

**CLEMSON UNIVERSITY STAFF SENATE**  
**June 9, 2009, 10:30 AM**  
**Seminar Room I, Madren Conference Center**

**Minutes**

**Members Present:** Lydia Arneson, Michael Atkins, Pam Barnhill (conference call), Barbara Bergman, Kathy Boice, Deb Charles, Karen Countryman, Lynn Crawford, Dave Crockett, Wade Culler, Rose Ellen Davis-Gross, Glenda Dickson, Tim Drake, Negar Edwards, Karen Erickson, Angela Gambrell, Michael Gilstrap, Dianne Harris, Laurie Haughey, Trudy Houston, James Huff, Bill Hurst, Jon Isbill, Phil Landreth, Laura Oglesby, Carol Pike, Meshelle Rabon, Chris Sober, Sheri Stanley, Ginger Swire-Clark, Marlene Ventura, Gloria Walker, Scot Wardlaw, Tina White, Mandy Wright, Jonathan Wylie

**Members Absent:** Brian Gantt, Ellen Gideon, Pam Hawthorne, Reggie Hawthorne, Bill Hughes, Nell Kennedy, Janice Kleck, Deborah Koon, Susan Pope, Samuel White

**Guests Present:** Bill Bowerman, Lawrence Nichols, Joyce Peebles, Erin Swann, Tom Ward, Matt Watkins

President Tim Drake welcomed guests and called the meeting to order.

1. **Approval of Minutes:** Gloria Walker moved to approve the minutes of the May 12, 2009 Staff Senate meeting as amended. Michael Gilstrap seconded the motion. The vote was unanimous.
2. **Open Commentary:** Statement on BuyWays, submitted through Sheri Stanley, CAAH Representative to the Staff Senate, to be read during the Free Speech period on June 9, 2009.

My name is Constancio Nakuma. As Associate Dean for Academic Services in the College of Architecture, Arts and Humanities, one of my areas of responsibility is to oversee staff workplace and welfare issues in our college. It is in this capacity that I relay to the Staff Senate some reactions I receive from staff in our college concerning BuyWays. These employees are primarily administrative assistants with responsibility for ordering and paying for supplies for their respective academic units. I understand that there is a survey currently underway on BuyWays, which will probably reveal the same concerns from those who use that system and allow for them to be addressed.

The concerns expressed would suggest that either the training on how to use BuyWays was inadequate, or that the system itself is too cumbersome, or both in some proportions, and a great deal of frustration is being experienced by those who use the system.

In no order, these are the most recurring concerns I have heard expressed about BuyWays:

- (1) The system offers no feedback on whether or not a transaction was successfully completed. Example: One employee finds out THREE MONTHS LATER from a merchant that a payment that she had processed was not completed successfully and therefore the bill had not yet been paid.
- (2) The system requires/issues apparently SEVEN different codes or receipt numbers for a simple transaction, which makes the burden of tracking extremely heavy on the user.

- (3) Multiple layers of approvals (by immediate supervisor and sometimes the dean) slow down, even stall, a simple transaction such as ordering paper. If an authorizing party is on leave or out of town the transaction cannot be completed until the party returns.

I hope that the survey will reveal the true nature and cause of the concerns, and that the Staff Senate will play a leading role in ensuring that a more user-friendly system emerges from the effort. Thank you.

### 3. **Announcements from the President**

- A. Administrative Council**, Lawrence Nichols. The Council met on June 8. Preparations for the July Board meeting and retreat were discussed.
- B. Board of Trustees**, Tim Drake. The Board will meet July 16-19 in Clemson.
- C. Governmental Affairs**, Dave Crockett. The South Carolina Supreme Court ordered Governor Sanford to apply for \$700 million in federal stimulus money. Approximately \$350 million will be appropriated. Higher education will receive \$99.9 million. This includes \$14.7 million for Clemson E&G. PSA will receive \$2.5 million allocated for government services. The General Assembly will reconvene June 16<sup>th</sup>. One bill signed into law of particular interest is S.593. This law allows concealed weapons on college campuses. The person has to have a concealed weapons permit and the weapon has to remain inside an attended or locked motor vehicle. To view the Legislative Update for June 5<sup>th</sup> in its entirety, visit <http://www.clemson.edu/governmentalaffairs/state/updates/2009/060509.html>.
- D. Other:**
  - 1) **Human Resources**, Lawrence Nichols. Tim Drake thanked Lawrence Nichols for all of the work he has done on the Senate's behalf during his tenure as Chief Human Resources Manager. Nichols is retiring on June 30<sup>th</sup> and a reception will be held in his honor on June 26<sup>th</sup>.

