

**CLEMSON UNIVERSITY
CLASSIFIED STAFF SENATE**

April 12, 2005, 10:00 AM
Outdoor Laboratory, Kresge Hall

Present: Ron Addis, Samantha Bass, Chris Behrens, Barbara Bergman, Lynn Boiter, Gail Bryson, Deanna Burns, Deborah Cantrell, David Crockett, Linda Cocke, Richard Cowan, Karon Donald, Mike Edwards, Barbara Emkin, Corey Ferrier, Lynn Fowler, Gary Gaulin, Sally Glenn, Dexter Hawkins, James Hood, Naomi Kelly, Marty King, Emma Knight, Jean Kopczyk, Judy Link, Cindy Long, Julia McBride, Cindy Owens, Michelle Piekutowski, Gary Pye, Dan Schmiedt, Steve Shiflet, Shelley Slann, Chris Sober, Terri Vaughan

Absent: Lydia Arneson, Teresa Blanding, Wayne Chao, Keith Chapman, Glenda Dickson, Brad Goff, Heather Irwin, Billie Jones, Linda Kanaley, Phil Landreth, Al Littlejohn, Jenny Peay, Susan Pope, Bill Shivar, Wanda Smith, Marlene Ventura

Guests: Lawrence Nichols

President Elect Richard Cowan called the meeting to order at 10:00 AM.

1. **Approval of Minutes:** Minutes of the March 8, 2005 meeting were approved as submitted.
2. **Open Commentary:** Richard welcomed the new CSS Administrative Assistant, Karon Donald.
3. **Announcements from the President**
 - A. **Academic Council**, Richard Cowan. Has not met.
 - B. **Administrative Council**, Lawrence Nichols. Administrative Council is addressing a range of issues. Several topics under discussion are the condominium complex located on highway 93 by the ESSO Club, West End Zone project, and May graduation.
 - C. **Board of Trustees**, Ron Addis. See attached report.
 - D. **Governmental Affairs**, Richard Cowan. The Senate Finance Committee finished their work on the FY05/06 Appropriation Bill and the Capital Reserve Fund Bill on April 7, 2005. The Appropriations Bill is expected to be debated by the full Senate next week. Both the House and Senate versions have a 4% pay increase for state employees and both budgets fund the increase in employee health benefits. For a complete list of bills being tracked please visit the State Relations page of the Office of Governmental Affairs Web site: <http://www/clemson.edu/governmentalaffairs/>
 - E. **President's Cabinet**, Ron Addis. Clemson University is considering opening an office in Brussels. The goal of the office is to increase the number of CU students studying abroad, and to aid the university in further developing European industry and business relationships.
 - F. **Other:**
 - 1) **Human Resources**, Lawrence Nichols. 1) The legislature approved a 4% pay raise across the board for state employees. 2) Employee health premiums and benefits will remain the same for 2006. The state will defray any increases in the health care plan.
4. **Treasurer's Report**, Cynthia Long. 1) Current funds in the CSS Annual fund stand at \$9,805.78. Deposits from payroll deductions are made quarterly at approximately \$2,580. Withdrawals for the awarded scholarships are made twice yearly at \$5,750. 2) The Endowment *principle* is \$171,318.08. Deposits are made into this fund usually once a year (monies raised from the golf tournament and other fund raising activities that the Activities Committee sponsors). The last deposit was made during the 1st quarter of this fiscal year in

the amount of \$14,000. The June 30, 2004 official balance in the Endowment is \$194,661.65. This includes *principle and interest* earned through this date. 3) Our regular budgeted spending account balance is \$1,000 in TRAVEL and approximately \$2,000 in OTHER. We have a healthy balance in the Vending account. These funds will cover the cost of the Awards Banquet, Golf tournament expenses, conference room chairs and regular meeting expenses. Barbara Bergman made a motion to approve the minutes, Chris Sober seconded, and the vote was unanimous.

5. Committee Reports

A. Standing Committees

- 1) **Activities**, Lynn Boiter/Gary Pye. Lynn reported that the committee is assisting with the golf tournament and emphasized the importance of each standing committee supplying at least one large item for the golf tournament raffle this year.
- 2) **Communications**, Corey Ferrier. 1) Corey and Dave Crockett are taking photos of current Senators for the CSS website. 2) The group is continuing to work on the next newsletter.
- 3) **Membership**, Chris Sober. New senators for the 2005-2006 session include Shelley Slann – area 01, Marty King – area 02, Naomi Kelly – area 20, Barbara Emkin – area 24, Lydia Arneson – area 14, Susan Pope – area 26. There are 5 unfilled seats, one each in areas 16, 17, 22, 23 and 24.
- 4) **Policy and Welfare**, Dan Schmiedt. Have not met.
- 5) **Scholarship**, Jenny Peay. Next meeting is scheduled meeting is April 22, 2005.

