

**CLEMSON UNIVERSITY
STAFF SENATE**

October 2, 2007, 10:30 AM
Poole Shanklin Room, Clemson House

Minutes

Present: Michael Atkins, Ida Benson, Kathy Boice, Lynn Boiter, Gail Bryson, Deanna Burns, Kristina Corbett, Karen Countryman, Richard Cowan, Dave Crockett, Wade Culler, Rose Ellen Davis-Gross, Glenda Dickson, Tim Drake, Carrie DuPre, Mike Edwards, Negar Edwards, Ellen Gideon, Michael Gilstrap, Sally Glenn, Rosa Grayden, Dianne Harris, Reggie Hawthorne, Trudy Houston, James Huff, Bill Hughes, Billie Jones, Linda Kanaley, Marty King, Phil Landreth, Cindy Owens, Susan Pope, Dan Schmiedt, Marlene Ventura, Gloria Walker, Mandy Wright

Absent: Lydia Arneson, Maranda Arnold, Chris Blackmon, Deborah Cantrell, Barbara Emkin, Evelyn Gantt, Bill Hurst, Naomi Kelly, Janice Kleck, Chad Lampman, Carolyn McGaha, Wes Sullivan, Samuel White

Guests: Krissy Kaylor, Tom Ward, Matt Watkins

President Dan Schmiedt called the meeting to order at 10:32 a.m. Guests were recognized and welcomed.

1. **Approval of Minutes:** Richard Cowan moved to approve the minutes of the September 11, 2007 Staff Senate meeting as submitted. Linda Kanaley seconded the motion. The vote was unanimous.
2. **Open Commentary:** Ellen Gideon requested that transportation be provided for employees located at the Administrative Services Building, especially on October 9 for the Benefits Fair. The CAT bus does not stop at that location, leaving that group disconnected from accessing campus routes. Gideon also asked that someone look into the efficiency of requiring staff to go back and forth from Landscape Services multiple times a day for breaks and lunch on mowers and tractors. Questions were raised regarding fuel efficiency, time management and employee safety.
3. **Announcements from the President**
 - A. **Academic Council**, Dan Schmiedt. Has not met.
 - B. **Administrative Council**, Lawrence Nichols. No report.
 - C. **Board of Trustees**, Dan Schmiedt. The Board is meeting October 4-5 in Clemson, SC.
 - D. **Governmental Affairs**, Dave Crockett. No report.
 - E. **President's Cabinet**, Dan Schmiedt. Has not met.
 - F. **Other:**
 - 1) **Human Resources**, Krissy Kaylor for Lawrence Nichols. 1) October is Open Enrollment for benefits. HR staff will be accessible from 9AM-2PM on October 9 at the Benefits Fair. The event will be held at Littlejohn Coliseum. Changes can be made online at www.eip.sc.gov through MyBenefits during the month. The Insurance Advantage is an additional resource for information. If anyone has questions or requires additional information, contact Kaylor directly by phone at (864) 656-2713. 2) CU Well is a collaboration of several health wellness initiatives on campus. More information will be forthcoming as the program develops.
4. **Treasurer's Report**, Cindy Owens. The Endowment principal is \$201,489.29. The regular budgeted E&G spending account balance is \$3,316.09 in Other and \$1,013 in Travel. The Vending balance is \$5,170.12. Marlene Ventura moved to approve the report as read. Ellen Gideon seconded the motion. The vote was unanimous.

5. **Group Participation Activity**, Dave Crockett. The Senate was asked to suggest one thing per group that would make them feel valued and appreciated by Clemson University. Several things were mentioned, such as pay and parking, but the overall theme was acceptance of the employee as an individual and acknowledgement of their contribution to Clemson's success.

