

**CLEMSON UNIVERSITY
STAFF SENATE**

August 14, 2007, 10:00 AM
Student Senate Chambers

Minutes

Present: Lydia Arneson, Maranda Arnold, Michael Atkins, Ida Benson, Kathy Boice, Lynn Boiter, Gail Bryson, Deanna Burns, Karen Countryman, Dave Crockett, Wade Culler, Rose Ellen Davis-Gross, Glenda Dickson, Carrie DuPre, Mike Edwards, Michael Gilstrap, Sally Glenn, Rosa Grayden, Dianne Harris, Reggie Hawthorne, Trudy Houston, James Huff, Bill Hughes, Billie Jones, Linda Kanaley, Marty King, Janice Kleck, Phil Landreth, Carolyn McGaha, Cindy Owens, Susan Pope, Dan Schmiedt, Wes Sullivan, Gloria Walker, Mandy Wright

Absent: Chris Blackmon, Deborah Cantrell, Kristina Corbett, Richard Cowan, Tim Drake, Negar Edwards, Barbara Emkin, Evelyn Gantt, Ellen Gideon, Bill Hurst, Naomi Kelly, Chad Lampman, Marlene Ventura, Samuel White

Guests: Adam Hunter, Jimmy Moore, Lawrence Nichols, Tom Ward

President Dan Schmiedt called the meeting to order.

1. **Approval of Minutes:** Lydia Arneson moved to approve the minutes of the June 12, 2007 Staff Senate meeting as submitted. Linda Kanaley seconded the motion, and the vote was unanimous.
2. **Open Commentary:** 1) Carrie DuPre, staff senator and Public Information Director in University Publications and Promotion, presented the new Staff Senate Web site. The site is still under construction and is unavailable for public viewing at this time. Carrie gave an overview of the site structure and asked senators for additional input and comments. Her presentation was well received and interest was shown in adding direct email links for senators. Comments regarding site development can be sent directly to Carrie at (864) 656-7533 or cpriddy@clemsun.edu. Dan Schmiedt thanked Carrie for the update. 2) Rose Ellen Davis-Gross reminded attendees of student move-in on August 18 and encouraged everyone to help. She informed everyone that parents were very appreciative of the help given to the students that day.
3. **Announcements from the President**
 - A. **Academic Council**, Dan Schmiedt. The next meeting is scheduled for September 7.
 - B. **Administrative Council**, Lawrence Nichols. Council met August 13. 1) Telecommuting was discussed. Lawrence is hopeful that in the next couple of meetings AC will approve a telecommuting policy. The intent is to be fair to everyone. Employees will sign an agreement outlining the details of their work arrangement. The policy will be disseminated to campus as soon as it is approved. 2) Safety and security on campus remains a top priority. The current warning system will be further enhanced by the addition of three new towers equipped with distinctly different sounds which will serve as warnings for all on campus. The towers will be programmable with voice messages. Lawrence feels that this will be an added security measure to alert everyone and advise when the warning has expired.
 - C. **Board of Trustees**, Dan Schmiedt. The BOT met July 12-15 in Charleston, SC. Lawrence Nichols reported that the focus of the meeting was on Clemson University now and what we strive to become in the future. When comparing CU to the top 20 public institutions the differences are clear. The other institutions are much larger in size and have professional schools.

Some discussion focused on the need to grow in the local area, such as Greenville, SC. It was noted that progress toward the top 20 has been surprising considering the lack of resources. The final question to ponder was once you achieve the goal of top 20, what do you do stay there. Many of the topics discussed will be further reviewed at the January 2008 retreat in Columbia.

D. Governmental Affairs, Dave Crockett. No report.

E. President's Cabinet, Dan Schmiedt. The Cabinet will meet in September.

F. Other:

1) **Human Resources**, Lawrence Nichols. Lawrence reported that his office had received some comments regarding their Web site and difficulty maneuvering within the site. They will be looking at those concerns and Lawrence asked anyone with comments or suggestions to contact HR via phone or email.

4. **Treasurer's Report**, Cindy Owens. The Endowment principal is \$201,489.29. The regular budgeted E&G spending account balance is \$5,090 in Other and \$1,000 in Travel. The Vending balance is \$7,000. Phil Landreth moved to approve the report as read. Reggie Hawthorne seconded the motion, and the vote was unanimous.

5. Committee Reports

A. Standing Committees

1) **Activities**, Kristina Corbett. No report.

2) **Communications**, Rose Ellen Davis-Gross. Plans are underway for the Benefits Fair in October. The promotional giveaway items have arrived and the scholarship brochure is currently being updated. The new Staff Senate Web site is ready to move from development to production.

3) **Membership**, Phil Landreth. The committee hosted a "meet and greet" 30 (thirty) minutes prior to the Senate meeting. It was a great way for senators to get to know each other better in an informal setting.

