Minutes

Members Present: Lydia Arneson, Pam Barnhill (conference call), Matt Bundrick, Deb Charles, Dave Crockett, Wade Culler, Rose Ellen Davis-Gross, Tim Drake, Negar Edwards, Angela Gambrell, Julie Gambrell, Ellen Gideon, Michael Gilstrap, Leslie Hasselbach (conference call), Reggie Hawthorne, Trudy Houston, Sharon Kimbell, Deborah Koon (conference call), Julia Lusk, Stella Moore, Beth Newton, Laura Oglesby, Carol Pike, Susan Pope, Meshelle Rabon, Chris Sober, Diana Thrasher, Scot Wardlaw, Tina White, and Jonathan Wylie

Members Absent: Karen Countryman, Lynn Crawford, Karen Erickson, Marlene Ventura, and Mandy Wright


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 December 14, 2010 Staff Senate meeting as submitted. Tim Drake seconded the motion and the vote was unanimous. The minutes were approved.

2. President’s Reports
   A. Board of Trustees – The Winter Quarterly was held on January 26-27. Rose Ellen Davis-Gross submitted a report on behalf of the Senate (Attachments A and B). The Board’s next regularly scheduled meeting is April 14-15.
   B. President’s Cabinet – The next Cabinet meeting is March 14th. Draft minutes from the February 14th meeting were distributed via e-mail on March 8th for review.
   C. Other:
      1. Human Resources, Michelle Piekutowski. HR is in the process of meeting with VP’s regarding budgets.
      2. Legislative Update, Dave Crockett. Discussion continues on regulatory relief. The HR component from a previous version is not included in the current bill. Visit the Governmental Affairs website for a full listing of bills of interest to Clemson University.

3. Treasurer’s Report, Jonathan Wylie. As of February 20th, the remaining E&G balances were $694.64 in Travel and $3,038.40 in Other. The Vending balance was $7,413.77 and the Staff Development Program balance was $10,641.76. Ellen Gideon moved to approve the report as submitted. Angela Nixon seconded motion and the vote was unanimous.

4. Committee Reports
   A. Standing Committees
      1. Activities and Scholarship, Negar Edwards and Reggie Hawthorne. The report was deferred to item 7A under New Business.
      2. Communications, Dave Crockett. Communications is working on publicizing the scholarship fund-raising event at Woodburn through campus channels.
      3. Membership, Karen Erickson. (1) Additional information regarding the membership committee, including nomination forms and elections, is now live on the Staff Senate webpage. Click “Learn More” next to the Membership Committee section. (2) Nominations were received for Staff Senators for upcoming term. Elections are being held now, as needed. New incoming Senators will be announced soon. (3) Officer elections will proceed, if needed, by online ballot later this week.
• Officers – Nominations received and accepted to date are Chris Sober for Parliamentarian; Tina White for Secretary; Karen Erickson for Treasurer; Jonathan Wylie for Vice President. Each candidate was allowed the opportunity to share a statement with the Senate.
• Staff Ombudsman Evaluation Committee – Nominations are being accepted for one representative to the Staff Ombudsman Evaluation Committee. Anyone interested in serving should submit their name to Karon Donald.

4. **Policy and Welfare**, Tim Drake. Repeating a compensatory time survey from 2008 was the main topic of discussion.

B. **University Committees**
1. **Academic Calendar**, Deb Charles. Attachments C and D.
2. **Athletic Council and CUEC**, Tim Drake. Attachment E.
3. **ULAC**, Wade Culler. Library Advisory met February 11th. Emily Gore presented information on the Open Parks Grid (OPG) project, a collaborative effort of the library, CCIT and PRTM faculty. In October 2010, the University Libraries received a $770,000 National Leadership Grant from the Institute of Museum and Library Services to develop the OPG. The prototype may be viewed from on campus at the following address: [www.openparksgrid.org](http://www.openparksgrid.org).

4. **President’s Commission on the Status of Women**, Michelle Piekutowski. Susan Pope was acknowledged for attending a conference in Myrtle Beach. Michelle informed the group that Susan represented Clemson well.

