

**CLEMSON UNIVERSITY STAFF SENATE**  
**June 10, 2014, 10:30 AM, Madren Conference Center**

**Agenda**

1. **Approval of Minutes**
2. **Special Order of the Day:** President James P. Clements
3. **Open Commentary:** Amber Allen Mulkey, Director for Freshman Academic Programs
4. **President's Reports**
  - A. **Other:**
    1. **Administrative Council**, John Mueller for Michelle Piekutowski.
    2. **Human Resources**, John Mueller.
    3. **Legislative Update**, Angela Nixon.
5. **Treasurer's Report**, Julie Jones. Funds remaining in the operating budget as of May 26th: (a) Vending: \$3,830.50; (b) Staff Senate funds: \$1,293.50; (c) Travel: \$9.68; (d) SDP: \$4,401.33.
6. **Committee Reports**
  - A. **Standing Committees**
    1. **Activities**, Tina White.
    2. **Communications**, Angela Nixon.
    3. **Membership**, Deveraux Williams.
    4. **Policy and Welfare**, Terri Vaughan. P&W will have their first meeting in person on Tuesday, June 17 at 10:30 a.m. in 801 University Union. Some members of the committee have met via email to share ideas, the status of the committee and any ongoing topics that we will be discussing. One item of interest that benefits all employees immediately is the \$5 lunch available in Harcombe all summer long.

Topics that have been brought up for discussion include:

      - improvements needed to Gotcha Ride
      - researching payroll deduction for the Faculty/Staff meal plan offered by Clemson Home
      - employee tuition assistance for online and Internet programs

Suggestions from some of our constituents include:

      - Staff Holiday Calendar 2015: Remove Fall and Spring Break (Fridays) from the Staff Calendar as paid vacation days and instead offer Staff two additional Optional Holidays to be taken at their choice. The rationale is that the University Spring and Fall Breaks do not always coincide with public school breaks which means timing for those with children is difficult. Also, many staff members do not have children and may prefer to take those vacation days on a different date. While we know this issue is not under the control of Staff Senate has been looked into previously, it may be valuable to present different viewpoints when determining the annual staff holiday calendar.
      - Crossing Perimeter Road at Old Stadium Road/ASB: Staff who work in the ASB would like to walk when having to attend meetings/training/events on campus (ie. Sikes, Barre, Library). However, trying to cross the road is difficult and dangerous. There are sidewalks on parts of campus but not on the side near the ASB which makes walking to the nearest crosswalk hazardous. It has been asked that we

do what we can to improve the road situation to enable a safe and easy way to cross the road for pedestrians from ASB not wanting to drive to meetings on campus.

**5. Scholarship, Leslie Doss.**

**B. University Committees**

**1. Call for Nominations**

- **Accident Review Board** – Reviews accidents that involve vehicles belonging to the University and makes recommendations to the appropriate agencies or department for improving safety. Meets quarterly.
- **Parking Review Board** – Pursuant to Clemson University’s parking regulations, the President has appointed two levels of Parking Review Boards to hear appeals of parking citations. The guidelines developed for the second level Parking Review Board call for the appointment of representatives in the following manner as reflected in those guidelines as well as in the *Faculty Manual*.

The membership will be selected in the following manner: each college will elect two faculty members for a three-year rotating term, with the Faculty Senate selecting an alternate; the Library will elect one member and one alternate; Classified Staff Senate will elect eight classified staff members and three alternates on a three-year rotating term basis; the Attorney General of the Student Body will select sixteen undergraduate students and six alternates; and the President of the Graduate Student Government will select eight graduate students and three alternates for one-year terms.

Representatives will be split up into four (4) separate boards. Each board will meet once every four (4) weeks on **Thursdays at 3:00 p.m.** **As you make and/or confirm your appointments, please make sure the representatives do not have scheduling conflicts at that time.** Meetings will be scheduled as needed for second level appeals and the time commitment will generally be less than 2 hours monthly.

**2. Other Reports**

**7. Unfinished Business**

- A. Provost Search Committee, Angela Nixon.**
- B. Amendment of Bylaws, Matt Bundrick.**
- C. July Retreat** – Tentative date is Tuesday, July 8, 2014, 9:00 a.m. until 1:00 p.m., Madren Conference Center

**8. New Business**

- 9. Announcements:** Employees are now able to dine in Harcombe for \$5 during lunch every day (not just on Fridays) all summer long! With a frequency card, buy 10 lunches at Harcombe this summer and get one free!

