

**CLEMSON UNIVERSITY
CLASSIFIED STAFF SENATE
Executive Committee**

October 24, 2006
9:00 AM
801 University Union

Minutes

Present: Lynn Boiter, Dave Crockett, Glenda Dickson, Julia McBride, Jenny Peay, Dan Schmiedt

Absent: Deborah Cantrell, Richard Cowan, Mike Edwards, Marty King, Cindy Owens

President Lynn Boiter called the meeting to order.

1. **Approval of Minutes:** Jenny Peay moved to approve the minutes of the September 26, 2006 Executive Committee meeting as amended. Dan Schmiedt seconded the motion. The vote was unanimous.
2. **Announcements from the President**
 - A. **Academic Council**, Dan Schmiedt. Has not met.
 - B. **Administrative Council**, Lawrence Nichols. No report.
 - C. **Board of Trustees**, Lynn Boiter. Lynn Boiter and Dan Schmiedt attended the meeting on Friday, October 20, 2006 on behalf of the CSS. The BOT approved increases in the housing rates and meal plans. Two construction projects were approved and bids awarded. Lynn Boiter commented on how complimentary Bill Smith was of the contributions of staff at CU. The CSS falls under the Finance and Facilities Committee and Bill Smith is the chair. The Board presented Dr. Jerry Reel with a framed resolution recognizing his contributions to CU.
 - D. **Governmental Affairs**, Dan Schmiedt. No report.
 - E. **President's Cabinet**, Dan Schmiedt for Lynn Boiter. Discussion focused around a capital campaign initiative. President Barker is needed as the face of the campaign thus reducing his time on campus. This discussion led to a homework assignment for the group. Everyone was asked to submit 3 items Clemson University should not lose/change on the quest to become a top 20 public institution. Dan Schmiedt asked at the October CSS meeting for items to submit to the Cabinet. The 3 items submitted were:
 - Do not become so institutionalized that we lose the sense of "Clemson Family". Most staff feel like they belong, and they feel a sense of pride in their work.
 - Do not lose the focus and commitment to Public Service (as a land grant institution).
 - Do not sacrifice the academic institutional integrity to increase our standing in the U.S. News ranking.
 - F. **Other:**
 - 1) **Human Resources**, Lawrence Nichols. No report.
3. **Treasurer's Report**, Cindy Owens. No report.
4. **Standing Committees**
 - A. **Activities**, Julia McBride.
 - 1) **Benefits Fair** – Gail Brock won the Clemson/USC football tickets. 177 raffle tickets were sold.
 - 2) **Holiday Service Project** – An organization will be selected by the committee and information will be disseminated at the November 14th Senate meeting. Several organizations have been recommended to the group. Some being considered are Prevent

Child Abuse of Oconee/Pickens County, Clemson Community Care and Share. The contributions being considered range from canned goods to outerwear/blankets.

- B. **Communications**, David Crockett. The supervisor update letter is pending until policy information is received from HR.
- C. **Membership**, Deborah Cantrell. No report.
- D. **Policy and Welfare**, Mike Edwards. Clemson University's leave policy (<http://www.clemson.edu/humanres/PandP/L/Lslverify.htm>) was discussed. The policy includes the following statement, under **Sick Leave, (Verification and Use)**. Verification. The use of sick leave shall be subject to verification. When there is reason to believe that sick leave is being abused, the supervisor may, before approving the use of sick leave, require the certificate of a physician describing the disability and giving the inclusive dates. The part saying *certificate of a physician describing the disability* has been alleged to be against the law. Employers can not ask for this information. Mike Edwards was told this is not South Carolina State policy but it is an add-in by Clemson University. Lynn Boiter and Dan Schmiedt will address the sick leave/FMLA policy at their monthly meeting with Lawrence Nichols.
- E. **Scholarship**, Jenny Peay.
 - 1) **Murder Mystery Dinner** – The dinner was attended by 158 actors and guests. Approximately \$2,341 was netted from the event.
 - 2) **Golf Tournament** – The 16th annual spring tournament is scheduled for Friday, May 18, 2006. Planning meetings will begin in January of 2007.