5. **Unfinished Business**
   A. **Parking Services Outsourcing Proposals**, Rose Ellen Davis-Gross. A contract was not awarded. Student Affairs is currently seeking a director for Parking Services.
   B. **Mail Services RFP**, Rose Ellen Davis-Gross. No update.
   C. **Faculty and Staff Senates Habitat for Humanity House**, Karon Donald. Work on the Habitat House has been postponed. Pickens County Habitat for Humanity will keep the Senate informed and work will begin as soon as possible. Chris Sober moved to postpone indefinitely presenting the covenant to the Senate in January for signing. Tina White seconded the motion.

6. **New Business**
   A. **Woodburn Event Update**, Group. The event is scheduled for April 8th and will be held at the Woodburn Plantation in Pendleton, SC. Senators were encouraged to sell tickets, distribute posters, and collect prizes for the fund-raiser.
   B. **Standing Committee Assignments**, Deb Charles. Senators were allowed to indicate preferences regarding their 2011-2012 committee assignment on a form that was distributed.

7. **Announcements**
   A. The baseball game on March 29th has been designated as an appreciation event for Faculty and Staff. Additional information will be forthcoming. Deb Charles has agreed to participate in the festivities on behalf of the Staff Senate.
   B. New Senators will be welcomed and retiring Senators will be recognized at the April Awards Luncheon. The luncheon will immediately follow the April 12th Senate meeting. The meeting and luncheon will be held in the Clemson House.
   C. Rose Ellen Davis-Gross thanked everyone for attending the State of the University. The event was well attended. The Faculty Senate is in charge of planning the event next year.
   D. Ellen Gideon informed the group about the Vendor Fair scheduled for March 9th. A flyer was available for those interested in additional information.
   E. Beth Newton reminded Senators that the BOT Staff Awards nominations are due March 11th.
   F. Matt Watkins announced his retirement date of March 22nd. Matt was thanked for all of his support.

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

Next Meeting: Tuesday, April 12, 2011, 10:30 a.m., Clemson House
Policy and Welfare Committee
The Staff Senate is sending a Staff Compensation Survey to Directors of Human Resources at various institutions (Colleges and Universities) inside and outside of South Carolina. The purpose of this survey is to determine the types of monetary and non-monetary compensation and incentives that are available to staff employed by these institutions. The results of this survey will allow the Staff Senate to make valid comparisons between incentives available to staff at Clemson University and other institutions. From this information, the Senate hopes to discover any innovative means other institutions are employing to enhance compensation and incentives for their staff during a period of diminishing budgets and scarce funding for higher education.

The Activities Committee
The Activities Committee coordinated a non-perishable food drive during November and December. The items will be donated to the Golden Harvest Food Bank. The bank provides assistance to 30 counties in western South Carolina and eastern Georgia. Last year, it provided 3.2 million pounds of food to agencies in Anderson, Pickens and Oconee counties. The bank provides assistance to 50 agencies throughout the same counties. Some of the agencies that it assists are Clemson Community Care, Anderson Interfaith Ministries and the Golden Corner Food Bank.

The Scholarship Committee
The Scholarship Committee is researching new opportunities for fund-raising options in lieu of the golf tournament. An event is being planned for late spring 2011.

Staff Development Plan
The Staff Development Program has reached far beyond the 25 participants who are now well into the second half of their ten-month programs of work. Faculty, other staff members and students have collaborated with the participants to further the program’s success.

For example, two participants developed a pilot project to reduce waste in their building. The success of this project was due to the collaboration of staff, faculty, students and support from the College of Business and Behavioral Sciences. The results of this teamwork led to a sustainability seminar in November with topics including:

- Sustainability at Clemson University: Past, Present and Future
- Ensuring that Sustainability is a part of a Lean Management System
- Assets or Trash? A business sense for the things we no longer need
- Teaching Sustainability Across the Disciplines
- 10 steps for a greener Clemson

The Staff Development Program has benefited from the expertise of several graduate and undergraduate visual communications classes, as part of their curriculum, in writing, creating and producing most web- and print-based communications for the program since its inception. An example of a participant profile created by a student is included.

www.clemson.edu/staffsenate
The Staff Development Program (SDP) pilot program, which launched in the summer of 2010, offers Clemson University staff an opportunity to grow professionally and personally by voluntarily participating in various developmental and relevant service activities. Mary Whitner, an employee in Clemson’s facility services, is one of 25 participants accepted into the program. Here is her story.

