

**CLEMSON UNIVERSITY
CLASSIFIED STAFF SENATE**

September 13, 2005, 10:00 AM
Student Senate Chambers

Present: Lydia Arneson, Chris Behrens, Lynn Boiter, Deanna Burns, Keith Chapman, Linda Cocke, Richard Cowan, Dave Crockett, Glenda Dickson, Karon Donald, Barbara Emkin, Lynn Fowler, Gary Gaulin, Sally Glenn, Dexter Hawkins, Linda Kanaley, Naomi Kelly, Marty King, Phil Landreth, Judy Link, Al Littlejohn, Cindy Long, Julia McBride, Cindy Owens, Jenny Peay, Michelle Piekutowski, Susan Pope, Dan Schmiedt, Steve Shiflet, Bill Shivar, Shelley Slann, Wanda Smith, Chris Sober, Marlene Ventura

Absent: Ron Addis, Teresa Blanding, Gail Bryson, Deborah Cantrell, Mike Edwards, Brad Goff, Buddy Hood, Billie Jones, Gary Pye

Guests: Rex Graves, Carol Lund, Kristina Kaylor, Joyce Peebles, Sandra Parker, Geary Robinson, Missy Smith

President Richard Cowan called the meeting to order at 10:03 AM.

1. **Approval of Minutes:** Dan Schmiedt made a motion to approve the minutes of the August 9, 2005 Classified Staff Senate meeting as submitted. Jenny Peay seconded the motion, and the vote was unanimous.
2. **Guest Speaker:** Geary Robinson, Director of Parking Services, spoke at length about the future of transit on campus. Currently it cost \$850,000 per year of parking revenue to pay for a transit system. Last year both student governments passed a resolution to increase the parking fee for students. The fee increased from \$67 to \$134 for incoming freshmen, \$100.50 for sophomores and juniors, and remained at \$67 for seniors and graduate students. By the time the incoming freshmen are seniors, all students will pay \$134 a year for parking privileges. In addition to the parking fee increase, a per semester transit fee of \$33.50 per student is under discussion. Currently, campus has 13,300 parking spaces available, but the need is in excess of 16,000 spaces. Two potential locations for parking structures are behind the football stadium and by the fire station. It cost approximately \$10,000 per space to build a parking garage/structure. To receive federal funds the recipient must have 20% matching funds available. Parking and transit resources need to be redirected from adding parking spaces to enhancing the transit system. The problem is threefold. How do we get the students, staff and faculty on campus? How do we move them about efficiently during their stay, and how do we get everyone back off campus? Problems that need addressing are the loss of access from the east side to the west side of campus when the Strom Thurmond Institute building was constructed; the lack of bike lanes on campus and the surrounding areas; poor participation in the park and ride program. A committee has been formed to address these concerns. The Classified Staff Senate and the Faculty Senate are facing the same tough decisions regarding rate increases that the student senates faced last year. One Senator asked Mr. Robinson how the Classified Staff Senate should address the issue with the staff constituents. His answer was to inform the staff of the Campus Master Plan, encourage the use of pre-tax payroll deductions to pay for the parking tag/decal, and make them aware that the campus has lost over 3,000 parking spaces in the last few years. Contact Janice Shook when requesting visitor parking passes, and Geary Robinson with questions or concerns regarding any other transit/parking problems.

3. Open Commentary

A. **Dining Services**, Missy Smith. Aramark was awarded a 15 year contract with Clemson University. One meal plan offered is the Optional Paw Points Plan. The participant receives a 5% discount on all food purchases with a \$100 initial deposit. In addition, you save the 6% sales tax normally charged, with a total savings of 11%. The account is set up with a declining balance and the balance does roll forward. Clemson University is one of the few universities that do not require students to purchase a meal plan. A Senator suggested adding other breakfast options at the Hendrix Student Center. Mr. Graves encouraged staff to send suggestions about the services and concepts offered. For additional information or plan suggestions, contact Missy Smith at smith12@clemson.edu or Rex Graves at rgraves@clemson.edu.