4. **Treasurer's Report**, Pam Hawthorne. The remaining balance in E&G is 930.90 in Travel, and \$2,172.85 in Other. The Vending balance is 5,851.74.

### 5. **Committee Reports**

#### **A. Standing Committees**

1. **Activities**, Negar Edwards. James Huff from Activities reviewed promotional materials on June 2<sup>nd</sup>. His recommendations were forwarded to the Scholarship Committee. The next meeting is scheduled for Wednesday, July 1, 2009, 10:00 a.m., 801 University Union.
2. **Policy and Welfare**, Michael Atkins. The Committee met on June 3<sup>rd</sup> (Attachment A). Michael Atkins briefly reviewed the items on the attachment and asked for input/interest in proceeding with each item.
3. **Scholarship**, Reggie Hawthorne. Scholarship met on June 2<sup>nd</sup> to continue work on the October golf tournament. The meeting focused on updating promotional materials and beginning a task list. The only item approved was the color of the t-shirt for the student solicitation. Members in attendance were: Reggie Hawthorne, Carol Pike, Marlene Ventura, Mandy Wright, and Jonathan Wylie. Rose Ellen Davis-Gross also attended the meeting.

#### **B. University Committees**

1. **Accident Review Board**, Phil Landreth. Accident Review Board has not met. Linda Rice hosted a Safe Drive Awards program on May 26<sup>th</sup>. Jeff Scott was the guest speaker.
2. **Alcohol & Other Drugs Task Force** – Ellen Gideon was appointed to the AODTF.
3. **CATS** – Sheri Stanley was nominated to serve on the CAT Board. A confirmation has not been received regarding the nomination.

4. **Clemson University Environmental**, Tim Drake. The Clemson University Environmental Committee met in the Edgar A. Brown Room of the Cooper Library at noon on May 14, 2009. Issues discussed were:
- **Lawn Mower Exchange** (Dave VanDeventer): 1 3/4 tons of lawn mowers were recycled (80+ lawn mowers). There had been funding for 79. Seventy nine new lawn mowers were sold / distributed. Three were sold without vouchers. There was a very good community response to this exchange program.
  - **Earth Day** (Gabriel Fair): Earth day was sponsored by Roots and Shoots. T-shirt sales made around \$200.00. There is a proposal to hold a similar this event in the fall of 2009 because this one was so successful. Next year will be the 40<sup>th</sup> anniversary of Earth Day, so a special event is anticipated.
  - **Solid Green** (Gary Gaulin): Solid green had a table at the two day conference of USGBC SC Sustainability Conference. Sessions at the conference were very interesting and the speakers (Bill Reed, etc.) were quite good. Tours of the CU ICAR facility and the Sustainability House at Furman University were provided to conference attendees.
  - **President's Climate Commitment** (Gary Gaulin, Gerald VanderMey): A meeting took place with Clemson President Jim Barker on May 6, 2009. There are no immediate plans to provide an Office of Sustainability at the university. A proposal was made for a Presidents Commission for Sustainability. This would be a long-standing sustained commission to provide guidance to Clemson University on matters of sustainability. Members of this committee would provide guidance and direction to the CUEC. Work is beginning on the structure of this commission. A Mission Statement has been drafted and a charter is being written. This Commission will assume the role of working on the President's Climate Commitment. There will be Subcommittees of the Commission (CUEC, Solid Green, etc.) that will work on specific issues related to the overall mission and goals. There is no list of Commission members yet, but is hoped that this will be in place by the fall of 2009. This Commission will have a similar structure to the President's Commission on Black Faculty and Staff, and the Women's Commission.
  - **Utilities Information** (Bob Wells): Energy consumption is down, due primarily to new equipment. Clemson received a \$1,180,000.00 allocation of stimulus money from SC to apply toward energy upgrades. This amount was based on prior energy consumption, so Clemson did not receive as much as some other institutions because Clemson's past energy consumption has not been as high as other colleges/universities in the state. Three projects to use these funds have been proposed: (1) Lighting retrofit (T-12 to T-8 conversions), (2) Controls upgrades in Lehotsky, Hunter, and Daniel Halls, (3) Heat recovery in Hunter Hall from hood exhaust. Of these stimulus funds proposed for use, 75% will be grant, and 25% will be a zero percent loan.
  - **Historic Preservation Master Plan**: After some discussion, a motion was made to table the issue until the next CUEC meeting in order to give committee members more time to review details of the plan and its proposals. Two members opposed the motion, but the motion carried and the issue was tabled until the next meeting.
  - **Future of CUEC** (Gary Gaulin, Gerald VanderMey): The question was asked "What should CUEC become?" Gerald stated that the committee may want to review the mission of CUEC and re-define or refine what the focus should be. Tom Jones was absent, so Gary made the suggestion that this topic should be deferred until the next meeting.

