Clemson University
 Classified Staff Senate
 February 8, 2005
 10:00 AM
 Student Senate Chambers

Minutes

Present: Ron Addis, Samantha Bass, Chris Behrens, Barbara Bergman, Lynn Boiter, Gail Bryson, Deanna Burns, Deborah Cantrell, Wayne Chao, Keith Chapman, David Crockett, Linda Cocke, Richard Cowan, Corey Ferrier, Lynn Fowler, Sally Glenn, Dexter Hawkins, James Hood, Heather Irwin, Linda Kanaley, Emma Knight, Jean Kopczyk, Phil Landreth, Judy Link, Al Littlejohn, Jenny Peay, Michelle Piekutowski, Gary Pye, Dan Schmiedt, Steve Shiflet, Christine Sober, Terri Vaughan, Marlene Ventura

Absent: Teresa Blanding, Glenda Dickson, Karon Donald, Mike Edwards, Gary Gaulin, Brad Goff, Billie Jones, Cindy Long, Julia McBride, Cindy Owens, Bill Shivar, Wanda Smith

Guests: Dr. Eleanor Nault, Joyce Peebles

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

1. Approval of Minutes: The minutes of the January 11, 2005 meeting were approved as submitted.

2. Guest Speaker, Eleanor Nault, Director of Assessment: Dr. Nault reviewed results of the Classified Staff Survey which was distributed January 5-14, 2005, by email to all CU classified staff in state and by hard copy to Housing and FMO. The response rate was over 32%, an excellent response rate according to Dr. Nault who said the expected rate of return is usually around 10%. This is a strong indication that staff care and want to be heard. Some areas had a significantly low rate of return; Dr. Nault suggested that follow-up action would be appropriate to determine a possible cause for the poor participation. The survey was organized into 3 main sections: Perceptions of Self and Staff, Perceptions of Department, and Perceptions of Executive Administration or University Leadership. Written comments covered staff ombudsman, Road Map money for staff compensation, smoking on campus, professional development, and perception that Top 20 Goals are for faculty and not for staff. Suggestions for improvements included creating a Q&A place on the CSS web site, evaluation of supervisor (bottom-up survey), permanent homes for NCBI and Safe Zone programs, and changing representation from classified staff to staff. By far, the most frequent comments concerned staff compensation, salary frustration, and the rising cost of living. The overall survey results will be posted on the CSS web site. Staff wanting additional information about their particular area should contact their Senator. Ron opened the floor for discussion. It was noted that the topics receiving the poorest scores were (1) the executive administration’s recognition of staff contributions to the University’s academic mission, (2) the University’s commitment to the growth and well being of staff, and (3) staff’s perception of their input in the University’s plans for the future. Underlying these responses is the university’s justification that monies should be spent for academic purposes, not for staff compensation, ombuds position, etc. The position of the administration is one of justification: if ‘it’ doesn’t move Clemson closer to the Top 20, then ‘it’ cannot be justified and will not be funded. This stance fuels staff’s belief in the administration’s skewed concept of One Clemson. Frustration was voiced about classified staff employees being labeled as infrastructure along with equipment and buildings. Suggested ways of being proactive included promotion of a letter writing campaign of all classified staff employees to state legislators, removal of Top 20 goals
from classified staff EPMS, draft a petition for our legislators, and organizing all staff to take a day of annual leave on the same day. The Policy and Welfare Committee will discuss the options in greater detail. The Senate leadership stressed that our message needs to be very clear - that staff want a compensation plan that allots for performance increases.

3. Open Commentary: None.

4. Announcements from the President
   A. Academic Council, Richard Cowan: Over 130 faculty will be retiring or TERIing this year. Road Map will be presented to Board of Trustees at the April meeting; there is no information about inclusion of staff at this time.
   B. Administrative Council, Lawrence Nichols. No report.
   C. Board of Trustees, Ron Addis: (See attachment)
   D. Governmental Affairs, Richard Cowan. Information will be forwarded to Senators as soon as possible.
   E. President’s Cabinet, Ron Addis. Has not met.
   F. Other:
      1) Human Resources, Lawrence Nichols. No report.

5. Treasurer’s Report, Cynthia Long. Cindy reported no change in the Endowment. Vending funds total $4,149. The awards luncheon has a budget of $1,900; Cindy has not received approval for entertainment expenses but will pursue. Approximately $600 remains for meeting refreshments. Golf tournament seed money is $1,100. Funds for replacing the conference room chairs are $550 (Vending) plus $800 (Performance Credits). Cindy added that if more is needed, there is some E&G money that could be used. The CSS Annual Fund currently has $7,213.78. The membership unanimously approved the report.

