President Phil Landreth called the meeting to order at 8:35 AM.

1. Approval of Minutes: The minutes of the April 29 Retreat were approved as submitted.

2. Announcements from the President
   A. Academic Council, Ron Addis: Has not met.
   B. Administrative Council, Phil Landreth: The Council heard a proposal to establish a Wellness Advisory Board, a Health Communication Network, and Wellness Incentives on campus. The Board would advise the President as well as create programs to enhance health for Clemson employees. The wellness program would be housed in the new Fike Recreation Center. More information was needed regarding space and budget allocations. Ben Anderson, Chair of the Desegregation at Clemson Task Force, presented the task force’s report. President Barker had commissioned this task force to look at desegregation at Clemson University, with particular attention to the contributions of Bill Law Watkins. Council agreed that a public display to recognize people who played a role in Clemson’s desegregation was important and approved the commissioning of a portrait of Mr. Watkins. Almeda Jacks, VP Student Affairs, provided Council members with copies of Hunger of Memory by Richard Rodriguez that will be used for the summer reading program. Each incoming freshman and transfer student will receive a book and letter in July and will be asked to read it before arriving on campus in August. On August 19th Mr. Rodriguez will be speaking at Littlejohn Coliseum to all the students who have read the book. President Barker encouraged Council members to be small group discussion leaders. Patrice Noel presented a report from the Freshman Year Task Force along with specific recommendations and initiatives to enhance and strengthen the freshman year experience at Clemson. It was determined that the task force will report directly to both Almeda Jacks and Dori Helms. Additional information was requested prior to any funding decisions. The Council approved the request by John Kelly, VP of PSA, to charge an admission fee to the Geology Museum.
   C. Board of Trustees, Phil Landreth: Has not met.
   D. Governmental Affairs, Ron Addis: Has not met. Lawrence Nichols commented that the SC House and Senate still has not passed a budget. The session officially ends next week. If they are called back into session, it would be an additional expense for the state. Additional budget cuts are expected of 9.8% this year and an additional lesser cut next year. The passage of President Bush’s tax cut plan should affect our paychecks not this pay period but the next in a positive way. Regarding voluntary separation and retirement incentives, 70+ employees were needed to take advantage of the program; 99 were expected; approximately 126 opted for the program, all from PSA and CAFLS. Voluntary retirement incentives most likely would
not be offered campus-wide because it is not a very cost-effective way of proceeding; Lawrence advocates looking at certain areas in order to better predict numbers. Of the 126 retirees in PSA and CAFLS, some will be rehired but state guidelines restrict their salaries to a maximum of $50K. Of the 126 retirees, approximately 75 were TERI. Some redeployment of employees from CAFLS to other positions in the university will be necessary. No decision has been reached about the proposed increase in health insurance premiums. The proposed $200 bonus has been defeated.

E. President's Cabinet, Phil Landreth: Monday's meeting was canceled.

F. Other:
1. Human Resources, Lawrence Nichols:
   - Bonus Distribution: President Barker has spoken with Lawrence about the CSS request to communicate to staff the procedure used by the various VP areas in distributing the bonuses. The request is on the agenda of the Administrative Council in about 2 weeks.
   - Staff Ombuds: Lawrence suggested that during the slower months of summer, he would like to devote more time to the logistics of establishing a staff ombuds position. Lawrence suggested that he, Phil and Ron meet on a regular basis to discuss it and also to review any pending or developing issues.
   - Lawrence complimented the group on the success of the golf tournament and added that he had made a video of the day's activities to give to the CSS.
   - In response to Phil's question about security checks on contractors working on campus, Lawrence believed that contractors are asked to conduct their own security checks. They can, however, ask HR to run the checks for them. He will verify the information.
   - Regarding discipline hearings, Lawrence no longer handles discipline cases. He had initially been reviewing all cases in order to establish proper procedural patterns for pre-disciplinary hearings. Clemson had been out of compliance with a federal law requiring employees to be given a pre-disciplinary hearing before their job can be taken away. He is satisfied with the new process that is in place and has relinquished control of reviewing each case. Currently, Joy Johnson and Melissa Marcus handle all pre-disciplinary hearings; Lawrence still reviews the cases for form and content. Grievance procedures are listed on the HR web site.

3. Treasurer's Report, Cynthia Long: The Endowment report has not changed; the next update is expected in September. The Annual Fund will not change until after the June 30th payroll deduction deposit. The E&G budget for FY03-04 is the same as last year's: $509C in Other and $1000 in Travel. The deposit holding account has about $29,000 excluding golf tournament proceeds. Kathy advised that there would only be 8 scholarships awarded for the fall semester so the draw against the Annual Fund would not be a large as usual.

