Clemson University
Classified Staff Senate
February 13, 2007, 10:00 AM
Student Senate Chambers

Minutes

Present: Lydia Arneson, Maranda Arnold, Teresa Blanding, Lynn Boiter, Gail Bryson, Deanna Burns, Deborah Cantrell, Kristina Catheart, David Crockett, Wade Culler, Glenda Dickson, Carrie DuPre, Mike Edwards, Evelyn Gantt, Ellen Gideon, Sally Glenn, Rosa Grayden, Dianne Harris, Reggie Hawthorne, Bill Hughes, Billie Jones, Linda Kanaley, Naomi Kelly, Marty King, Julia McBride, Carolyn McGaha, Cindy Owens, Jenny Peay, Susan Pope, Dan Schmiedt, Wanda Smith, Marlene Ventura

Absent: Richard Cowan, Rose Ellen Davis-Gross, Negar Edwards, Barbara Emkin, Al Littlejohn, Ida Pinson, Steve Shiflet, Bill Shivar

Guests: Lawrence Nichols, Joyce Peebles

President Lynn Boiter called the meeting to order.

1. Guest Speaker: Senators and guests previewed the new www.clemson.edu site. Carrie DuPre from the Office of Web Services discussed the mid-March launch plan and highlighted some of the new features. The site design allows for information to be grouped by audience or topic. The development focused on marketing Clemson while keeping the site fresh, interesting and informative for all audiences. The Office of Web Services is interested in hearing your thoughts on the content of the new site. Contact Carrie DuPre at cpriddy@clemson.edu with any comments or suggestions.

2. Approval of Minutes: Lydia Arneson moved to approve the minutes of the January 9, 2007 Classified Staff Senate meeting as submitted. Linda Kanaley seconded the motion, and the vote was unanimous.

3. Open Commentary: None.

4. Announcements from the President
   A. Academic Council, Dan Schmiedt. The Council met on Monday, January 29. 1) Approved Graduate Certificate Policy. The policy allows for individuals who have completed a subset of graduate level coursework to receive a certificate. 2) The Graduate School admission requirements wording was changed to accommodate bachelor degree programs that are not on a traditional four year plan. Now the wording will reflect that the degree must be from an institution whose scholastic reputation is satisfactory to the university. 3) Jan Murdock was on the agenda to present the final exam schedule. The schedule was voted down by the Student Senate, so it was not presented for approval. The Student Senate voiced concerns about students having two exams scheduled on the same day. 4) Debi Jackson presented a flowchart of the approval process of a new or amended policy on campus. Contact Dan Schmiedt if you would like a copy of the handout.
   B. Administrative Council, Lawrence Nichols. No report.
   C. Board of Trustees, Lynn Boiter. Bill Smith, Chair of the Finance and Facilities Committee, acknowledged staff and their contributions to making Clemson University successful. His comment was made during the Board meeting, so it was quite a compliment. The Senate reports to the Finance and Facilities Committee.
D. **Governmental Affairs**, Dan Schmiedt. Visit the Office of Governmental Affairs website for weekly updates on current legislative issues related to Clemson University at http://www.clemson.edu/governmentalaffairs/state/update.html.

E. **President’s Cabinet**, Lynn Boiter. 1) The Presidential Run is scheduled for March 31, 2007. The run will kick off at R.M. Cooper Library. 2) The Madren Conference Center will be closed from July 1 until August 10 for renovations. Martin Inn and Seasons by the Lake will remain open for business. 3) The State of Clemson Address will be held February 27, 2007, 12:00 p.m., Madren Conference Center. Speakers at the event are President Barker and City of Clemson Mayor Larry Abernathy. 4) Johnson Link was introduced as the new police chief. 5) OfficeMax is the preferred office supply vendor on campus. Discounts will be extended to employees, family and friends to increase rebates back to CU.

