

CLEMSON UNIVERSITY STAFF SENATE

April 12, 2011, 10:30 AM

Poole-Shanklin Room, Clemson House

Minutes

Members Present: 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, Reggie Hawthorne, Trudy Houston, Sharon Kimbell, Julia Lusk, Stella Moore, Beth Newton, Angela Nixon, Laura Oglesby, Carol Pike, Susan Pope, Meshelle Rabon, Chris Sober, Diana Thrasher, Marlene Ventura, Scot Wardlaw, Tina White, Mandy Wright and Jonathan Wylie

Members Absent: Lydia Arneson, Pam Barnhill, Negar Edwards, and Deborah Koon

Guests Present: Grace Ammons, Matt Gross, Adam Hunter, and Tom Ward

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 March 8, 2011 Staff Senate meeting as submitted. Tina White seconded the motion and the vote was unanimous. The minutes were approved.
2. **Open Commentary:** None.
3. **President's Reports**
 - A. **Board of Trustees** – The Board's next regularly scheduled meeting is April 14-15. Rose Ellen Davis-Gross submitted a report on behalf of the Senate (Attachment A).
 - B. **President's Cabinet** – The Cabinet met April 11th. Draft minutes from the March 14th meeting were distributed via e-mail on April 11th for review.
 - C. **Other:**
 1. **Legislative Update**, Dave Crockett. The group was reminded of the weekly updates posted on the Governmental Affairs website. Much discussion has surrounded Senate Bill 531. If this legislation passes as written, new employees after June 30, 2012 would only be offered the defined contribution retirement plan option. The Senate Finance Committee is meeting today, April 12 to discuss the issue.
4. **Treasurer's Report**, Jonathan Wylie. As of March 22nd, the remaining E&G balances were \$694.64 in Travel and \$2,092.73 in Other. The Vending balance was \$7,230.93 and the Staff Development Program balance was \$10,155.28. Ellen Gideon moved to approve the report as submitted. Reggie Hawthorne seconded motion and the vote was unanimous.
5. **Committee Reports**
 - A. **Standing Committees**
 1. **Membership**, Karen Erickson. 1) Nominations and elections for both new Staff Senators and next year's officers went smoothly. The membership web page is updated with general information and the attendance schedule. The retiring Senators, Lydia Arneson, Deborah Koon, David Crockett, Susan Pope, Marlene Ventura, Bill Hughes, and Lynn Crawford, will be recognized at our luncheon today. 2) The new Senators have been invited to our luncheon today and will attend their first meeting in May. Please welcome them: Grace Ammons (Provost), Carol Johnson (COES), Adam Hunter (BBS), Kim Fisher and Reba Kay-Purdessy (CCIT), Sarah Reeves and Kay Bagwell (Student Affairs), Cathy Welton (Research), Ralph McDonald and David Stancil (Facilities) and Christopher Greggs (Financial Affairs). Also, Karen Erickson has been appointed as a Senator (at-large) for the Extension area and Beth Newton has been appointed to the Staff Ombudsman Evaluation Committee. All new senators have been invited to New Senator Orientation, scheduled for April 26th. 3) Officers for 2011-12 are: Deb Charles, President; Jonathan Wylie, Vice President; Tina White, Secretary Chris Sober, Parliamentarian; Karen Erickson, Treasurer.

2. **Policy and Welfare**, Tim Drake. Committee members are assembling a set of questions to be asked when various institutions are contacted regarding their Compensatory Time policies.
3. **Activities and Scholarship**, Reggie Hawthorne. Defer to agenda item 6C.

