

CLEMSON UNIVERSITY STAFF SENATE

June 8, 2010, 10:30 AM

Seminar Room I, Madren Conference Center

Minutes

Members Present: Pam Barnhill (conference call), Matt Bundrick, Deb Charles (conference call), Karen Countryman, Lynn Crawford, Dave Crockett, Wade Culler, Rose Ellen Davis-Gross, Tim Drake, Negar Edwards, Karen Erickson, Angela Gambrell, Julie Gambrell, Ellen Gideon, Leslie Hasselbach, Laurie Haughey, Reggie Hawthorne, Trudy Houston, Sharon Kimbell, Deborah Koon (conference call), Julia Lusk, Stella Moore, Beth Newton, Angela Nixon, Laura Oglesby, Carol Pike, Susan Pope, Meshelle Rabon, Chris Sober, Jonathan Styles, Diana Thrasher, Marlene Ventura, Scot Wardlaw, Tina White, and Mandy Wright

Members Absent: Lydia Arneson, Michael Gilstrap, Pam Hawthorne, Bill Hughes, and Jonathan Wylie

Guests Present: Trenna Metts (Tri County Technical College), Michelle Piekutowski, Tom Ward, and Matt Watkins

President Rose Ellen Davis-Gross welcomed guests and called the meeting to order.

1. **Approval of Minutes:** Tim Drake moved to approve the minutes of the May 11, 2010 Staff Senate meeting as submitted. Laurie Haughey seconded the motion and the vote was unanimous. The minutes were approved.
2. **Open Commentary:** Trenna Metts informed the group about the summer camps offered by Tri County Technical College for children ages 5-14. Additional information regarding camp sessions and registration can be obtained on-line at www.tctc.edu/smartfun or by calling 864-646-1700.
3. **President's Reports**
 - A. **Other:**
 - 1) **Human Resources,** Michelle Piekutowski. HR has been receiving employee inquiries about upcoming plans due to the budget situation. As plans are announced, they will be disseminated throughout Clemson University.
 - 2) **Governmental Affairs,** Dave Crockett. Despite considerable last-minute haggling, the House and Senate agreed on a final state budget late last Thursday. From Clemson's perspective, not much has changed from earlier versions of the \$5.1 billion money bill. The University still potentially faces cuts in next year's FY 2011-12 budget, when stimulus monies are eliminated, totaling \$23 million. In that case, Clemson's recurring state support will have been reduced by more than \$75 million since June 30, 2008, when the total state budget was more than \$7 billion. However, an effort to close out the TERI program this year was turned back. The legislature will take up expected gubernatorial vetoes of various items later this month.
4. **Committee Reports**
 - A. **Standing Committees**
 1. **Activities,** Negar Edwards. The Activities and Scholarship Committees met together to discuss having local businesses host a Staff Appreciation Day where a percentage of the proceeds that day go to the Staff Senate Scholarship Endowment. A draft letter was approved. Reggie Hawthorne will meet with Matt Watkins to approve the letter. Once the letter has been approved, the committees will choose businesses in the community and assign a committee member to each business. The Activities and Scholarship Committees will continue to meet together the first Tuesday of every month at 11:00 a.m. in 801 University Union. The next meeting will be July 6, 2010.
 2. **Communications,** Dave Crockett. Communications met on May 18. Items discussed were:
 - The newsletter needs additional topics and writers. Content currently being considered is a report from the Staff Senate president, raffle winners from Employee Appreciation Day, something from