- **National Teach-In** (Jamie Lowdermilk): This conference will be held in 2010 (probably first Thursday in February) and students are looking for involvement in many areas. Contact Jamie if you are interested in participating in this event.
  - **Sustainable Art Exposition** (Julia Fielding, Gabriel Fair): This event will be held on October 16, 2009. It will be similar to the National Teach-In, but will focus on works of art that use recycled materials. The purpose of this event is to celebrate sustainability in the field of art. Students are seeking involvement with this event. Contact Julia or Gabe for more information.
5. **Clemson University Foundation Board**, Dave Crockett. The next CUF Board meeting is scheduled for June 18-19 in Clemson, SC.
  6. **Human Resources Advisory**, Michael Atkins. HRAC met on May 13. Please contact Michael Atkins for a copy of the agenda. Any questions regarding agenda items should be directed to [Lawrence Nichols](#) or [Michelle Piekutowski](#).
  7. **President's Commission on the Status of Women**, Susan Pope. Pope will be attending the South Carolina Women in Higher Education executive board retreat in Charleston on June 11-12. The retreat is being hosted by MUSC. Susan Pope, Robbie Nicholson and Michelle Chin will be attending the South Carolina Women in Leadership Symposium on Thursday June 4<sup>th</sup> in Columbia.
  8. **Student Conduct Code Review** – Scot Wardlaw was appointed to the SCCRC.
6. **Unfinished Business**
    - A. **Staff Representative to the BOT**, Tim Drake. No developments to report.
    - B. **Staff Survey**, Tim Drake. June 5<sup>th</sup> was the last day to participate in the survey. Compilations began on June 7<sup>th</sup>. It is hopeful that the results will be available prior to the July Board of Trustees meeting.
  7. **New Business**
    - A. Tim Drake mentioned that the bylaws were currently under review. Drake suggested amending the bylaws to allow a person to serve as an Honorary Staff Senator, similar to the Faculty Senate Honorary Faculty Senator.
  8. **Announcements**
    - A. Rose Ellen Davis-Gross informed the group, that the folder design chosen by the majority was the one with the statue of the soldier on the front.
    - B. Tim Drake was pleased to announce that the Senate did receive a Vending allocation for FY09-10. The official notification from the Vending Committee has not been received, but we received approximately \$6,000 of the \$10,000 requested.
  9. **Adjournment** – There being no further business, Rose Ellen Davis-Gross moved to adjourn. Negar Edwards seconded the motion.