F. **Other:**

1) **Human Resources**, Lawrence Nichols. 1) The universal employee review date is approaching fast. Completed EPMS reviews are due to Human Resources by March 1. Departments and supervisors are held accountable for completing these reviews in a timely manner. 2) A meeting will be held this spring with a representative from the Budget and Control Board. Lawrence Nichols along with representatives from the Faculty Senate and Staff Senate will address concerns with the employee insurance plans. The Senate will request input from staff to compile a list of issues to discuss. Concerns or comments should be sent to Policy and Welfare Committee Chair Mike Edwards (mvedwar@clemson.edu) or Karon Donald (karond@clemson.edu) by March 9.

5. **Treasurer’s Report**, Cindy Owens. The Endowment principle remains unchanged. Our regular budgeted E&G spending account is $3,278.21 in Other and $1,000 in Travel. We have a Vending balance of $3,877.19. Jenny Peay moved to approve the report as read. Marlene Ventura seconded the motion, and the vote was unanimous.

6. **Committee Reports**

   A. **Standing Committees**

1) **Activities**, Julia McBride. Preparation for the Awards Luncheon and golf tournament will begin soon. The luncheon is at Kresge Hall on April 10 and the golf tournament will be held at the Walker Course on May 18.

2) **Communications**, David Crockett. 1) The newsletter has been distributed to all on campus and off campus permanent classified and unclassified employees. 2) A new banner reflecting the name change is ready to be posted on the web site as soon as the Senate and Administrative Council approve the inclusion of unclassified permanent staff into the organization. 3) A transition to the new Content Management System will be a priority for the Communications Committee and the Senate office.

3) **Membership**, Deborah Cantrell. Everyone is gearing up for upcoming elections. A letter announcing the changes in the Senate will be distributed via email. Areas will be contacted regarding vacancies and elections. Orientation will be held prior to the April meeting.

4) **Policy and Welfare**, Michael Edwards. 1) The group finalized a letter addressing needed improvements to the State Dental Plan. Those dental issues will be presented as a part of a more comprehensive benefit assessment during the spring meeting with the Budget and Control Board. 2) The request to increase credit hours allowed under Clemson’s Tuition Assistance Policy from 4 (four) to 6 (six) will be submitted in the form of a resolution. The resolution will be presented to the Executive Committee on February 27 and to the Senate on March 13. 3) The Top 20 Survey will be sent to the Senate as soon as the typist completes the project. Dave Crockett will post on the CSS web site for ease of use.

5) **Scholarship**, Jenny Peay. Jenny predicted that the golf tournament will be sold out by mid-April. Everything is off to an early start. Registration and sponsorship forms are available
via the CSS web site. The Scholarship Committee will “pass the hat” to collect money at the next 3 (three) Senate meetings. The money collected will go toward a hole sponsorship from the Senate.

B. University Committees

1) **Alcohol & Other Drugs Task Force**, Deborah Cantrell and Richard Cowan. Met on Monday, February 12.

2) **Athletic Council**, Ron Addis. The Athletic Council met on Jan. 18. Faculty Athletic Representative Larry LaForge reported on three issues pertinent to the NCAA and law suits in which the NCAA is involved. Most of the meeting was devoted to a report from the Fiscal Integrity and Facility Planning Subcommittee. As part of the report Senior Associate Athletic Director Katie Hill discussed Athletic Department operating revenues and expenditures. Senior Associate Athletic Director for External Affairs Bill D’Andrea addressed ticket reallocations. Associate Athletic Director for Student-Athlete Welfare Becky Bowman provided detail on athlete academic performance across sports for the fall semester. For details on these issues and other aspects of Clemson athletics and the Athletic Council, go to [http://www.clemson.edu/provost/athletic_council](http://www.clemson.edu/provost/athletic_council).

3) **Bookstore Advisory**, Negar Edwards. The problem with the faculty/staff discount at Greenville Barnes and Noble locations was resolved. The discount will be honored at the following locations:

   - The Shops at Greenridge (864-627-9197)
   - 735 Haywood Road (864-458-9113)
   - 1125 Woodruff Road, Suite 1810, Greenville, SC 29607

4) **CATS**, Robbie Nicholson. 1) The Lightsey Bridge Route has recently been added to the CAT bus schedule. The pick-up location is the Commons Building with transportation to the Brooks Center, Hendrix Center, Redfern and East Library Circle. Service hours are Monday through Friday, 7:00am - 1:00am; Saturday and Sunday, 5:00pm - 1:00am. 2) Each CAT bus route will continue the "Candy Kisses" tradition on Valentine's Day, February 14. 3) Everyone at CAT wishes to thank all of the students that contributed to the United Way Campaign on Thursday, February 1.

