MINUTES

Present: Ronald Addis, Barbara Bergman, Jean Kopczyk, Cindy Long, Corey Ferrier, Dexter Hawkins, Phil Landreth, Lawrence Nichols, Jenny Peay, Dan Schmiedt

Absent: Lynn Boiter, Gary Pye

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

1. Approval of Minutes: The minutes from September 30, 2003, were approved as submitted.

2. Announcements from the President
   A. Academic Council: Ron Addis was unable to attend.
   B. Administrative Council: Lawrence Nichols reported on the compensation issue. He is presently working towards a compensation "philosophy", i.e. a pre-determined plan for raises each year as opposed to raises being an "afterthought". He is proposing that Clemson University pay its employees 100% of average job market; market being national or local depending on the position. He stated that he and President Barker are working together to this end, and President Barker is looking forward to addressing the Senate at the meeting on November 11, 2003.
   C. Board of Trustees: Phil Landreth attended the BOT meeting last week. He gave a presentation to the Budget Finance Committee and the full Board regarding the Senate and its current activities and financial status.
   D. Governmental Affairs: Ron Addis. Has not met.
   E. President's Cabinet: Phil Landreth attended and reported that they are putting together a strategic plan for the Athletic Department. Phil apprised the group of the CSS's focus on staff compensation and classified staff being included in the "Road Map". Phil also reported that the Ombudsman proposal has been sent to the Faculty Senate.

2. Treasurer's Report: Cynthia Long reported the following:
   - E&G fund balance is as follows:
     Salary Line = $18,632.34
     Travel Line = $1,000
     Other Line = $4,000
   - Annual Fund balance is $11,648.28. Cindy feels CSS needs to promote payroll deduction to support of the Annual Fund. She suggests Phil do a letter to all classified staff to cultivate resources.
   - Endowment Fund: Cindy recommends that we vote to move the amount of $35,241 less the raffle money ($1,176) be deposited to the principal endowment which is currently $123,220. That would bring our Endowment Fund up to $157K. The committee voted to take the necessary steps to move this deposit account to the principal endowment. The full Senate will vote on this issue at the meeting on November 11, 2003.

3. Standing Committees
   A. Membership: Ron Addis reported that revisions for the bylaws for terms and voting procedures have been drafted. The motion was made to take the draft before the full Senate. The CSS has 4 vacant seats at present. Allie will bring a printout of classified staff names and departments to the next meeting to enable committee to look for possible candidates.
   B. Communications: Corey Ferrier reported that the November newsletter will be mailed out mid-November. The focus is on how the CSS earns money to support the scholarships in order to raise visibility and funds.
D. **Scholarship:** Jenny Peay led the discussion of amending the current wording of the scholarship document. Allie will send the original document to the committee via email. Marvin Carmichael from Student Financial Aid will attend the December full Senate meeting to answer questions in order for a decision to be made. Allie will call Rebecca Pruitt and report on the status of the two unawarded scholarships for this year.

E. **Activities:** Lynn Boiter/Gary Pye. Were not present to report.

4. **Unfinished Business**
   **Board of Trustees:** Phil spoke with Thornton Kirby and reported that the Staff Award of Excellence Banquet will be held in January or February.
   **A. Vacant Senate Seats:** Allie will send the nomination form to Ron to forward to Roger Chapman to fill the vacancy in area 20.
   **B. CSS Meeting Refreshments:** Cindy reported that having Aramark cater the Senate meetings would be too costly at this time. Allie will pick up a fruit tray, cookie tray, and 3 dozen doughnuts at BiLo for the November meeting for around $60 as opposed to catering which costs $150. Phil stated that the Activities Committee would like to relinquish their duty of refreshment set-ups at Senate meetings. Allie has agreed to take care of refreshments to include making the coffee, buying the food, and setting it up for the November meeting. The refreshments will be complimentary.

5. **New Business**
   **A. Resolution:** Jean drafted the requested resolution regarding Staff compensation. Revisions were suggested and Jean will forward Allie the revised version to go before the full Senate. Copies of the draft resolution will be available at the meeting.
   **B. Mr. Hendrix, Sr.:** Allie will send a sympathy card on behalf of the Executive Committee.

6. **Announcements**
   **A. November Senate Meeting:** Phil announced that President Barker is tentatively scheduled to speak at the November 11 Senate meeting regarding staff compensation. It is our goal to have a full house for this meeting. Allie will send an email reminder including that President Barker will be there to address the compensation issue.

7. **Adjournment:** The meeting was adjourned at 10:40 a.m.

**Next Meeting:** Tuesday, November 25, 2003, 8:30 AM, 801 University Union