

**CLEMSON UNIVERSITY
CLASSIFIED STAFF SENATE
Executive Committee**

January 25, 2005
8:30 AM
801 University Union

MINUTES

Present: Richard Cowan, Phil Landreth, Cindy Long, Jean Kopczyk, Chris Sober, Corey Ferrier, Dan Schmiedt, Jenny Peay, Lynn Boiter, Gary Pye, Ron Addis presided.

Absent: Barbara Bergman

1. **Approval of Minutes:** Minutes from the November 30, 2004 meeting remain outstanding.

2. **Announcements from the President**
 - A. **Academic Council**, Richard Cowan. No information to report.
 - B. **Administrative Council**, Lawrence Nichols. No report.
 - C. **Board of Trustees**, Ron Addis. The Board meets in February. No report has been submitted yet, but Ron is planning to submit one to be handed out at the Board meeting. The committee brainstormed subjects to be mentioned: the preliminary results of the staff survey, staff ombudsman, compensation philosophy, the governor's proposal not to give increases to state employees in higher education, staff's position in the university's pursuit of Top 20 status, golf tournament and the scholarship program.
 - D. **Governmental Affairs**, Richard Cowan. From the most recent Legislative Update, Richard highlighted current topics before the legislature: (1) a bill prohibiting the use of voice mail under certain conditions; (2) an educational and economic development act to establish a new curriculum for public education emphasizing job development; (3) a ban prohibiting any higher education board member from serving more than 12 years on a board; (4) a proposal to establish college and university Board of Regents in South Carolina; and (5) a proposal to establish an engineering and law school at South Carolina State University.
 - E. **President's Cabinet**, Ron Addis. Ron was unable to attend the last meeting.
 - F. **Other:**
 - 1) **Human Resources**, Lawrence Nichols. No report
 - 2) **Meeting with President Barker:** Ron met with President Barker to discuss three subjects: (1) a brief summary of the staff survey; (2) the governor's proposal for a cost of living raises for all state employees except those in higher education. The governor's statistics show higher education employees received a greater percentage pay increase last year than other state employees but those statistics are believed to be inaccurate as they are skewed by faculty raises. President Barker believes it unlikely that staff will receive performance increases due to the governor's stance. (3) the status of the staff ombudsman position. When questioned about his opposition to it, President Barker responded that he could not justify the expenditure of tuition money to create the position. He has 4 criteria for justification of new expenditures, and all the criteria deal with academics and pursuit of Top 20 status. A staff ombudsman meets none of the criteria. Ron explained to President Barker that the Senate would be willing to accept modifications to the original ombudsman proposal to get this position

established. President Barker agreed to try to find someone already on campus with ombudsman certification who would be interested in serving as staff ombudsman and was in a position to devote half time to it. At President Barker's request, Ron emailed Lawrence with the details of their discussion and Lawrence is expected to act on the proposed modifications. Concerns were expressed that an HR employee would assume the role but Ron explained that it would most likely be done by perhaps a counselor in Redfern or the Sullivan Center or by Cathy Sturkie who is about to complete ombudsman certification training. The person would work through Gordon Halfacre's office not through HR. After a two-year trial period, the position would be re-evaluated to determine any future status. Ron reminded the committee that after 5 years of actively pursuing a staff ombudsman position, this is the closest we've come in getting it approved. He recommended that the Senate accept these modifications. Ron has not gotten any response from Lawrence as of yet but expects that Lawrence will want to discuss the matter with President Barker before contacting Ron.

3. 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.

4. Committee Reports

A. Standing Committees

- 1) Membership**, Chris Sober. Chris reported that approximately 11-14 vacancies need to be filled; a greater number of vacancies is expected next year as more terms expire. Finding new volunteers will be difficult as serving on the Senate is not a priority with management in many areas. Recruitment efforts include publishing openings in the CSS newsletter, emailing Areas with vacancies, extending a personal invitation and running an ad in Inside Clemson. Christine Drais has resigned leaving Area 10 with no representation. Ballots will need to be prepared for an election in Area 1.
- 2) Communications**, Corey Ferrier. The January newsletter is finished except for finalizing details in the Membership article on the vacancies. Included in the newsletter is information on the golf tournament and results of the toy drive. It was suggested to offer editorial space in the newsletter.
- 3) Policy and Welfare**, Dan Schmiedt. The committee has looked into the employee ID issue stemming from the new online CU phonebook. Regarding access to Tiger Stripe accounts, you must now have both the employee ID number and a physical ID card to check the account balance and to make purchases. Regarding the library system, employees need a CU ID and a password to log into the system. Library patrons need only enter their library patron number. Dan explained that the CU ID numbers were never intended to be private information; they are considered public information. However, there were misuses which have now been corrected. Cindy will forward an email to Dan from a constituent about the parking fee structure; it is meant to be shared with the Parking Advisory Board. Committee members then exchanged "old war stories" about their parking experiences. Ron wisely steered the group back to the business at hand. Dan reminded the committee of the question from the January CSS meeting about taking partial insurance deductions from every paycheck rather than taking the full deduction from a single paycheck. Cindy