5) **Clemson University Environmental**, Chris Sober. The CUEC met Thursday, January 18, 2007. The committee heard a presentation from Mike Nebesky, Director of Procurement, on ideas to incorporate sustainability for products purchased by the University. Karen Butts presented a review of the recycling operations and future trends. Programs such as "Lighten Your Load" and "Recycle Mania" have encouraged student participation through competition and prizes. The current recycling rate for the University is 15% with a future goal to meet the state mandated 40% requirement. Recycling is currently taking all plastic jugs and bottles (no need to check the number on the bottom) and for paper, if it tears, it can be recycled. If you have questions about what can be recycled or would like a tour of the Kite Hill facility, contact Recycling at 656-2040. Bea Bailey introduced a motion asking the committee to endorse CU's participation in Focus the Nation. This is a national forum of experts on global warming with conferences held at universities throughout the country in 2007. The motion passed and an agenda will be developed for CU. For more information go to [www.focusthenation.org](http://www.focusthenation.org). Steve Johnson introduced a resolution to endorse the concept of net metering. Net metering means that public utilities will compensate businesses or individuals for energy savings generated from renewable sources such as solar, wind, or biofuels. The South Carolina Public Service Commission is currently soliciting public input on net metering which has already been adopted by 41 states. The resolution was adopted with minor languages changes. For more information on these topics, please visit [www.clemson.edu/cuec](http://www.clemson.edu/cuec).

6) **Council on Community & Diversity**, Rosa Grayden. The group met briefly to discuss recent events.
7) **Human Resources Advisory**, Julia McBride. The group did not meet in January. The next meeting is scheduled for February 14.

8) **Joint City/University**, Karon Donald. The JCUC met on February 5. 1) Clemson University Police Chief Johnson Link was introduced. Link spoke briefly and answered questions regarding his new position. 2) The proposed City of Clemson “no-smoking in public buildings ordinance” is being evaluated by Council. The Mayor and Council would like input from faculty, staff and students from the Clemson University campus. Comments can be sent by email to Rick Cotton at rcotton@cityofclemson.org. 3) The Joint City-University Legislative Breakfast is scheduled for Friday, February 16, 2007 at 8:30 a.m. The location is the renovated Morrison Annex. 4) A committee was formed to begin planning for the JCUC exchange visit. Volunteers were asked to serve on this committee. 4) Cathy Sams from Clemson University briefly updated the group on information relating to the “gangsta” party that has been the topic of recent media coverage.

9) **President’s Commission on the Status of Black Faculty & Staff**, Rosa Grayden. 1) The Unity March was well attended. Attendees traveled from as far a Macon, Georgia to participate in this unification. The event consisted of a march, speakers and special music. 2) Members of the Commission are meeting with Joy Patton from Human Resources to discuss issues relating to EPMS policies and procedures.