6. Committee Reports

A. Standing Committees

- 1) **Activities**, Kristina Corbett. This year the Holiday Service Project will benefit [Clemson Community Care](#). Donation boxes were distributed prior to the Senate meeting and will remain in locations across campus until December 7. Box themes will change each month to highlight a certain category of needed items. The focus of October will be toiletries and paper products, November, non perishable food, and in December, toys. Collection boxes will be located in Advanced Materials Research Lab, Administrative Services Building, Bioresearch Complex, Clemson House, Cooper Library, Facilities, Hunter, Rhodes, Riggs and Tillman.
- 2) **Communications**, Rose Ellen Davis-Gross. Carrie DuPre was thanked for all of her hard work with designing the new Staff Senate website. Booth volunteers are still needed for the first hour of the Benefits Fair. Volunteers will receive an email reminder will be sent to all volunteers on Friday, October 5. The revised scholarship brochure is nearing completion.
- 3) **Membership**, Phil Landreth. Trudy Houston was a guest at the September 25 Executive Committee meeting. Senators were asked to mark the attendance roster if they are interested in attending an upcoming Executive Committee meeting. Membership Committee members were asked to meet briefly immediately following the Senate meeting.
- 4) **Policy and Welfare**, Michael Edwards. 1) The committee has been working with Lawrence Nichols to clarify some HR policy issues. Nichols is gathering information and is expected to report at the next meeting. 2) Information is being sought on how the holiday calendar is set each year. 3) Employees should not be charged the College of Business and Behavioral Sciences course fee when taking classes under the Tuition Assistance Policy. If employees are properly flagged as "staff" the fee is waived. If anyone is charged the fee in error they can contact Ami Hood, CBBS Business Officer at (864) 656-3440 or hooda@clemson.edu for help.
- 5) **Scholarship**, Reggie Hawthorne. Raffle flyers and package tickets were distributed at the October Senate meeting. Ticket stubs and money should be returned no later than 2 p.m. on October 9. The drawings will be held at the end of the Benefits Fair at 2 p.m.

B. **University Committees** – See attached.

7. Unfinished Business

- A. **Ad-hoc Committee on Staff Development**, Bill Hughes. Ad hoc Committee on Staff Development met on September 27 to review HR data and to draft an implementation plan. The next step is to compile the information so it may be presented to Administrative Council.
- B. **Credit Hours Resolution Status**, Dan Schmiedt. AC met on September 10 and approved an increase in credit hours allowed per registration under the Tuition Assistance Policy. The current policy only allows 4 (four) credit hours per registration and the change will increase the number to 6 (six) credit hours per registration. Study abroad will be excluded from the policy and online courses will be limited. Provost Helms and Dan Schmiedt will meet on October 9 to discuss the mechanics of the change.

8. **New Business**: None.

9. **Announcements**: None.

10. **Adjournment**: There being no further business, Ida Benson moved to adjourn. Ellen Gideon seconded the motion. The meeting adjourned.

Next Meeting: November 13, 2007, 10:30 AM, Poole Shanklin Room, Clemson House

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Agenda 6B – Attachment

University Committees:

- 1) **Accident Review Board** – Phil Landreth and Lydia Arneson (alternate). The Board will meet today at 1:30 p.m.
- 2) **Alcohol & Other Drugs Task Force**, Carrie DuPre. The task force is preparing for its November meeting with President Barker by compiling a list of all programs and events held on campus this year regarding alcohol and drug awareness. If your area of campus held such an event, please email your Senate representatives with the details.
- 3) **Athletic Council**, Lynn Boiter. The Council met in September. Lynn Boiter will serve on the Campus and Community Relations Committee within the Council. The next meeting is October 10.
- 4) **Bookstore Advisory**, Negar Edwards. Book sales and the book buy back were reviewed. A new discount that has not been well publicized is a football game points program. Faculty, staff and students can receive a discount up to 25% on the Mondays after a football game based on Clemson's winning spread over their opponent. Employee discounts can not be used in conjunction with this promotion. Call the Bookstore for additional information.
- 5) **Faculty Senate Budget Accountability**, Dan Schmiedt. Has not met.
- 6) **CATS**, Robbie Nicholson. Clemson Area Transit will temporarily add two buses to the daytime Red Route beginning Monday, Oct. 1. This extended service between 7 a.m. and 11 a.m., offered on a trial basis, will be re-evaluated when it ends Dec. 7. The busy CAT Red Route connects the highly populated areas along S.C. Highway 93 and S.C. Highway 133, toward Six Mile, with the Clemson and Southern Wesleyan campuses and area business districts. For more information on CAT service and routes, go to: <http://www.catbus.com/>.
- 7) **Clemson University Environmental**, Tim Drake. The Clemson University Environmental Committee (CUEC) met at 12:00 p.m. on Thursday, September 20, 2007. Future meetings will be held at 11:15 a.m. to better accommodate schedules of teaching faculty.