4. Announcements from the President

A. **Academic Council**, Richard Cowan. Julia McBride attended the meeting for Richard. She was only able to attend the meeting for the first hour, but several items were discussed and approved. 1) The name was changed from the Office of International Programs and Services to the Office of International Affairs. 2) The Council approved increasing GPA requirements for students majoring in Mechanical Engineering. The students will be notified well in advance of any additional requirements. 3) Changes in graduation requirements. A student must have a diploma in hand before participating in the graduation ceremony. 4) The word "written" was removed from the final exam policy.

B. **Administrative Council**, Lawrence Nichols. No report.

C. **Board of Trustees**, Richard Cowan. No report.

D. **Governmental Affairs**, Lynn Boiter. No report.

E. **President's Cabinet**, Richard Cowan. The Cabinet met on September 12, 2005. The presentation was on the benefits of recycling.

F. **Other:**

1) **Human Resources**, Lawrence Nichols. No report.

5. **Treasurer's Report**, Cynthia Long. No major changes on E&G or Vending.

6. Committee Reports

A. Standing Committees

1) **Activities**, Julia McBride/Gary Pye. The Activities and Scholarship Committees are working on the Mystery Dinner Theater. If you haven't sold your two tickets, please return them to the CSS office or Karon Donald. Eighty tickets have been sold or confirmed as of today.

Lisa Fields from Prevent Child Abuse of Oconee County will be here to talk with us during the October meeting about the toy drive. The Benefits Fair is October 25th at Littlejohn Coliseum. Volunteers will need to sign up for the booth during the October CSS meeting.

2) **Communications**, David Crockett. No report.

3) **Membership**, Chris Sober. The committee will meet immediately after the Senate meeting concludes.

4) **Policy and Welfare**, Dan Schmiedt. Two items are under discussion; employee benefits and the use of the social security number as the employee insurance identification number.

5) **Scholarship**, Jenny Peay. A request was made that all Senators help sell the Mystery Dinner Theater tickets. This is the first event of this type for the CSS, and everyone wants it to be successful.

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. The first meeting will be September 21, 2005.

4) **Bookstore Advisory**, Cindy Long. No report.

5) **Faculty Senate Budget Accountability**, Richard Cowan. No report.