Mary Whitner’s life is her family, and her family is Clemson – literally. Whitner’s grandfather worked in Clemson’s facility services until retirement. Whitner’s aunt worked at Clemson, and her mother was a Clemson employee for 28 years. Whitner herself has worked in facility services for 22 years alongside her twin brother. So when Whitner’s supervisor approached Whitner about applying for Clemson’s Staff Development Program, Whitner asked her family’s opinion about taking on such a commitment.

“We do things as a family,” she says. “That’s how I’ve always lived my life.”

Since Whitner’s acceptance into the program, her entire family has been cheering her on. For example, for Whitner’s personal development, she is exercising at Clemson’s Fike center, and her twin sons accompany her there. While Whitner walks on the treadmill, her sons play basketball in the gym. “They don’t let me skip a day,” she says with a laugh. “They enjoy my personal development project as much as I do.”

To be sure, initially Whitner was not very excited about exercising. An admitted bargain hunter, she’d much rather be at the mall than at the gym. However, she’s found some benefits in the exercise: “The treadmill can be boring,” she admits. “But afterwards, I always feel so relaxed. It really is a stress reliever.”

By far, Whitner’s favorite part of her SDP activities has been her professional development, which she has broken into two parts. The first part entails Whitner crosstraining with her peers. This enables her to learn other machines and techniques, eventually allowing for a possible promotion within facility services.

The other component of her professional development will be completed with computer classes at Tri-County Tech, in which Whitner is learning basic programs such as MS Word® and Excel®, as well as typing. “I’ve watched my 16-year-old son type on the computer, and I’ve always thought, ‘Wow, I want to be able to do that,’” she says. “I can’t type without looking at my fingers yet, but I’m working on it.”

The class has been nothing short of rewarding for Whitner, who is one of five (continued on reverse)
When Whitner graduated from high school, she dreamed of going to college, but her family’s financial situation would not allow it. Still, Whitner has never let go of her dream of furthering her education, and SDP has given Whitner her first chance at living out this dream.

“I love to learn,” she says emphatically. “I’ve always wanted to go back to school, so this is wonderful. I am fascinated by everything I’ve learned so far in this class.”

Whitner’s mother has since passed away, but when speaking about the class, Whitner cannot help but add, “My mom would have been so happy for me.”

For her university-related service, Whitner volunteers at Clemson’s football games, encouraging patrons to recycle instead of throwing away all of their trash. Reggie Hawthorne, Whitner’s SDP mentor, suggested this task for her after learning that Whitner was interested in recycling.

“I’ve really enjoyed working with Mary these past few months,” says Hawthorne. “She has shown a lot of initiative, and I’ve enjoyed watching her increase her skills.”

As for what Whitner is going to do once she finishes the program, she says simply, “Celebrate!” – with her family, no doubt. The added bonus of a salary increase will be very appreciated in the Whitner household, as she lives with her sister, who has twin children. Whitner herself also has three children, but because of financial reasons, her two youngest live with Whitner’s aunt.

“The salary increase will definitely make things easier for all of us,” Whitner says.

Overall, SDP has been a rewarding experience for Whitner. She’s improving her health, furthering her education and helping the university.

She shares, “It’s helped me appreciate my job and Clemson more. I know now that I would like to stay at Clemson for the long haul.”

I am fascinated by everything I’ve learned so far.
Academic Calendar Committee Meeting
February 17, 2011

In attendance: Jeff Appling (UGS), Ben Boone (CUSG), Deb Charles (DCIT), Wayne Goddard (CES), Bruce Rafert (Grad School), Stan Smith (Records/Registration), Barbara Speziale (UGS), Ted Whitwell (CAFLS) and Sue Whorton (UGS).