B. University Committees

1. **Alcohol and Other Drugs Advisory Board**, Ellen Gideon. The Board met on March 17, 2011. We discussed the Teacher Alcohol Program and how the professors have become more involved with helping their students avoid alcohol and start taking public transportation when intoxicated. That was one of the Cat Bus changes to allow the buses to be available at later times, which seems to be working. It was suggested that all campus faculty and staff go online and take the survey which is now required of incoming freshman before coming on campus. The survey should be available by July 2011. The Alcohol and Other Drugs Advisory Board continues to do research with other schools and discovered that we have increased the knowledge awareness and decreased alcohol and other drugs usage on campus. Please let me know if you would like a copy of the report entitled the Future of Alcohol Prevention Navigating Changes in the Higher Education Landscape Nov. 2010. egideon@clemson.edu. One more meeting is planned before the end of the year.
2. **Athletic Council**, Tim Drake. Athletic Council was given a tour of Vickery Hall, and a presentation was given by the Director and her staff describing the roles of academic tutors and all of the activities that go on there.
3. **Parking Advisory**, Karen Countryman. PAC met March 10. The next scheduled meeting is April 14. Discussion continues on a Service Vehicle Policy for Clemson. The group is looking at a benchmark survey/comparing parking with other Universities.
4. **Staff Development Program**, Deb Charles and Mandy Wright. The SDP began accepting applications April 1 for its second year. All requests for applications must be submitted no later than Thursday, April 28, and applications must be turned in by Sunday, May 1. Three help workshops have been scheduled during the application period: Thursday, April 7, 2-4 p.m., Facilities Operations conference room 106, Klugh Avenue; Tuesday, April 12, 2-4 p.m., R.M. Cooper Library conference room 103; Wednesday, April 20, 8-10 a.m., 100A Riggs Hall. For more information, go to <http://www.clemson.edu/sdp>.

6. Unfinished Business

- A. **Mail Services RFP**, Rose Ellen Davis-Gross. No update. Mike Nebesky in Procurement is the contact for an update on the status of the RFP.
- B. **Faculty and Staff Senates Habitat for Humanity House**, Karon Donald. No update.
- C. **Woodburn Event Update**, Group. The event was successful and guests seemed to have a great time. The atmosphere was family oriented and the event gave Scholarship some good feedback to use in planning future events.

7. New Business: None.

8. Announcements

- A. New Senators will be welcomed and retiring Senators will be recognized at the luncheon immediately follow the Senate meeting. The luncheon is upstairs in the Lila Holmes Ballroom.
- B. CCIT is conducting a training survey. Results from the survey will be used in making decisions regarding what training resources Clemson will retain for staff in the future. Deb Charles encouraged everyone to participate in the survey, especially since it affects staff directly. Communications will include a link to the survey in the summary distributed for the April Senate meeting.

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

Next Meeting: Tuesday, May 10, 2011, 10:30 a.m., Madren Conference Center



Submitted by Rose Ellen Davis-Gross, President
March 17, 2011

Activities & Scholarship Committees

As a fund-raiser for the Scholarship Fund, an event is being planned for April 8 —“An Evening at Woodburn.” Guided tours, heavy hors d’oeuvres and entertainment will be provided. The 2010-2011 scholarship recipients and their parents will be a part of the festivities and this will give them an opportunity to discuss the positive effect the scholarship has had on their college career. This is an occasion to recognize the recipients and thank donors for their support as well as raise funds for scholarships.

The 10 scholarships are funded primarily through payroll deductions from employees and supplemented by our fund-raising events. If every employee of Clemson University donated just one dollar per pay period (\$26 per year), the Staff Senate could potentially provide scholarships for every student of a staff member attending Clemson. The Financial Aid website provides additional details and application information.

Staff Development Program

The pilot year for the Staff Development Program is wrapping up, and the 25 participants have been very busy completing their professional development, personal development and university-related service. The committee will begin accepting applications for the second year of the program in April. There will be several months of overlapping groups as the current participants complete their work, and the new participants are selected. I want to thank President Barker and Provost Helms for their continued support of this program.

State of the University

The State of the University event was held on February 17, 2011. It followed President Barker’s Town Hall meeting held earlier that day. President Barker and the Presidents of the Faculty and Staff Senates, Undergraduate Student Government and Graduate Student Government participated and updated the campus on the past year and plans for the future. Both events were streamed via the Web, and students, staff and faculty members had an opportunity to ask questions.

I have been very honored to serve as the Staff Senate President. I would like to thank President Barker, the members of the Board of Trustees, the other Presidents, and the Administrative Council, for their support and collaboration during the past year. The outgoing president has traditionally served as an advisor to the Executive Committee, and that role was expanded to include acting as a liaison to the Board of Trustees for one year. This will allow the past president to assist in the presidential transition, and allow the Senate to attend more public sessions during the Board meetings. The objective is to keep the Senate better informed.

Thank you and I look forward to working with you in the future.

It is now my pleasure to introduce Deb Charles, the incoming president for 2011-2012. She is the Director of Distributed Support & Educational Technology Services within CCIT.