 Clemson University  
 Classified Staff Senate  
 Executive Committee  
 August 26, 2003, 8:30 AM  
 801 University Union  

MINUTES

Present: Ronald Addis, Barbara Bergman, Lynn Boiter, Corey Ferrier, Dexter Hawkins, Jean Kopczyk, Phil Landreth, Cindy Long, Jenny Peay, Gary Pye, Dan Schmiedt

Guest: Lawrence Nichols

President Phil Landreth called the meeting to order at 8:40 AM.

1. Approval of Minutes: The minutes from July 29 were approved as submitted.

2. Announcements from the President
   A. Academic Council, Ron Addis reported that they met yesterday, the first meeting since March. The agenda was long and included the approval of several new centers, some name changes and the grade redemption policy.
   B. Administrative Council, Lawrence Nichols reported that the meeting was brief because President Barker had other commitments. He was hosting a visit by other university presidents. The university is expecting another 2% budget cut.
   C. Board of Trustees, Phil Landreth. Will meet October 19.
   D. Governmental Affairs, Ron Addis. Has not met.
   E. President’s Cabinet, Phil Landreth. The Provost wanted to ensure everyone that the laptop requirement was the right decision for the university. Freshmen enrollment numbers will be adjusted to keep the same total student population. (Freshmen population will increase to compensate for large senior class about to leave the university.)
   F. Other:  
      1) Human Resources, Lawrence Nichols. HR staff are going to Columbia this week for training on the new changes to health insurance coverage. Very optimistic about the ombudsman program to include coverage for staff after last meeting with faculty ombudsman.
      2) From the Provost’s Retreat for Department Chairs and Deans, Ron Addis. Academic Plan will Focus on Areas of Emphasis, revitalize our curriculum, and Revise our faculty evaluation system. There will be no Innovation Funds this year, Performance raises for faculty or staff, Additional revenue from central University budgets, or Faculty or staff appointments with the Provost w/o the department chair’s and the dean’s knowledge. Dean’s and department heads were advised to expect mid-year budget cuts and to hold 10% of non-salary budgets in reserve. There is NO discussion of RIFs in spite of next round of projected budget cuts.

3. Treasurer’s Report, Cynthia Long reported that endowment has not yet been posted. The scholarship committee needs to decide whether or not to transfer monies to the endowment side. Vending fund monies have been used to purchase trophies for the fall golf tournament.

4. Standing Committees
   A. Membership, Ron Addis. The membership committee drafted changes to the bylaws regarding voting at the April meeting and excessive absenteeism. The committee tabled discussion of a co-chair for the Membership Committee since no one was willing to volunteer to act as co-chair. Will insert wording into bylaws to define excused and unexcused absences.
   B. Communications, Corey Ferrier. The newsletter was sent to the printers last week. Extra copies have been delivered to the CSS office.
   C. Policy and Welfare, Dan Schmiedt. The committee is discussing the impact of escalating insurance costs on university employees. They decided that the employee suggestion program is not worth pursuing at this time because there are no resources available to
support it. They have been charged with contacting the Faculty Senate policy and welfare committees regarding changes to the ombudsman office. See 5D.

D. Scholarship, Jenny Peay. There have been some obstacles, but it is coming together. Every senator has been charged with getting to sponsors for the fall tournament. Ron Addis reported that Lake Keowee Dodge is trying to back out of their hole-in-one sponsorship. The scholarship fund agreement needs to be amended. Two scholarships were un-awarded for this year because there were not enough students to qualify under the “need” category. The fund should be amended to allow scholarships to be awarded based on academic record if not enough qualify based on need, that the total number awarded should always be 10.

E. Activities, Lynn Boiter/Gary Pye. They are looking for ideas to celebrate the 20th anniversary of the Classified Staff Senate. $1000 is available for this celebration. For cost comparison, HR's ice cream socials run about $5000.

5. Unfinished Business
A. Follow-Up on Bonus Distribution. Still no response from VP for Public Service and Agriculture.
B. Bylaws Clarification. See 4A.
C. CSS Administrative Assistant. Allie Polikoff has been hired for the Administrative Assistant for the CSS. She will begin Friday 8-29-03 and attend orientation the first day. She will be on campus next week in order to complete the required paperwork with Betsy Shira.

6. New Business
A. Staff Ombudsman. After more meetings with the faculty ombudsman, university council and HR, the new recommendation is to convert the “faculty ombudsman office” to a “university ombudsman office.” It would cover faculty, staff, graduates and undergraduates. A proposal should be drafted by Phil, Gordon and Lawrence and sent to the CSS policy and welfare committee. They, in turn, will contact the Faculty Senate policy and welfare committees. The proposal should include a request to the university that they support this office and add a second ombudsman to the office. CSS should be included in the faculty advisory committee for the ombudsman office. This proposal differs from the original CSS Ombudsman committee proposal in that (1) it will be a “university” ombudsman instead of a “staff” ombudsman, (2) the ombudsman office will report to a joint faculty/staff committee instead of the president, and (3) costs will be much lower than setting up a separate office.
B. April Awards Luncheon. Allie needs to send a letter to President Barker’s office asking them to add it to add the April awards luncheon to his calendar.
C. Email from Human Resources. Email from “empins@clemson.edu” looks unprofessional. Some people thought it was a virus or spam message. Barbara Bergman will contact “empins” and help them set up their email client.

7. Announcements

8. Adjournment. The meeting was adjourned at 10:15 AM.

Next Meeting: Tuesday, September 30, 2003, 8:30 AM, 801 University Union