

**CLEMSON UNIVERSITY STAFF SENATE**  
**August 9, 2011, 10:30 AM**  
**Seminar Room I, Madren Center**

**Minutes**

**Members Present:** Grace Ammons, Kay Bagwell, Matt Bundrick, Deb Charles, Wade Culler, Negar Edwards, Karen Erickson, Kim Fisher, Angela Gambrell, Julie Gambrell, Ellen Gideon, Christopher Greggs, Leslie Hasselbach, Trudy Houston, Adam Hunter, Sharon Kimbell, Julia Lusk, Rusty McDonald, Stella Moore, Beth Newton, Laura Oglesby, Carol Pike, Meshelle Rabon, Sarah Reeves, Chris Sober, David Stancil, Diana Thrasher, Scot Wardlaw, Cathy Welton, Tina White, Mandy Wright, and Jonathan Wylie

**Members Absent:** Pam Barnhill, Karen Countryman, Rose Ellen Davis-Gross, Tim Drake, Michael Gilstrap, Reggie Hawthorne, Carol Johnson, Reba Kay-Purdessy, and Angela Nixon

**Guests Present:** Dave Crockett, Michelle Piekutowski, Dan Schmiedt, Tom Ward, and Matt Watkins

President Deb Charles welcomed guests and called the meeting to order.

1. **Approval of Minutes:** Tina White moved to approve the minutes of the May 10, 2011 Staff Senate meeting as submitted. Mandy Wright 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 met July 14-17. Deb Charles submitted a written report on behalf of the Senate (Attachment A). In addition to presenting the report, Charles was invited to attend portions of the retreat that prior Senate representatives have not previously attended. The contents of those meeting are confidential and cannot be shared, but Charles was pleased to participate.
  - B. **President's Cabinet** – The Cabinet adjourned for the summer.
  - C. **Other:**
    1. **Administrative Council**, Michelle Piekutowski. The next Council meeting is August 22<sup>nd</sup>.
    2. **Human Resources**, Michelle Piekutowski. 1) The Voluntary Separation and Retirement Incentive Programs are coming to a close. Employees interested in participating are encouraged to contact Human Resources for additional information. 2) Piekutowski spoke briefly about the compensation plan mentioned in Inside Clemson and President Barker's email. The plan allows for performance raises and bonuses in this fiscal year. Each division has 2.2% of their total salary to allocate. Guidelines have been distributed to each division. Increases will appear in the October 14<sup>th</sup> paycheck.
    3. **Legislative Update**, Rose Ellen Davis-Gross. Weekly Legislative Update for July 1, 2011. The South Carolina General Assembly continued in statewide special session this week. With the exception of redistricting, the legislature completed items on their agenda. The General Assembly will return on July 26 to finish work on redistricting.

**S.72**, a bill by Senator Rose and others requiring all public institutions of higher learning to post all expenditures online was amended to include the language from **H.3410**, the SC Higher Education Efficiency and Administrative Policies Act. The Conference Report on **S.172**, was considered and passed by the House and Senate. The bill is now cleared to be ratified and sent to the Governor for consideration. Once the Governor receives the bill, she will have 5 business days (excluding Sunday) to either sign or veto the bill. A detailed summary of the final version of the bill may be found here.

## **BUDGET**

On Wednesday, June 29, the House of Representatives and the Senate finalized action on Governor Haley's budget vetoes related to Clemson University and Clemson PSA:

- Capital Reserve Fund (\$6.2 million in one-time funding for deferred maintenance):
  - **OVERRIDDEN BY THE HOUSE: 112-1**
  - **OVERRIDDEN BY THE SENATE: 32-8**
- Veto 16 (\$15 million in agricultural research for Clemson PSA):
  - **OVERRIDDEN BY THE HOUSE: 106-3**
  - **OVERRIDDEN BY THE SENATE: 32-6**
- Veto 33 (\$250,000 for Clemson PSA Agency Operations):
  - **OVERRIDDEN BY THE HOUSE: 92-19**
  - **OVERRIDDEN BY THE SENATE: 31-8**

As a recap, the state budget for FY2011-12 contains the following for Clemson University:

The budget for higher education included no federal stimulus dollars as it was the second year of the two years of availability of this funding.

- Education and General (E&G) – recurring cut of **\$3.8 million (6%)**.
- Clemson also received a one-time appropriation of **\$6.2 million** for deferred maintenance.
- Public Service Activities (PSA) – recurring cut of **\$804,128 (2.8%)**.
- Clemson PSA also received a one-time appropriation of **\$250,000**.

From a state budgeting standpoint, Clemson is considered two separate state agencies: a research university that receives an educational and general (E&G) state appropriation for teaching and student support, and a land-grant Public Services Activities (PSA) division that receives a state appropriation to support agriculture, forestry and natural resource Extension, research and regulatory programs.

4. **Treasurer's Report**, Karen Erickson. The reconciliation for June is almost complete. With the start of the new fiscal year on July 1, the allocations for Staff Senate are as follows: Vending - \$10,000, Other - \$5090, Travel - \$1000, and Staff Development Program - \$15,000. Negar Edwards moved to approve the report as submitted. Tina White seconded the motion and the vote was unanimous.

