Minutes

Present: Maranda Arnold, Teresa Blanding, Lynn Boiter, Deanna Burns, Deborah Cantrell, Kristina Cathcart, Richard Cowan, David Crockett, Wade Culler, Rose Ellen Davis-Gross, Mike Edwards, Evelyn Gantt, Sally Glenn, Rosa Grayden, Dianne Harris, Reggie Hawthorne, Bill Hughes, Linda Kanaley, Marty King, Julia McBride, Carolyn McGaha, Cindy Owens, Ida Pinson, Susan Pope, Dan Schmiedt, Wanda Smith, Charlotte Swafford, Marlene Ventura

Absent: Lydia Arneson, Gail Bryson, Glenda Dickson, Negar Edwards, Barbara Emkin, Ellen Gideon, Billie Jones, Naomi Kelly, Al Littlejohn, Jenny Peay, Steve Shiflet, Bill Shivar

Guests: Dexter Hawkins, Lawrence Nichols, Tom Ward

President Lynn Boiter called the meeting to order.

1. Approval of Minutes: Richard Cowan moved to approve the minutes of the October 10-2006 Classified Staff Senate meeting as submitted. Marlene Ventura seconded the motion, and the vote was unanimous.

2. Open Commentary: None

3. 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. The next meeting is January 2007.
   D. Governmental Affairs, Dan Schmiedt. No report.
   E. President's Cabinet, Lynn Boiter. Has not met.
   F. Other:
      1) Human Resources, Lawrence Nichols. 1) The Benefits Fair was well attended. HR distributed a survey to Fair participants. The survey resulted in two issues for HR to address. Responses indicate employees are still having difficulty attending the Benefits Fair and some vendors left prior to 3:00 p.m. HR will work to resolve both of these issues prior to the 2007 Benefits Fair. 2) HR is in the process of a thorough policy review. Policies will be updated and in some cases abolished. A new policy concerning the use of the Office of the Ombudsman will be drafted. 3) LEAN is a training approach to make Clemson University run more efficiently. Policies and procedures are being reviewed. If a process or procedure does not add value and it is not essential, it will be changed or abolished. This is not an attempt to eliminate positions. 4) A group of individuals are working on pandemic preparedness and disaster recovery plans. The group is charged with identifying how CU will function in the event of illness or disaster. 5) Teresa Blanding asked questions concerning the new online application process. The system allows for a resume attachment, but the resume cannot be accepted in lieu of the completed application. The problem is applicants who are less computer literate assume they have completed enough of the process to be considered for a position when they attach a resume. A request was made to remove the option to attach a resume. Lawrence Nichols stressed that the verbiage instructs applicants
that only completed applications will be considered. The suggestion was made to utilize the library system for applicants who need additional time to complete the application. Computer training and additional access to HR staff were also discussed.

4. **Treasurer's Report**, Cindy Owens. The transfer was made to the Endowment of 16,171.21 in October bringing the principle balance to $201,489.29. The regular budgeted E&G spending account balance is $3,952.14 in Other and $1000.00 in Travel. The current Vending balance is $4,698.10. Charlotte Swafford moved to approve the report as submitted. Linda Kanaley seconded the motion, and the vote was unanimous.

5. **Committee Reports**

   **A. Standing Committees**
   
   1) **Activities**, Julia McBride. Donation boxes are being distributed across campus to benefit Anderson Interfaith Ministries. Donations will be accepted until December 12. Items solicited are toys, canned food and clothing. The organization has a special need for donations for older youth. Some suggested donations are hair care products, sports equipment and sweat suits. Drop-off locations are Administrative Service Building, Apparel Research, Advanced Materials Research Laboratory, Biotechnology Research Center, Hunter Hall, Lehotsky Hall, Martin Hall, Poole Agricultural Center, Redfern Health Center, Riggs Hall, RM Cooper Library, Tillman Hall and University Facilities.

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

   3) **Membership**, Deborah Cantrell. The CSS is considering restructuring. One major component would be the inclusion of unclassified staff in the organization with a proposed name change to the "Staff Senate". The Membership Committee is reviewing different data to form a proposal. The first phase of identifying employees, their locations, and how they relate to other areas on campus is nearing completion. A brief meeting of the committee will be held immediately following the Senate meeting.