**Next Meeting:** Tuesday, July 14, 2009, 10:30 a.m., Location TBA

## *Policy and Welfare Committee Meeting Minutes*

03 JUN 2009  
1500 1<sup>st</sup> Floor Conference Room BRC

Members present: Atkins, Michael; Dickson, Glenda; Drake, Tim; Isbill, Jon; Sober, Chris; Stanley, Sheri; Walker, Gloria; Wardlaw, Scot

Members absent: Gilstrap, Michael; Haughey, Laurie; Koon, Deborah

### Salary Inequity

Staff Senate President Tim Drake will be joining faculty representatives and the Provost in a newly-constituted “**Compensation Advisory Group**” to be chaired by President Barker. The group will meet at least monthly to develop a general compensation philosophy for the university, and to gather information that may be used to determine what parameters should be used in setting salary/pay levels for all university employees (faculty and staff) in the future.

One goal of this collaboration is to give greater transparency to the compensation process at Clemson. The committee met 03JUN09 and will be looking at a market based analysis of salaries and reviewing state position and University position titles in an effort to form a consistent compensation philosophy.

### Grievance Procedures for Staff

The committee discussed reporting to the senate the number of grievances filed by budget center, reporting the number of appeals by budget center made to the Office of the President, and appeals made to SCOHR. The information would help identify areas where informal resolution methods need to be stressed as well as how the services of the University Ombudsman and the office of Employee Relations and Assistance Program may help avoid unnecessary grievances.

**Current Action:** We would like the senate to discuss this issue.

### Inclusion of the Staff Senate to Provost Advisory Council, University Assessment Committee, Discovery Council and Administrative Council

**Current Action:** The committee endorses formally requesting membership on these councils and committees. We would like the full senate to also endorse this request.

*An official Staff Senate Representative to the Board of Trustees*

**Current Action:** Senate President Tim Drake will meet with governmental affairs soon and continue to ask for the Board's support in creating an official position in the future.

*Staff Senate By-Laws*

Current Action: The Executive committee and the Policy and Welfare committee have discussed bylaw edits. The policy and welfare committee requests that the bylaws be amended to state that: a current senator may only be nominated and hence run for one office each election year; that officers be elected at the regular meeting in March each year and the retiring officers shall serve at the April meeting through the completion of Unfinished Business; that the required term for re-election to the senate be shortened from 3 years to 1 year; and that the position description for the administrative assistant be removed from the bylaws. These changes will bring our bylaws more in line with the faculty senate.

*Hazardous Weather Policies at Clemson University*

**Current Action:** The committee is endorsing the cancelation of the current Plan A/Plan B policy listed at <http://www.clemson.edu/faculty-staff/weather.html>. Please review this policy.

The committee suggests that Clemson University follow the SCOHR policy listed at <http://www.ohr.sc.gov/OHR/regs01/712.htm#712.01> and as detailed in SECTION 8-11-57 of the South Carolina Code of Laws. Please review this policy.

*Resolution for inclusion in University Policy/Procedure making process*

The committee discussed how the office of Human Resources sets policy and procedures for the University and how staff and faculty are notified about new policies and procedures and changes to current policies and procedures. The committee has requested from the office of Human Resources, by email, details about the protocols for the creation and changes to policies and procedures.

Stated goals of the Senate are to be the link between staff and decision-making University administrators, and to communicate ideas and concerns which specifically relate to or affect staff employees and the University mission.

**Purpose of the Policy and Welfare Committee:**

The purpose of the Policy and Welfare Committee is to consider the development of job and supervisory skills, compensation, benefits, and welfare of staff employees not to exclude other areas of concern that are brought to the Senate's attention. The Committee will formulate and recommend university-wide policies and procedures related to employees.

**Current Action:** In the spirit of actively participating in offering review and comment only in regards to policy/procedure changes and creation. The committee suggests that the full senate formally request a period of time to review and comment before the effective date of any new policy/ procedure or any changes to current policy/procedures. Exceptions would include policy changes required by the South Carolina Office of Human Resources or the South Carolina Code of Laws for compliance issues.

*Pledge of Allegiance*

**Current Action:** Does the senate have any interest in reciting the Pledge of Allegiance before meetings?

*Other Items Discussed:*

*Faculty Manual, Part VI- Sections G.-K.* No actions recommended.

*University Calendar Steering committee* No actions recommended.

*The Survey* No actions recommended.

*H 3365 the Higher Ed. Efficiency and Administrative Policies Act* No actions recommended.