

**CLEMSON UNIVERSITY  
CLASSIFIED STAFF SENATE**

January 11, 2005  
10:00 AM  
Student Senate Chambers

**MINUTES**

**Present:** Ron Addis, Samantha Bass, Chris Behrens, Lynn Boiter, Gail Bryson, Deanna Burns, Deborah Cantrell, Keith Chapman, David Crockett, Linda Cocke, Richard Cowan, Karon Donald, Mike Edwards, Corey Ferrier, Lynn Fowler, Gary Gaulin, Dexter Hawkins, Heather Irwin, Linda Kanaley, Emma Knight, Jean Kopczyk, Phil Landreth, Al Littlejohn, Cindy Long, Julia McBride, Cindy Owens, Jenny Peay, Michelle Piekutowski, Dan Schmiedt, Steve Shiflet, Chris Sober, Terri Vaughan, Marlene Ventura

**Absent:** Barbara Bergman, Teresa Blanding, Wayne Chao, Glenda Dickson, Christine Drais, Sally Glenn, Brad Goff, Buddy Hood, Billie Jones, Judy Link, Gary Pye, Bill Shivar, Wanda Smith

**Guests:** Betty Cook, Frankie Felder, Lawrence Nichols

President Ron Addis presided.

- 1. Guest Speakers,** Dr. Frankie Felder, Associate Dean of Graduate School, and Dana Irwin. Dr. Felder's travels increased her awareness that Clemson was known foremost for its athletics and somewhat for its undergraduate programs and even less was known about its graduate school education - in particular, the research component. "Focus on Research" was her "dream" of building excitement throughout the state about a graduate education at Clemson University. With most science and technology top jobs going to foreigners, there is a need to increase the number of students interested in research in the sciences, the arts, communications, and other areas. The month of April is dedicated to showcasing the research of Clemson University's graduate students to the faculty, staff, undergraduate students, surrounding communities and beyond. On April 15, high school students from across the state are invited to participate in Open Labs Across Campus Tours, a newer component of "Focus on Research" programs. Dana Irwin explained that faculty and staff volunteer as tour guides for over 500 high school students to the approximate 30 labs on campus. A new event specifically designed for middle school students is being introduced. Middle school students will "enter the BrainStorm" and experience exciting interactive sessions presented by various University departments. The growth experienced by the forum not only necessitated a move to Littlejohn Coliseum, it also sparked the concept of making Clemson an undergraduate research institution. In an educational environment, research and learning should be a daily part of our jobs. Dr. Felder encouraged Senate members to become engaged with faculty and graduate and undergraduate students as Clemson strives to become a Top 20 institution. She welcomed individual volunteers and she also challenged the Classified Staff Senate to volunteer as a group annually. For details of the Forum or on how to volunteer, visit the web site at <http://www.grad.clemson.edu/ResForum/index.html>. A training session will be offered. Staff need not take annual leave if they want to volunteer; supervisors will be notified of your participation. The Forum committee is also offering a research quiz that will be on-line with a prize for the individual correctly answering the most questions about Clemson University.

