

**CLEMSON UNIVERSITY STAFF SENATE**  
**October 11, 2011, 10:30 AM**  
**Seminar Room I, Madren Center**

**Minutes**

**Members Present:** Kay Bagwell, Pam Barnhill (conference call), Matt Bundrick, Deb Charles, Karen Countryman, Wade Culler, Rose Ellen Davis-Gross, Tim Drake, Karen Erickson, Angela Gambrell, Julie Gambrell, Ellen Gideon, Michael Gilstrap, Christopher Greggs, Leslie Hasselbach, Reggie Hawthorne, Trudy Houston, Reba Kay-Purdessy, Sharon Kimbell, Julia Lusk, Stella Moore, Angela Nixon, Dede Norungolo, 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:** Negar Edwards, Kim Fisher, Adam Hunter, Rusty McDonald, and Beth Newton

**Guests Present:** 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 September 13, 2011 Staff Senate meeting as submitted. Angela Nixon 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 scheduled meeting is October 20-21 in Clemson. Deb Charles submitted a report on behalf of the Senate (Attachment A).
  - B. **Compensation Advisory** – The group met several times over the past few weeks to review information on the distribution of the performance increases and bonuses.
  - C. **President's Cabinet** – The Cabinet met on October 10. The minutes for the September 12, 2011 meeting were distributed via e-mail on October 10, 2011 for review.
  - D. **Other:**
    1. **Annual Fund**, Matt Watkins. The Annual Fund provided refreshments for the meeting to show appreciation to the Senators for all of their work at the Benefits Fair. The effort to add new donors or increase support for the scholarships generated 106 transactions, with the potential of \$3,432 annually, to the Staff Senate Scholarship Annual Fund.
4. **Treasurer's Report**, Karen Erickson. Remaining balances as of August 29 in E&G are \$283.13 in Travel, \$4,617.56 in Other, and \$12,766.65 in SDP. The Vending balance is \$7,962.07. Chris Sober moved to accept the report and Tim Drake seconded the motion. The report was approved.
5. **Committee Reports**
  - A. **Standing Committees**
    1. **Activities**, Julie Gambrell. Activities met September 29 to decorate boxes for the holiday food drive. Boxes have been placed at Administrative Services, Barre Hall (first floor beside the elevator), Brackett Hall (2nd floor entrance), CAT building, Clemson House (first floor lobby), Cooper Library (concession area on 4th floor), Fike (against railing after card readers), Madren Conference Center, Poole Agricultural Center (first floor lobby), Sikes Hall (ground floor break room), Tillman Hall (first floor by the business office), University

- Facilities (across from dispatch), and University Union (outside room 801). Please continue to bring a non-perishable food item to Senate meetings through November.
2. **Communications**, Angela Nixon. THANK YOU to everyone who helped out at the Benefits Fair table. It was a great success!
  3. **Membership**, Karen Erickson. We are reviewing vacancies that have occurred due to staff changes and/or resignations. We are pleased to announce that Budget Center 03-Provost has a new appointed Senator – Deanna (Dede) Norungolo, from Student Disability Services – welcome! The committee is also reviewing general practices and policies regarding attendance, vacancies, nominations and elections, with the goal of implementing a consistent and fair interpretation of the by-laws from year-to-year.
  4. **Policy and Welfare**, Tim Drake. P&W met before the Senate meeting. Items discussed were the dissolution of the committee formed to make recommendations on standardizing the smoking policy, involuntary job reassignments and the minimum distance required for employees to be able to file a grievance over their relocation, and the appointment of Karen Countryman to serve on a committee formed by the Women’s Commission regarding childcare.
  5. **Scholarship**, Beth Newton and Carol Pike. Chick-fil-A of Clemson is hosting a “Family and Friends Night” tonight, October 11. Tell the cashier you are with Clemson’s Staff Senate before placing your order and our scholarship fund will receive a portion of the proceeds from the sale. Promotional cards with details of the events were distributed to each Senator. Everyone was encouraged to distribute the cards to co-workers and friends.