   4) **Policy and Welfare**, Michael Edwards. 1) Comparative information received from the top 20 public institutions should be compiled by February 2007. 2) Clemson University policy allows for up to 4 credit hours free at each individual registration session for all employees working 75% or greater in a permanent or grant position. State policy allows for up to 6 credit hours. Lynn Boiter informed the group that the Senate requested CU to increase the tuition benefit to 6 credit hours in the past. Bumping employees from classes was a concern. The decision was made to remain at 4 credit hours and revisit the issue at a later date. Geary Robinson suggested revising the policy to allow for employees up to 3 credit hours and having the potential of being bumped for the additional 3 credit hours. He felt employees taking graduate level classes could greatly benefit from the increase in hours. Other employees would not be penalized because they are still guaranteed the one class benefit they currently enjoy without bumping worries. P&W will discuss this issue at length and report back to the Senate. The complete policy can be viewed at http://www.clemson.edu/humanres/PandP/TUTION.htm.

   5) **Scholarship**, Karon Donald for Jenny Peay. The Murder Mystery Dinner was attended by 158 actors and guests. Approximately $2,500 was netted from the event.

   **B. University Committees**

   1) **Accident Review Board**, Charlotte Swafford. The next meeting is in January 2007.

   2) **Alcohol & Other Drugs Task Force**, Gary Pye. Richard Cowan agreed to serve as an alternate. Lynn Boiter will contact Gary Pye for information concerning meeting times and locations.

   3) **Athletic Council**, Ron Addis. The Clemson University Athletic Council met Oct.18, 2006 in the IPTAY Conference Room. Van Hilderbrand, Associate AD Event Management, provided details on the ESPN Game Day activities. Larry LaForge, Faculty Athletics
Representative, talked about graduation rates and how they are calculated and the Fall Atlantic Coast Conference meeting that he attended. Athletic Director Terry Don Phillips offered insights on current issues pertinent to Clemson Athletics such as how Ring of Honor inductees are determined. For more details, see the minutes at http://www.clemson.edu/provost/athletic_council.

4) **Bookstore Advisory**, Lydia Arneson for Negar Edwards. John Gilbert, Director of Campus Services, provided historical information about the Book Store as well as information about the recent renovations. The floor was opened for nominations for Chair. Committee elected new Chair, Ryan VanCleave, English Department. Kevin Herrington, Book Store General Manager, introduced his senior staff and discussed current goals: 1) Provide quality service to Clemson University students, faculty and staff; 2) Be the largest provider of used textbooks in the area; and 3) create new partnerships with as many groups and departments as possible. Mike Namaranis, Assistant Store Manager and Textbook Manager, explained the used textbook buy back program. The bookstore buys books back at the rate of 50% of the new textbook price if the book is going to be used again. The used textbooks are re-shelved and priced at 75% of the new textbook price. The end of term buy back is scheduled for Dec 10-13. Faculty is asked to provide their book orders as soon as possible so the bookstore can pass the savings to the students. Book orders can be placed at anytime for any semester or school year. Tina Chalfant, General Merchandise Supervisor, talked about the some of the new items/features offered this year (tailgating section, college clothing, reading area, events). Upcoming events: Halloween – story time and trick or treating; Faculty and Staff Appreciation Day – Dec 8 get an additional 10% of your purchase. Next meeting will be scheduled in late November.

5) **Faculty Senate Budget Accountability**, Lynn Boiter. Has not met.

6) CATS, Robbie Nicholson. No report.

7) **Campus Master Plan Task Force**, Al Littlejohn. Has not met.

8) **Clemson University Environmental**, Chris Sober. CUEC met October 19, 2006. Doug Kinard gave a presentation on the basic concepts of LEED, "Leadership in Energy and Environmental Design". LEED affects all aspects of design and construction with emphasis on longevity, energy costs and health of the occupants. The final version of the Stormwater Planning and Management Policy was endorsed by the committee and will be presented to Academic Council for review and approval. A proposal was received from a graduate student in Forestry & Natural Resources to provide incoming freshmen with an energy-efficient compact fluorescent light (CFL) bulb to replace an incandescent bulb. The committee will take the proposal under advisement since there are environmental hazards associated with disposal of these bulbs. Jeff Leyh announced the "Southeastern Student Renewable Energy Conference" will be held at Clemson February 16-18, 2007. The committee agreed to support this effort and provide assistance in locating sources of funding. Items for discussion included recycling efforts at Clemson and sustainability issues.

9) **Clemson University Foundation Board**, Lynn Boiter. The Board met earlier this month. Information concerning the meeting will be forthcoming.

10) **Council on Community & Diversity**, Rosa Grayden. The topic of the last meeting centered on the issue of the use of prayer at CU events and functions. The group discussed non denominational/sectarian prayer and how it may be more beneficial to the diverse campus community.

