

CLEMSON UNIVERSITY STAFF SENATE
November 08, 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, Karen Erickson, Angela Gambrell, Julie Gambrell, Ellen Gideon, Michael Gilstrap, Christopher Greggs, Leslie Hasselbach, Trudy Houston, Adam Hunter, Reba Kay-Purdessy, Sharon Kimbell, Julia Lusk, Rusty McDonald, Beth Newton, Angela Nixon, Dede Norungolo, Carol Pike, Meshelle Rabon, Chris Sober, David Stancil, Diana Thrasher, Scot Wardlaw, Cathy Welton, Tina White, Mandy Wright, and Jonathan Wylie

Members Absent: Tim Drake, Negar Edwards, Kim Fisher, Reggie Hawthorne, Stella Moore, and Sarah Reeves

Guests Present: Michelle Piekutowski, 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 October 11, 2011 Staff Senate meeting as submitted. Jonathan Wylie seconded the motion and the vote was unanimous. The minutes were approved.
2. **President's Reports**
 - A. **President's Cabinet** – The next Cabinet meeting is November 14. The minutes for the October 10, 2011 meeting were distributed via e-mail on October 25, 2011 for review.
 - B. **Other:**
 1. **Administrative Council**, Michelle Piekutowski. The Council recently went through a new Civil Treatment training course offered by Access and Equity. Human Resources staff will go through the training and then it will be offered to supervisors and directors. The group is also working on action items from the October Board of Trustees meeting.
 2. **Human Resources**, Michelle Piekutowski. 1) Human Resources hired a new Director of Customer Service. This position will be responsible for creating a Customer Service Center in HR. 2) The 2012 holiday calendar is on the agenda for the November 14 Administrative Council meeting.
3. **Treasurer's Report**, Karen Erickson. The current balances are as follows: (a) Vending: \$7,965.00; (b) Staff Senate funds: \$4,617.12; (c) Travel: \$283.13; and (d) Staff Development Fund: \$12,341.17. Rose Ellen Davis-Gross moved to accept the report and Tina White seconded the motion. The report was approved.
4. **Committee Reports**
 - A. **Standing Committees**
 1. **Activities**, Julie Gambrell. Activities met November 1 to discuss the ongoing food drive. Since donations have been low this year, please continue to promote the drive and encourage your coworkers to donate. The drive will end November 11.
 2. **Communications**, Angela Nixon. No report.
 3. **Membership**, Karen Erickson. Membership continues to work on general practices and policies regarding our committee work. We are moving forward with our recruitment plan to

“Invite Staff to a Senate Meeting” – those Senators in areas which will need Senators next term will be asked to invite a fellow staff person to a Senate meeting. We will focus on January and February Senate meetings. We will send current Senators an e-mail about two weeks before the meeting and request their participation.

4. **Policy and Welfare**, Chris Sober for Tim Drake. 1) The committee reviewed the involuntary reassignments and its impact on the ability to file a grievance upon reassignment. The current policy states that an employee who is involuntarily reassigned to a different location can file a grievance if the relocation is 30 miles or more from their current work location, but what is not clear is the method of measuring the 30 miles. The committee will recommend using the employee’s current work location as a starting point and take GPS coordinates to calculate the mileage. The language of the policy is confusing at both the state and the university levels. 2) The committee is also looking at the university’s grievance policy and the number of days in the timeline to file a grievance.
5. **Scholarship**, Beth Newton and Carol Pike. The committee met via e-mail on November 1st. Committee members were asked to begin thinking about ideas for the spring and to focus on an awareness type of event.