## 5. **Committee Reports**

### A. **Standing Committees**

1. **Activities**, Julie Gambrell. Activities met August 2<sup>nd</sup> to discuss the holiday food drive. Just as last year, all donations will go to the Golden Harvest Food Bank which distributes to the upstate. We'll kick off the drive in October at the annual benefits fair. An email will go out campus-wide encouraging employees to bring a nonperishable item to

the fair. During the fair, Activities members will take shifts staffing an informative display about Golden Harvest and accepting donations. The drive will end mid-November allowing time to get the food to Golden Harvest by Thanksgiving.

2. **Communications**, Angela Nixon. The next committee meeting will be Wednesday, September 14, at 10:30 a.m. in 801 Union. We'll work on the newsletter and talk about the benefits fair in October.
3. **Membership**, Karen Erickson. With no active events this time of year, Membership is reviewing policies and discussing ideas for recruitment of new Senators. Later this term, we will be asking each Senator to "Bring a Staff Person to the Meeting" in an effort to increase our visibility and our audience. Although our meetings are always open to visitors, we will be encouraging Senators to bring a guest to a certain meeting; more to follow.
4. **Policy and Welfare**, Chris Sober for Tim Drake. P&W is working on a compensatory time survey. All universities within South Carolina and 10 outside of the state will be asked to participate. Information is still being compiled. The committee has also been asked to draft a consulting policy for staff.
5. **Scholarship**, Beth Newton and Carol Pike. The Scholarship committee met August 2<sup>nd</sup> and discussed fundraising plans for 2011-2012. We are currently researching the possibility of a Candy Bar Sales fundraiser. We also talked about planning another Friends and Family night at Wendy's. Wendy's will be contacted and a date will be set for one night this fall. We also plan to take advantage of the benefits fair in October to increase our payroll deduction donations. We hope to have some type of "chance to win a prize" drawing for employees that sign up or increase their payroll deductions. Scholarship will meet again on September 6, 2011.

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

1. **Human Resources Advisory**, Stella Moore. HRAC met on June 8, 2011. HR is experiencing changes and individuals are currently cross-training in different positions. In the interim, this may make processes slightly longer, but the end result will allow for a greater handling in the end. Krissy Kaylor is currently working on the upcoming Benefits Fair and she is looking for volunteers, and new ideas for event. The Payroll Department has created a new form for the processing of any off-cycle or voided checks. Mack Howard from the International Affairs office is now a part of HR. He is still handling the International hires, but will have an office in ASB. Vivian Morris addressed two issues that she is currently experiencing. The need to ensure that the background checks that are being conducted by the staffing company are comparable to a SLED investigation and the need for departments to complete a questionnaire under HR Recruitment for anyone they are submitting as a vendor. This questionnaire follows the IRS guidelines and will be used to clear the individual as a vendor. HRAC did not meet in July.
2. **Staff Development Program**, Deb Charles and Mandy Wright. The pilot year is finished. All 25 participants successfully completed the program. The second year of the program started July 1 with 25 new participants.
3. **Staff Ombudsman Evaluation Committee** - The Staff Ombudsman Evaluation Committee meets every other month with Staff Ombudsman Tom Ward to discuss aggregate trends and anonymized data as seen from the Ombuds office. The committee is tasked with handling the Staff Ombudsman's EPMS planning stage and review and is chaired by the immediate past president of the Staff Senate, currently Rose Ellen Davis-Gross. Other committee members are the current Staff Senate President, Deb Charles; the current Staff Senate Vice President, Jonathan Wylie; an elected Staff Senator, Beth Newton; and a staff member-at-large appointed by the Ombudsman, currently Dan Schmiedt. The committee met with the Staff Ombudsman on Friday, August 5, 2011.
4. **Recreation Advisory**, Tina White. Committee members received an update via e-mail. Highlights from the committee are the pool renovation is scheduled to be completed by early

September; a Curve style fitness center is being added; and new fall hours were announced. Anyone interested in receiving a copy of the update should contact Tina White at [twhite1@clemson.edu](mailto:twhite1@clemson.edu).

**6. Unfinished Business**

- A. Mail Services RFP** - The RFP was awarded and per the campus announcement, Mail Services will be outsourced in FY12.

**7. New Business:** None.

**8. Announcements**

- A.** Graduation is Saturday, August 13 and Convocation is Tuesday, August 23, 2011. The staff processional for Convocation will begin at the Brackett Hall Atrium and end at the Brooks Center for the Performing Arts. Participants should be at their starting points by 8:15 a.m. Deb Charles, Rose Ellen Davis-Gross, and Jonathan Wylie will participate on behalf of the Staff Senate. Rehearsal should occur in mid-August.
- B.** Matt Bundrick announced that a web based open forum concept was being developed for the faculty and inquired into the possibility of creating a similar resource for staff. The consensus of the group was favorable to the idea as long as the content was moderated. Wade Culler mentioned that Communications had discussed the idea in the past. Communications will review and update the Senate at a later date.
- C.** Deb Charles mentioned that Marvin Carmichael asked for ideas to improve the CU experience for staff. Suggestions can be sent to Deb at [debm@clemson.edu](mailto:debm@clemson.edu).
- D.** Provost Helms' contribution to the capital campaign benefited the Staff Senate Scholarship Endowment. Deb Charles stated that Provost Helms wanted to show support and appreciation of staff.

