

CLEMSON UNIVERSITY STAFF SENATE

January 10, 2012, 10:30 AM
Seminar Room I, Madren Center

Minutes

Members Present: Kay Bagwell, Deb Charles, Karen Countryman, Wade Culler, Rose Ellen Davis-Gross, Tim Drake, Negar Edwards, 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, Rusty McDonald, Stella Moore, Beth Newton, Angela Nixon, Dede Norungolo, Carol Pike, Meshelle Rabon, Sarah Reeves, Chris Sober, David Stancil, Scot Wardlaw, Tina White, Mandy Wright, and Jonathan Wylie

Members Absent: Pam Barnhill, Matt Bundrick, Kim Fisher, Adam Hunter, Diana Thrasher, and Cathy Welton

Guests Present: Dave Crockett (CU Retiree and Past President of the Staff Senate), Dan Hofmann, Anna Mitchell (Anderson Independent-Mail), John Mueller, Tom Ward, and Matt Watkins

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

1. **Approval of Minutes:** Tim Drake moved to approve the minutes of the December 16, 2011 Staff Senate meeting as submitted. Beth Newton seconded the motion and the vote was unanimous. The minutes were approved.
2. **Open Commentary:** Matt Watkins from the Annual Fund distributed complimentary 2012 calendars to the Senators.
3. **Special Order of the Day:** Dan Hofmann, Director of Parking and Transportation Services, introduced himself and talked briefly about his education and work experience. Hofmann was enthusiastic when talking about some new initiatives that should help with congestion on campus and be more sustainable. One initiative is the WeCar car-sharing program. Clemson is the first institution in South Carolina to offer WeCar. Faculty, staff and students can register for the service for a fee of \$25. Cars can be rented by the hour or day and will be available in four locations across campus (Fike, Hendrix, Sikes, and Sistine). For more information on the program and rental rates, visit <http://www.wecar.com/clemson>. Another initiative discussed was ZimRide. ZimRide is a program run through Facebook and it allows people to find carpools. Concerns were expressed over safety and how carpool information could be limited to faculty, staff, and students of Clemson University. Hofmann is still reviewing the program and assured the group that any program would be properly vetted before recommending to campus. Other items mentioned by Hofmann were expanding the current carpool program and providing people with preferred parking spaces for driving EPA approved low-emission vehicles to campus. Hofmann is also working on ways to improve visitor parking and parking lot signage.
4. **President's Reports**
 - A. **Board of Trustees** – The Board meets in Columbia, SC on February 1-2. The report from the Senate is due to the CFO on January 16. Deb Charles will present the report to the Board on behalf of the Senate.
 - B. **President's Cabinet** – The Cabinet met on January 9. The minutes for the December 12, 2011 meeting were distributed via e-mail on January 9, 2012 for review.

C. Other:

1. **Human Resources**, Michelle Piekutowski. John Mueller attended the meeting on Michelle's behalf. Mueller was introduced as the new customer service director and he informed the group that HR is currently in the process of setting up a customer service center.
 2. **Legislative Update**, Rose Ellen Davis-Gross. The South Carolina Legislature is reviewing the financial sustainability of the State Retirement Systems. Two committees have formed to review the programs and make recommendation on their findings. The Retirement Ad Hoc Subcommittee released their proposals the first week of 2012 (Attachment A). Please keep in mind these proposals have not been voted on by the General Assembly. A wealth of information is available regarding the work of the [Special Retirement Subcommittee](#) and the [Retirement Ad Hoc Study Committee](#) by visiting their websites. The legislature is now in session so additional information will be forthcoming.
5. **Treasurer's Report**, Karen Erickson. The current balances are as follows: (a) Vending: \$7,321.77; (b) Staff Senate funds: \$4,112.53; (c) Travel: \$283.13; and (d) Staff Development Fund: \$11,187.64. Rose Ellen Davis-Gross moved to accept the report and Tina White seconded the motion. The report was approved.