B. University Committees

- 1) **Accident Review Board**, Gary Pye. Has not met.
- 2) **Air & Water Quality Committee**, Gary Gaulin. Has not met.
- 3) **Alcohol & Other Drugs Task Force**, Gary Pye. Has not met.
- 4) **Athletic Council**, Phil Landreth. The Athletic Department released a picture of the new football uniforms on the departmental website and in The Orange and White on April 5, 2005. Coach Bowden believes the new material has the opportunity to enhance endurance. The uniforms are made from material that is significantly lighter when wet or dry. The new look of the uniform is a basic traditional design.
- 5) **Bookstore Advisory**, Cindy Long. Not meeting again until fall semester.
- 6) **Faculty Senate Budget Accountability**, Ron Addis. The group is meeting to review the compensation philosophy.
- 7) **CATS**, Robbie Nicholson. The Joint Transit Authority Board's (JTAB) next meeting is scheduled for May 18, 2005 at Southern Wesleyan University. May 1, 2005 will be the nationwide premier of the Hallmark Hall of Fame movie, "Riding the Bus with My Sister", starring Andie McDowell and Rosie O'Donald, 9:00 pm, CBS. Mark your calendars so that you don't miss this movie based on a true story.
- 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. The Council on Community and Diversity is preparing for its Diversity Administrator's meeting on April 29th. A main topic for this meeting is recruitment and retention of minority faculty, staff and students. The Council has also finalized a statement of diversity that is awaiting approval.
- 11) **Human Resources Advisory**, Julia McBride. 1) Insurance – Triple deductions of insurance premiums for faculty will be taken out in the first check of May. 2) Some employees have both a home and mailing address listed in the system. HR is trying to find a way where only the mailing address will be used to cut down on mailing costs. If you work with queries, please check them to see if any of your employees have both a home and mailing address listed and let HR know. 3) For those employees who print their pay stub each pay period, HR is offering a printer-friendly option that would print everything on one page, but it would only apply to the current pay stub and leave would not be printed. 4) New Hires – if you are responsible for communicating with all the new hires in your department,

please give them this link for the online pay stub information:
http://www.clemson.edu/humanres/Payroll_Benefits/Documents/On-line_Pay_Stubs_for_New_Hires.htm

- 12) **Joint City/University**, Deborah Cantrell. No report.
- 13) **Library Advisory**, Karon Donald. Has not met.
- 14) **Parking Advisory**, Dan Schiemdt. Next meeting is scheduled for April 14, 2005. An item for discussion is the reserved spaces and the parking lottery.
- 15) **President's Commission on the Status of Black Faculty & Staff**, Sandra Parker. The Commission met on April 4, 2005. The Commission surveys sent to black faculty and staff have been completed, and the information is being analyzed. Results will be outlined in the near future. The Commission is planning an open forum for May 6, 2005. The forum will be open to all of the campus community. Additional information will be available soon through campus media, such as *Inside Clemson*.
- 16) **President's Commission on the Status of Women**, Chris Sober. Has not met.
- 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 hold its Annual Meeting on Monday, April 18, 2005, in the Multi-purpose Room on Level two of the Hendrix Student Center. It will begin with a light lunch at 12 p.m. followed by a presentation by Broadus R. Jamerson, III, SCSEA Executive Director, on current state legislative action. An election of officers will follow. Reservations are needed. Please contact chapter president, Betty Cook, celizab@clemson.edu or 656-3932 by Friday, April 15. State employees are encouraged to contact their upstate legislators regarding state employee and retiree issues. The chapter executive board does not meet during May, June, or July.
- 19) **Student Conduct Code Review Committee**, Deborah Cantrell and Phil Landreth. The group has met to review the rules governing the committee. The group will meet on April 8, 2005 to go over the case load.