6. Committee Reports
   A. Standing Committees
      1) Activities, Lynn Boiter/Gary Pye: The annual Awards Luncheon is scheduled for April 12 at the Outdoor Lab.
      2) Communications, Corey Ferrier: The January newsletter has been completed and posted on the CSS web site. Articles and editorials for the March newsletter should be emailed to Corey.
      3) Membership, Chris Sober: The membership is still working to fill 12 vacancies for the 2005-2008 term. If you know of anyone who would like to serve, please contact a member of the committee. The committee is also working on ideas for conducting a "membership drive" to increase participation in the Senate.
      4) Policy and Welfare, Dan Schmiedt: The committee has looked into issues raised about employee IDs. One issue was that if you had access to a Tiger One terminal, you could access someone’s Tiger Stripe Account. The Tiger One office has remedied the problem by requiring the employee to use his/her actual ID card to make a transaction. The second issue concerned the library; DCIT is implementing safeguards.
      5) Scholarship, Jenny Peay: Flyers and registration forms for the golf tournament are available. The committee is asking the Senate to contribute $100 to sponsor a hole.
   B. University Committees
      2) Air & Water Quality Committee, Gary Gaulin. No report.
      3) Alcohol and Other Drugs Task Force, Gary Pye. No report.
      4) Athletic Council, Phil Landreth. Has not met.
      5) Bookstore Advisory, Cindy Long. No report.
      6) Faculty Senate Budget Accountability, Ron Addis. A compensation philosophy has been drafted. The issue of discrimination between faculty and staff compensation is addressed.
      7) CATS, Robbie Nicholson. No report.
8) **Campus Master Plan Task Force**, Al Littlejohn. No report.
9) **Clemson University Foundation Board**, Ron Addis. Has not met.
10) **Council on Community & Diversity**, Terri Vaughan. No report.
12) **Joint City/University Advisory**, No report.
13) **Library Advisory**, Karon Donald. No report.
14) **Parking Advisory**, Dan Schmiedt. The board will be discussing the 10 Parking Principles. Dan urged staff to review the guidelines found on the Parking Services web site. Comments received so far include a need for greater clarity on the graduated scale for parking, greater clarity to the campus parking map, more information about after hour parking for guests and when employee parking becomes available for students. Additional comments should be sent to Dan.
15) **President's Commission on the Status of Black Faculty & Staff**, Sandra Parker. The Commission met on January 10, 2005. The Commission is planning a spring Open Forum for the University community. More information will be available at a later date. They are working on a staff survey that will be ready for distribution in the near future. A Commission subcommittee has distributed requests for information to compile a resource guide for new faculty and staff. This request was sent to the University community. The next meeting will be on Feb. 7 in the Hendrix Student Center.
16) **President’s Commission on the Status of Women**, Chris Sober. The Commission met on January 21 and is very excited about the Women’s Health Fair on February 25 at Fike Recreation Center. There will be over 30 exhibitors with information on a variety of women’s health issues, a physical activity room with a mile long walk test, and several seminar speakers including Carol Goldsmith from WYFF. Please plan to attend this worthwhile event. Also, March is the kick-off for the celebration of the 50th Anniversary of Women at Clemson. For details, check the University calendar for March. There are numerous events, festivals and exhibits commemorating this event.
17) **Recreation Advisory**, Dexter Hawkins. Has not met.
18) **South Carolina State Employees Association**, Betty Cook. The Clemson Chapter of the South Carolina State Employees Association will be participating in the State House Visit on Tuesday, February 8, 2005.
19) **Student Conduct Code Review Committee**, Deborah Cantrell and Phil Landreth. The committee has not met.

6. **Unfinished Business**
   A. **Staff Ombudsman**: Ron met with President Barker on January 21st. President Barker has agreed to authorize the creation of the staff ombudsman position as a half-time position to be filled internally by someone whose job duties could be converted to take on the ombudsman duties. The person would not be from HR. After a probationary period, the position will be reevaluated to justify continuing, expanding or eliminating the staff ombudsman position. Ron has sent the President’s decision to Lawrence and is awaiting a response. Although this is greatly modified from the original proposal, the Senate gave its approval to accept and proceed with President Barker’s offer.
   B. **CSS Administrative Assistant Update**: The screening committee has met with 4 candidates and has one remaining interview. An offer will be made before the end of the month.

7. **New Business**
   A. **Student Memorial**: Ron received an inquiry about who was behind the concept of building a student memorial for students having died while attending Clemson. He was advised that Student Affairs is working on the project and will direct the inquiry to Vice President Jacks.
   B. **Joint City/University Advisory Committee Representation**: With Christine
Drais's resignation from the Senate, a volunteer is needed to attend the committee's meetings. It was clarified that the representative could be any classified staff employee, not necessarily a current Senator. An email will be sent out to all Senate members and then to all staff if there is not a volunteer.

8. Announcements
   A. National Coalition Building Institute: NCBI offers diversity training for faculty, staff and students through the Gantt Intercultural Center. Register online for a workshop at http://stuaff.clemson.edu/gic/ncbi/.
   B. State Bill: The legislature has approved a bill requiring HR to review every state employee's records to give retirement credit for their work as undergraduate and/or graduate student workers as far back as 1972.

9. Adjournment: There being no further business, the meeting adjourned at 11:27 AM.

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