recalled Lawrence's explanation of the correlation between the collection point and the payment date.

- 4) **Scholarship**, Jenny Peay The committee is beginning work on the spring golf tournament. They decided not to increase the \$60/golfer fee because of the increase in 2004. The Senate will be challenged to sponsor a hole; a hat will be passed at monthly meetings until \$100 is received. Flyer information is being updated and will include new information on credit card payment. The flyers will go out to sponsors and golfers in March. A 2nd reminder will be sent in April either electronically or as an attachment to the newsletter. The committee will also need to purchase golf towels and other supplies. They will be asking everyone for their help.

Cindy addressed the status of the Annual Fund. Currently, the fund has a balance of \$12,000. \$5,750 is deducted twice/academic year; \$4,900 is collected twice a year. The Endowment is approximately \$70-80,000 away from the goal of being self-supporting. Cindy recommended that serious consideration be given to reducing the number of scholarships from 10 to 8 or a future Executive Committee will be faced with making the decision. Acting proactively, the committee requested that the Communications Committee include in the January newsletter the following information: (1) The number of contributions to the Endowment has decreased due to RIFs in PSA, attrition, the TERI program, etc. (2) To maintain the number and value of scholarships at the current status, sixteen payroll deductions of \$2 per paycheck (or 32 at \$1 per paycheck) are needed. (3) Employees already contributing to the Clemson Fund may ask that a portion or all of that contribution be directed to the CSS Scholarship Endowment. It was also recommended that at the 2005 Benefits Fair visitors to the CSS table should be asked if they are already giving to the Clemson Fund and, if so, ask them to consider designating their donation to the CSS Scholarship Endowment.

- 5) **Activities**, Lynn Boiter/Gary Pye. The Awards Luncheon is coming up in April; Lynn is working on a location. Plaques will be ordered as soon as Chris can get Lynn the names of outgoing Senators. The Committee will be starting work with the Scholarship Committee on the golf tournament. Lynn will order trophies for the golf tournament. They will review the success of the raffle baskets. The committee will be looking into newspaper/magazine/cable announcements for the tournament. Lynn recapped that the Toy Drive was very successful, citing a 'thank you' letter from the organization. Ron will include this information in the Board of Trustees report.

5. Unfinished Business

- A. Staff Survey Preliminary Results:** Richard reported that he had met with Eleanor Nault to go over the preliminary results of the survey. Perception of self rated out the highest, perception of department rated out second and perception of the executive administration rated out last. Of particular interest, staff employees working with the executive administration seemed to be the most satisfied. The biggest discrepancy was over the need for a staff ombudsman. Richard reported that there were over 900 responses – a 30% response rate. Corey will include an announcement in the CSS newsletter that Ms. Nault will review the survey results at the CSS February meeting. It was recommended that area newspapers be invited to attend the meeting. Ron will contact Beth Jarrard for her guidance about getting newspapers coverage of the survey results. Where and how to publish the survey results is to be determined.
- B. Philosophy of Compensation:** Comments on the draft are due by noon on Thursday, January 27. Ron will compile and submit to Brenda Vander Mey.
- C. Student Conduct Code Review Committee:** Deborah Cantrell and Phil Landreth

Have volunteered to represent staff on the committee. Ron will notify the committee.

D. Office Chairs: Executive Committee members were asked to go by 138 Freeman Hall to see chairs that are being considered as replacements for CSS Conference Room.

E. Update on CSS Administrative Assistant Search: Interviews are scheduled to begin Wednesday, January 26. Access & Equity has given clearance to begin interviewing.

6. New Business: None.

7. Announcements

A. TERI Program: Governor Sanford's proposal on the TERI program would keep it in effect for current employees but would not make it available to new employees who would also need 30 years for full retirement instead of 28 years.

8. Adjournment

Next Meeting: Tuesday, February 22, 2005, 8:30 AM, 801 University Union