

**CLEMSON UNIVERSITY  
CLASSIFIED STAFF SENATE**

August 9, 2005, 10:00 AM  
Hendrix Student Center, McKissick Theater

**Minutes**

**Present:** Ron Addis, Lydia Arneson, Chris Behrens, Teresa Blanding, Lynn Boiter, Gail Bryson, Deanna Burns, Deborah Cantrell, Linda Cocke, Richard Cowan, Dave Crockett, Glenda Dickson, Karon Donald, Mike Edwards, Barbara Emkin, Lynn Fowler, Gary Gaulin, Dexter Hawkins, Buddy Hood, Billie Jones, Naomi Kelly, Phil Landreth, Al Littlejohn, Cindy Owens, Jenny Peay, Michelle Piekutowski, Susan Pope, Gary Pye, Dan Schmiedt, Steve Shiflet, Bill Shivar, Shelley Slann, Wanda Smith, Chris Sober, Marlene Ventura

**Absent:** Keith Chapman, Sally Glenn, Brad Goff, Linda Kanaley, Marty King, Judy Link, Cindy Long, Julia McBride

**Guests:** Almeda Jacks, Fredda Mealar, Lawrence Nichols, Joyce Peebles, Eugene Troutman

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

1. **Approval of Minutes:** Gary Gaulin made a motion to approve the minutes of the June 14, 2005 Classified Staff Senate meeting as submitted. Dave Crockett seconded the motion, and the vote was unanimous.
2. **Guest Speaker:** Almeda R. Jacks, Vice President for Student Affairs, gave an overview of the Student Affairs program. Student Affairs encompasses most organizations on campus that are out of the classroom: Housing, Campus Recreation, Office of Student Conduct, Michelin Career Center, Hendrix Student Center, Littlejohn Coliseum, Fire, EMS, Police, Transit, Parking, and Health Services. The majority of the 328 Student Affairs employees are classified staff. The total budget is approximately 40 million, with the state funding only 5.2 million, and the remainder is self generated. Ms. Jacks shifted her focus to the VP for Student Affairs search and her future as a retiree. Geary Robinson is the staff member on the search committee from Student Affairs. The search is well underway and President Barker's goal is to have candidates on his desk by the end of October. Interviews will be scheduled for the months of November and December; with the naming of the new VP for Student Affairs occurring no later than December. The new VP would start in January or June of 2006. Ms. Jacks has committed to President Barker to remain at Clemson until the new VP is hired. On a personal note, Ms. Jacks shared stories of her travels to other campuses in the United States, and around the world. The reoccurring theme was no matter how beautiful the landscape, or diverse the faculty, staff and students, Almeda prefers to be on campus here at Clemson. After 31 years of employment with Clemson University, and at age 53, she is now ready to begin her next career. Almeda stated, "I'm not sure what it is going to be, but I know it is going to be good, whatever it is."
3. **Open Commentary:** 1) Richard Cowan passed a character description of the Mystery Dinner Theater play to Senators for review. The setting is present day, and the theme is political. 2) Parking Services encourages everyone to use payroll deduction to purchase parking hang tags/stickers. If you chose to pay by credit or debit card, you can use their online service. If you are paying by check, you will need to go to Parking Services to pay and receive the parking hang tag/sticker. 3) Concerns were expressed about the employee social security number being used as the employee insurance id number.