**10. Adjournment**

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Representatives will be split up into four (4) separate boards. Each board will meet once every four (4) weeks on Thursdays at 3:00 p.m.

Tom Warnock, Mac Bevill, Lavonne Sloop, Erin Thomas, Terri Vaughan, Gail Winchester, Aubrey Miller, Amanda Menefee, Tina White, and Angela Nixon volunteered to serve on the review board.

## 7. Unfinished Business

**A. Provost Search Committee**, Angela Nixon. The application period closed with 101 applications received. The committee is conducting off site interviews this week. Top candidates will be invited to campus to participate in open forums. The forums will be streamed online.

**B. Amendment of Bylaws**, Matt Bundrick. Tom Warnock moved to approve the amendments to the bylaws as presented. Chris Sober seconded the motion and the vote was unanimous. The amendments were approved.

### 1. Inclusion for TLP/TGP

a. Current:

- (Article II) Wherever used in these Bylaws, the term “employee” or “staff employee” shall mean a Clemson University permanent staff employee.

b. Proposed:

- Wherever used in these Bylaws, the term “employee”, “staff” or “staff employee” shall mean a Clemson University Staff employee in a full-time Permanent, Time-Limited or Temporary Grant position.

### 2. Representation Ratio

a. Current:

- (Art. III Sec. 1A) Representation will be based on a 1:50 ratio of employees within a Budget Center.

b. Proposed:

- Representation will be based on a 1:75 ratio of employees within a Budget Center.

### 3. Parliamentarian Duties

a. Current:

- Art. IV Sec. 1D

b. Proposed:

- Consolidating the duties into the role of the Immediate Past President and Secretary to read as follows:

- Immediate Past President - shall serve as liaison to the Board of Trustees for one (1) year following their term as President. The Immediate Past President shall ensure that meetings are

- conducted according to Robert's Rules of Order Newly Revised and shall ensure adherence to the Bylaws. Shall review any changes or additions pertaining to the Bylaws.
2. Secretary – shall work with the Administrative Assistant to provide necessary secretarial services including reviewing minutes, maintaining records, and distributing information. Shall ensure that mailings are sent to the membership before each regularly scheduled meeting. The Secretary shall ensure that meetings are conducted according to Robert's Rules of Order Newly Revised in the absence of an Immediate Past President.

### **Elections**

- a. Current:
  - i. Art. III Sec. 2C
- b. Proposed:
  - i. Strike the following:
    1. The Executive Committee will forward to the President of the University the name(s) of the individual(s) chosen by the above process to fill the vacant positions on the Senate. The President of the University will then officially recognize those individuals elected to the Senate.

**C. July Retreat** – Tentative date is Tuesday, July 8, 2014, 9:00 a.m. until 1:00 p.m., Madren Conference Center

**8. New Business:** None.

**9. Announcements:** Employees are now able to dine in Harcombe for \$5 during lunch every day (not just on Fridays) all summer long! With a frequency card, buy 10 lunches at Harcombe this summer and get one free!

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

Next Meeting: August 12, 2014, 10:30 a.m., Madren Conference Center

**CLEMSON UNIVERSITY STAFF SENATE**  
**June 10, 2014, 10:30 AM, Madren Conference Center**

**Minutes**

**Members Present:** Brandie Bargeloh, Mac Bevill, Matt Bundrick, Anne Cummings, Leslie Doss, Kim Fisher, Linda Galloway, Debra Goss, Shirley Hagood, Adam Hunter, Julie Jones, Jeff Kallin, Jan Lay, Rusty McDonald, Amanda Menefee, Aubrey Miller, Angela Nixon, Herb Parham, Lavonne Sloop, Chris Sober, Kari Tankersley, Erin Thomas, Judy Tribble, Rebecca Trutwin, Terri Vaughan, Hagan Walker (conference call), Tom Warnock, Tina White, Gail Winchester, and Deveraux Williams

**Members Absent:** Phillip Addington, Roberta Balliet, Laura Clay, Meredith Driver, Shelly Geer, Jessica Holbrooks, Wendy Howard, Billy Hunt, Julia Lusk, Judy Pruitt, Sarah Reeves, Andy Riggins, Tom Taylor, and Joey Thames

**Guests Present:** Marvin Carmichael, President James P. Clements, Vivian Morris, John Mueller, and Jackie Todd

President Matt Bundrick welcomed guests and called the meeting to order.

