Lynn Bolter, Corey Ferrier, Richard Cowan, Jean Kopczyk, Phil Landreth, Gary Pye, Chris Sober

Absent: Barbara Bergman, Jenny Peay, Dan Schmiedt, Cindy Long, Dexter Hawkins

President Ron Addis called the meeting to order at 8:30 AM.

1. Approval of Minutes: The minutes from the July 27, 2004 were approved with one correction.

2. Announcements from the President: (1) Low cost / no cost benefits: The following low cost / no cost enhancements were approved: (a) Free CPR training (b) Flextime policy; this will remain the same (c) A lottery will be held for employees that will reserve ten free parking spaces for one semester for winners. (2) Performance Credits: On August 30, 2004, Allan Godfrey gave a presentation to the Administrative Council on the status of performance credits. Ron received permission from Allan to carry vending money from FY -2004 over to FY-2005. (3) Cheating in Academics: A report states that cheating among students is on the rise at universities across the country.

A. Academic Council, Richard Cowan: No Report.

B. Administrative Council, Lawrence Nichols: (1) Proposed closing of the University between Christmas and New Year’s Day: The governor has granted December 21, 2004 as a holiday for all state employees therefore, Lawrence is hoping to create a new culture within the University where the University can be closed between Christmas and New Year’s. Even if the University is closed, employees will still be required to use vacation or compensatory time for any time off during this period that is not granted as a holiday. However, each department should consider operational needs first and flexibility second in regards to employees taking time off during this period. (2) Staff Employee Roadmap: Lawrence will raise the question of staff employee’s being included in the roadmap regarding base pay increases at the next Administrative Council meeting. (3) Ombudsman Position: The last Administrative Council meeting was canceled, however, this will most likely be discussed at the Administrative Council meeting on September 13, 2004.

C. Board of Trustees, Ron Addis: No Report.

D. Governmental Affairs, Richard Cowan: No Report.

E. President’s Cabinet, Ron Addis: (1) At the last meeting, a presentation was given on a proposed program that will focus on residential advisors who monitor the academic performance of first year college students; Ron believes that this is a good program for the Classified Staff Senate to get involved in. (2) Bryan O’ Rourke is the new director for Development and Alumni Affairs.

F. Other: 1) Human Resources, Lawrence Nichols: See FLSA under new business below.

3. Treasurer’s Report, Cynthia Long: There has not been any substantial change in the financial reports. Steve Copeland has approved FY04 performance credits for CSS to be transferred for the purchase of conference chairs in FY 05. The performance credit monies will not be available after September 30, 2004.

4. Standing Committees

A. Membership, Chris Sober: There are still 5 vacancies that need to be filled. An email was sent to area 1 employees and one response was received. There hasn’t been a response to emails sent to areas 18, and 20. There are plans to send mass emails out to areas 10 and 14. A membership meeting will be held before September 14, 2004.

B. Communications, Corey Ferrier: The Committee is still working on the newsletter that will go out in September via email.

C. Policy and Welfare, Dan Schmiedt: No report.

D. Scholarship, Jenny Peay: No report.

E. Activities, Lynn Bolter/Gary Pye: The Staff Scholarship Brochure went out via campus mail on August 27, 2004. Copies of the Staff Scholarship Brochure will be distributed at the Benefits Fair on October 13, 2004. Ron will ask Jeff Martin, Director of the Madren Center, to compensate the Ballroom at the Madren Center for both the CSS Luncheon on April 12, 2005 and the Executive Retreat on April 26, 2005.
5. **Unfinished Business**
   A. **Staff evaluation of supervisors:** There is no policy for staff evaluation of supervisors.
   B. **Request to be put on the Faculty Senate Agenda:** The Classified Staff Senate will make a request to be put on the Faculty Senate Agenda to discuss the Scholarship program. (Valerie will contact Cathie Shurkie, Program Assistant for the Faculty Senate, to request that the Classified Staff Senate be put on the Faculty Senate Agenda in September.)
   C. **Proposed change of by-laws:** Gary Gaulin made a motion to change the word “could” to “will” in the proposed by-laws. The word change will be addressed at the next Classified Staff Senate Meeting on September 14, 2004.

6. **New Business:**
   A. **University Parking Review Board – appointees:** There is presently a list of about 25 volunteers. Ron will suggest that the municipal court increase the number of appointees. There should be a three year rotation of appointees. (Valerie will call the municipal court to find out who served on the University Parking Review Board last year and when their terms end.)
   B. **Student Conduct Code Review Committee – appointees:** The policy states that two staff members should be appointed by the Classified Staff Senate, two faculty members should be appointed by the Faculty Senate and five students should be appointed by the Student Senate. This will be listed under new business at the next Classified Staff Senate Meeting.
   C. **FLSA Changes:** Overtime pay is determined by if an employee is exempt or non-exempt. An employee is determined to be exempt or non-exempt by his or her job description. If an employee is exempt, he or she can not receive overtime. If an employee is non-exempt he or she can receive overtime. Evaluation of some jobs on campus will determine who is exempt and who is non-exempt. H.R. has spent a considerable amount of time measuring different positions against the Fair Labor Standard Act and found that originally there were about 60 positions that were not up-to-date; however, now there are currently about 13 positions that are up for review. The Department of Labor sided with H. R. in ruling out Graduate Assistants as being overtime eligible. The best part about the FLSA is that departments on campus are going through job descriptions in their department to make sure they are accurate and up-to-date. There are approximately 30,000 state employees that earn less than $23,000 annually.
   D. **National Ranking 32 – Clemson University is ranked number 32 academically among American Universities.** President Barker stated at the last Administrative Council meeting that “We are not chasing the rankings, if we do the right thing, the rankings will come”.
   E. **New Employee Orientation – online and live** – The Employment Development Area of the Office of Human Resources now offers New Employee Orientation in two forms; Online Orientation and Live Session Orientation. All new hires will be notified of orientation though the H.R. area via e-mail and telephone. The online orientation can be viewed from anywhere that has an internet connection and at any time. The live sessions are offered once per month.
   F. **Revised Bonus Policy:** This policy applies primarily to research oriented employees. The funds for this policy are available from grant money. The $1000 restriction on funds for bonuses has been lifted at this time; however, there are no set rules in place to dictate how this matter will be handled in the future.
   G. **Time Sheet Guidelines:** H. R. has received policies and procedures regarding the Fair Labor Standard Act that stipulates what jobs are overtime exempt and what jobs or overtime eligible. Employees who are non-exempt will be required to fill out time sheets. Employees who are exempt will not be required to fill out time sheets.
   H. **Suggested questions for classified staff questionnaire:** Ron suggested working with Catherine Watt, Director of Institutional Research, to create a design and formulate questions for the staff questionnaire.

7. **Announcements:** None.

8. **Adjournment:** There being no further business, the meeting was adjourned at 10:25 AM.

**Next Meeting:** Tuesday, September 28, 2004, 8:30 AM, 801 University Union