2. **Approval of Minutes:** Minutes of the December 14, 2004 meeting were approved as submitted. Minutes of the November 9, 2004 have not yet been submitted for approval.
3. **Open Commentary:** Gary Gaulin proposed the Senate invite Gerald Vander Mey to talk about an initiative that the university is doing on preparing corridors. This concept looks at the campus as not just the land but all the components, i.e., water, air, trees, animals. Mr. Vander Mey will be contacted about speaking to the Senate at a later spring meeting.
4. **Announcements from the President**
  - A. **Academic Council**, Richard Cowan: Has not met.
  - B. **Administrative Council**, Lawrence Nichols: The Council looked at issues surrounding student government insurance, housing, upgrading sprinkler systems and the Governor's budget proposal. The proposed budget does not include raises for public employees in higher education claiming that higher education public employees have received an 11.5% increase since 2000. (Faculty is included in this statistic.) Other state employees have received a lesser percentage increase in pay. Mr. Nichols stressed that this budget is a proposal and will undergo much debate and most likely modification prior to passing the legislature.
  - C. **Board of Trustees**, Ron Addis: The Board will meet in Columbia on February 2 and 3.
  - D. **Governmental Affairs**, Richard Cowan: Richard commented that the Governor's proposal does not include any increase in insurance premiums.
  - E. **President's Cabinet**, Richard Cowan: A presentation on the "Call Me Mister" program was given. The program involves young black men in the area of elementary school teaching focusing on developing positive role models in the classroom for young children. The Governor's budget proposal was also discussed.
  - F. **Other:**
    - 1) **Human Resources**, Lawrence Nichols: No report.
5. **Treasurer's Report**, Cynthia Long: The CSS Annual Fund currently has \$12,373.78 in its account. A total of \$5,750 has been designated for the fall semester scholarships and a total of \$4,898 (this amount represents payroll deductions and/or gifts received from July through December 2, 2004) has been deposited this fiscal year. The CSS Endowment Fund currently stands at \$171,318.08 in principle. Vending Funds currently has a balance of \$4,149.83 for 2005 designated funds. A Total of \$551.00 has been carried forward for purchase of conference room chairs in the CSS Office/Conference room. CSS E&G funds have approximately \$2,940 in Other and \$1,000 in Travel. The report was unanimously approved.
6. **Committee Reports**
  - A. **Standing Committees**
    - 1) **Activities**, Lynn Boiter/Gary Pye: Lynn thanked the Senators for participating in the toy drive. Four vans were filled with contributions. The organization was greatly appreciative of the generosity of the Clemson University family. President Ron Addis added that the toy drive shed a very positive light on Clemson and the Classified Staff Senate. He thanked the committee for coordinating the effort.
    - 2) **Communications**, Corey Ferrier: Work on the newsletter is nearly completed.
    - 3) **Membership**, Chris Sober: 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. If you need nomination forms please email me at [csober@clemson.edu](mailto:csober@clemson.edu). Chris

reminded Senators wanting to serve a second term that they need to submit a nomination form to her.

- 4) **Policy and Welfare**, Dan Schmiedt: Has not met.
- 5) **Scholarship**, Jenny Peay: The committee will begin planning the spring golf tournament. The tournament is scheduled for May 20 at The Walker Course.

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

- 1) **Accident Review Board**, Gary Pye: The Board has not met since the December CSS meeting and is scheduled to meet January 27<sup>th</sup>.
- 2) **Air & Water Quality Committee**, Gary Gaulin: No report.
- 3) **Alcohol and Other Drugs Task Force**, Gary Pye: The committee met on November 15<sup>th</sup>. Six subgroups have been formed and Gary is serving on the Faculty and Staff subgroup. The six subgroups are: Collecting and Analyzing Data, Greeks, Alumni & Visitors, Freshmen, Other Drugs, and Faculty and Staff. Dr. Desmond R. Layne is chair of the Faculty and Staff Subgroup. This subgroup will focus on identifying and implementing "best practices" in engaging faculty and staff in reducing high-risk drinking and illegal drug use and the negative effects of both on the University community. They will measure and report results. Some 'practices' to consider include: 1) Review 2003 Faculty/Staff survey and identify opportunities to engage faculty and staff in prevention efforts; 2) Develop and provide training to faculty members on how to integrate information on alcohol and drug use into their classes and assignments; and 3) Publicize and recognize faculty and staff for the involvement in AOD prevention activities.
- 4) **Athletic Council**, Phil Landreth: Has not met.
- 5) **Bookstore Advisory**, Cindy Long. The committee will be meeting soon but has not scheduled a date. Because Cindy will be rotating off the CSS this March, a new CSS representative will be needed to fill a slot on the Advisory Committee. This committee meets approximately four times per academic year.
- 6) **Faculty Senate Budget Accountability**, Ron Addis: The group is finalizing the draft of the compensation philosophy which will go to the Executive Committees of the Faculty Senate and the Classified Staff Senate for review. The Senate will need to prepare a response.
- 7) **CATS**, Robbie Nicholson: Has not met.
- 8) **Campus Master Plan Task Force**, Al Littlejohn: Has not met.
- 9) **Clemson University Foundation Board**, Ron Addis: Information will be shared at a later date.
- 10) **Council on Community & Diversity**, Terri Vaughan: .
- 11) **Human Resources Advisory**, Julia McBride: No report.
- 12) **Joint City/University**, Christine Drais.
- 13) **Library Advisory**, Karon Donald: The Board expressed concern about the university's new online phonebook listing the employee ID number. Tiger Stripe cards also use the same employee ID number and a concern for misuse is growing. The Policy and Welfare Committee will look into the matter. Dan Schmiedt added that from a computer security perspective, having someone's employee ID does not give them access to any information without some other form of identity verification.
- 14) **Parking Advisory**, Dan Schmiedt: The Board will meet January 13. Please send any concerns or issues to Dan prior to Thursday's meeting.
- 15) **President's Commission on the Status of Black Faculty & Staff**, Sandra Parker: The President's Commission held its winter retreat on December 10, 2004. Guests included Robert and Edith Lambert, Albert and Bernice Holt, Shirley Timmons, Frankie Keels Williams, David and Annie Green, Anna Reid and Cathy Bell. Guest speakers addressed the Commission with information about