Discussion:

1. Jeff Appling and Stan Smith shared comments about their involvement in a faculty oriented ad hoc committee that is addressing issues about summer 2011 that are of special interest to faculty. The ad hoc committee has discussed a) compensation, b) faculty concern about offering upper level courses and whether or not the courses will have sufficient enrollment, c) disappointment that a possible tuition decrease for summer did not materialize, etc.

2. Stan Smith reported that personnel in Registration Services are seeing an increase in online courses and upper level courses being scheduled by academic departments for summer 2011. He noted that the schedule of classes for summer and fall 2011 will be online beginning March 7 and early registration begins April 4.

3. Bruce Rafert reported that graduate students on assistantships needed to register for 3 credits in the first half of summer school and 3 credits in the second half if they expect to receive compensation over the summer. Bruce also informed the group of a recent Federal law that requires one state, e.g., South Carolina (CHE) to get permission from another state if SC colleges are enrolling students in online courses from the other states. On the surface, this law seems to raise many questions for Clemson and other colleges where online courses are being promoted.

4. Student Ben Boone discussed the survey being prepared for Clemson undergraduate students. The first half of the survey questions relate to summer school at Clemson and the other half relates to online classes at Clemson. Ben indicated the survey should be communicated to students by early March. Ben distributed copies of the survey draft, and committee members made several suggestions for consideration by Ben and the survey committee. The survey draft is attached to these minutes.

5. For your advance planning, E-304 Martin has been reserved for future meetings this spring semester at 3 PM on Thursdays:

   March 17, 2011
   April 14, 2011
   May 19, 2011
Student Body Summer School & Online Education Survey

1) What is your major?
   a) *drop-down menu*

2) Have you taken summer courses at Clemson in the past? Yes or No

3) If you answered 'Yes' to #1, please choose your top reason for enrolling in summer classes:
   a) Needed a course I couldn't schedule during the fall or spring
   b) Wanted to redeem a course
   c) Interested in graduating early if possible
   d) Needed to improve my GPR
   e) Wanted to get back on schedule with my curriculum
   f) Other: _____________________

4) If you answered 'No' to #1, what are the barriers to attending summer classes at Clemson? Check all that apply:
   a) Courses are cheaper at community colleges and other universities.
   b) Courses are easier at community college and other universities.
   c) I want/need a summer job/internship and have to go somewhere else to find one.
   d) Clemson doesn't offer the courses I need to take during the summer.
   e) There is no on-campus or affordable off-campus housing available.
   f) I never intend to take summer classes
   g) Other: _____________________

5) What level of courses would be most beneficial to you personally if offered over the summer?
   a) Lower level major-specific courses
   b) Upper level major-specific courses
   c) General education courses
   d) N/A

6) Are there adequate offerings in the upper level courses for your major in the summer sessions? Yes or No

7) If you answered 'No' to #5, what is your major?

8) If you answered 'No' to #5, what is a course you would like to see offered over the summer?

9) In principle, would you be interested in studying at Clemson over the summer for the purpose of completing your degree requirements early? Yes or No
10) Would you be interested in seeing more immersion programs or creative inquiry courses offered over the summer? Yes or No

11) If you were enrolling at Clemson for the summer semester and there was no difference in costs, would you rather register for:
   a) on-campus summer courses
   b) online summer courses

12) If you would rather register for on-campus summer courses, why is that? Check all that apply:
   a) The lease on my apartment extends over the summer.
   b) I prefer to have face-to-face interactions with my teachers.
   c) I would take courses at a community college if I wasn’t going to take on-campus courses.
   d) Other: ___________________

/page break/

*The following questions will be repeated to allow you to comment on your experiences in two online courses.

