

**CLEMSON UNIVERSITY
CLASSIFIED STAFF SENATE**

September 12, 2006, 10:00 AM
Student Senate Chambers

Minutes

Present: Teresa Blanding, Lynn Boiter, Deborah Cantrell, Kristina Cathcart, Richard Cowan, David Crockett, Wade Culler, Rose Ellen Davis-Gross, Glenda Dickson, Negar Edwards, Barbara Emkin, Evelyn Gantt, Ellen Gideon, Dianne Harris, Reggie Hawthorne, Linda Kanaley, Naomi Kelly, Marty King, Cindy Owens, Jenny Peay, Ida Pinson, Susan Pope, Dan Schmiedt, Bill Shivar, Wanda Smith, Charlotte Swafford, Marlene Ventura

Absent: Lydia Arneson, Maranda Arnold, Gail Bryson, Deanna Burns, Mike Edwards, Sally Glenn, Rosa Grayden, Bill Hughes, Billie Jones, Al Littlejohn, Julia McBride, Carolyn McGaha, Steve Shifet

Guests: Jim Findley, Dexter Hawkins, Shelia Haymon, Krissy Kaylor, Linda Landreth, Mildred Mach, Lawrence Nichols, Elizabeth Shipman, Chris Sober, Tom Ward

President Lynn Boiter called the meeting to order at 10:05 AM.

1. **Approval of Minutes:** Linda Kanaley moved to approve the minutes of the August 8, 2006 Classified Staff Senate meeting as submitted. Dianne Harris seconded the motion, and the vote was unanimous.
2. **Guest Speaker:** Gordon Sherard, FBMC Representative, discussed changes in the MoneyPlus program. Participants can review the information prior to open enrollment in October (Attachment A).
3. **Open Commentary:** Tom Ward, Staff Ombudsman, introduced himself to the Senate. He spoke briefly about his personal and professional background. Tom answered several questions regarding the role of an ombudsman. Suggestions were made on ways to increase staff awareness of the new position. Brown bags lunches and attending staff meetings were mentioned as possibilities. Tom can be reached by telephone at 864-656-5353 or by e-mail at tomward@clemson.edu.
4. **Announcements from the President**
 - A. **Academic Council**, Dan Schmiedt. 1) The Sonoco Institute of Packaging Design and Graphics was approved. The current plan is for the building to reside in the parking lot behind Flour Daniel. 2) Changed the name of the Arthur M. Spiro Center for Entrepreneurial Leadership to the Arthur M. Spiro Institute for Entrepreneurial Leadership. 3) The Council approved changing the name of the General Engineering Program to the Department of Engineering and Science Education. 4) The Academic Redemption Program credit hours were increased from 9 to 10 credit hours. 5) Julia McBride reported on academic integrity. It was noted that plagiarism is on the rise.
 - B. **Administrative Council**, Lawrence Nichols. 1) The Council is preparing for a retreat. The purpose of the retreat is to review and adjust the plans for 2006-07 as needed. 2) Clemson University ranked 30th in the U.S. News & World Report of top public institutions.
 - C. **Board of Trustees**, Lynn Boiter. The next meeting is scheduled for October 19-20 at the Madren Conference Center.
 - D. **Governmental Affairs**, Dan Schmiedt. No report.

E. President's Cabinet, Lynn Boiter. 1) The group enjoyed a presentation on peaches. South Carolina ranks second to California in annual production. The sheer number of peach varieties is astonishing. The Walker Golf Course was previously a peach orchard. 2) Littlejohn Coliseum Major Events will host Ludacris and Barney the first of October. These two shows are an indication of the entertainment spectrum offered here at Clemson. 3) A search committee is being formed to fill the Institutional Research Director position.

F. Other:

1) **Human Resources**, Lawrence Nichols. The Benefits Fair is scheduled for October 17, 2006, 9:00AM, Littlejohn Coliseum. A separate meeting will be offered in Columbia for off campus employees. HR will send a letter to departments stressing the importance of allowing staff sufficient time to attend the Benefits Fair.

5. **Treasurer's Report**, Cindy Owens. Current funds in the CSS Annual Fund stand at \$9,049.78. The Endowment principal is \$185,318.08. Our regular budgeted spending account balance is \$4,959.27 in Other and \$1,000 in Travel. The Vending balance is \$6,461.84. Dan Schmiedt moved to accept the report a read. Linda Kanaley seconded the motion. The vote was unanimous.

