

**CLEMSON UNIVERSITY
CLASSIFIED STAFF SENATE
EXECUTIVE COMMITTEE**

February 24, 2004, 8:30 AM
801 University Union

Minutes

Present: [attendance not taken]

Absent:

Guest: Lawrence Nichols

President Phil Landreth called the meeting to order at 8:30 AM.

1. **Approval of Minutes:** The minutes from January 27, 2004, were approved as submitted.
2. **Announcements from the President**
 - A. **Academic Council**, Phil Landreth: Has not met.
 - B. **Administrative Council**, Lawrence Nichols: Fewer minority applicants, including internationals, are applying to Clemson. About 50% of students who took loans from Carolina First loans to purchase computers are not paying on their loans. University may send a strongly worded letter about the effect on renegeing on loans. A committee is being formed to set some standards and to review historical markers on campus. ICAR was also discussed.
 - C. **Board of Trustees**, Phil Landreth: BOT held a retreat in Columbia. Budget was main topic. Layoffs are still not foreseen and everything possible will be done to avoid any potential layoffs in the future. Planning is still underway to shut down the university between the Christmas and New Year holidays.
 - D. **Governmental Affairs**, Ron Addis: The At-Will employment legislation will not affect Clemson employees. TERI program's future is still under discussion. It is creating a \$650 million liability in the state retirement system. Only about 28 people attended the legislative forum Tuesday night. The legislators in attendance did express support for staff.
 - E. **President's Cabinet**, Phil Landreth: Barry Anderson and others are planning a student memorial center. Volunteer workers in the campus sweeps will be eligible for free MTV tickets when they are on campus. Aramark is conducting surveys to help plan for the future. President Barker will head the committee for the next SACS review.
 - F. **Other**
3. **Treasurer's Report**, Cynthia Long: The next endowment draw will take place in February. There is \$1500 in seed money for the golf tournament, \$1000 in E&G other, and \$1000 left in travel. \$5487 was deposited in June from annual fund payroll deductions. Payroll deductions are not keeping pace with scholarships.
4. **Standing Committees**
 - A. **Membership**, Ron Addis: There are 2 nominees and 5 vacant senate seats for 2004-2005 session. Richard Cowen has agreed to be a candidate for the Vice President/President Elect position. Since there are so few new senators, orientation will be one on one. Notebooks for the new senators are prepared and available from the CSS office.
 - B. **Communications**, Corey Ferrier: Still waiting on information from Cathy Bell for the Feb/March newsletter.
 - C. **Policy and Welfare**, Dan Schmiedt: The committee feels that the existing policy is adequate. Will create an online survey to get feedback regarding the smoking policy.
 - D. **Scholarship**, Jenny Peay: Work on the spring golf tournament is progressing. Karon Donald is serving on both Scholarship and Policy and Welfare committees.
 - E. **Activities**, Lynn Boiter/Gary Pye: Working on planning for the awards luncheon. They are incorporating the history of the senate into the theme for the luncheon. For the 20th anniversary of the CSS, custom magnets will be printed and distributed to all staff.

5. Unfinished Business

- A. **University Ombudsman Update:** Phil Landreth reported that he has not received any comments from the Faculty Senate regarding the CSS letter sent to them. Ron Addis has reviewed old proposal. He will draft a new proposal that will include specifications for the makeup of the ombudsman reporting committee, that it should include representatives from faculty, staff and student groups.
- B. **Awards Luncheon:** Kathy Hensen has been invited to the Awards luncheon.
- C. **Air Quality Committee:** Gary Gaulin will replace Dan Schmiedt on the committee. Barbara Bergman will send a message to Dr. Rosemarie McDonald regarding the switch.
- D. **Representation of Temporary Grant Employees:** After discussion, it was agreed to leave this as is, with temporary grant employees represented by the CSS, able to vote for CSS senators, but not allowed to run for office due to the temporary nature of their employment.

6. New Business

- A. **Work Priorities for Kathy Hensen:** Her priorities will be senator elections, the spring golf tournament, and the awards luncheon.
- B. **Administrative Assistant for CSS:** The position will be posted on Friday. The position was upgraded from 4A to 4C which will result in a \$3500 annual salary increase.
- C. **Compensation Philosophy:** The Budget Accountability committee is still working on creating a compensation philosophy. Their original goal was to have one in developed by July 1, 2004, but no longer feel they will have the work completed by that time.
- D. **Executive Retreat:** An executive committee retreat will be scheduled for April 27 at Martin Inn.

7. Announcements

- A. **No-Cost Job Enhancements.** There will be a meeting next week at 2:00 PM in 801 University Union on March 3, 2004 to discuss the list of no-cost job enhancement ideas submitted by staff. Lawrence Nichols and the executive committee will attend. Almeda Jacks is unable to attend.

- 8. **Adjournment:** The meeting was adjourned about 9:30 am.

Next Meeting: Tuesday, March 30, 2004, 8:30 AM, 801 University Union