10) **President’s Commission on the Status of Women**, Susan Pope. The WC met on Friday, January 26. 1) Susan Pope will represent Clemson University at the South Carolina Women in Higher Education Conference in Columbia. 2) The Outstanding Women Awards-Awards ceremony is scheduled for March 13, please submit nominations. 3) The Commission is sponsoring the Women’s Leadership in Local Politics and Community Service Forum on February 13, 4:00 p.m. 4) Friday, April 27 is the next Professional Women’s Conference in Asheville, NC. Encourage women to attend. 5) There was much discussion regarding the survey (costs and timeline) that will be going out in the next few months to faculty and staff. The purpose of the survey is to explore policies and practices that limit equal opportunities and advancement as a part of the issue of gender equity on campus. 6) The 2007-2008 FS Welfare Committee and Child Care Center for Clemson University were two other items presented and discussed at the meeting. The items were shared at the Faculty Senate meeting. Future Issues That May Need to be Addressed by 2007-2008 Faculty Senate Welfare Committee - Governor Sanford’s 2007-08 Executive Budget information and proposals to improve Financial Health SC Retirement System. 1) From FY 1998-99 to FY 2005-06, the retirement systems debt increased from $178 million to over $9 billion, an increase of 4,952 percent. In FY 1998-99, it would have taken the state only two years to amortize that debt; today it will take 30 years to pay off the debt. The constitutional limit is 30 years. This means the system is fiscally unsound. 2) Proposes re-hiring of prior employees enrolled in TERI program only in extreme cases and if rehired, those employees only receive 75% of previous salary 3) Proposes legislation expanding the current Optional Retirement Program and advocates that this be the only state plan extended to new state employees. Child Care Center for Clemson University Update - Provost Helms has indicated that the original modular buildings that would have allowed Clemson to have a daycare up and running this fall would cost about $300 per sq.ft. more than creating a research facility. Thus, they are going back to the drawing board with a new design. The Provost submitted the A-1 in time for information to go to the Budget and Control Board in May. She is now looking into perhaps offering infant care up to one year in an alternative location this fall while the new facility is being built for occupancy in January 2008. She again indicated that she would probably send out a survey to identify just how many people would use the daycare after the alternative location is finalized.
11) **Recreation Advisory**, Dexter Hawkins. The first meeting of the year was January 31. Campus Recreation has an estimated 4,400 people use Fike Recreation per day. The committee is still looking at creating a weight area for women. The facility may go cashless, accepting only TigerStripe and credit card transactions. Televisions were installed on all new cardio machines. The inclement weather policy is the facility will open, but on a delayed schedule.

12) **South Carolina State Employees Association**, Julia McBride. There were about 200-250 people who gathered at Seawell's Restaurant in Columbia to be bussed to the State House for when the House and Senate came into session at noon. This number is much smaller than years past, which was over 300. Therefore, we need more commitment from state employees at next year's visit. There were five representatives from Clemson who attended, which is great to show the Association that Clemson employees want to be involved. About five years ago, the legislators promised state employees that they would be able to take our needs into consideration when the state started doing better financially. Now that the state is doing better financially, we are holding the legislators to that promise that they consider our needs when deciding on the budget. We are asking for a 6.5% cost-of-living adjustment, a CPI COLA for retirees above the 1% guaranteed adjustment they receive, a deferred compensation match from employers, a STEP program to move employees through their pay bands, and that health insurance stays the same with no increase in premiums. There were more legislators than not who agreed with our recommendations and will do all they can to support us and see that we are fairly treated.

It, again, was an awesome sight to see so many state employees banding together to show the legislators that we are a united front, that we do vote and pay taxes and that we will not be ignored on these very important issues. What is still disappointing, though, is that of the 70,000 state employees, only a small fraction belong to the Association. More people need to join so that their voices can be heard with this united front as that will make more difference than what they can do by themselves.

7. **Unfinished Business**
   A. Mike Edwards moved to approve the amended by-laws as distributed via email on February 9, 2007. Rosa Grayden seconded the motion, and the vote was unanimous.

8. **New Business**
   A. Call for Officer Nominations: Nominations received to date are David Crocket, Vice President/President Elect; Glenda Dickson, Secretary; Cindy Owens, Treasurer; Marty King, Parliamentarian.
   B. CAT Bus Stop: Ellen Gideon asked the Senate to address the need for an additional stop at the Administrative Services Building. Dan Schmiedt will pursue the need for this stop with the Parking Advisory Committee.

9. **Announcements**
   A. The American Cancer Society Relay for Life will be held on Friday, April 13, 2007, Strom Thurmond Plaza, Clemson University. If you are interested in joining the CU Staff for Life team or making a contribution, please contact Lynn Boiter or Karon Donald.

10. **Adjournment**: Ellen Gideon moved to adjourn. Marlene Ventura seconded the motion, and the vote was unanimous. There being no further business, the meeting adjourned.

**Next Meeting**: March 13, 2007, 10:00 AM, Student Senate Chambers