Clemson University Staff Senate
December 14, 2010, 10:30 AM
Seminar Room II, Madren Conference Center

Minutes

Members Present: Lydia Arneson, Matt Bundrick, Deb Charles, Karen Countryman, Lynn Crawford, Dave Crockett, Wade Culler, Rose Ellen Davis-Gross, Tim Drake, Karen Erickson, Angela Gambrell, Julie Gambrell, Ellen Gideon, Michael Gilstrap, Leslie Hasselbach (conference call), Reggie Hawthorne, Trudy Houston, Bill Hughes, Sharon Kimbell, Julia Lusk, Stella Moore, Beth Newton, Laura Oglesby, Carol Pike, Susan Pope, Meshelle Rabon, Chris Sober, Marlene Ventura, Tina White, Mandy Wright, and Jonathan Wylie

Members Absent: Pam Barnhill, Negar Edwards, Deborah Koon, Angela Nixon, Jonathan Styles, Diana Thrasher, and Scot Wardlaw

Guests Present: Jill Evans, Beth Jarrard, Michelle Piekutowski, Tom Ward, and Matt Watkins

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

1. Approval of Minutes: Tina White moved to approve the minutes of the November 9, 2010 Staff Senate meeting as submitted. Ellen Gideon seconded the motion and the vote was unanimous. The minutes were approved.

2. Special Order of the Day - Jill Evans, Executive Director for the Pickens County Habitat for Humanity spoke briefly about the organization and gave some background on the family approved for the Clemson University Faculty and Staff Senates Habitat House. The house is for Diana and her family. Diana is a single mother of three children. Diana works in the healthcare field in Seneca and lives in Central. Habitat recipients receive a no interest mortgage and are required to work on their house a minimum of two hundred and fifty hours. Evans fielded various questions regarding work commitment. She explained that a Habitat house typically takes between 6 to 9 months to build, depending on the weather. Good news for the Senates was the house is started by Collegiate Challenge students who will work for several weeks beginning in February 2011. These college students work eight hours per day, five days a week until the house is a completed shell that is roofed.

After the shell is complete, all of the interior work remains. In addition to the Senate groups, several Catholic churches have committed to help with this house because Diana and her family are active members of a Hispanic Catholic group in Clemson. Also, Habitat has a Tuesday/Thursday volunteer group of skilled early retirees that will likely provide assistance on completing the house. Saturdays are always work days, but the days and hours during the week are more flexible depending on schedules. A Construction Coordinator will outline a work schedule showing the specific order of work that will take place, and a rough calendar of when each phase of the project should fall closer to the project start date.

Evans received a question about injuries and coverage for employees while working on the house. The issue will be referred to Linda Rice in Risk Management for clarification. Basically the project is a volunteer opportunity. Initial thoughts are time away from work would be approved through normal channels and the appropriate leave taken.

3. Open Commentary: None:

4. President’s Reports
   A. Board of Trustees – The Winter Quarterly is scheduled for January 26-27, 2011.
   B. Faculty Senate Budget Accountability – Met November 23rd (Attachment A).
C. President’s Cabinet – The Cabinet met December 13th. Minutes from the November 8th meeting were distributed via e-mail on December 13th for review.

D. Other:
1. **Human Resources**, Michelle Piekutowski. 1) The 2011 Holiday Calendar was approved by Administrative Council. Employees were notified via e-mail and the information is posted on HR’s website. 2) Huron has reviewed all HR functions. This was a three month process. Phase two will focus on recommendations and implementation. Issues addressed are leadership, technology, metrics, and team environments. 3) A search is underway for a Chief HR Officer. The goal is to have the position filled by June.

5. **Treasurer’s Report**, Jonathan Wylie. As of December 9th, the remaining E&G balances are $1,000 in Travel and $3,557.56 in Other. The Vending balance is $8,726.94 and the Staff Development Program balance is $12,133.28. Deb Charles moved to accept the report as submitted. Michael Gilstrap seconded the motion, and the vote was unanimous.

6. **Committee Reports**
A. **Standing Committees**
1. **Activities**, Negar Edwards. Nonperishable food is being collected through mid December to benefit local food banks in Anderson, Pickens, and Oconee Counties. Activities will begin collecting donation boxes from locations on Thursday, December 16th.
2. **Communications**, Dave Crockett. Work is beginning on the next newsletter and the committee will assist with publicizing the State of the University address scheduled for February.
3. **Membership**, Karen Erickson. The committee has prepared text with links for a new page on the Staff Senate website. It has been submitted to the Communications committee for inclusion. Also, the election timetables for both Senate officer positions and general Staff Senate positions have been finalized.
4. **Policy and Welfare**, Tim Drake. P&W met prior to the Senate meeting. Issues discussed included pedestrian safety on campus, compensatory time policy, and diversity hiring. The group recommended inviting Leon Wiles or Jerry Knighton to speak at an upcoming meeting.
5. **Scholarship**, Reggie Hawthorne. Has not met.