- 6) **CATS**, Robbie Nicholson. Has not met.
 - 7) **Campus Master Plan Task Force**, Al Littlejohn. No report.
 - 8) **Clemson University Environmental**, Chris Sober. The first meeting is scheduled for September 15, 2005.
 - 9) **Clemson University Foundation Board**, Richard Cowan. No report.
 - 10) **Council on Community & Diversity**, Terri Vaughan. No report.
 - 11) **Human Resources Advisory**, Julia McBride. 1) Graduate Assistant Differential – for those working with grad students, this differential fee is the difference between the full-time graduate student fee and the graduate assistant fee. The differential for Fall/Spring is \$3,564; summer session is \$1,002. Please call Charles Tegen 656-0879 for questions. 2) CPR Training – if you're interested in learning CPR contact Michelle Piekutowski at mtp@clermson.edu. Red Cross volunteers will lead the training. 3) Blackboard has replaced MyCLE. Employees can login using their employee ID and password to access pay stubs, leave and job history information. Human Resources hopes to have a space available in Blackboard reminding employees of upcoming events and deadlines (such as Open Enrollment). 4) Benefits Fair will be Tuesday, October 25th from 9:00 until 3:00 in Littlejohn Coliseum. 5) TERI Questions – you can access the TERI FAQs link at http://www.clemson.edu/humanres/Payroll_Benefits/TERI%20faq.htm The letter from Peggy Boykin, director of the South Carolina Retirement Systems (SCRS), explaining the 'Employee Contributions under Act 153' is located at <http://www.retirement.sc.gov/news/act153.pdf> 6) Erik Flemming will replace Frances Holliday as the new retirement manager. Erik can be reached at 656-3367 or eflemm@clermson.edu.
 - 12) **Joint City/University**, Deborah Cantrell. No report.
 - 13) **Library Advisory**, Karon Donald. Has not met.
 - 14) **Parking Advisory**, Dan Schiemdt. From all preliminary information received, it appears that the first parking structure site will be near the Hendrix Student Center.
 - 15) **President's Commission on the Status of Black Faculty & Staff**, Sandra Parker. The Commission held its fall planning retreat on August 26. Speakers were Dori Helms and Classified Staff President Richard Cowan. New commissioners and volunteers were introduced. The new commissioners are Abel Bartley, Megan Shockley-Taylor, and Shirley Timmons. The Commission subcommittees met to outline plans and activities for the year. The Commission will not meet in September. The subcommittees will work on their goals and report to the full commission in October.
 - 16) **President's Commission on the Status of Women**, Chris Sober. The group is currently working on two issues; a Health Fair in February of 2006 and a slate of guest speakers.
 - 17) **Recreation Advisory**, Dexter Hawkins. Have not met.
 - 18) **South Carolina State Employees Association**, Betty Cook. No report.
 - 19) **Student Conduct Code Review Committee**, Deborah Cantrell and Phil Landreth. Meeting the week of September 12, 2005.
7. **Unfinished Business**
- A. **Staff Ombudsman** – No report.
8. **New Business**
- A. **Search Committees**
 1. **Dean, College of Business and Behavioral Sciences**, Pris Foster. No report.
 2. **Dean, College of Agriculture, Forestry, and Life Sciences**, Dexter Hawkins. The committee had to determine who was eligible to apply for the position. The conclusion was that external candidates, internal candidates including the current dean were eligible. The committee is meeting every week, and will begin working on the position advertisement.
 3. **Dean, College of Health, Education and Human Development** – No report.
 4. **Vice Provost for the Div of Computing and Information Technology**, Barbara Bergman.

5. **Dean, College of Engineering and Science**, Phil Landreth. The position advertisement has been placed in various higher education publications. The group is working with Dean Keinath on his retirement press release. A marketing package, preferably web based, is being created for the candidates. The committee is meeting approximately every two weeks.
 6. **Dean of Libraries**, Joyce Peebles. The committee includes, but is not limited to, four classified staff representatives, a representative from the University of South Carolina, and a representative from the University of Texas. This group is currently working on the position advertisement.
 7. **Vice President for Student Affairs**, Geary Robinson. A national advertising campaign was launched to advertise the position. In excess of sixty applications were received. The applicants were both internal and external. A firm was hired to complete the screening process to ensure the candidates the highest level of confidentiality. The list of candidates will be reduced to fifteen within a week. The list will be given to President Barker when it has been reduced down to the top three to five candidates for the position.
9. **Announcements**
- A. **Victor Hurst Convocation** - Convocation was August 23, 2005, 9:00AM. Richard Cowan, Lynn Boiter, and Ron Addis participated on behalf of the CSS.
 - B. **Parking Review Board** – The Classified Staff Senate is responsible for appointing eight members and three alternates to the Parking Review Board. Six members returned from the 04-05 academic year. Two membership seats and three alternate seats were available for the 05-06 academic year. Naomi Kelly and Lydia Arneson were appointed as new members; Karon Donald, David Fields and Ann Whitley were appointed as alternates.
10. **Adjournment:** Dexter Hawkins made a motion to adjourn, Al Littlejohn seconded the motion, and the vote was unanimous. The meeting adjourned at 11:24AM.

Next Meeting: Tuesday, October 11, 2005, 10:00 AM, Strom Thurmond Institute, Self Auditorium
Guest Speaker: Broadus Jamerson, South Carolina State Employees Association