Clemson University
Classified Staff Senate
January 9, 2007, 10:00 AM
Student Senate Chambers

Minutes

Present: Maranda Arnold, Lynn Boiter, Deanna Burns, Kristina Cathcart, Richard Cowan, David Crockett, Wade Culler, Rose Ellen Davis-Gross, Glenda Dickson, Carrie DuPre, Mike Edwards, Negar Edwards, Evelyn Gantt, Ellen Gideon, Sally Glenn, Dianne Harris, Reggie Hawthorne, Bill Hughes, Linda Kanaley, Marty King, Al Littlejohn, Julia McBride, Cindy Owens, Jenny Peay, Ida Pinson, Susan Pope, Dan Schmiedt, Steve Shiflet, Bill Shivar

Absent: Lydia Arneson, Teresa Blanding, Gail Bryson, Deborah Cantrell, Barbara Emkin, Rosa Grayden, Billie Jones, Naomi Kelly, Carolyn McGaha, Wanda Smith, Charlotte Swafford, Marlene Ventura

Guest: Lawrence Nichols, Joyce Peebles, Tom Ward, Margaret West

President Lynn Boiter called the meeting to order.

1. Guest Speaker: Margaret West, SCSEA Field Representative spoke briefly about the SCSEA 2007-2008 Legislative Program (Attachment A). Two pay related items included on the list are a 6.5% cost of living adjustment and an average 2% merit raise for employees. Ms. West also commented on the South Carolina State Employee/Retiree Association Day at the Statehouse scheduled for February 6, 2007. A flyer was distributed that included details of the event and contact information for those interested in participating (Attachment B). In closing, Ms. West stressed the importance of the Association and its members. For more information on the SCSEA, go to http://www.scsea.com/.

2. Approval of Minutes: Richard Cowan moved to approve the minutes of the December 12, 2006 Classified Staff Senate meeting as submitted. Al Littlejohn seconded the motion, and the vote was unanimous.

3. Open Commentary: None.

4. 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 scheduled for February 7-8, Columbia, South Carolina.
   D. Governmental Affairs, Dan Schmiedt. No report.
   E. President’s Cabinet, Lynn Boiter. Angela Leidinger and Katherine Coleman from the Office of Governmental Affairs discussed Clemson’s 2007-2008 legislative priorities, go to http://www.clemson.edu/governmentalaffairs/state/index.html for a complete listing. Sid Cross from the President’s Commission on the Status of Women announced that nominations are being accepted for the Outstanding Women Awards.
   F. Other:
      1) Human Resources, Lawrence Nichols. No report.
5. **Treasurer’s Report**, Cindy Owens. No change to the Endowment. The regular budgeted spending account balance is $3,759.35 in Other and $1,000.00 in Travel. The remaining Vending balance is $3,962.36. Dan Schmiedt moved to approve the report as submitted. Al Littlejohn seconded the motion, and the vote was unanimous.

6. **Committee Reports**
   
   **A. Standing Committees**
   
   1) **Activities**, Julia McBride. The Holiday Service Project that benefited Anderson Interfaith Ministries was a huge success. Julia McBride and Negar Edwards delivered 3 (three) loads of toys, clothing and canned food on behalf of the faculty, staff and students of Clemson University. The Activities Committee would like to thank the Computer Center for providing the use of their van and all of the individuals who contributed to make this event possible.
   
   2) **Communications**, David Crockett. The newsletter is in the final stage of approval. It is one page, front and back. It will be distributed via mail in January. The content includes information on the Staff Ombudsman, Holiday Service Project and the golf tournament in May. The look-up tool on the CSS website has been updated. It now includes pictures of most of the Senate and their contact information. If your picture is missing, David Crockett can take your photo or you can submit one by email to crocket@clemson.edu.
   
   3) **Membership**, Deborah Cantrell. No report.
   
   4) **Policy and Welfare**, Michael Edwards. 1) The group is working on two letters. One will address needed improvements to the State Dental Plan and the other will request an increase in the credit hours allowed under Clemson’s Tuition Assistance Policy. Lawrence Nichols suggested addressing the dental issue as a component of a more comprehensive benefit assessment. These items can be discussed at a meeting with Mr. Tester in Columbia. 2) The Top 20 Survey is nearing completion. The obstacle now is finding a format to present the information in a comparative manner. This has been difficult due to the massive amount of data.
   
   5) **Scholarship**, Jenny Peay. The Scholarship Committee will meet immediately after the Senate meeting.

   **B. University Committees**
   
   1) **Accident Review Board**, Charlotte Swafford. The group met on January 8.
   
   2) **Alcohol & Other Drugs Task Force**, Deborah Cantrell and Richard Cowan. Has not met.
   
   
   4) **Bookstore Advisory**, Negar Edwards. Lynn Boiter asked Negar Edwards to verify the faculty/staff discount information with the Bookstore.
   
   5) **Faculty Senate Budget Accountability**, Lynn Boiter. No report.
   
