

**CLEMSON UNIVERSITY  
STAFF SENATE**

June 12, 2007, 11:00 AM  
Clemson House, Poole Shanklin Room

**Minutes**

**Present:** Lydia Arneson, Maranda Arnold, Michael Atkins, Ida Benson, Chris Blackmon, Kathy Boice, Lynn Boiter, Kristina Cathcart, Karen Countryman, Rose Ellen Davis-Gross, Glenda Dickson, Tim Drake, Carrie DuPre, Mike Edwards, Negar Edwards, Sally Glenn, Dianne Harris, Reggie Hawthorne, James Huff, Bill Hughes, Bill Hurst, Linda Kanaley, Marty King, Janice Kleck, Phil Landreth, Cindy Owens, Dan Schmiedt, Wes Sullivan, Gloria Walker, Mandy Wright

**Absent:** Gail Bryson, Deanna Burns, Deborah Cantrell, Richard Cowan, David Crockett, Wade Culler, Barbara Emkin, Evelyn Gantt, Ellen Gideon, Michael Gilstrap, Rosa Grayden, Trudy Houston, Billie Jones, Naomi Kelly, Chad Lampman, Carolyn McGaha, Susan Pope, Marlene Ventura, Samuel White

**Guests:** Krissy Kaylor, Lawrence Nichols, Tom Ward

President Dan Schmiedt called the meeting to order.

1. **Approval of Minutes:** Phil Landreth moved to approve the minutes of the May 8, 2007 Staff Senate meeting as submitted. Negar Edwards seconded the motion, and the vote was unanimous.
2. **Open Commentary:** None.
3. **Announcements from the President,** Dan Schmiedt. 1) Jean Brickey, Virginia Tech Staff Senate President, phoned Dan Schmiedt on June 1 to express her deep appreciation to Clemson. Support from Clemson and the academic community to Virginia Tech in wake of the events of April 16 were overwhelming. She encouraged Clemson to review campus safety and communication channels. Brickey also discussed a staff leadership conference that is still in the preliminary stages. 2) The Vending Committee met on June 11. The Staff Senate's request of \$7,000 received full funding for the 2007-08 fiscal year.
  - A. **Academic Council,** Dan Schmiedt. Has not met.
  - B. **Administrative Council,** Lawrence Nichols. The Council is preparing for the July BOT meeting. Some items to be discussed are fees, tuition and current legislation.
  - C. **Board of Trustees,** Dan Schmiedt. The meeting is scheduled for July 15-17 in Charleston, SC. The Staff Senate report for the BOT meeting is due June 14.
  - D. **Governmental Affairs,** Dave Crockett. No report.
  - E. **President's Cabinet,** Dan Schmiedt. Has not met.
  - F. **Other:**
    - 1) **Human Resources,** Lawrence Nichols. 1) Some departments allow telecommuting and flex schedules. HR is working on a policy to make parameters clear and concise across campus. The goal is to have the policy approved by Administrative Council and disseminated to campus prior to the fall 2007 semester. 2) PeopleSoft is being upgraded to 9.0. The installation process may take up to one year and staff involved directly with the upgrade will be greatly impacted. Turnaround time on requests and responses may be slower, so keep this in mind during the transition.
    - 2) **Benefits Meeting Update,** Lynn Boiter and Krissy Kaylor. Representatives from the Faculty Senate, Staff Senate and HR Department met with Rob Tester, Director of the SC Employee Insurance Program on May 16. They presented insurance concerns gathered from faculty and staff. The majority of the concerns were addresses (Attachment A). The meeting was informative and future collaboration was recommended. Krissy Kaylor also discussed low cost

health benefits offered by the Joseph F. Sullivan Center located in Edwards Hall (Attachment B). Contact Prevention Partners for off campus health screening opportunities. Starting June 1, EIP will offer online services via MyBenefits (Attachment C).

