

CLEMSON UNIVERSITY STAFF SENATE
April 2, 2008, 10:00 AM, Kresge Hall, Outdoor Laboratory

Minutes

Present: Lydia Arneson, Michael Atkins, Kathy Boice, Gail Bryson, Deanna Burns, Kristina Corbett, Karen Countryman, Richard Cowan, Dave Crockett, Rose Ellen Davis-Gross, Glenda Dickson, Tim Drake, Mike Edwards, Evelyn Gantt, Ellen Gideon, Michael Gilstrap, Sally Glenn, Rosa Grayden, Dianne Harris, Reggie Hawthorne, Trudy Houston, James Huff, Billie Jones, Marty King, Janice Kleck, Phil Landreth, Carolyn McGaha, Cindy Owens, Susan Pope, Dan Schmiedt, Marlene Ventura, Gloria Walker, Mandy Wright, Samuel White

Absent: Maranda Arnold, Chris Blackmon, Deborah Cantrell, Wade Culler, Carrie DuPre, Negar Edwards, Bill Hughes, Bill Hurst, Linda Kanaley, Naomi Kelly, Chad Lampman, Wes Sullivan

Guests: Elizabeth Anderson, Pam Barnhill, Barbara Bergman, Deborah Charles, Mary Eberhart, Karen Erickson, Pam Hawthorne, Jon Isbill, Deborah Koon, Meshelle Ryman, Ginger Swire-Clark

President Dan Schmiedt welcomed guests and called the meeting to order.

1. **Approval of Minutes:** Richard Cowan moved to approve the minutes of the March 11, 2008 Staff Senate meeting as submitted. Dave Crockett seconded the motion. The vote was unanimous.
2. **Open Commentary:** None.
3. **Announcements from the President**
 - A. **Academic Council**, Dan Schmiedt. The Council met on March 27. A five day exam schedule was approved against the wishes of the Undergraduate Student Government. A subcommittee will be formed to examine the issues further.
 - B. **Administrative Council**, Lawrence Nichols. No report.
 - C. **Board of Trustees**, Dan Schmiedt. Dave Crockett submitted a written report for the April BOT meeting.
 - D. **Governmental Affairs**, Dave Crockett. Visit the Office of Governmental Affairs website for weekly updates <http://www.clemson.edu/governmentalaffairs/state/updates/index.html>.
 - E. **President's Cabinet**, Dan Schmiedt. Has not met.
 - F. **Other:**
 - 1) **Human Resources**, Lawrence Nichols. No report.
4. **Treasurer's Report**, Cindy Owens. The regular budgeted E&G spending account balance is \$1496.56 in Other and \$63.67 in Travel. The Vending balance is \$4,119.69. The Endowment principal remains unchanged. Rose Ellen Davis-Gross moved to approve the report as read. Richard Cowan seconded the motion. The vote was unanimous.
5. **Committee Reports**
 - A. **Standing Committees**
 - 1) **Activities**, Kristina Corbett. The committee is meeting jointly with the Scholarship Committee Thursday, April 3rd at 11:00am in the Clemson House in preparation for the Scholarship Golf Tournament on May 16.

- 2) **Communications**, Rose Ellen Davis-Gross. Communications is available to assist with the golf tournament as needed.
- 3) **Membership**, Phil Landreth. New members were introduced and welcomed to the group. Terms will run from April 2008 to April 2011.
 - Public Service & Agriculture - Elizabeth Anderson, Deborah Koon and Meshelle Ryman
 - Cooperative Extension Service - Pam Barnhill
 - College of Agriculture, Forestry & Life Sciences - Ginger Swire-Clark
 - Clemson Computing & Information Technology - Barbara Bergman, Debbie Charles and Mary Eberhart
 - Student Affairs - Karen Erickson and Pam Hawthorne
 - Financial Affairs – Lynn Crawford and Jon Isbill
- 4) **Policy and Welfare**, Michael Edwards. A staff survey is being developed. The committee is open to ideas from the Senate on issues to include. Please send information to Michael Atkins or Michael Edwards by April 25. Edwards requested that the retiring members remain on the Policy and Welfare email list until the 2007/08 projects are completed.
- 5) **Scholarship**, Reggie Hawthorne. An update was given on the tournament. Donations towards a hole sponsorship were collected.