6. Committee Reports

A. Standing Committees

- 1) **Activities**, Julia McBride. No report.
- 2) **Communications**, David Crockett. 1) The importance of distributing the monthly meeting summary to area constituents was stressed. A FAQ section will be added to the CSS website to serve as a tool for senators. If anyone is experiencing difficulty using the email list or needs additional assistance please contact Dave Crockett by e-mail at crockett@clemson.edu. 2) Dave Crockett asked Lawrence Nichols for clarification on a policy to include CSS service on the EPMS. Currently there is no policy that mandates inclusion on the EPMS. HR is currently reviewing all policies to ensure they are in line with state policies and university goals. Once this policy review is completed, a more definitive answer will be provided.
- 3) **Membership**, Deborah Cantrell. No report.
- 4) **Policy and Welfare**, Michael Edwards. No report.
- 5) **Scholarship**, Jenny Peay. The Mystery Dinner is Friday, October 13, 2006. Tickets are still available. Everyone is encouraged to attend to support the scholarship fund-raiser. In addition, applications for payroll deduction were distributed. Jenny explained that due to retirements the amount given to the Annual Fund through payroll deduction has declined. This fund supports our current scholarship obligations so the Endowment can continue to grow. The goal is for the Endowment to eventually become self supporting.

B. University Committees

- 1) **Accident Review Board**, Charlotte Swafford. Has not met.
- 2) **Alcohol & Other Drugs Task Force**, Gary Pye. Deborah Cantrell volunteered to serve on this committee.
- 3) **Athletic Council**, Ron Addis. First meeting of the year is scheduled for September 20th.
- 4) **Bookstore Advisory**, Negar Edwards. Has not met.
- 5) **Faculty Senate Budget Accountability**, Lynn Boiter. Has not met.
- 6) **CATS**, Robbie Nicholson. On Monday, October 16, 2006, at 6:45 AM, there will be a ribbon cutting ceremony at Norton-Thompson Park to kick off the first official day of CAT bus transportation through Seneca. All three buses will be on hand for the ceremony. After the ceremony each bus will begin the planned routes through the city.
- 7) **Campus Master Plan Task Force**, Al Littlejohn. Has not met.
- 8) **Clemson University Environmental**, Chris Sober. Has not met.
- 9) **Clemson University Foundation Board**, Lynn Boiter. Has not met.
- 10) **Council on Community & Diversity**, Rosa Grayden. No report.

- 11) **Human Resources Advisory**, Julia McBride. No report.
- 12) **Joint City/University**, Deborah Cantrell. No report.
- 13) **Library Advisory**, Wade Culler. Has not met.
- 14) **Parking Advisory**, Dan Schiemdt. A meeting is scheduled for September 21, 2006.
- 15) **President's Commission on the Status of Black Faculty & Staff**, Rosa Grayden. Sandra Parker reported that the Commission held its fall planning retreat in August and its first meeting in September. Speakers at the retreat included Beth Kunkel, Faculty Senate Chair; Lynn Boiter, Classified Staff Senate Chair; Tom Ward, the new Staff Ombudsman; and President Barker. New Commissioner Dr. Gail DiSabatino was welcomed to the Commission. The Commission's Resource Guide is now available in print and on the Commission website. The guide was developed for new black faculty and staff who come to Clemson from outside this state and region. The results of the Commission's survey on Clemson black faculty and staff will be published soon. Commission subcommittees are finalizing plans for this academic year.
- 16) **President's Commission on the Status of Women**, Susan Pope. The first WC meeting of the year was held on Friday, September 1st. New members were introduced and committee assignments were discussed. The group reviewed an assessment report provided by Syd Cross. The report led to discussion regarding a health fair/forum, goals for the upcoming year and assessment/survey to identify what the priorities are for women on campus. Survey topics to include: salary compensation, promotion, health benefits/retirement, child-care, harassment and discrimination. Reports from peer institutions were also shared to compare what they have done to promote a climate that fosters the full participation of women faculty, staff, and students. It was announced that the Women's Studies would like for the WC to team up and provide a local women and politics forum.
- 17) **Recreation Advisory**, Dexter Hawkins. Several items were discussed at the meeting on Wednesday, August 30th. The facility hours are Monday-Friday 5:30AM-12:00AM, Saturday 9:00AM-12:00AM, and Sunday 1:00PM-12:00AM. The committee talked about field parking policy, along with the parking for the soccer games. Fike has added some new Life Fitness equipment and LCDs (TV) have been placed on bikes and elliptical machines. New positions were created and those positions have been filled. The committee talked about future projects. The next meeting will be Wednesday, September 20th at 4PM.
- 18) **South Carolina State Employees Association**, Julia McBride. No report.
- 19) **Student Conduct Code Review Committee**, Deborah Cantrell and Richard Cowan. No report.

6. Unfinished Business

- A. **United Way Representative**, Lynn Boiter. Volunteers were solicited to help with the United Way campaign.

7. New Business: None.

8. **Announcements** - Several Douthit Hills planning initiatives are planned for the week of September 18th. Lynn Boiter and Karon Donald will attend on behalf of the Senate. If you are unable to attend one of the sessions but would like additional information contact Lynn by phone at 656-0135 or by e-mail at sljones@clemson.edu.

9. **Adjournment:** There being no further business, Dan Schmiedt moved to adjourn. Richard Cowan seconded the motion, and the meeting adjourned.

Next Meeting: October 10, 2006, 10:00 AM, Student Senate Chambers