5. Unfinished Business

- A. **Roadmap II** - No update.
- B. **Visitor's Task Force**, Lynn Boiter. President Barker has limited the proposal to 1 page. In addition, he charged the group with assigning a cost to the project and identifying a budget source. The deadline is March 1, 2007. Some of the items being discussed are kiosks, lighting, signs, landscaping and parking maps.
- C. **Parking & Transit Master Plan** - Concern was expressed over the late notice and times allocated to staff for the parking forums. Dan Schmiedt stressed the importance of encouraging staff to attend a forum and not focusing on the obstacles preventing some from attending. Dave Crockett will look into the timing of the Inside Clemson announcement and Dan Schmiedt will assess the need of inviting a speaker on the subject after his next Parking Advisory meeting.
- D. **EPMS Discussion** - No report.
- E. **Historian Duties & Status** - Phil Landreth was asked to consider the position. Lynn Boiter will contact him to see if he has made a decision.
- F. **BOT Report**, Lynn Boiter. See below.

CLASSIFIED STAFF SENATE REPORT

September 29, 2006

Lynn J. Boiter, President

CLASSIFIED STAFF SENATE SCHOLARSHIP PROGRAM

The second Murder Mystery Dinner Theater will be held on Friday, October 13, 2006 at the Madren Center Ballroom. Tickets will be available through October 7 for \$50.00. All proceeds from the event will go into the Classified Staff Senate Scholarship Endowment Fund. The present principal balance in this fund is approximately \$201,000.00.

The Staff Senate hosted the Scholarship Recipient Reception on August 17 at the McKissick Theater. Recipients representing four of the five Colleges were recognized during the reception. The current awards are funded directly through payroll deductions from the faculty and staff. We continue to look for ways to educate both groups about the ease and importance of these contributions, and promote the availability of the scholarships. This year alone, 29 scholarship applications were received and eight awarded for the fall semester. Our goal is to reach a point where all qualified applicants could be awarded a Classified Staff Senate Scholarship.

STAFF OMBUDSMAN

Tom Ward joined Clemson University on August 14 as the Staff Ombudsman. The Oregon native came to the Palmetto State nearly 20 years ago to pursue a Master's degree at the University of South Carolina-Columbia and went on to several posts at the school. He has spent the last six years as a client advocate for the Richland County Mental Health Department.

In remarks to the full CSS earlier this month, Ward stressed that in his new role he is neither an advocate for staff nor a representative of the institution, but rather he sees himself as a resource to provide all staff (managers, subordinates and co-workers) with the tools to facilitate a healthy working relationship through various conflict resolution tactics. To that end, Ward said he is making himself available to meet privately with individuals and with larger staff units to describe the ombudsman concept and to establish a clear understanding of how an ombudsman can help to defuse potentially adversarial situations in the workplace.

ONGOING CONCERNS

The Classified Staff Senate is committed in assisting the University achieve its goal of "Top Twenty" status. We are the people who schedule meetings, take minutes, run errands around campus, process paperwork for research grants, ensure power to the campus, keep computers running, clean the classrooms, maintain the overall beauty of our campus. The list goes on and on. We are a diverse group of approximately 2,400, but we all care about this place called "Clemson". As such CSS continues to be concerned about:

- Staff achieving an equal footing with faculty in incentives to excel in pursuit of the "Top Twenty" goal. Salary enhancements for outstanding staff should share precedence with those for outstanding faculty in the Academic Roadmap. To date, this has not happened.
- The findings of the Parking and Transportation Master Plan Study that is under way. A proposal earlier this year to as much as quadruple parking fees for employees caused great concern among both staff and faculty, and it is our hope that this study will offer strategies that can address current and future parking and transit needs on campus without placing an undue financial burden on all employees.
- Service on CSS receiving formal recognition on all Senators' annual employee reviews. Such recognition is currently optional, and we are working through University HR and eventually the Administrative Council to institute a policy requiring its inclusion by supervisors.

6. New Business

- A. **LEAN Training**, Lynn Boiter. This is a detailed training with reading material and assignments. The goal is to utilize resources to make the campus cost effective. The intention is not to reduce the workforce, but to make the workforce more productive. Additional information will be forthcoming.
- B. **Faculty Staff After Hours** – Glenda Dickson discussed some communication problems with the September event at the Sturkie's home. A couple of individuals complained because they did not receive directions. One individual contacted Barbara Hamberg concerning the oversight, but their message was not returned. Karon Donald informed the group that the events are held approximately 8 times a year during the fall and spring academic terms. Lynn Boiter will contact Barbara Hamberg to see what the CSS can do to encourage staff to attend the functions and to help communicate the events.

7. **Announcements:** Julia McBride rode the CAT bus into work from Seneca. The route took approximately 25 minutes. She enjoyed the ride and would recommend the route to others.
8. **Adjournment:** There being no further business, Julia McBride moved to adjourn. Dan Schmiedt seconded the motion, and the meeting adjourned.

Next Meeting: Tuesday, November 28, 2006, 9:00 AM, 801 University Union