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

- A. **Academic Council**, Richard Cowan. Has not met.
- B. **Administrative Council**, Lawrence Nichols. 1) Plans are in development for Thomas Greene Clemson's 200<sup>th</sup> birthday celebration scheduled for July 2006. 2) Almeda Jacks and Lawrence Nichols reported to Administrative Council on August 8<sup>th</sup> concerning graduate student health insurance. The report detailed how Clemson University's plan compared to other universities in the Atlantic Coast Conference, Top 20, and other schools in South Carolina. The comparisons were difficult, because the findings were all over the map in dollars and plan benefits provided, but Clemson will offer graduate student insurance this fall.
- C. **Board of Trustees**, Richard Cowan. See attached report.
- D. **Governmental Affairs**, Lynn Boiter. The Classified Staff Senate is collaborating with the Faculty Senate to address faculty and staff concerns about the recent state retirement plan changes. Policy and Welfare is creating a survey to find out where CSS needs to focus their attention on the issue. Once the survey is distributed, please forward to your constituent as soon as possible, due to the short deadline for response. Lawrence Nichols recommended that we follow protocol, by contacting Debbie Jackson before distributing the survey to staff.
- E. **President's Cabinet**, Richard Cowan. The meeting was held at the Madren Conference Center. The facility is celebrating its tenth anniversary. The Conference Center plays a vital role in the fundraising activities that are held for Clemson University. Fundraising events are held on the golf course, in banquet facilities, and by the lake in the pavilion.
- F. **Other:**

- 1) **Human Resources**, Lawrence Nichols. 1) The Benefits Fair will be held at Littlejohn Coliseum, October 25, 2005. The Human Resources staff will be easy to identify because they will be in uniform. 2) Seminars and presentations will be offered from four financial institutions in the state. This will enable employees to make use of available resources for their future financial planning. 3) Human Resource office is still receiving calls regarding changes in the state retirement plan. Later in the week, FAQ's will be posted on the HR website. The university is not willing to take an official position on the changes in the retirement program, nor is willing to interpret the changes, but you can contact HR on an individual basis for additional information.

- 5. **Treasurer's Report**, Richard Cowan. CSS was awarded \$5,000 in vending funds for 2005-2006. The budget for travel and other remained the same as 2004-2005.

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

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

- 1) **Activities**, Lynn Boiter. All senators should have received a purple folder that contained flyers, sponsorship forms, and two tickets to the Mystery Dinner Theater scheduled for October 1, 2005. Tickets are \$50 each, and include a catered meal and theatrical entertainment. The deadline to return any unsold tickets to the CSS office is August 31<sup>st</sup>. A social hour will begin at 6:00PM, and the dinner and performance will begin promptly at 7:00PM. The play is a political murder mystery performed by AEIOU.
- 2) **Communications**, David Crockett. Dave Crockett is working with Karon Donald on linking the old and new CSS websites.
- 3) **Membership**, Chris Sober. Has not met. Membership is asked to stay after the meeting for a brief discussion.
- 4) **Policy and Welfare**, Dan Schmiedt. Has not met.
- 5) **Scholarship**, Jenny Peay. Jenny Peay recommended that the Senate transfer \$14,000 from the proceeds from the golf tournament to the Scholarship Endowment. Ron Addis made a motion to transfer \$14,000 to the Scholarship Endowment. Dan Schmiedt seconded the motion, and the vote was unanimous.