6. Unfinished Business

- A. **Staff Ombudsman:** Two ideas proposed recently are: 1) The Faculty Senate Administrative Assistant would serve as staff ombudsman, splitting the time between the Faculty Senate and the duties of the staff ombudsman. 2) HR will give 50% of a position to serve as staff ombudsman. This position would report to an oversight committee for the ombudsman responsibilities and to HR for the other 50%. The Executive Committee is currently discussing the proposals.
- B. **Election of Officers:** The Membership Committee received no further nominations for the positions of Vice President/President Elect, Treasurer, Secretary, and Parliamentarian. The nominations to date are Vice President/President Elect – Lynn Boiter, Treasurer – Cindy Long, Secretary – Phil Landreth, and Parliamentarian – Gary Gaulin. Richard Cowan made a motion to accept the slate of officers, Dan Schiemdt seconded, and the vote was unanimous.
- C. **Clemson University Environmental Committee:** CUEC will review bylaws at the April meeting to address the CSS request for representation.

7. New Business: None.

8. Announcements

- A. Lawrence Nichols. DCIT and Telecommunications will be making changes to the online directory. The picture used on the CU identification card will be added to the directory. Each individual has the option to update his or her own account. The picture and home phone number can be removed from online viewing.
- B. Ron Addis. Effective July 1, 2005, any calls to area code '864' from a 656 or 858 base will be considered local calls.
- C. Board of Trustees Annual Staff Awards Luncheon is scheduled for May 12, 2005.

- D. Barbara Bergman will update area mailing list by the end of the week. New senators should receive an email when the process has been completed.
 - E. Send suggestions for 2005/2006 speakers to the CSS office.
9. **Adjournment:** Gary Gaulin made a motion to adjourn, Dexter Hawkins seconded, and the vote was unanimous. The meeting adjourned at 10:40am.

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

Guest Speaker: Gerald Vander Mey, Planning and Landscape Architect

Topic: Riparian Corridor

Classified Staff Senate Report

April 4, 2005

Ronald P. Addis, President

SURVEY OF CLASSIFIED STAFF EMPLOYEES

Classified Staff of Clemson University believe in the concept of One Clemson, believe in the goal of attaining Top 20 status and consider their work essential to the education process and their involvement important to the goal of reaching Top 20.

Final results of the recent survey of indicate that staff strongly believe that they contribute to the university's 27 goals. University Administration believes this also and requires that all staff employees have at least one of the goals included in their Performance Appraisal documents.

On the negative end of the spectrum, most staff feel that the University's administration in recent years has neglected to recognize the contribution of staff to the academic mission of the university.

More than 900 staff responded to the survey administered in December. Of the professional and technical classified staff employees, 1040 have bachelor's degrees, 310 have master's degrees and 36 have doctorates. About 600 are Clemson University alumni.

STAFF COMPENSATION

Compensation continues to be the issue of most concern to Classified Staff employees at Clemson. We feel confident that the University Administration will include Classified Staff in Roadmap II with provisions to reward superior performance with deserved pay increases. President Barker has indicated his belief in "a university-wide road map," that will include classified staff. A compensation philosophy and implementation plan has been drafted by the Budget Accountability Committee and is being reviewed by Executive Committees of the Faculty Senate, Extension Senate, and Classified Staff Senate. Both Faculty and Staff are encouraged by the House passage of cost-of-living increases for state employees, and staff continue to have intense interest in Roadmap II and the Compensation Philosophy.

CLASSIFIED STAFF SENATE SCHOLARSHIP

The Classified Staff is an endowment donor to the Clemson University Annual Fund. Proceeds from our annual golf tournament go directly into the scholarship endowment. The current principle balance of the endowment stands at \$171,000. Along with earnings, the balance is approaching \$200,000. This year's Golf Tournament is scheduled for Friday, May 20, at the Walker Course. Board members who golf are encouraged to participate.

The Staff Senate continues to award 10 scholarships annually to children of staff who are enrolled at Clemson. All current awards are funded through payroll deductions from the from individual faculty and staff. We have increased efforts to educate staff and faculty about the ease and importance of these contributions. Contributions from payroll have been reduced by attrition. To return to the previous level of support, we need only 32 employees who will contribute at least \$1.00 per pay period. Of course, anyone who would like to contribute can restrict a gift to the Classified Staff Senate Scholarship Fund.

As we approach nearer to our goal of Top 20 status, Clemson University is becoming stronger academically and financially. We believe in the concept of "One Clemson" and that Clemson will be strongest if all our students, faculty and staff participate in and benefit from our success. The Classified Staff Senate will continue to do our part to help Clemson University achieve its goals.