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

**Next Meeting:** Tuesday, September 13, 2011, 10:30 a.m., Madren Center

Submitted by Deb Charles, President  
June 22, 2011

## **Introduction**

I am the first Clemson graduate in my family, but not the last! My father grew up nearby in Six Mile, and my parents lived in a house behind the Clemson DeFore Plant where I was born. Subsequently, the site of my first home is under Lake Hartwell today. My mother worked at CU as a staff member for a short time until we moved to Cherryville, NC.

Although some believe that NC has a few fine universities, none could compare with Clemson. I walked onto campus as a freshman in 1980, and was fortunate enough to be here as a student when we won the 1981 National Championship; what a thrill! Circumstances dictated that I leave Clemson without my degree, but I was determined I would be back. I was blessed and able to return; eighteen years after starting CU, I walked across the stage. In 2001, I earned a Master's degree. I was set to begin work at the Centers for Disease Control in Atlanta after graduation, but I was offered a temporary position at Clemson. It had taken me so long to return, I could not imagine leaving. I notified the CDC of my decision and the rest, as they say, is history.

## **Staff Scholarship Fundraiser at Woodburn**

Proceeds from the fundraiser at Woodburn totaled approximately \$4,500 that will be used to support the Staff Senate Scholarship Fund. The 10 scholarships are funded primarily through payroll deductions from employees and supplemented by our fund-raising events. This year, in addition to our fund-raising event, we are working with the CU Annual Giving Office to encourage more staff members to contribute by payroll deduction.

## **Scholarship Committee**

The scholarship committee is working during the summer to identify potential fund-raising opportunities for the Staff Senate Scholarship Fund. They will present their findings to the full Senate at the August meeting, so preparations can begin for a successful fund-raising event.

## **Policy & Welfare Committee**

The compensation survey has been forwarded to the CU HR department with their changes incorporated. When available, the results will be analyzed by the Staff Senate Policy and Welfare Committee and sent forward to the Staff Senate President for use by the Compensation Advisory Group.

## **Staff Development Program**

Twenty-five Clemson University staff members have completed the first year program.

The program accepted 25 participants in its first year and all 25 successfully completed the program, which required 150 hours of personal and professional development and university-related service. Four peer review committees, made up of faculty and staff, oversaw the process and helped participants stay on track with their goals.

The staff members who completed the program for the 2010-2011 year are:

- Rebecca Ackerman, research specialist I for the department of biological sciences;

- Vivian Ashworth, custodian for university facilities custodial and recycling services;
- Della Baker, extension associate for Clemson Extension staff development;
- Carleatha Benson, student services program coordinator I for the School of Computing;
- Roxanne Bernard, student services manager I for the department of animal and veterinary sciences;
- Gale Black, administrative assistant for the Holcombe Department of Electrical and Computer Engineering;
- Claralita “Lita” Davis, library specialist for university libraries;
- Carol Foster-Mosley, agricultural/animal associate II for the Charles Lee Morgan Poultry Center;
- Ronald Hall, equipment operator III for university facilities landscape services;
- William “Hal” Hanvey Jr., agricultural/animal associate II for the Coastal Research and Education Center in Charleston;
- Geraldine Hunter, administrative assistant for Clemson Computing and Information Technology’s learning technologies office;
- Deborah Jones, grants coordinator II for the College of Agriculture, Forestry and Life Sciences business center;
- Winnie “Elaine” Jones, administrative assistant for the department of management;
- Stanley Justice, lab specialist II for the School of Materials Science and Engineering;
- Esther Kauffman, accountant/fiscal analyst I for the School of Architecture;
- Reba Kay-Purdessy, information resource consultant II for Clemson Computing and Information Technology’s learning technologies office;
- Linda Kelly, administrative specialist II at the Sandhill Research and Education Center in Columbia;
- Sandra McCurry, engineer/associate engineer I for university facilities maintenance services;
- Fredda Owens, library manager for university libraries;
- David Sharpe, information resource consultant II for Creative Services;
- Teresa Sharpe, administrative assistant for the department of psychology;
- Wanda Smith, building/grounds supervisor I for university facilities custodial and recycling services;
- Deborah Whitfield, accountant/fiscal analyst III for the College of Agriculture, Forestry and Life Sciences business center;
- Mary Whitner, building/grounds specialist II for university facilities custodial and recycling services; and
- Margaret Williamson, agricultural/animal associate I for the Department of Plant Industry in Pendleton.

The group participated in a celebration recognizing their accomplishments on June 9<sup>th</sup>.

The program was approved for a second year and 25 new participants have been selected. They have completed the program orientation, met with mentors to finalize their goals for the year and have begun working to that end.

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