the Clemson Child Development Center and an update on the status of The Houston Center for the Study of the Black Experience in Higher Education.

**16) President's Commission on the Status of Women**, Chris Sober: The Commission did not meet in December. However, we are currently taking nominations for the Outstanding Women Awards for faculty, staff, and students. Nomination packets should be submitted to the Commission Office by February 14. For more information and nomination forms, visit the web site at <http://virtual.clemson.edu/groups/womenscommission/>.

**17) Recreation Advisory**, Dexter Hawkins: Has not met.

**18) South Carolina State Employees Association**, Betty Cook: The Clemson Chapter of the SCSEA will be participating with other state employees from across South Carolina in the STATE HOUSE VISIT on Tuesday, February 8, 2005. Everyone will meet at Seawell's Restaurant across from the State Fair Grounds at 10:00 AM. All participants will then be bused to the State House. At that time you will have the opportunity to observe our upstate legislators as they participate in the Legislature and the Senate. Many of them come out to the lobby and visit with the state employees. Afterwards, everyone will return to Seawell's for a luncheon. Notify Betty Cook, Clemson Chapter President, at [celizab@clemson.edu](mailto:celizab@clemson.edu) or 656-3932 by noon on Friday, February 4 if you plan to attend. State employees should plan to take a day of annual leave for that day. This activity is designed to emphasize how vital our role is in state government and how important it is for the state to recognize our hard work through better pay, affordable health insurance, job security and a strong retirement system.

## 6. Unfinished Business

- A. **CSS Survey:** Richard Cowan reminded everyone to complete the surveys. Hard copies have been sent to employees not having computer access.
- B. **CSS Administrative Assistant Update:** Richard Cowan reported that 92 applications were received. After an initial review, there are now 32 applications that will be further reviewed to determine candidates for interviews. The committee meets again on Wednesday.

7. **New Business:** There were no new business items.

## 8. Announcements

- A. **Required Fire Extinguisher Training:** All Clemson employees are required by OSHA Standard 1910.157 to complete annual fire extinguisher training. Classes are offered in two forms: online and live sessions. The online course is available at all times via the internet. The live sessions are offered 4 times a year by the CU Fire Department. To register for a live session, go to <http://dprod6.clemson.edu/hrsreg/courselistingupcoming.asp?audience=hr>. Go to [http://www.clemson.edu/humres/Training\\_Develop/new\\_orient/fire\\_exting.htm](http://www.clemson.edu/humres/Training_Develop/new_orient/fire_exting.htm) for the online course. Questions? Contact Michelle Piekutowski at [mtp@clemson.edu](mailto:mtp@clemson.edu) or 656-4286.

9. **Adjournment:** There being no further business, the meeting adjourned at 11:00 AM.

**Next Meeting:** Tuesday, February 8, 2005, 10:00 AM, Student Senate Chambers

Minutes submitted by Kathy Hensen