B. **University Committees**
1. **Academic Calendar**, Deb Charles. Academic Calendar committee met. There have been a few modifications to the proposed calendar related to summer sessions. Some of the end and start of session and exam dates conflicted. Programming and other changes across the university are being completed to accommodate the schedule as needed.
3. **Parking Advisory**, Bill Hughes. PAC met on Nov 11, and Dec 9th. 1) On December 9th PAC passed a resolution recommending a change to the Parking Review Board parking appeals process. Previously, the PRB reviewed first appeals and the Judge reviewed a second appeal. To streamline the process, the Judge wants to reverse the process where she reviews the first appeal, and the PRB reviews the second appeal. 2) On Dec 2nd, there was a special meeting called by George Smith to inform PAC of the planned changes to parking lot designations and CAT routes. These changes should not have a significant impact on staff and are intended to improve the CAT service by reducing the wait and ride times for bus riders. There should be an Inside Clemson announcement describing these changes soon.
4. **Recreation Advisory**, Tina White. The Board met on November 30th for the last meeting of the semester. Butch Stanphill went over the holiday hours for Fike as well as the fee list for the new summer academic schedule. The group entertained a quick presentation from Amanda, a board member, about presenting a capital improvement request to the student government. The money will help with a women’s weight area. There was also a discussion about updating security on the interior and exterior of Fike.
5. **Student Conduct Code**, Scot Wardlaw. SCCRC met on 12/3 to review four student appeals.
7. **Unfinished Business**  
   **A. State of the University Address** – No update.  
   **B. Parking Services Outsourcing Proposals**, Bill Hughes and Rose Ellen Davis-Gross. The Parking Services outsourcing discussion is continuing. Once a responsive vendor is chosen, Procurement plans to bring them onto campus for additional questions and interviews.  
   **C. Faculty and Staff Senates Habitat for Humanity House**, Rose Ellen Davis-Gross. The covenant is available for review (Attachment B). Tim Drake moved to present the covenant to the Staff Senate for signing consideration. Ellen Gideon seconded the motion. Discussion was in support of the project, but concerns were expressed that the actual labor hours should be shared by all able Senators and the burden not carried by a few. Various ways to collect information regarding time and talent that can be devoted to the project were discussed. Tim Drake moved to table the motion until January 11, 2011 and Matt Bundrick seconded the motion.

8. **New Business**  
   **A. Mail Services RFP**, Rose Ellen Davis-Gross. The group received the news release and Q&A regarding the Postal Operations Request for Proposals via e-mail on November 30th.  
   **B. Annual Commitment Form, Student Support for 2011-2012.** The commitment last year was 10 scholarships at $1,150 each. The deadline for the 2011-2012 commitment is December 20, 2010. Jonathan Wylie moved that the Staff Senate commit support for 10 scholarships valued at $1,150 each. Tim Drake seconded the motion and the vote was unanimous.

9. **Announcements**  
   **A. State Employees Association, Clemson Chapter, Julia Lusk, President:** The annual State House visit will be on Tuesday, January 25, 2011 in Columbia. This is a critical time for as many state employees as possible to attend this event and show the legislators that we deserve to have our concerns addressed. Please contact the Clemson Chapter at scseaclemson@gmail.com if you would like to attend. The event will last from 10:00 a.m. until 2:00 p.m. Also, the annual Legislative Dinner will be held on Monday, January 31st at 6:30 p.m. at the Outdoor Lab. The cost is $10 to attend. To make reservations, please email the Clemson Chapter at scseaclemson@gmail.com.  
   **B. Bill Hughes is being deployed in January and the Staff Senate thanks him for his service to the Senate and to our country.**  
   **C. Jonathan Wylie was congratulated on his acceptance into the doctoral program.**  
   **D. Karon Donald thanked Senators and friends of the Senate for sponsoring a child from Helping Hands in her honor for the holidays. Photos were shared of the items purchased for the little boy. His home and belongings were lost in a fire.**

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

Next Meeting: Tuesday, January 11, 2011, 10:30 a.m., Madren Conference Center
FACULTY SENATE BUDGET ACCOUNTABILITY COMMITTEE
MONTHLY MEETING MINUTES
ANTONIS KATSIYANNIS, CHAIR
November 23, 2010, 1:00-2:00, 206 Sikes Hall

Present: Helms, Warner, Figliola, Gross, Dalton, Katsiyannis

CU Budget 2010-11-An overview of the budget for fiscal year ending in June 30, 2011 was presented by Brett Dalton, CFO. Information was provided on unrestricted and restricted revenue as well as restricted and unrestricted expenditures. Budget is projected to be approximately $797 million. A few highlights-

- Stimulus funding for current fiscal year to reach $19+ million (partially offsetting state support; No stimulus money anticipated for next fiscal year!