Bea Bailey spoke about the Focus the Nation (FTN) initiative. This initiative is getting a great deal of participation and feedback from the university and surrounding community. Publicity is increasing interest, and the January 25th kickoff event at Clemson may receive C-Span coverage. The FTN committee is seeking corporate sponsors and increased student involvement in the kickoff event. Students are planning to launch a survey to determine the attitudes of Clemson students with regard to environmental issues. The results of this survey will be shared with many colleges and universities across the nation. The Farm Stewardship tours are doing well.

Alan Elzerman gave an update on the President's Climate Commitment. There has been some progress toward setting up an office of sustainability at Clemson. It will likely be in place by January, 2008. Currently, budget issues are being resolved. This office may evolve into a budget center, eventually handling grant proposals. One of the purposes of this office would be to support the CUEC.

Alan also reported that the first step of the President's climate change challenge would be to adopt two procedures that would reduce the University's "carbon footprint" (carbon input) or to report on two things that have already been done to accomplish this objective. This challenge will be a serious focus for Clemson in the future. It has not been decided whether this will include the satellite facilities (RECs, etc.) or just the main campus.

Bob Wells Reported on the Fossil Fuel – Free Campus / Energy Policy / Legislative Issue H3034. Both House and Senate Bills contained many constraints, mandated expenditures, etc. The Senate Bill did not pass but the House Bill, which does not have the same urgency, did pass. A study was

conducted on campus by an outside consultant to determine areas where reallocation and savings in the non-teaching areas could be used to prevent future tuition increases. Findings indicated that energy consumption on campus was excessive, and it was recommended that MBTUs must be reduced to levels found at peer institutions. A conservation policy is being developed for certain areas where progress can be tracked. It was found that academic buildings use more energy than housing facilities. Bob stated that his objective is to have an energy conservation policy drafted by December that would focus on utilities consumption on campus.

Mike Nebesky reported that a policy dealing with sustainable procurement has been drafted and is in the review process by committee. The primary focus of this policy is on the use of recycled and “environmentally-friendly” products.

Jeff Leyh reported that the group, Students for Environmental Awareness (SEA), has made a significant contribution to the campus Solid Green initiative.

Tom Jones reported that Solid Green Day will be October 24th. The “Litter Hitter” poster is available for anyone who wants to post it in their office. Three tons of recyclables were collected after the Florida State game, the most that has ever been collected to date. Last fiscal year (2006-07) saw a 19% increase in recyclables collected, the most significant increase being in recyclable cardboard. There has been a renewed emphasis on recycling in housing.

- 8) **Clemson University Foundation Board**, Dan Schmiedt. No report.
- 9) **Council on Community & Diversity**, Rosa Grayden. President Barker appointed Dr. Lamont Flowers as the interim chair.
- 10) **Human Resources Advisory**, Michael Atkins. 1) HR has begun to plan for a pandemic event, not that one is coming. Given a pandemic the University would still need the ability to operate at a basic level even if the majority of employees are not on campus. 2) It was mentioned that several departments in HR have recently had some turnover and some duties have had to be shifted. So remain patient with HR.
- 11) **Joint City/University**, Karon Donald. JCUB met on October 1. 1) The group listened to a presentation on services provided by Clemson Community Care and the Free Clinic. CCC provides emergency service for short term situations and the Free Clinic provides medical and prescription services for individuals age 11 (eleven) and up. To qualify you have to meet federal poverty income level and have no health insurance coverage. Dental and surgical referrals are available to qualified participants. 2) A smoking ban in Clemson bars and restaurants has been proposed. A small committee has drafted the ordinance. The Clemson City Council met October 1 to review the draft. Once the document language is agreed upon, the ordinance will have to pass 2 (two) reading before going into effect.
- 12) **Library Advisory**, Wade Culler. ULAC met September 20. Items discussed were:
 - HVAC update – the 3rd floor will be closed from December 10, 2007 - March, 2008. Page services will collect materials from the 3rd floor several times a day for patrons.
 - Library Master Plan – will be detailed on October 22 for possible library expansion.
 - Gate count was over a million last year, and over a million website hits.
- 13) **Parking Advisory**, Bill Hughes. The Board met September 20. The parking and transit study conducted by Walker and Associates has completed their work and town hall meetings were held on September 24. The findings along with recommendations and a funding plan will be presented to Administrative Council soon.