4. **Treasurer's Report**, Cindy Owens. The Endowment principal remains unchanged. The regular budgeted E&G spending account balance is \$438.65 in Other and \$564.11 in Travel. The Vending balance is \$39.38. Negar Edwards moved to approve the report as submitted. Reggie Hawthorne seconded the motion, and the vote was unanimous.

## 5. Committee Reports

### A. Break Out Session – Goals

#### 1) Staff Senate

- Work to increase awareness of Staff Senate to include newly represented staff groups and continually evaluate its effectiveness.
- Grow the Scholarship Endowment such that it becomes self-supporting. Increase the number and dollar amount of scholarships awarded each year. Seek to increase support of Staff Senate scholarships through payroll deduction and fund raising.
- Work with the Ad-hoc Committee on Staff Development to establish a campus wide career success program for staff.
- Continue to push for Roadmap money and a staff compensation philosophy.

#### 2) Committees

- **Activities:** Organize community service projects; assist Communications with the Benefits Fair booth; assist Membership with the Annual Awards Luncheon; assist the Scholarship Committee with its fund-raising activities; support the outreach efforts of the Senate.
- **Communications:** Continue to provide the meeting summaries; work to change name from Classified Staff Senate to Staff Senate; develop alternate communication channels such as video or podcast; facilitate use of existing tools; develop public relations; organize the Benefits Fair booth.
- **Membership:** Establish a mentoring program; coordinate meet and greet sessions before Senate functions; invite Senators to Executive meetings; provide outreach opportunities.
- **Policy and Welfare:** Identify areas Clemson University can improve by using the data gathered in the Top 20 survey completed in 2007; continue to advocate for 6 (six) credit hours per registration for staff members and how it relates to distance education; seek improvements or changes that can be made in progress towards top 20 status.
- **Scholarship:** Increase staff awareness of the scholarship program; increase fund-raising efforts for the Annual Fund (payroll deductions) and the Endowment; sponsor a fund-raising event this fall; add a lower cost fund-raising event.

### B. Standing Committees

- 1) **Activities**, Kristina Cathcart. The group will meet jointly with the Scholarship Committee in August to begin planning a fall fundraiser. In addition, the committee will assist the Communications Committee with the October Benefits Fair booth.
- 2) **Communications**, Rose Ellen Davis-Gross. A Staff Senate word mark was distributed to the group for review (Attachment D). The word mark will become the graphic identity of the Staff Senate. An imprinted promotional giveaway will be ordered for the Benefits Fair. This is an opportunity to get the Senate's new name out to campus. Rose Ellen Davis Gross moved to approve the word mark as distributed. Reggie Hawthorne seconded the motion. The vote was unanimous. Carrie DuPre is working on transitioning the website to the new template. The goal is to debut the site at the August meeting.
- 3) **Membership**, Phil Landreth. The focus of the meeting was on ways to generate interest in the Senate. Several items were discussed. 1) Create a mentoring program that pairs veteran senators with new senators as an additional tool to orientation. 2) Publish an "issues and results" section in Inside Clemson or in a Senate publication. 3) Designate a meeting for

senators to bring co-workers as guests. 4) Send email notification to campus before each meeting to serve as an invitation and a reminder.

- 4) **Policy and Welfare**, Michael Edwards. The group will seek Staff Senate representation on the University Calendar Committee. Two policies that will be researched are staff involvement in university functions, and a policy that precludes terminated employees from being rehired by Clemson University.
- 5) **Scholarship**, Reggie Hawthorne. The golf tournament was a success. Thanks to all the volunteers that made everything run smoothly. The event netted over \$13,000. The committee is reviewing ideas for a fall fundraiser and adding a low cost event. The mystery dinner will be discussed at the August meeting.