- State support reduced by $25 million

- Institutional support fell as percentage of CU Budget from 5.2% to 3.9 (more cuts forthcoming in this category)

Dalton will provide an overview of the current budget and projected budget at the December faculty senate meeting

Next Meeting: TBA
COVENANT

This covenant is drawn between Pickens County Habitat for Humanity and the Clemson University Faculty and Staff Senates. In signing this covenant, all parties intend to make the best effort to accomplish the following:

1. Habitat will provide a lot for the construction of the Clemson University Faculty and Staff Senates Habitat House.

2. Habitat will provide a Construction Coordinator to oversee the construction of the Clemson University Faculty and Staff Senates house.

3. Habitat will authorize the Construction Coordinator to oversee all orders, expenditures, and labor for the Clemson University Faculty and Staff Senates house.

4. The members of the Clemson University Faculty Senate pledge a minimum of $5,000 toward the cost of materials and construction of this house. This pledge can be fulfilled over time, not to exceed three years from the beginning of the project.

5. In addition to the financial commitment, the Clemson University Faculty and Staff Senates will supply volunteers to work toward constructing this house each designated work day.

6. The members of the Clemson University Faculty and Staff Senates will identify a volunteer House Leader (or joint House Leaders) to work directly with the Habitat Construction Coordinator to manage construction of the house.

7. Habitat agrees to sell the Clemson University Faculty and Staff Senates Habitat house to a needy family for actual cost, and will use the zero interest payments to enable other people in need to obtain decent housing. The family will be approved by the Family Selection Committee and the Board of Directors for Pickens County Habitat, and will be actively involved in the construction of their home, along with the members of the Clemson University Faculty and Staff Senates.

In Partnership,

________________________________ ____________________________
Representative of Pickens County Habitat for Humanity Date

________________________________ ____________________________
Representative of Clemson University Faculty Senate Date

________________________________ ____________________________
Representative of Clemson University Staff Senate Date
December 2010 Athletic Council Report (Tim Drake)

The Athletic Council met on December 9, 2010.

**NCAA Legislation:** Dr. Larry LaForge reviewed several of the 126 NCAA regulation change proposals that had been submitted at the ACC meeting in Charlotte, NC. Several proposals had received split votes of 6-6 and 7-6, and were not resolved one way or the other by the voting members at that meeting. Proposals that had received “tie” votes were presented to the Athletic Council, and much discussion by the Council ensued.

**Academic Standards:** A limit on the percentage of athletes that will be allowed in any academic class has been set at 25%, but procedures are in place to grant a variance if necessary on a case by case basis. The reason for this measure is to prevent too high a percentage of athletes in any particular class. Many variances may need to be granted during summer school to meet the academic needs of the student athletes.

**Physical Integrity and Facilities Planning:** Robert Ricketts has been contacted, and a spring tour of Clemson’s athletic facilities has been planned for the Athletic Council. It was again mentioned that the tiger on the football stadium scoreboard needs to have its eye and tail movements made functional again.

**Athletic Director’s Report:** Dr. Terry Don Phillips mentioned the recent review of his performance that had been conducted by President Barker, and said that he agreed with the President’s assessment. Clemson is in the process of interviewing for a women’s soccer coach. Dr. Phillips is in full support of Coach Dabo Swinney, and believes that he will have a promising career ahead of him at Clemson if given a chance.

**Campus and Community Relations:** More information needs to be provided to the campus and surrounding community regarding all aspects of the Clemson athletic program. More people should be encouraged to attend both men’s and women’s athletic events, especially over the winter break. The committee is trying to determine the best way to encourage better attendance at the events, most immediately the basketball games.

**General Discussion:** The inability of athletes to enroll in late afternoon academic classes was discussed. It is impossible for instructors to schedule some classes earlier in the day, and athletes are missing out on taking needed classes in some cases. This issue needs to be addressed.

The next Athletic Council meeting is scheduled for Thursday, January 13 at 3:30 pm.