- the Office of the Ombudsman, ways to promote the Staff Senate Scholarship fund to solicit payroll deductions, and promote Scholarship Committee activities that encourages donations by local businesses. The committee also talked about highlighting a scholarship recipient, and reporting the CAT Bus route changes. Angela Nixon will work on one page “spotlights” of the scholarship recipients and their parent(s) who is employed at Clemson.
- Staff Senate website. What can be done to improve it for users and draw more traffic? Have a comment/concern box where staff can submit questions/concerns. Have a place for people to submit “kudos” for a staff member. Highlight all the scholarship recipients and their parents in a rotating manner – have a link where donations can be made. Blog possibility – could have bloggers for the golf tournament, staff appreciation, etc... Matt Bundrick is working on redeveloping the site.
 - Liaison with Beth Jarrard. Angela Nixon agreed to serve in that capacity.
 - Special issues for off-campus staff and how the Senate can be more responsive to them. Have an option where staff can pick and choose what information that they want to receive.
 - Communications explored ways to assist Rose Ellen Davis-Gross in her role as president. The committee can help promote activities such as the State of the University Address and review information that is sent out. The committee also suggested that it would be a good idea to have all information from the Senate reviewed by the committee. Not for approval – but for polish and another “set of eyes.” This will be taken to Executive Committee.
 - Barbara Bergman announced that she would be resigning from the Senate.
3. **Membership**, Karen Erickson. Membership met on May 19th. Committee members are taking a more active role in welcoming Senators and visitors to the monthly Senate meetings. Also, the group is planning and prioritizing for the upcoming year. Erickson welcomed Sharon Kimbell, a new senator from CCIT. Kimbell will serve the remainder of Barbara Bergman’s term who resigned in May.
4. **Policy and Welfare**, Laurie Haughey. P&W met on May 11th (Attachment A).
5. **Scholarship**, Reggie Hawthorne. Scholarship met on June 1st. A draft solicitation letter was reviewed and selected. The letter will be used to solicit donations from local business to support the Staff Senate Scholarship Endowment. The letter will be sent to the appropriate offices for review prior to the distribution of the final copy. The next meeting is scheduled for July 6, 11:00 a.m., at 801 Union.

B. University Committees

1. **Bookstore Advisory** – Accepting nominations for one representative. This committee reviews and advises on policies for the University Bookstore.
2. **Clemson University Environmental**, Tim Drake and Chris Sober (alternate). CUEC met on May 20, 2010. Items discussed were:
 - A report was given on the progress of the CU Environmental Audit. Over 140 students have worked on the Audit, and it is almost complete. Jamey Lowdermilk has kept the project on track thus far. Constant changes at Clemson have presented a problem for putting the report together in an up-to-date fashion. The audit will be completed this summer and released in the fall.
 - Earth Day was a success this year, and there was a lot of community involvement. Solid Green was involved, and over 8000 lbs. of shredded materials were collected. Approximately 7000 lbs. of electronic equipment also were collected for recycling.
 - David VanDeventer is now in charge of Solid Green and plans to continue the support of all sustainable activities on campus. He follows Rose Ellen Davis-Gross in this role.
 - A committee that was charged with determining which alternative fuel vehicles may be purchased under state contract reported that Hybrid vehicles do not meet SC requirements for fuel efficiency. The committee has identified several vehicles that can be purchased at this time. The possible use of golf cart type service vehicles on campus was explored. CUEC could offer direction to groups seeking to buy fuel efficient vehicles. Contact Gary Gaulin for details.
 - CUEC is working on a solid waste management plan for Clemson. Recently, the university purchased a new composter that is capable of composting all waste from the dining halls. It is hoped that eventually all solid waste can be composted for use on campus. SC laws prohibit the sale of composted waste or its use off campus.

- Robin Newberry will be the new CUEC Chair, beginning in the fall.

3. **Diversity Task Force**, Ellen Gideon. The Diversity Task Force is currently reviewing suggestions/actions that need to be taken to improve the hiring of minorities at CU given at the 1st meeting on May 21st. The next meeting is scheduled for June. The group will narrow down the actions that will be presented to President Barker or the Board of Trustees.

5. **Unfinished Business:** None.

6. **New Business**

A. **Action Item** - Dave Crockett moved to adopt the Parking Principles Resolution as submitted (Attachment B). Tim Drake seconded the motion and the vote was unanimous.

