Present: Nancy Allgood, Barbara Bergman, Roxanne Bernard, Lynn Boiter, Dexter Hawkins, Phil Landreth, Charlotte Swafford

Absent: Larry Addis, Linda Landreth, Cindy Long, Gary Pye

Guest: Lawrence Nichols

President Dexter Hawkins called the meeting to order at 8:40 AM.

1. Approval of Minutes: The minutes of the February 25, 2003 meeting were approved as submitted.

2. Announcements from the President
   A. Academic Council, Phil Landreth: The Council’s next meeting is Monday, March 31. There was no new information at this time.
   B. Administrative Council, Dexter Hawkins: The Administrative Council is considering plans for a faculty/staff club. They are also looking at cost factors involved in heating and air conditioning renovations to the old bookstore. The Council determined that staff bonus criteria should be based on the most recent performance evaluation.
   C. Board of Trustees, Dexter Hawkins: The Board will meet on April 24 and 25. Dexter will introduce Phil to the Board members.
   D. Governmental Affairs, Phil Landreth: Phil reported on 3 bills currently being discussed by the state legislators that could affect Clemson. H.3047, if approved, proposes that academic or need-based scholarships, grants or loans funded with state or local funds may not be awarded by a public institution of higher learning to a student who is not of United States citizenship. H.3448 deals with the terms of at will employment. They are trying to have the word "public" deleted in order to protect the grievance rights of university employees. A third bill deals in part with the denial of public funding for lobbyists. There is no new information as to the status of the TERI legislation.
   E. President’s Cabinet, Dexter Hawkins: Byron Wiley, Director of Access and Equity, announced that this year Clemson has invited three African-American students to campus for this year’s National Scholars competition. Thirty-seven students will be on campus, February 28 through March 2 to compete in the national scholars program. Angie Leidinger, Executive Director for Governmental Affairs, announced that the budget debate would start March 11th in the full House of Representatives. Clear indications are that the $30 million currently going to Endowed Chairs could be in jeopardy. She also announced that the amendment regarding tenure was adopted as an amendment to H.3448, the Employment-At-Will Bill. Debbie DuBose, Executive Director of Alumni Relations, announced that Fort Hill will be re-opening on March 31st. Thornton Kirby, Executive Secretary to the Board of Trustees, announced that there would be a teleconference with board members to discuss and approve the following items: (1) Harcombe Dining Hall renovations; (2) Cooper Library HVAC Phase I; and (3) Approval of two new academic programs, a Masters of Science in Historic Preservation and a Masters of Art in Teaching. Provost Helms reported that all eight emphasis area meetings have been completed and information is now on the web. Mendal Bouknight, Academic Program Director, reported that BB&T Charitable Foundation has committed $1M to the Department of Economics in support of the BB&T Center for Economic Education. The gift will support faculty and student research, outreach programs promoting economic education, and new coursework. Joy Smith, Assoc. VP and Dean of Students, announced that plans are underway to keep in close contact with students who have been deployed overseas. She also announced plans for a memorial dedicated to the remembrance of all former Clemson students.
who are now deceased. Counseling has been set up for international students who are being affected by a number of issues related to global instability. The Cabinet heard a presentation on the Community Service Grant Program (grant money for tuition assistance). There is a need to establish some measure of accountability for students who are not fulfilling their service requirement.

F. Other:

1. **Human Resources**, Lawrence Nichols:
   - Lawrence shared that he had received numerous anonymous questions about RIFs. He asked that we help spread the word that he is willing to answer all questions, but can’t do so if he doesn’t know to whom to respond.
   - If a RIF occurs, TERI employees would be treated exactly the same as a full-time permanent employee.
   - Administrative Council has approved the guidelines for Personal Leave for Temporary Grant Employees. An effective date will be established before the end of this fiscal year, most likely May 15. Temporary grant employees will be able to accrue 18 leave days per year; these days cannot be carried forward.
   - Lawrence shared that Michael Atkins is actively pursuing the necessary support that would allow temporary grant employees to serve on the Classified Staff Senate. Nancy explained that Mr. Atkins’ status as an unclassified staff employee deems him ineligible to serve.
   - Lawrence and Dexter or Phil will meet with Gordon Halfacre to discuss possible ways to incrementally put into place an ombuds for staff. They will discuss how to create this position without increasing operating expenses. The operating expenses for the faculty ombuds position currently rounds out at $205,000 annually. Creating a new position for a staff ombuds is not feasible at this time. Lawrence stated that the only person within HR that he would assign staff ombuds responsibilities to would be Joy Johnson. He favors her in the role because of her newness to campus and her training as an ombuds. He would recommend that if Joy were to serve as the staff ombuds, she would report to the CSS Executive Committee for that part of her job and be evaluated for it by the Executive Committee in a manner similar to the Faculty Senate. Lawrence would also like to try to put her in Gordon’s office to minimize expenses. Dexter shared that Cathy Sturkie has volunteered to serve as an interim staff ombuds until the necessary funding becomes available. Lawrence asks for names of any other qualified people who would be interested.
   - Special interest seminars sponsored by HR have been stopped because of all the complaints. Lawrence is not opposed to reinstating them for a nominal fee. An informal email survey would most likely need to be done to determine existing support for restating the seminars for a fee.
   - A question was asked about the university’s position on employees facing civic or criminal charges. Lawrence said that each situation would need to be evaluated on an individual basis.