4. Standing Committees
   A. Membership, Ron Addis: Has not met. Phil suggested asking Linda Landreth to serve as Membership co-chair.
   B. Communications, Corey Ferrier: They are focusing on working on the web site. Corey shared that she had received a request to post individual Senator pictures on the CSS web site. They will start taking photos at the June meeting.
   C. Policy and Welfare, Dan Schmiedt:
The committee has been discussing various parameters of implementing an employee suggestion program: (1) It was preferred to give participants the option of submitting their names or remaining anonymous. (2) First preference was for a web-based system but concern was expressed about those employees not having easy access to the web during work. (3) The major obstacle was determining who would process the submitted suggestions. (4) Should the program be offered to faculty, students, and staff? Recommendations from the Executive Committee included creating a Classified Staff Senate sub-committee structure to handle the suggestions and testing the system on just staff initially. Lawrence offered to provide an HR employee for consultation during the development phase.

The committee also discussed the smoking policy in regards to smoking outside buildings, particularly near doorways. A concern was received from a staff employee about having to walking through smoke-filled doorways to enter the workplace. Information received from Bill Shivar, Fire & Emergency Medical Services, showed that as far as the Fire Department is concerned there is no policy about whether or not you can smoke outside buildings unless it creates a fire hazard. Lawrence suggested that Policy & Welfare work with HR on a public relations campaign around the health issues involved in smoking near doorways. Dexter advised that Policy & Welfare might want to involve the Wellness Board in the PR campaign. Dan will notify the staff employee that the committee is looking into the matter.

D. **Scholarship**, Jenny Peay: Jenny reported that the golf tournament was tremendously successful with expected profit of $12,000. The survey that was conducted at the spring tournament showed strong support for a fall tournament. She asked for the support of the Executive Committee for hosting a fall tournament. The committee will be working on promoting greater awareness of the scholarship application in light of the fact that only 8 applications were received this year. Executive Committee members shared feedback about the tournament: all very positive. Phil recommended talking with Brent Jessup about the handicap situation.

E. **Activities**, Lynn Boiter/Gary Pye: Lynn reported that the raffle prizes raised considerably more money than last year and that she had received many compliments from the golfers about them. She thanked the committee chairs for their help with the theme baskets. The Activities and Scholarship Chairs had met with Phil to discuss the logistics of hosting a fall tournament. They would like to come up with a theme name for the tournament. If anyone has any ideas, please let Jenny or Lynn know. The only available weekend date is Friday, September 26. The Activities Committee is planning to conduct the fall raffle and a fall golf tournament and will most likely not have a fall bake sale.

5. **Unfinished Business**

A. **Follow-Up on Bonus Distribution**: Cindy reported that her area has already drafted information to distribute to staff. Lawrence affirmed that he would work with President Barker to get the information that had been requested.

B. **Status of Faculty Manual Change (Review of Academic Administrators)**: Dexter reported that the request has been approved. Notification has not been received to date.

6. **New Business**

A. **Request for Earlier Distribution of Monthly Agenda**: A request has been made for the monthly CSS agenda to be distributed to staff early enough for interested persons to arrange schedules for attendance. The Executive Committee recommended distributing a preliminary agenda to all staff one week prior to the
meeting. An updated agenda will be posted closer in time to the meeting. Other suggestions included separation of paragraphs and use of a larger font for easier reading.

**B. Representation on Women's Commission:** Dexter had been contacted about staff representation on the Commission. Two staff vacancies need to be filled. Both women and men are welcome.

**C. Awards:** Jean recommended that the Senate become more proactive in heightening staff awareness and participation in the nomination process for staff awards, i.e., Algernon Sydney Sullivan Award. Information summarizing award criteria needs to be provided both at general CSS meetings and possibly in the November newsletter.

7. **Announcements**
   
   **A. Executive Meeting Schedule:** The Executive Committee will NOT meet in June. The Classified Staff Senate will NOT meet in July.
   
   **B. June CSS Meeting:** Bill Shivar and Don Brewer are scheduled as guest speakers for the June CSS meeting. They will speak on campus emergency preparedness.

8. **Adjournment:** There being no further business, the meeting adjourned at 9:50 AM.

**Next Meeting:** Tuesday, July 29, 9:30 AM, 801 University Union
Please read the following information about the Classified Staff Senate's Standing Committees. All Senators are required to serve on one of these committees during the year. The Executive Committee will try to assign everyone to the committee of his or her first choice, but occasionally might have to place you with your second or third choices.

**Scholarship Committee**

**Chair:** Larry Addis

**Purpose:** The purpose of the Scholarship Committee is to serve as the fund raising arm of the Senate. The money raised is used to support the scholarships awarded each year to the dependents of classified staff and to increase the scholarship endowment. The Committee will set yearly goals for its fund raising campaigns and seek new and creative methods to enhance these efforts.

The primary fund-raising event is the annual scholarship golf tournament. Committee members actively solicit sponsors, prize donors, and golfers in business communities and Clemson University. The logistics of the actual golf tournament are also coordinated by the Committee members with the assistance of the Activities Committee.

**Meetings:** The Scholarship Committee currently meets on Monday mornings. In the early planning stages of the tournament, the Committee meets once a month. As the tournament date approaches, the meetings are held more frequently, as often as weekly if needed.