7. **Treasurer's Report**, Jonathan Wylie. The remaining budget for FY10 is \$653.62 in Travel, \$1460.66 in Other and \$520.92 in Vending. Negar Edwards moved to approve the report as read. Ellen Gideon seconded the motion and the vote was unanimous.

8. **Announcements**

A. **Cargo of Dreams** – Reggie Hawthorne announced that the Clemson University Chapter of NSBE-PCI is accepting donations to benefit Cargo of Dreams. Cargo of Dreams is a non-profit organization that transforms shipping containers into operating facilities. Once transformed, the containers are distributed to impoverished communities throughout the world. Additional information can be located at www.cargoofdreams.org.

B. **State of the University Address** - This event provides an opportunity for faculty, staff and students to hear the presidents of each group (Clemson University, Faculty Senate, Staff Senate, Undergraduate Student Government and Graduate Student Government) give updates on the year. Rose Ellen Davis-Gross informed the group that the event was entering its third year and by rotation the Staff Senate will be in charge of planning the next address. A funding request was submitted to the Vending Committee to assist with the costs associated with this function. More information will be forthcoming once issues are resolved regarding funding and potential dates.

9. **Adjournment:** There being no further business to discuss, the meeting adjourned.

Next Meeting: Tuesday, July 13, 2010, 10:30 a.m., Poole Shanklin, Clemson House

Staff Senate's Policy and Welfare Committee
Meeting May 11, 2010
9:30 am to 10:30 pm

Present: Matt Bundrick, Tim Drake, Ellen Gideon, Michael Gilstrap, Laurie Haughey (Chair,) Bill Hughes, Beth Newton, Jonathan Styles, Diana Thrasher, and Scot Wardlaw

Absent and Excused: Chris Sober and Deborah Koon

1. Call to order at 9:30 am/roll taken
2. Prior to the meeting, members had reviewed findings from the 2009 Staff Survey found located online:

http://www.clemson.edu/assessment/reports/staff_survey/survey_documents/Results_pres_July14_2009.pdf

A brief discussion was led by Haughey regarding the scope of work needed to be completed by Policy and Welfare over the next 12 months. Haughey highlighted one of the final slides entitled "Why these survey results and leadership response matter..." Of staff respondents to the survey, 36.8% did not believe their opinions would provide positive change while another 33.2% felt neutral on the subject.

The committee agreed to isolate two major concerns of a majority of our constituents gleaned from the staff survey: compensation and training. The P&W committee composed of staff with a wide variety of critical skill sets agreed that as a body, it would provide a workforce to research, benchmark and report on any issue deemed critical to review. The P&W committee's work should strive to dovetail with work being conducted by existing committees and HR. Work in tangent with other groups and with Rose-Ellen.

3. Staff Compensation and Hiring Ranges Study Review—Debriefing led by Clemson University's Office of Human Resources' Ray Holliday

Prior to the meeting, P&W members reviewed the results of a new project completed recently by HR located online at

http://workgroups.clemson.edu/FIN5337_CLASS_COMP_RECRUIT/hire_ranges/menu.php

Ray Holliday's comments follow:

- Last year Ray was given the project of developing a compensation plan for hiring managers to have a data resource to utilize.
- This data provides high, median and low compensation for each job title within the state.
- The report serves to assist hiring managers with competitive wage knowledge.
- Each quartile is shown.

- The Staff Senate was involved in this report's architecture.
- Most staff positions are regional or local so that is why the positions are reviewed inside the State only
- If the employees in one state peer group is under 5, all state agencies were utilized.
- The end product is very simplistic and takes in all the information we had in HR
- Upon close study of current data, normal predictors of salary (such as positive EPMS, tenure, etc) did not result in predictable salaries. In fact, quite the opposite was found to be true.