6. Committee Reports

A. Standing Committees

1. **Activities**, Julie Gambrell. Activities is working with Karon to see how the group can support the Habitat House. Our next meeting will be February 7.
2. **Communications**, Angela Nixon. No report.
3. **Membership**, Karen Erickson. As you all know, VP Jonathan Wylie is stepping down as the President-Elect for next term. The committee reviewed and discussed the plans for the nominations and current election of a new Vice President. Qualified candidates will address the Senate at today's meeting and elections will be held immediately thereafter. Results will be announced prior to adjournment. The new Vice President will serve out the remainder of the 2011-2012 term as Vice President and then be installed as President in the spring.
 - Karen Erickson informed the group that any remaining supervisor approved nomination forms must be submitted to be included on the special election ballot. Tim Drake moved to close the nominations and Ellen Gideon seconded the motion. Nominations were closed.
 - Julia Lusk and Angela Nixon were nominated. Both candidates addressed the Senate; sharing information about themselves and their desire to serve Clemson University and the staff.
 - Ballots were distributed and a special election was held. Julia Lusk was elected to serve the remainder of the 2011-2012 term as VP/President elect. Congratulations Julia.
4. **Policy and Welfare**, Tim Drake. The committee is clarifying information regarding the Tuition Assistance Program. Staff members have reported the registration process is confusing and information is difficult to find. Acting on these comments, Deb Charles met with Robert Barkley and Stan Smith of the Registrar's office to discuss the issues. Robert Barkley offered to host a workshop prior to the next registration cycle.
5. **Scholarship**, Beth Newton and Carol Pike. The next meeting is Tuesday, February 7.

B. University Committees

1. **Accident Review Board**, Julia Lusk and Diana Thrasher. The Workers' Compensation Committee is scheduled to meet January 12 at 1:00 p.m. in E-304 Martin Hall.
2. **Calendar Committee**, Rose Ellen Davis-Gross. The committee met and received an enrollment update on Summer School and discussed a four-day week option for classes (not work week) and a suggestion not to hold classes Monday or Tuesday of Thanksgiving week.

3. Human Resource Advisory, Stella Moore. HRAC met in December. 1) Samantha Bass submitted a reminder to have all leave balance changes corrected in the system by January 6, 2012. She has distributed emails to the campus to remind individuals of this process. 2) Sara Foster announced that HR will be providing individualized training for supervisors on the EPMS process. Training sessions will be held on Tuesdays between January 10 and February 14. 3) Ami Hood distributed two documents in reference to the payroll procedures for employees paid in error and for the request for off-cycle payroll checks. The off-cycle process is to be used with each repayment, which should occur within 30 days of the overpayment. Any terminated employee who does not repay the University for an over payment will not be allowed employment with the University again.

7. Unfinished Business

A. Habitat for Humanity House, Karon Donald. The next scheduled workday for faculty and staff is Saturday, January 14, 2012. Julia Lusk will distribute an email to staff to solicit volunteers for the day. Lusk also shared information about the PCHFH ReStore with the group. Contact Lusk at mcbride@clemsom.edu for additional information on the Habitat ReStore.

8. New Business: None.

9. Announcements: None.

10. Adjournment: There being no further business to discuss, Tina White moved to adjourn and Beth Newton seconded the motion. The meeting adjourned.

Next Meeting: Tuesday, February 14, 2012, 10:30 a.m., Student Senate Chambers

House Retirement Ad Hoc Committee PROPOSED Recommendations

****These are proposals of the Committee and have NOT been voted on by the General Assembly.****

Recommendations	New Employees	Current Employees	SCRS	PORS	GARS
<p>COLAs – Ad-hoc COLAs to be established annually by the General Assembly with specific parameters having to be met prior to the granting of a COLA for any year.</p> <ul style="list-style-type: none"> • No COLAs will be guaranteed. (i.e. the 1% guaranteed COLA will be curtailed) • COLAs must have an identified revenue source. • Actuarial firm must approve granting of COLA will not affect the 30 year amortization period. 	X	X	X	X	
<p>Retirement Age and Service with Full Benefits – Covered employee must be 62 years of age <u>AND</u> have 30 years of service to receive 100% of benefit. This applies to all newly hired and to current employees who have less than 23 years of covered employment. *Actuarial reductions will be required if either age or years of service are not met.*</p>	X	X	X		
<p>AFC – The annual final compensation (AFC) will be computed using the 5 highest years rather than the current 3 highest years of compensation.</p>	X	X	X	X	
<p>Leave – Sick leave will no longer be used to add additional service credit. Annual leave will no longer be added to the average final compensation.</p>	X	X	X	X	
<p>Spiking – Rules will be developed to prevent covered employees from “spiking.”</p>	X	X	X	X	
<p>Service purchase – Require actuarially neutral service purchase.</p>	X	X	X	X	X
<p>Employee contribution rates – Increase the employee contribution rate by 1%.</p>	X	X	X	X	
<p>Employer contribution rates – Increase the employer contribution rate by 1%. *As adopted by Budget & Control Board on November 3, 2011. *</p>	X	X	X	X	
<p>Earnable compensation –SCRS members will no longer be allowed to use overtime and special pay as earnable compensation.</p>	X	X	X		
<p>TERI – No longer available for new employees. No action considered for current employees.</p>	X		X		
<p>Retirement Benefits and Salary- Eliminate ability for serving Members of the General Assembly to draw retirement benefits as well as salary during service.</p>					X