B. University Committees

1. **Accident Review**, Julia Lusk. The Accident Review Board met on October 26 and reviewed 10 accidents involving drivers of CU vehicles. Five of the CU drivers were not at fault but five of the CU drivers were at fault. For the five drivers at fault, recommendations (verbal or written warnings) will be sent to their respective supervisors. Those warnings are handled by the office of Risk Management. There will be four Driver Improvement Classes offered for anyone interested in attending. If you happen to have points on your license for traffic violations, you can appeal to have some (or all) of the points removed after completing a class. All of these classes will be offered in Jordan Hall and the dates are November 30, 2011; January 10, 2012; February 7, 2012; March 6, 2012. To sign up for a class contact the Risk Management office.
2. **Alcohol and Other Drugs Advisory**, Angela Nixon. The board met Oct. 27. The meeting focused on reviewing the results of the Faculty/TA Survey on Alcohol that was issued in the spring semester. The survey showed that while many faculty agree that alcohol abuse is an important issue that affects students, they seem to be unaware of what signs to look for, how to approach students about it, and university resources and policies related to alcohol. The board is discussing ways to create more resources for faculty to help students with alcohol problems.
3. **Campus Recreation Advisory**, Tina White. The board met on October 26. This was the second meeting of the fiscal year and Butch Stanphill presided over the meeting. 1) The pool has a tentative reopening date of December 5. The reopening could happen sooner, but as of right now, this is the date they are comfortable with. All things should be complete, including the new dive towers that are in the process of being installed. 2) The board was shown a couple of feasibility studies for the pool and the campus beach area. These are studies that will help determine if anything can be done and at what cost to improve these areas. 3) There is a proposal out to change Edgar’s Underground to a more usable space or entertainment area. Members were given images to review and an opportunity to voice opinions. 4) Projects for 2012 were laid out. Building restrooms on the upper intramural field with an intramural building attached to help with storage and offices is the main and more probable project at this time. The project is in conjunction with Athletics, so Butch believes this can be accomplished because the support of the Athletic department. 5) The new women’s weight room still needs a name. Please send Tina any suggestions you may have to twhite1@clemon.edu so she can present them at the next meeting.
4. **Clemson University Environmental**, Tim Drake. CUEC met on October 13. 1) Gary Gaulin presented a “wheel and spoke” diagram which connects topics of sustainability to

Clemson's core. The group is interested in pursuing. Further discussion is needed. 2) Tom Jones announced that Mike Pulley will be distributing a 2011 edition of the Environmental Audit by end of this school year. 3) The semester objective of defining CUES's role with Carbon Credits was discussed and working groups formed. 4) A brief discussion of Focus the Nation compared to Environmental Teach-In ensued and a small working group will try to merge the two functions into a larger and more effective event. Announcements were:

- The first Monthly Grease Appreciation Dinner will be held Wednesday November 2nd at Briosso downtown. This is a new program that the Biosystems Engineering program in conjunction with Facilities is offering to thank the local restaurants that donate their used cooking oil to the campus Sustainable Biofuels Initiative. More information on the program can be found at www.clemsonbiofuels.wordpress.com.
 - The CAFÉ series led by Jennifer Goree will be hosting this year's Campus Coordinators for Focus the Nation
5. **Parking Advisory**, Michael Gilstrap. PAC met on 10-13-11. Diana Delach was elected to chair the committee. Dan Hofmann, parking services director, informed the group of some new things he hopes Parking Services can provide in the future such as new and better parking meters, We car- a car students can swipe a credit card and use by the hour, and covered bike racks.
6. **University Libraries**, Wade Culler. ULAC met Oct. 26. Phase II of the serials review and long-range plans for usages of library spaces were discussed.

5. 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. Our work on the house began on November 5rd and will continue through the spring. Volunteers at the house will first waterproof the foundation. Then they will move inside and begin cleaning the sheetrock. Once the sheetrock is clean, priming and painting are next. We will also work on porches, flooring, cabinets, doors, fixtures, trim work, and landscaping.

6. New Business

- A. Michael Gilstrap moved for the Staff Senate to commit to 10 (ten) scholarship at \$1,150 (one thousand, one hundred, and fifty dollars) each for the academic year of 2012-2013. Karen Countryman seconded the motion and the vote was unanimous.

7. Announcements

- A. As our holiday gift to Karon and to each of you, Exec voted to reserve the CU Union Recreation Center for fun and fellowship. We have reserved the bowling alleys, pool tables, foos ball, ping pong and air hockey machines from noon – 2pm on Friday, December 16th. We will have a short meeting prior to lunch.

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

Next Meeting: Friday, December 16, 2011, 12:00 p.m., Union Recreation Center