Questions, comments and issues raised by P&W members during discussion:

- New hires often come in at a higher wage than CU employees here much longer.
- Q: Are all CU staff positions deemed regional as certainly Directors would be highly competitive. Ray: for some positions, www.payscale.com is also used
- Internal promotions can receive less of a salary than an external hire due to % increase restrictions at the state level.
- Inequities may be exposed by this report
- Will this HR report be used to provide statistical supporting data for employees identified as underpaid?
- Often we are asked to hire at the minimum of the band making for an unqualified workforce.
- On the job training can be a problem if you continually lose your best and retain your worst and the worst are training new people
- For many performance-based raises were not utilized when they should have been
- Equity among departments; many departments were never budgeted for salary increases while others were.
- Employee retention becomes a problem with the best and brightest moving on.

4. Policy and Welfare Committee's Charge

Tim Drake: This committee and other groups on campus are being asked to devise non-paid staff incentives/rewards for extraordinary service

Discussion:

- Because sick leave is capped, some abuse it; encourage people to not abuse the sick leave policy by not capping it?
- What could be tangible benefits? What might be viewed a benefit to some, are not to others. More time off when you cannot take it, is not a benefit, for example.

5. RIF Policy

The committee reviewed changes to the RIF policy and discussed the following:

- Are old EPMS being translated to the New format? Yes, if you received an E or an S....this is now an E
- They only go back three years in a RIF—Tim Drake
- This is the new RIF system....no bumping
- Years of service still matter
- We will need clarification on section 6
- In some instances, years on the job should not be viewed as experience. IT personnel need to stay current, so it's quite possible a younger person may be more skilled in current hardware, software, etc.
- What type of regulatory relief can we expect and to what extent is prevents RIF

Please Note*** We will not have a P&W meeting July 2010.

PRINCIPLES OF PARKING RESOLUTION

Whereas, Clemson University is actively seeking solutions to current difficulties in parking and transportation on campus; and

Whereas, the Parking Visioning Committee held numerous planning sessions to develop an overall philosophy for parking and transportation; and

Whereas, this planning process included representation and input from the Clemson University Staff Senate in the development of Twelve Principles for Parking; and

Whereas, these parking principles will provide the guidance and framework for immediate and future parking and transportation plans that will take into consideration the needs of Clemson University staff.

Therefore, be it resolved by the Clemson University Staff Senate,

That, the Staff Senate supports the establishment of the following Twelve Principles for Parking, and the adherence to these principles during any decision making process whereby future parking and transportation plans are developed.

Principle 1: The transportation system includes all mobility elements related to campus access, including parking, transit, pedestrian movement, and other alternate travel modes.

Principle 2: The transportation system should be planned and managed to support broader University goals expressed in the campus master plan, goals for achieving a pedestrian friendly campus, campus housing objectives, promotion of healthy lifestyles, and environmental sustainability.

Principle 3: The University should plan for a progressively lower parking ratio that is accomplished through parking demand reduction measures, but the University should provide sufficient parking capacity to meet the remaining demand if it is financially feasible.

Principle 4: Walking, biking, riding transit, carpooling, and other alternatives to single occupancy vehicle use should be encouraged.

Principle 5: The campus master planning process should anticipate, assess, and plan for any impacts on parking sufficiency.

Principle 6: Clemson should be guided by a parking philosophy that utilizes both “district” and “perimeter” strategies for the placement of parking.

Principle 7: Consistent, reasonable, and impartial parking enforcement is critical to the proper management and efficient use of campus parking resources.

Principle 8: The funding framework for parking and transportation services should rely more on parking permit revenue, transportation fees, and other user fees than on parking citation revenues for its core funding.

Principle 9: The parking and transportation system should emphasize effective communication of policies and transportation options as a way to increase the level of service and support provided to the campus population.

Principle 10: Management of the transportation system should include funding for operation, maintenance, and replacement of facilities, busses, and related amenities as a basic part of its planning and budget process.

Principle 11: The campus should be a “visitor friendly” place with appropriate way-finding to direct casual visitors to parking that is appropriate for the purpose of their visit.

Principle 12: Regular visitors and vendors should be expected to pay for parking. Groups and major event attendees should be expected to pay for the use of parking resources or the transit system.