**C. University Committees – (Attachment E).**

**6. Unfinished Business**

- A. **Ad-hoc Committee on Staff Development**, Bill Hughes. The goal of the Clemson University Staff Development Plan is to provide a framework to encourage and reward performance and professional development, and strengthen the bonds between staff, Clemson University and community. Bill Hughes and Dan Schmiedt will meet with President Barker on August 16 for an initial discussion of the plan. More information will be forthcoming.
- B. **Credit Hours Resolution Status**, Dan Schmiedt. Lawrence Nichols requested that the Senate provide background information on current policies at other institutions in the state regarding tuition assistance. Dave Crockett has gathered the needed information. The resolution will be presented to Administrative Council in late July.

**7. New Business**

- A. The Benefits Fair is scheduled for October 9. This is the same date as our regularly scheduled Senate meeting. This may cause scheduling conflicts, so the meeting date and time may need to be changed.
- B. Missy Smith from Dining Services requested to speak at the August meeting. The consensus of the group was to allow the distribution of materials before and after the meeting.

**8. Announcements**

- A. **Summer Schedule** – The Executive Committee will not meet in June, and the Staff Senate will not meet in July.

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

**Next Meeting:** August 14, 2007, 10:00 AM, Student Senate Chambers, University Union

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5C – Attachment E

**University Committees:**

- 1) **Accident Review Board** - Seeking nominations for a representative and an alternate.
- 2) **Alcohol & Other Drugs Task Force**, Deborah Cantrell. Seeking nominations for an alternate.
- 3) **Athletic Council**, Lynn Boiter. A luncheon was held on May 9th to thank members of the current year and welcome new members. The committee received details from the Academic Standards and Integrity Report.
- 4) **Bookstore Advisory**, Negar Edwards. Adjourned for the summer.
- 5) **Faculty Senate Budget Accountability**, Dan Schmiedt. No report.
- 6) **CATS**, Robbie Nicholson. No report.
- 7) **Clemson University Environmental**, Chris Sober. CUEC met May 16, 2007. Gerald Vander Mey gave an update on committee activities for the Focus the Nation event. The Fossil Fuel Free Campus committee is in the process of drafting an energy policy which will address issues such as max-min room temperatures for campus buildings, air handling in labs and research facilities and sources of alternate fuels. Knight Cox gave a presentation on the Clemson Experimental Forest. The area, containing approximately 18,000 acres is one of the largest un-fragmented plots of piedmont land in South Carolina and is listed as an Audubon Important Bird Area. Current projects include inventory of areas that need special protection because of plant or animal species. For more information, visit the web site at [www.clemson.edu/cef](http://www.clemson.edu/cef) . Tom Jones gave an update on the Solid Green campaign: “Solid Green for a Better Future”. The campaign started out focusing on litter issues but has been expanded to include conservation, recycling, and other environmental issues. For more information on these and other issues, please visit the web site at [www.clemson.edu/cuec](http://www.clemson.edu/cuec) .
- 8) **Clemson University Foundation Board**, Lynn Boiter until 7/07. Nextel meeting will be held June 28-29, 2007.
- 9) **Council on Community & Diversity** – Seeking nominations for one representative.
- 10) **Human Resources Advisory** – Michael Atkins volunteered to serve on HRAC.
- 11) **Joint City/University**, Karon Donald. “Town and Gown Interview Project” is on display in the exhibit cases of R.M. Cooper Library until June 30, 2007.
- 12) **Library Advisory**, Wade Culler. Has not met.
- 13) **Parking Advisory**, Bill Hughes. Has not met.
- 14) **President’s Commission on the Status of Black Faculty & Staff**, Rosa Grayden. No report.
- 15) **President’s Commission on the Status of Women**, Susan Pope. No report.
- 16) **Recreation Advisory**, Dexter Hawkins. The last meeting of the semester was 4/25/2007. The next meeting will be Wednesday, August 29.
- 17) **South Carolina State Employees Association**, Richard Cowan. No report.
- 18) **Student Conduct Code Review Committee**, Deborah Cantrell and Richard Cowan. No report.