B. University Committees

- 1) **Accident Review Board** – Phil Landreth and Lydia Arneson (alternate). No report.
- 2) **Alcohol & Other Drugs Task Force**, Carrie DuPre. Has not met.
- 3) **Athletic Council**, Lynn Boiter. No report.
- 4) **Bookstore Advisory**, Negar Edwards. No report.
- 5) **Faculty Senate Budget Accountability**, Dan Schmiedt. Has not met.
- 6) **CATS**, Robbie Nicholson. Clemson Area Transit ridership in February was 210,929 passengers safely carried, representing a 21% increase over the previous year, the highest level in 12 years. CAT currently serves 3 counties, 5 municipalities and 4 universities. CAT's total annual ridership is expected to exceed 2,000,000 passengers this year. Clemson Area Transit is proud to sponsor 'Bus Stop' a classic American play to premier March 28 at the Oconee Community Theatre. In 2006 CAT joined with the City of Seneca to serve Seneca and Oconee County with Fare Free bus service. CAT currently operates three routes, the Express Route which runs from downtown Seneca to Clemson and onto Tri-County Technical College. The business and residential routes serve Seneca and Oconee County. One of the bus stops is located at the Oconee Community Theatre.
- 7) **Clemson University Environmental**, Tim Drake.
 - **Focus the Nation** - Efforts are winding down at Clemson.
 - **Solid Green** - Solid Green shared a booth with the USGBC at the CU Feb. Green Expo. A Solid Green presentation was given to students, and it motivated a group of them to pick up litter in downtown Clemson. Clemson Sweep and Earth Day are up-coming. Bob Wells reported that Charlie Butts, who has championed recycling efforts for years, will be retiring at the end of March 2008. Charlie recently won "Recycling Coordinator of the Year" award from SC DHEC and was presented this award at a luncheon in Columbia.
 - **College Sustainability Report Card Updates** - Climate Change & Energy – Alan Elzerman will update the group at an up-coming meeting. Food & Recycling - The next report card will be coming out in July/August 2008. Transportation – Geary Robinson and others have been working diligently on the Parking & Transportation Master Plan and are awaiting action from the Administrative Council. With the beginning of the construction of the Life Sciences building this summer (behind the

P & B building), 400 parking spaces will be going off-line. We will be seeing many changes and an increased need for parking.

- **Review Request to Amend By-laws – Gerald Vander Mey** - A subcommittee consisting of Gerald Vander Mey, Allen Thompson, Tom Jones, and Jeff Leyh met to consider the request to designate a “Focus the Nation” representative as a permanent voting member on the CUEC. The subcommittee decided that “Focus the Nation” does not need to be an official member of CUEC. Instead, Kristen Osborne can ask her college dean to appoint her to the CUEC as a representative of the college she is in, College of Business & Behavioral Sciences. The subcommittee decided that there were several changes that should be made to the by-laws, such as, but not limited to the following:
 1. changing “Rutland Ethics Center” to “Rutland Institute for Ethics”
 2. removing the “Air & Water Quality Committee” per Rose Marie McDonald’s request since this committee is no longer active
 3. changing “Director of Construction Services” to “Director of Capital Projects”
 4. changing “Classified Staff Senate” to “Staff Senate”
 - **New Business** - Bob Wells updated the group on General Bill S376. Bob recently attended an Office of State Engineer (OSE) meeting where this information was presented in a powerpoint presentation entitled “Green Buildings – General Bill S376.” This powerpoint presentation can be viewed at the following website: http://www.mmo.sc.gov/webfiles/OSE_main/News/LEED_Overview_and_New_Legislation.ppt and we hope to post it on the CUEC website which is www.clemson.edu/cuec. The purpose of the bill is to promote energy efficient buildings, and the bill states that all major facility projects will be at least “Silver Leed Certified.” Architects will be required to use life cycle cost analysis, and buildings will have to be commissioned every 5, 10, and 15 years by an independent 3rd party. There was lots of discussion concerning this bill and the impact it will have on future buildings. In summary, as of August 2007 all major facility projects that are initiated with an A1 form must meet the requirements of this bill. Bob Wells will let the A/E firms know what expectations are required up front.
- 8) **Clemson University Foundation Board**, Dan Schmiedt. No report.
 - 9) **Council on Community & Diversity**, Rosa Grayden. No report.
 - 10) **Human Resources Advisory**, Michael Atkins. Has not met.
 - 11) **Joint City/University**, Karon Donald. The next meeting is April 7.
 - 12) **Library Advisory**, Wade Culler. Has not met.
 - 13) **Parking Advisory**, Bill Hughes. No report.
 - 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. The Women's Commission met on Friday March 28 at 1:30pm. 1) The Compensation and Benefits Committee report shared that the Staff Advancement study and proposal for a pilot run will hopefully take place next year. It has been shared with the Staff Senate. 2) The Campus Event Committee reported several programs/events--a presentation on "Sex in the 21st Century" will be held on April 2. Also, Women's Day at Fike was held this past Saturday, March 29. The Center for Student Involvement will hold a conference on Stepping out as Leaders an Inaugural Women's Leadership Conference on Saturday, April 12 in the Hendrix Student Center. 3) The next WC meeting will be held on Thursday April 24 (end of year retreat) at the Outdoor Lab from 9 until 1:30. One item to be discussed at the retreat will be the possibility of hosting the Health Fair.
 - 16) **Recreation Advisory**, Dexter Hawkins. The committee did not meet this month. The next meeting is scheduled for April 16.