2. **Parking & Transportation Task Force**, Dexter Hawkins: Final meeting has not yet been scheduled. The committee is expected to be disbanded at that point.


4. **Standing Committees**
   - **Membership**, Nancy Allgood: The luncheon program has been prepared. Nancy shared the recent email received from Alexandra Barnes voicing her objections to the way elections were held. Nancy explained that election information had been emailed to everyone in the affected areas. The Executive Committee decided to provide ballots for officer elections at the CSS April meeting. Charlotte will gather bio information on all candidates. Candidates will be introduced at the CSS April meeting as Dexter reads their bio aloud. Kathy suggested having a backup plan in place in the case of the Parliamentarian’s absence at the elections. It was determined that new CSS Senators do not vote in the April elections. Ballots will be counted by the Membership Committee and results will be announced before adjourning the April meeting.
   - **Communications**, Barbara Bergman: Work on the May newsletter has started.
C. **Policy and Welfare,** Roxanne Bernard: The committee has no new information to report.

D. **Scholarship,** Larry Addis: The golf tournament currently has 9 CorpPLUS sponsors, 3 Corp sponsors, and 14 Hole sponsors. They have 2 possible sources for golf balls – Maxfli for a minimal fee and free donation from Gateway. A large raffle item is still needed. Barb is still checking with IBM for a donated laptop. Lawrence volunteered to sponsor a hole.

E. **Activities,** Lynn Boiter/Gary Pye: Lynn thanked everyone for their help with putting together the raffle theme baskets. Lynn explained that raffle prizes for the 2002 tournament did not generate much interest. This is the main reason for trying the theme baskets. The Executive Committee is contributing items for the Fun at the Beach basket. All basket items should be turned in by April 30 to either Lynn or Kathy.

5. **Unfinished Business**
   A. **Review of Staff Performance Bonuses:** Follow-up information about bonus distribution has been received from CAFLS and Student Affairs. Departments are not being allowed to fund additional bonuses. Both Dexter and Lawrence shared that they had received numerous comments about the amount of each bonus.
   
   B. **Staff Representation on Chair Review Committees,** Kathy Hensen: Information from the Faculty Manual with suggested wording for inclusion of a classified staff member on the Chair Review Committees was reviewed. Phil will get approval from Provost Helms to change title of the current review form from "Staff Form for the Review of Academic Deans" to "Staff Form for the Review of Academic Administrators". Once permission has been received, Kathy will send a letter of notification to the Faculty Senate.
   
   C. **Critical Funding Request,** Cindy Long: Deferred until next meeting due to Cindy’s absence.

6. **New Business**
   A. **CSS Endowed Scholarship Information**
      1. **Representation on the Endowment Committee,** Dexter Hawkins: Permission has been received allowing for Classified Staff Senate representation on the Endowment Committee. Notification can be expected sometime in the summer of 2003.
      2. **Endowment Budget,** Cindy Long: Deferred until next meeting due to Cindy’s absence.

7. **Announcements**
   A. The **Fourth Annual Presidential Race,** benefiting the CU libraries, will be held on Saturday, March 29. Registration for this 5K Walk/Run begins and ends behind the Cooper Library. Registration begins at 7:15 AM. The run starts at 8:30 AM. Entry fee information is available at [www.clemson.edu/pres/race](http://www.clemson.edu/pres/race).
   
   B. Clemson University invites you to the **Grand Reopening and Bicentennial Celebration of Fort Hill,** the National Historic Landmark home of John C. Calhoun and Thomas G. Clemson on Monday, March 31, at 3:00 PM on the lawn of Fort Hill. In case of inclement weather, the ceremony will be held in the Strom Thurmond Institute Auditorium.
   
   C. The last **Faculty/Staff After Hours** of this academic year will be Thursday, May 1st at 4:30 PM at the Madren Center.

8. **Adjournment:** There being no further business, the meeting adjourned at 10:20 AM.

**Next Meeting:** Executive Committee Retreat, Tuesday, April 29, 9:00 AM, Martin Inn, Suite 430