1. **Approval of Minutes:** Tom Warnock moved to approve the minutes of the May 13, 2014 Staff Senate meeting as written. Leslie Doss seconded the motion and the vote was unanimous. The minutes were approved.
2. **Special Order of the Day:** President James P. Clements thanked staff. Clements stated that he hears good remarks about Clemson and it is a testimony to the hard work and dedication of staff to Clemson University. Clements asked that we share stories with him. The stories help him learn about Clemson and provide him with opportunities to share what he has learned with others. He asked what the Senate needed from him. He then took questions.
3. **Open Commentary:** None.
4. **President's Reports**
  - A. **Other:**
    1. **Administrative Council,** John Mueller for Michelle Piekutowski. No report.
    2. **Human Resources,** John Mueller. 1) Deer Oaks EAP has professional and personal development chats on the third Wednesday of the month at 1:15 p.m. To access the chats, visit [www.deeroaks.com](http://www.deeroaks.com). Use **clemson** for both the user name and password. 2) Vivian Morris, Director of Onboarding and Outboarding shared information with the group about HR's new onboarding program. The goal is to attract and retain quality employees. The program features a buddy system, pre-boarding communication, collaboration between hiring departments, HR, and administration, live orientation, metrics, and a welcome packet. Suggestions are welcomed, so contact Morris at [vivian@clemson.edu](mailto:vivian@clemson.edu) if you have ideas or suggestions for the program.
    3. **Legislative Update,** Angela Nixon. 1) The Clemson University Enterprise Act was amended by the House. The Senate did not concur with the House amendments. The bill now goes to a Conference Committee to negotiate the differences in the two versions. 2) The Senate and House reached a compromise on the Appropriations Bill and Capital Reserve Fund Bill on Wednesday, June 4. Both bills were ratified and sent to Governor Haley. Line items currently included in the budget specifically related to state employees are a 2% cost of living pay increase, and a small health insurance co-pay increase.
5. **Treasurer's Report,** Julie Jones. Funds remaining in the operating budget as of May 26th: (a) Vending: \$3,830.50; (b) Staff Senate funds: \$1,293.50; (c) Travel: \$9.68; (d) SDP: \$4,401.33.

## 6. Committee Reports

### A. Standing Committees

1. **Activities**, Tina White. Activities met June 3<sup>rd</sup>. The group discussed hosting a loose change drive to benefit Golden Harvest Food Bank and brainstormed ice breakers for the Senate's retreat. Additionally Kat Snizaski spoke to the group about development opportunities already available to Clemson employees. Snizaski is a professional development coordinator for CCIT.
2. **Communications**, Angela Nixon. The newsletter is currently being redesigned.
3. **Membership**, Deveraux Williams. The committee met via email. Agenda items discussed were the logistics involved to add TLP/TGP employees (nominations, elections, etc.) to the Senate's membership.
4. **Policy and Welfare**, Terri Vaughan. P&W will have their first meeting in person on Tuesday, June 17 at 10:30 a.m. in 801 University Union. Some members of the committee have met via email to share ideas, the status of the committee and any ongoing topics that we will be discussing. One item of interest that benefits all employees immediately is the \$5 lunch available in Harcombe all summer long.

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  - Daniel Drive Parking Issue: Construction workers have been blocking Clemson University parking spots while working on projects adjacent to campus. Wendy Howard will forward the concern to Dan Hofmann.
5. **Scholarship**, Leslie Doss. Scholarship is working with the City of Clemson and Helping Hands to host a fall event. The event will consist of a zombie themed run and after party. The festivities are scheduled for 6:30 p.m. on October 31<sup>st</sup>.

### B. University Committees

#### 1. Call for Nominations

- **Accident Review Board** – Reviews accidents that involve vehicles belonging to the University and makes recommendations to the appropriate agencies or department for improving safety. Meets quarterly. Jan Lay and Rebecca Trutwin volunteered to serve on the board.

## Proposed amendments to the bylaws:

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