13) If you’ve taken an online course at Clemson, were you satisfied with the quality? Yes, No, or N/A

14) In this online course, the professor has provided opportunities for me to interact about course content with fellow classmates. Yes, No, or N/A

15) In this online course, the professor required that assignments include team interaction. Yes, No, or N/A

16) In this online course, the professor was engaged with me on a weekly basis (e-mail, audio chat or some other form of personal communication). Yes, No, or N/A

17) I believe that the assignments in this online course fostered me to think in-depth and critically about the course content. Yes, No, or N/A

18) In this online course, the professor paced the course so that I had to complete assignments throughout the semester and not all at the end? Yes, No, or N/A

19) During this online course, how effective do you feel your professor was at using the available technology?
   a) Very effective
   b) Generally effective
20) If you've taken an additional online course at Clemson, were you satisfied with the quality? Yes, No, or N/A

21) In this online course, the professor has provided opportunities for me to interact about course content with fellow classmates. Yes, No, or N/A

22) In this online course, the professor required that assignments include team interaction. Yes, No, or N/A

23) In this online course, the professor was engaged with me on a weekly basis (e-mail, audio chat or some other form of personal communication). Yes, No, or N/A

24) I believe that the assignments in this online course fostered me to think in-depth and critically about the course content. Yes, No, or N/A

25) In this online course, the professor paced the course so that I had to complete assignments throughout the semester and not all at the end? Yes, No, or N/A

26) During this online course, how effective do you feel your professor was at using the available technology?
   a) Very effective
   b) Generally effective
   c) Not very effective
   d) Not effective at all

27) Would you like to see more online courses offered? Yes or No

28) If you answered ‘Yes’ to #26, which course?

29) Overall, what is your impression of online classes offered at Clemson?
   a) Exceptional quality
   b) Good quality
   c) Poor quality
   d) Terrible quality
Athletic Council Report

The Athletic Council met on February 10, 2011.

It was reported that the NCAA convention was held in January. The comment period for the proposals presented at that convention will end in March. Dr. LaForge was Clemson’s representative to the convention. A report was given on the status of the proposals and Clemson’s support or non-support of each one discussed.

The athletic facility tours that are being conducted for the Council are going well and, so far, council members have toured Riggs field and were given a presentation of plans for future expansion of athletic facilities. The next tour will be of the West End Zone.

An event for faculty, staff, and coaches is being discussed by the Campus and Community Relations Committee in hopes of improving communication and relationships between Athletics and other groups on campus.

Dr. Terry Don Phillips reported on the personnel changes in the football program, and also said that this program had a very good recruiting class and signing this year. Fundraising is very aggressive this year as part of the “Will to Lead” program. A new Faculty Representative to the Athletic Council is being sought, and several qualified candidates for the position have been identified.

The Student Athletic Council has been working on planning events for this year. These include inviting local school groups into the athletic facilities for tours, and assisting with the Helping Hands charity as a community service project.

The next meeting is scheduled for March 10, 2011, and will be held in Vickery Hall.

Clemson University Environmental Committee Report

The CUEC met on February 16, 2011.

Dr. Leidy Klotz (Civil Engineering Department) from the President’s Commission on Sustainability gave a presentation on what the President’s Commission is doing now, along with the future plan for sustainability at Clemson. This plan includes curricular requirements for students (sustainability class, etc.), campus tours of current and future sustainable projects, leadership and outreach to different parts of campus (faculty, staff, students), and a climate action plan.

Ms. Jennifer Goree, also from the President’s Commission on Sustainability, gave a presentation about culture and leadership that focuses on the “human aspects” of carbon neutrality. She stated that the Commission is looking at policies that are conducive to promoting sustainable lifestyles on campus (pedestrian-only core campus, linking on-campus and off-campus bike trails, etc.). There was much
discussion regarding the actual implementation of certain aspects of the plan in the future (pros and cons). A committee was formed to look more closely at the sustainability plan, and CUEC members will review the plan and send comments to this committee before the next meeting.

There was some discussion about the upcoming Clemson University Teach-in for Environmental Sustainability. It is primarily a student-led event with assistance from members of the CUEC. This year the event will focus on Clemson’s current work and future plans for enhancing sustainability in SC. Note: This event was held successfully on February 22, and undergraduate student Gabriel Fair of SEA received the first Solid Green Award presented by President Barker and the Solid Green Committee.