11) **Human Resources Advisory**, Julia McBride. 1) Academic Council has approved that optional holiday requests must be done online now. No more hard copied forms will be sent to the departments. Employees must log into MyCLE to request their optional holiday. Leave pool donations are also done online. 2) Emails were sent to employees who are at or near their retirement. This applies to employees who have completed or will have completed
by June 30, 2007, 28 years of service or who are at least 60 years old and have five years of service. HR sent emails informing employees of their retirement options. 3) The Drive Thru Pharmacy, Mauldin's Apothecary and The Pharmacy at Park Place in Seneca, SC and all Publix stores honor the 90-day supply of maintenance drugs at the discounted price rather than mail order of the maintenance drugs. For those interested in AFLAC, the representative is in the HR office every Tuesday morning. 4) FMLA Eligibility Change - FMLA eligibility will be changed to a rolling 12-month calendar effective January 1, 2007. An example would be FMLA was approved for February 1, 2007 and the employee would be eligible again for FMLA in February 1, 2008, not January 1, 2007.

12) Joint City/University, Deborah Cantrell. No report.
14) Parking Advisory, Dan Schmiedt. The next meeting is November 16, 2006.
15) President's Commission on the Status of Black Faculty & Staff, Rosa Grayden. The Commission is reviewing the procedures relating to the EPMS. Concerns were raised about employees conceding to a “meets” due to delays in paperwork. The group is interested in how is the EPMS process is monitored from HR down to individual supervisors.
16) President's Commission on the Status of Women, Susan Pope. The President's Commission on the Status of Women met on Friday October 27th in the President’s Conference Room. The following reports were made:
   - Compensation and Benefits discussed the study that CSS is working on along with the question about merit raises and the progress on inclusion of staff in the Roadmap II.
   - Campus Events reported the Political Forum will be held in the Strom Thurmond Institute at 4:30 PM on February 12th. It will include a panel of women in politics.
   - Discrimination and Sexual Harassment discussed interest among the students in starting a Women's Studies club. Also consideration for CU to serve as a host site for the SCWHE Conference in 08. Discussion about how the WC will be involved with the TGC 200th Birthday Celebration.
   - Employment Training and Promotion shared registration information about and requested representation at the workshop for Professional Development for Women on December 4th in Asheville, NC.
   - It was also discussed that the forthcoming survey will be available in February and the WC is considering utilizing an electronic version for collecting data.
   - It was also announced that Rachel Mayo will serve as Deputy Chair of the WC.
17) Recreation Advisory, Dexter Hawkins. The Board met on October 18. The website is up and running and contains information on the constitution and membership list. The site can be viewed at http://www.clemson.edu/campusrec/crboard.html. Discussion centered on the possible addition of a weight lifting area designated for women and a new aquatic facility. A presentation by a group of architects placed the cost of the aquatic facility between 17 and 35 million dollars. The price varies because one plan incorporates the facility into the current structure and the other price is for a separate facility.
18) South Carolina State Employees Association, Julia McBride. The Legislative Dinner is Tuesday, November 28, 2006, 6:30 p.m., Madren Conference Center. Delegates from Anderson, Pickens and Oconee County are invited. A meal and presentation are planned. Tickets are available until November 27 for $10 each. Contact Julia McBride for additional information.
19) Student Conduct Code Review Committee, Deborah Cantrell and Richard Cowan. The SCCRC is undergoing changes due to the recent restructuring of the Division of Student Affairs. The entire student conduct code is being reviewed along with committee
6. **Unfinished Business:** None.

7. **New Business:** Geary Robinson, Parking Services Director, gave an impromptu update on the recent restructuring of the Division of Student Affairs. The biggest change was the expansion from four (4) to six (6) associate vice presidential areas. Mr. Robinson also commented on recent parking issues. Information from the parking forums and parking study should be completed early in 2007. Once the study is completed the University will be able to make informed decisions regarding parking and transit needs on campus. Some questioned Mr. Robinson about the recent elimination of parking spaces and the possibility of charging an event parking fee. He noted space reductions at Tillman Circle and the intersection of Williamson Road/South Palmetto Boulevard. The gravel lot was eliminated at the entrance of Woodland Cemetery, better known as Cemetery Hill. The changes were necessary to address safety and aesthetic issues. Event parking is a resource that Parking Services is reviewing.

8. **Announcements**
   A. Our annual Holiday Social will be December 12, 2006, 9:00 a.m. The Senate will meet immediately following the social at 10:00 a.m. Plan on joining us early for refreshments and fellowship.
   B. Faculty Staff After Hours is scheduled for Wednesday, November 15, 4:30 p.m., Joe’s Place. The event is open to all faculty and staff.

9. **Adjournment:** There being no further business the meeting adjourned.

**Next Meeting:** December 12, 2006, 10:00 a.m., Madren Conference Center