- 17) **South Carolina State Employees Association**, Richard Cowan. The Clemson Chapter of SCSEA is meeting Friday, April 4.
- 18) **Student Conduct Code Review Committee**, Richard Cowan. SCCRC met on March 12 and voted on an alcohol amnesty policy to be sent to Gail DiSabitino for approval.

7. Unfinished Business

- A. **Ad-hoc Committee on Staff Development**, Dan Schmiedt. A draft of the SDP is being revised. Provost Helms will review the draft and make recommendations. The committee hopes to be ready to request approval from Administrative Council in late May.
- B. **Tuition Assistance Policy Update**, Dan Schmiedt. A verbiage change was submitted to Provost Helms and Lawrence Nichols. The Provost's Advisory Council was going to review the language and make the necessary changes to the policy. Dan Schmiedt will follow up with Nichols as to the status of the requested language change.

8. New Business

- A. **Election of Officers** – The Membership Committee received no further nominations for the positions of Vice President/President Elect, Treasurer, Secretary, and Parliamentarian. The nominations received to date are Michael Atkins and Tim Drake for Vice President/President Elect; Glenda Dickson for Secretary; Kristina Corbett for Treasurer; Janice Kleck and Wes Sullivan for Parliamentarian. Wes Sullivan withdrew his nomination for Parliamentarian and resigned from the Senate due to health issues. All other candidates made a brief statement as to why they would like to serve and noted their qualifications. Secret ballots were distributed and the votes counted. Tim Drake was elected by a majority vote for Vice President/President Elect. No other nominations were received for Secretary, Treasurer or Parliamentarian. Phil Landreth moved to approve the slate of officers as nominated for Secretary, Treasurer and Parliamentarian. Richard Cowan seconded the motion, and the vote was unanimous.
- B. **Staff Ombudsman Evaluation Committee Member Election** – One representative from the Staff Senate shall be elected to serve a one year term on the SOEC each April. Nominations were received for Michael Atkins and Janice Kleck. Ballots were distributed and the votes counted. Michael Gilstrap was elected by a majority vote to serve a one year term on the Staff Ombudsman Evaluation Committee.
- C. **Email Lists**, Karon Donald. The lists are ready. Instructions will be forthcoming.

9. Announcements

- A. The Staff Senate will host a tour of the West End Zone of Memorial Stadium and provide a reception for the attendees of the South Carolina Association of Extension Administrative Professionals on Wednesday, April 30, 2008, 4:30 p.m. Let Karon Donald know if you plan on attending by April 11, 2008.
- B. An orientation for new senators is scheduled on Tuesday, April 29, 2008, 11:30 a.m., Madren Conference Center. Lunch will be provided.

10. Adjournment: There being no further business, the meeting adjourned.

Next Meeting: Tuesday, May 13, 2008, 10:30 a.m., Seminar Room II, Madren Conference Center