**Membership Committee**

**Chair:** Nancy Allgood

**Purpose:** The purpose of the Membership Committee is to conduct all Senate representative elections, officer elections, evaluate representation in each of the constituent areas, implement new member orientation and publish the Senate roster. The Membership Committee will work in tandem with the Activities Committee to organize the Annual Awards Luncheon.

**Meetings:** During the fall, the Membership Committee meets infrequently. Monthly meetings begin usually in January to organize the pending elections. Additional meetings are called as needed as the date of the Annual Awards Luncheon nears. Much of the work of the Membership Committee was also done by email.

**Communications Committee**

**Chair:** Barbara Bergman

**Purpose:** The purpose of the Communications Committee is to develop a systematic means for communicating to all classified staff employees existing University policy, specific actions, and feedback concerning all matters considered by this Senate. The Committee drafts monthly meeting summaries to distribute to constituents.
Other responsibilities of the Communications Committee include updating the CSC web site and brochures and compiling articles for the CSS quarterly newsletter. The Committee also participates in the annual Benefits Fair sponsored by Human Resources. Participation in this event functions primarily to promote a greater awareness of the Classified Staff Senate and to increase the number of voluntary payroll deductions which directly support the Scholarship Endowment.

**Meetings:** Members of the Communications Committee meet monthly immediately following the general membership meeting.

**Policy & Welfare Committee**

**Chair:** Roxanne Bernard

**Purpose:** The purpose of the Policy & Welfare Committee is to consider the development of job and supervisory skills, compensation, benefits, and welfare of classified staff employees not to exclude other areas of concern that are brought to the Senate's attention. The Committee will formulate and recommend university-wide policies and procedures related to classified employees.

In general, this pro-active committee will assign each member an issue to follow, usually one of particular interest to the member. The member provides the committee with updated information.

**Meetings:** Members of the Policy & Welfare Committee currently meet once each month just prior to the monthly Classified Staff Senate meeting.

**Activities Committee**

**Co-Chairs:** Lynn Boiter and Gary Pye

**Purpose:** The purpose of the Activities Committee is to act as a support to all Standing Committees. This can include the logistical organization for events such as the Annual Awards Luncheon, the Annual Golf Tournament, and the Benefits Fair. The Activities Committee may be asked for assistance with other events by the Standing Committee Chairs when needed.

**Meetings:** Members of the Activities Committee currently meet on the first Monday of each month.
Staff Representation on University-Wide Committees

<table>
<thead>
<tr>
<th>University Committees</th>
<th>2002-2003</th>
</tr>
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<tbody>
<tr>
<td>Academic Council</td>
<td>Phil Landreth</td>
</tr>
<tr>
<td>Accident Review Board</td>
<td>Gary Pye</td>
</tr>
<tr>
<td>Ad Hoc: Faculty/Staff Club</td>
<td>Cathy Bell</td>
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<td>Ad Hoc: Loose Group</td>
<td>Cathy Bell</td>
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<tr>
<td>Administrative Council (liaison)</td>
<td>Lawrence Nichols</td>
</tr>
<tr>
<td>Athletic Council</td>
<td>Brian Becknell</td>
</tr>
<tr>
<td>Board of Trustees</td>
<td>Dexter Hawkins</td>
</tr>
<tr>
<td>Bookstore Advisory</td>
<td>Cindy Long</td>
</tr>
<tr>
<td>Campus Master Plan Task Force</td>
<td>Brian Becknell</td>
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<td>Clemson Area Transit System</td>
<td>Robbie Nicholson</td>
</tr>
<tr>
<td>Council on Community &amp; Diversity</td>
<td>Linda Cocke</td>
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<tr>
<td>Faculty Senate Budget Accountability Committee</td>
<td>Dexter Hawkins</td>
</tr>
<tr>
<td>Human Resources Advisory Committee</td>
<td>Emma Knight</td>
</tr>
<tr>
<td>Joint City/University</td>
<td>Robin Page</td>
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<tr>
<td>Legislative Affairs</td>
<td>Phil Landreth</td>
</tr>
<tr>
<td>Library Advisory Committee</td>
<td>Diana Bourgeois</td>
</tr>
<tr>
<td>Parking Advisory Committee</td>
<td>Dan Schmiedt</td>
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<tr>
<td>President's Cabinet</td>
<td>Dexter Hawkins</td>
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<tr>
<td>President's Commission on the Status of Black Faculty &amp; Staff</td>
<td>Sandra Parker</td>
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<td>President's Commission on the Status of Women</td>
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<tr>
<td>Recreation Advisory</td>
<td>Steve Perry</td>
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<tr>
<td>SACS Student Facility Resources</td>
<td>Dexter Hawkins</td>
</tr>
<tr>
<td>SCSEA</td>
<td>Angee Pearson</td>
</tr>
<tr>
<td>Substance Abuse Advisory</td>
<td>Robin Lay</td>
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<tr>
<td>Vending Committee</td>
<td>Dexter Hawkins</td>
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* Indicates that representative is not a current member of the Classified Staff Senate.

6/20/2002