   
   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. 1) Tom Ward, University Staff Ombudsman spoke about his role as ombudsman and what assistance he can provide staff. He emphasized that he is not an advocate for the staff but rather someone staff members can confidentially speak with should they have workplace problems. He then can point staff in the right direction to help solve their problems. 2) The January 12th paycheck should show any MoneyPlus changes made in October. 3) Health cards with the Social Security Number will no longer be used. New membership cards have been distributed. Write the identification number from the health card on your new dental card (mailed mid-December). 4) W2’s will be mailed on January 30th. On-line pay stubs should be reviewed NOW to
confirm the accuracy of the mailing address in payroll. If there are errors, complete the change form at https://www.clemson.edu/humanres/forms/phonebook/personal_update.php. There will be a $10 fee to issue W2 reprints. 5) In November, an in-depth review of the special pay process occurred to see how the process could be streamlined. Over 13,000 special pays were processed in FY2006 and this is a waste of paper, and in time preparing and approving them. The goal of this new process is for departments to directly input the special pays onto pay lines. The biggest expected benefit is that the entire process will be reduced from 2-3 days to 2 minutes.

12) **Joint City/University**, Deborah Cantrell. No report.
13) **Library Advisory**, Wade Culler. Has not met.
14) **Parking Advisory**, Dan Schmiedt. A panel of parking professionals convened as a part of the study that is in progress addressing the parking and transit needs on campus. Dan Schmiedt and Beth Kunkel participated on behalf of the Classified Staff and Faculty Senates. They expressed concern over the employee cost associated with any new parking plan and the need for the employees to see visible results for the increased expense. Both felt that more input from employees should be sought as a part of the study.
15) **President’s Commission on the Status of Black Faculty & Staff**, Rosa Grayden. No report.
16) **President’s Commission on the Status of Women**, Susan Pope. Has not met.
17) **Recreation Advisory**, Dexter Hawkins. Has not met.
18) **South Carolina State Employees Association**, Julia McBride. Contact Julia McBride or the Association by February 2 to attend the South Carolina State Employee/Retiree Association Day at the Statehouse.
19) **Student Conduct Code Review Committee**, Deborah Cantrell and Richard Cowan. Has not met.

6. **Unfinished Business**
   A. **CSS Reorganization & By-law Revision** – The revised by-laws will be voted on at the February 13 Senate meeting.

7. **New Business**
   A. **Call for Officer Nominations** – Nominations will be accepted for Parliamentarian, Secretary, Treasurer and Vice President. Elections will be held at the meeting in April.

8. **Announcements**
   A. The Annual South Carolina State Employee/Retiree Association Day at the Statehouse in Columbia is scheduled for Tuesday, February 6. Contact Julia McBride at mcbride@clemson.edu for additional information.

9. **Adjournment**: Richard Cowan moved to adjourn. Mike Edwards seconded the motion, and the vote was unanimous. There being no further business, the meeting adjourned.

**Next Meeting:** February 13, 2006, 10:00 AM, Student Senate Chambers
2007-2008 Legislative Program

The Association has identified and will aggressively pursue the following objectives during the 2007 Legislative session.

➢ A 6.5% COLA for employees-- based on an anticipated 3% inflation rate by the end of this year + a 2.5% increase to account for how much we are lagging behind the rate of inflation over the last 5 years + 1% to move ahead

➢ A 2% average merit raise

➢ State match to the deferred compensation program on behalf of permanent full time employees.

➢ Step Pay Plan- the Association will aggressively work with the Speaker of the House & the Chairman of Ways & Means as well as the President Pro Temp of the Senate and with the Chairman of Senate Finance to have a Sub-Committee established to address this issue

➢ A COLA for retirees equal to the CPI as of Dec. 31, 2006

➢ Maintain benefit and premium levels at their current levels while encouraging improvements in vision, hearing, and dental coverage for the State Health Plan

➢ Allow employees to accrue unlimited sick leave

➢ Allow employees to donate sick leave to specific co-workers when authorized

➢ Allow employees/retirees discount admission to state parks and recreation facilities

➢ Allow employees/retirees free or discount classes at state supported institutions of higher learning when space is available
February 6, 2007

SCSEA State House Visit

Plan to join other state employees and retirees from across South Carolina when we visit the State House on February 6, 2007. This activity is designed to emphasize how vital our role is in state government and how important it is for the state to recognize our hard work through better pay, affordable health insurance, job security, and a strong retirement system.

We will assemble at 10:00 a.m. at Seawell's Restaurant (across from the State Fairgrounds) and be bused to the State House. Following our State House visit with our local legislators, we will return to Seawell's for lunch. (Employees should plan to take annual leave for that day.)

Chapter Presidents or the state office must be notified by February 2 if you plan to attend the luncheon. Call SCSEA at 765-0680 or toll free at 1-877-882-4025. Or e-mail the office: SCSEA@scsea.com

Your participation is CRUCIAL!

In order to have success in the legislative arena, we MUST demonstrate our resolve!