## B. University Committees

- 1) **Accident Review Board**, Chris Behrens. Has not met.
  - 2) **Alcohol & Other Drugs Task Force**, Gary Pye. The next meeting is scheduled for September 15, 2005.
  - 3) **Athletic Council**, Ron Addis. Has not met.
  - 4) **Bookstore Advisory**, Cindy Long. No report.
  - 5) **Faculty Senate Budget Accountability**, Richard Cowan. Has not met.
  - 6) **CATS**, Robbie Nicholson. Lauren McLaughlin and Sylvia Carlson, are working on their Masters Project at Clemson University. Their public art project involves placing poetry and art in several public places throughout Clemson. Installations will include a series of marquee signs on the entire CAT bus fleet, as well as permanent poetry installations on the railings at Larry Abernathy Park and in a new pathway at the SC Botanical Gardens.
  - 7) **Campus Master Plan Task Force**, Al Littlejohn. No report.
  - 8) **Clemson University Environmental**, Richard Cowan. Chris Sober was appointed to serve as the CSS representative on the CUEC.
  - 9) **Clemson University Foundation Board**, Richard Cowan. Orientation is scheduled for September, 2005.
  - 10) **Council on Community & Diversity**, Terri Vaughan. The Council on Community and Diversity has met regularly during the summer. Issues addressed include the recruitment and retention of African American Faculty, Staff and Students, and the development of a proposal for a campus and community-wide diversity fund.
  - 11) **Human Resources Advisory**, Julia McBride. No report.
  - 12) **Joint City/University**, Deborah Cantrell. Has not met.
  - 13) **Library Advisory**, Karon Donald. Has not met.
  - 14) **Parking Advisory**, Dan Schiemdt. Has not met.
  - 15) **President's Commission on the Status of Black Faculty & Staff**, Sandra Parker. Has not met.
  - 16) **President's Commission on the Status of Women**, Chris Sober. No report.
  - 17) **Recreation Advisory**, Dexter Hawkins. Has not met.
  - 18) **South Carolina State Employees Association**, Betty Cook. The Executive Board of the Clemson Chapter of the South Carolina State Employees Association will have its first meeting of the new school year on Monday, August 29, 2005. The officers for 2005-2006 are Betty Cook, President, Julia McBride, Vice-President, Robbie Nicholson, Membership Chair, and Dwight Vines, Legislative Chair. The position of Secretary/Treasurer is vacant. Please contact Betty Cook at [celizab@clermson.edu](mailto:celizab@clermson.edu) or 656-3932 for more information.
  - 19) **Student Conduct Code Review Committee**, Deborah Cantrell and Phil Landreth. Has not met.
7. **Unfinished Business**
    - A. **Staff Ombudsman**
  8. **New Business**
  9. **Announcements**
  10. **Adjournment:** Ron Addis made a motion to adjourn, Al Littlejohn seconded the motion, and the vote was unanimous. The meeting adjourned at 11:00AM.

**Next Meeting:** Tuesday, September 13, 2005, 10:00 AM, Student Senate Chambers  
Guest Speaker: Geary Robinson, Director of Parking Services

Classified Staff Senate Report  
June 21, 2005  
Richard Cowan, President

**STAFF COMPENSATION**

Compensation continues to be a major issue of concern at Clemson. We eagerly await the introduction of Road map II, in which we hope to find provisions to reward Classified Staff with performance increases. President Barker has indicated his belief in a "university-wide roadmap" that will include Classified Staff and we are gratified at his resolve. The compensation philosophy drafted by the Budget Accountability Committee is being reviewed by the Executive Committees of the Faculty Senate, Extension Senate, and Classified Staff Senate. Both Faculty and Staff are encouraged by the cost-of-living increase for state employees recently passed by the State Legislature and look forward to the adoption of Road map II and the Compensation Philosophy.

**STAFF OMBUDS REPRESENTATION**

This is a particularly important issue for the Classified Staff. Staff is the only group on campus without this protection and we feel that this is a situation in need of remedy. President Barker has expressed his support for this representation and we are working with Human Resources to find a way to institute this program.

**CLASSIFIED STAFF SENATE SCHOLARSHIP**

The Classified Staff Senate is an endowment donor to the Clemson University Annual Fund. Proceeds from fund raising, such as our annual golf tournament events go directly into the scholarship endowment. The principle balance of the endowment stands in excess of \$171,000, with earnings bringing the total to nearly \$200,000. The golf tournament this year netted more than \$13,000, a significant increase over last year.

The Staff Senate awards 10 scholarships annually to children of staff who are enrolled at Clemson. All current awards are funded through payroll deductions from individual faculty and staff. Our efforts to educate faculty and staff about the ease and importance of these contributions has increased the number of those participating and we are confident of additional increases in the coming school year. In addition to our scholarship activities, the Classified Staff Senate sponsored a toy drive this past Christmas to benefit the Prevent Child Abuse/Communities in Schools of Oconee County. Our efforts produced more donations than all the other participating organization combined and we will be working with this organization again this year.

As we near our goal of Top 20 status, we recognize the effort that must be put forth to realize this goal. We believe in the concept of "One Clemson" and maintain that Clemson will be strongest if students, faculty, and staff participate in and benefit from our success. The Classified Staff is firm in its commitment to help the university achieve its goals.