4) **Policy and Welfare**, Michael Edwards. 1) The committee is currently reviewing university policies. A concern is that policies are difficult to find or in some instances incomplete. Mike Edwards stressed that each department should have an up-to-date printed policy manual on file for employees to view. Clarification will be sought on some of the policies currently under review by the committee. 2) Other topics are issues related to terminated employees, job openings, job posting procedures and hiring policies. 3) Michael Atkins reported on the information he gathered on the academic calendar. There is currently no standing committee for the academic calendar. Stan Smith advised Michael that Human Resources, Faculty Senate, Student Senate, and other groups add input to the calendar. Academics must remain the primary focus of the calendar and any additions should work around academic needs. The Provost would be the area of management which would control the calendar. Labor Day designation as Fall Break was reviewed. President Barker had a committee who reviewed the impact of a Monday football game on the faculty, staff, and students and it was decided that Fall Break would be assigned to the Monday event. Lawrence Nichols advised the Staff Senate that this was a one-time decision. The committee will provide updates as their work progresses.

5) **Scholarship**, Reggie Hawthorne. Scholarship, Activities and Communications had a combined meeting to discuss the upcoming Benefits Fair and possible low cost fundraisers. Reggie reported that there will not be a Mystery Dinner in the fall but it is hopeful that it can be scheduled for a future date. Current plans are for a raffle to be held in conjunction with the Benefits Fair. The committees are currently looking at donated or purchased items to be raffled off to individuals that purchase raffle tickets.

B. University Committees – (Attachment).

6. Unfinished Business

- A. Ad-hoc Committee on Staff Development** - Bill Hughes and Dan Schmiedt are scheduled to meet with President Barker on August 16 for an initial discussion of the plan. Bill will report on the meeting in September.
- B. Credit Hours Resolution Status**, Dan Schmiedt. The increase in the number of hours which staff members are allowed to take is scheduled for review by Administrative Council on August 27. Lawrence Nichols reported that the timing is good for such a request. Dave Crockett researched tuition assistance policies at other public institutions in South Carolina. The report revealed 6 (six) other institutions allowed up to 6 (six) credit hours per academic term, while only 3 (three) institutions, including Clemson, allowed 4 (four) or less. That presentation will provide Administrative Council the information to hopefully make a decision to increase the number of hours allowed.
- C. October Meeting**, Dan Schmiedt. The October 9 meeting coincides with the Benefits Fair. It was suggested that the Senate meeting for October be moved to the first Tuesday in October. James Huff moved to hold the October Staff Senate meeting on October 2. Lydia Arneson seconded the motion, and the vote was unanimous.

7. New Business: None.

8. Announcements

- A.** Academic Convocation is Tuesday, August 21, 2007, 9:00 a.m., Brooks Theater. All staff members are invited to participating in the processional. Everyone will gather at 8:15 a.m. at the back entrance to Brackett Hall. Dan Schmiedt, Dave Crockett and Phil Landreth are participating in an official capacity on behalf of the Staff Senate.

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

Next Meeting: September 11, 2007, 10:00 AM, Location TBA

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Agenda 5B – Attachment

University Committees:

- 1) **Accident Review Board** – Dan Schmiedt asked for two volunteers to serve on the Accident Review Board. Phil Landreth volunteered to serve as the primary representative and Lydia Arneson will serve as his alternate.
- 2) **Alcohol & Other Drugs Task Force**, Deborah Cantrell and Carrie DuPre. Has not met.
- 3) **Athletic Council**, Lynn Boiter. The first meeting of new fiscal year will be held on September 19, 2007, 3:30 p.m.
- 4) **Bookstore Advisory**, Negar Edwards. No report.
- 5) **Faculty Senate Budget Accountability**, Dan Schmiedt. Has not met.
- 6) **CATS**, Robbie Nicholson. No report.
- 7) **Clemson University Environmental**, Tim Drake. Has not met.
- 8) **Clemson University Foundation Board**, Dan Schmiedt. The Board met in July. The current focus is on the new capital campaign. The Board reported favorable market returns on the endowment last quarter.
- 9) **Council on Community & Diversity**, Rosa Grayden. Connie Lee, chair of the CCD has left the university. President Barker will appoint a new chair with the approval of current committee members.
- 10) **Human Resources Advisory**, Michael Atkins. HRAC met June 13. They discussed/reviewed the telecommuting, dual employment and shift differential policies. Lawrence Nichols reminded attendees that all parties, including departments, must use state established guidelines.
- 11) **Joint City/University**, Karon Donald. JCUC met on September 10, 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. A retreat is scheduled for August 16 at the Madren Conference Center.
- 15) **President's Commission on the Status of Women**, Susan Pope. The next meeting is scheduled for Friday, August 17.
- 16) **Recreation Advisory**, Dexter Hawkins. 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.