Parking and Transit Open Forum Report, Dave Crockett. I hit the morning session of the Transit Study Report by Carl Walker Associates (et al.). It ran 2.5 hours, but I won't try to summarize everything. So here are some general impressions and a few numbers.

1. The study was quite exhaustive and seemed to touch on most of the 'hot button' issues we've all heard about regarding parking, CAT routes, student encroachment of faculty/staff lots, visitor parking, etc. The one item NOT covered today was bottom line cost for individual employees to

implement. That information is still being developed and should be ready for public consumption in a month or so.

2. Overall, there are not quite 13,000 parking spaces on campus (just over 2,600 employee spaces in that number). Overall average use is 81% (but around 94% in employee spaces). The percentage of open spaces is adequate, overall, but 'tight' for employees now.
3. Factors aggravating situation include the planned 'Life Sciences Building' (eliminating ~500 spaces alone), Rhodes Hall expansion (taking out around 60 spaces), change of student housing from traditional 'dormitory' configuration to 'apartment-style' living, and an increase in the number of faculty in the next few years (with an estimated hiring of three 'support staff' for each new faculty hire). Interestingly, the study does not factor in a substantial rise in the total number of students over the next ten years.
4. Upshot, while there is around a 500 space surplus of spaces overall now, that number will go negative by 2009 (~-800) and worse by 2016 (~-1100) without new parking facilities and other mitigating actions.
5. Best location seen now for a new parking facility would be at Cherry Road and Perimeter Road (near the planned Life Sciences Building) and later perhaps the 'Sirrinc' employee lot.
6. Mitigating actions are seen as a collection of 'demand management' steps including reallocation of some existing student spaces to employees, several changes in the CAT routes (including a new East-West connector route) and service hours, ride sharing/pooling programs, promotion of bike use, etc.
7. Parking compliance and enforcement at Clemson is better than some schools, but continues to need work. Current allocations of parking among the various groups need tuning. And CAT service needs continued monitoring and adjustment.

Parking Services (whose name is recommended to change to 'Transportation Services' to be more inclusive of its mission) plans to have the PowerPoint presentation available on its website in a week or so. Attendance at the presentation was light...probably 50 people at its peak.

- 14) **President's Commission on the Status of Black Faculty & Staff** - Please make plans to attend the Open Forum which will be held on October 11, 2007 at the Hendrix Student Center.
- 15) **President's Commission on the Status of Women**, Susan Pope. No report.
- 16) **Recreation Advisory**, Dexter Hawkins. The first meeting was held on Wednesday, September 26.
- 17) **South Carolina State Employees Association**, Richard Cowan and Rosa Grayden. The Associations' Legislative Committee met on September 27. The following items were identified as priorities and will be submitted to the SCSEA Board on October 30.
 - 5% COLA for active employees
 - 3% average merit raise
 - State match to the deferred compensation program
 - Step Pay Plan for active state employees
 - COLA for retirees equal to the CPI as of 12/31/07
 - Maintain benefit and premium levels while encouraging improvements in vision, hearing, and dental coverage for the State Health Plan
 - Unlimited sick leave accrual
 - Sick leave donation to specific co-workers
 - Employees/retirees discount admission to state parks and recreation facilities
 - Employees/retirees free or discounted classes at state supported institutions of higher learning – space permitting
 - Increase retirement formula
 - Mileage reimbursement increased to federal levels
 - Increase sick leave from 90 to 120 days for additional service at retirement
- 18) **Student Conduct Code Review Committee**, Deborah Cantrell and Richard Cowan. Meets Thursday, October 4.