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

1. **Academic Calendar**, Rose Ellen Davis-Gross. The committee met on September 15. Members received two separate statistical reports related to enrollment in the summer 2011 at Clemson. The members present reviewed the data, identified several trends, and hypothesized relative to conditions that have affected summer 2011 enrollment. The group will ask Institutional Research for some additional summer school data the committee identified that might be of interest to Brett Dalton and others in evaluating the revenue stream from summer 2011 compared to previous years. Remaining fall semester 2011 meetings will be in E-304 Martin at 3 p.m. on October 20, November 17, and December 15.
2. **Alcohol and Other Drugs Advisory**, Angela Nixon. The board has formed two ad-hoc committees. One committee is looking at marijuana use among students, which is on the rise, according to recent surveys. Another group is conducting research on the football game-day culture as it relates to alcohol. That research is currently underway with interviews, focus groups and "environmental scans" of the campus on game days.
3. **Athletic Council**, Tim Drake. The Athletic Council met on October 4, 2011. Committee assignments were made, and each committee had initial break-out meetings. Upcoming events (Tigerama, etc.) associated with Homecoming were discussed. Much discussion revolved around unacceptable student behavior at the Florida State football game. Several seats in the student section were destroyed, and this destruction of Clemson property must be addressed. Many students as a group used profane hand signals several times during the game, which was noted by others. Many game attendees in nearby sections of the stadium were offended. It is not the intent of the university to diminish game-day spirit or enthusiasm, but certain inappropriate behaviors cannot be tolerated. The next meeting will be November 1st in the IPTAY multipurpose room.
4. **Bookstore Advisory**, Karen Countryman. The University Bookstore has several discount programs. Monday after a Tiger football victory is “Monday Morning Moneyback,” and the bookstore will offer a discount based on the difference of the score in that Saturday’s football game. Discounts range from 10-25 percent off.
5. **Human Resources Advisory**, Stella Moore. The next meeting is October 19.

6. **Joint City University Advisory**, Sarah Reeves. The group is seeking ways to showcase the Campus Beach and Recreation Area along with the crew team.
7. **Staff Development Program**, Deb Charles and Mandy Wright. SDP had an information booth at the 10/4 Benefits Fair and the response was great. Second year participant programs are in progress.

**6. Unfinished Business**

- A. **Habitat for Humanity House**, Karon Donald. Faculty and staff will be working to complete the Habitat Homecoming House, which students constructed on Bowman Field as part of Clemson's Homecoming celebration. We will take over work on the house at its permanent location on Quail Circle in Central. Our work on the house will begin on November 3<sup>rd</sup> and continue through the spring. If you would like to volunteer to work on the house, please complete and return the Release of Waiver and Liability Form.

**7. New Business**

- A. 2011 Staff Survey - The Office of Assessment is preparing for the next survey and asked for feedback on the 2011 survey. Suggestions from the group were to offer computer lab times and/or a paper option for individuals without regular computer access. Senators felt the survey results were potentially skewed because of the education level and salary range of the respondents and job market conditions. It was also stated that some employees had difficulty identifying their budget area affiliation.

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

**Next Meeting:** Tuesday, November 8, 2011, 10:30 a.m., Madren Center

Submitted by Deb Charles, President  
October 20, 2011  
Staff Senate Meeting 10/11/2011  
Attachment A (1 page)

## **Activities Committee**

This fall, we are participating in several activities. On October 4<sup>th</sup>, we sponsored three booths at the Benefits Fair representing the Senate, Habitat for Humanity and the Staff Development Program. We kicked off our annual Food Drive at the Benefits Fair and encouraged attendees to participate in the Habitat for Humanity Project. This year, the Faculty and Staff Senates will team up to finish the Homecoming House! Once the house is moved from Bowman Field to its location in Central, we will complete the remainder of the work on the home. Many faculty and staff members from across campus have volunteered their talents and time to work on the project.

## **Scholarship Committee**

We focused our time at the Benefits Fair sharing information on how to support the Staff Senate Scholarship Fund. Those who signed up for payroll deduction or increased their contribution at the Benefits Fair were eligible for a drawing of one of three items: a CU coach autographed baseball, basketball, and football or one of two \$50 gift cards. On Tuesday, October 11<sup>th</sup> from 4 - 9pm, Chick-fil-A agreed to sponsor a Friends and Family night. Chick-fil-A will make a contribution to the scholarship fund for each purchase with the mention of the CU staff scholarship fund.

## **Communications Committee**

The Communications Committee redesigned the Staff Senate newsletter and adopted a monthly distribution calendar. The first newsletter for the academic year was published in September. The newsletter is available at <http://www.clemson.edu/faculty-staff/staff-senate/>

Respectfully submitted,

Deb Charles  
Staff Senate President

Go Tigers!