

**Clemson University**  
**CLASSIFIED STAFF SENATE**  
**Executive Committee Retreat**

April 27, 2004  
8:30 AM  
The Martin Inn – Suite 430

**DRAFT MINUTES**

**Present:** Ron Addis, Barbara Bergman, Richard Cowan, Corey Ferrier, Lynn Boiter, Jean Kopczyk, Phil Landreth, Cindy Long, Jenny Peay, Gary Pye, Dan Schmiedt

President Ron Addis called the meeting to order at 9:00 AM.

The draft of the minutes from the March 30, 2004 meeting has not been completed. Approval is pending until they are submitted to the committee.

Ron introduced the new Administrative Assistant, Valerie Torry, to the Executive Committee members and asked that each Executive Committee member introduce themselves.

**Announcements:** Ron announced that John Kelly, Vice President for Public Service and Agriculture, indicated that there may be a question of the source of non-recurring funds for the upcoming budget year in the PSA and E&G departments. If the revenues are not received, the options available to Dr. Kelly to replace the non-recurring funds are: (1) Eliminate programs within PSA, (2) Eliminate a job class in PSA or (3) apply the last hired, first fired policy; however, there is no assurance that any of this will happen.

**Item 1: Treasurer's Report**

- Available 2004-2005 Funds  
Cindy Long stated that the proposed E&G budget for 2003-2004 has been submitted. Our funds will take us to June 30th. Cindy still hasn't received a bill from Aramark billing CSS for the Awards Luncheon; Valerie will call to check on receipt of the bill. The group discussed and approved the following for the CSS 2004-2005 Vending Funds Request. A brief description of each event and a cost estimate is included below. Total funding requested is \$6,200
- 1. Annual Awards Luncheon: A spring luncheon is held to welcome new Senate representatives and to recognize outgoing Senate Representatives. The attendance consisted of approximately 100 people, including the president of the University, the Provost, Vice Presidents, Deans, members of the Classified Staff Senate and others. Request includes food, plaques, decorations and programs. Cost: \$2,400
- 2. Classified Staff Senate Receptions: The Classified Staff Senate would like to provide refreshments for its membership and guests at the monthly meetings. Request includes refreshments catered by ARAMARK. Cost: \$500
- 3. Benefits Fair and Golf Tournament: The Classified Staff Senate sponsors a booth at the Clemson University Benefits Fair and hosts the Classified Staff Scholarship Golf Tournament each year. The Senate would like to provide a 'draw' to the Benefits Fair Booth by providing a door prize. The CSS also anticipates miscellaneous expenditures associated with the Scholarship Golf Tournament. Cost: \$1,500
- 4. Annual Appreciation for Classified Staff Senate Members: The Classified Staff Senate Executive Board would like to have funding to provide an appreciation gift to the members of the Senate for all their time and effort at the December meeting. It would be a functional gift with the organization's name embossed on it. Cost: \$750
- 5. Classified Staff Executive Committee Retreat/Meetings: A yearly retreat is held for the Executive Committee of the CSS to brainstorm goals and objectives for the upcoming year. It is a full day meeting with a break for lunch. The meeting room is usually donated for this function. The CSS is requesting that refreshments and a lunch be provided for the attendees of the retreat. The CSS is also requesting the cost of refreshments for the Executive Committee monthly meetings. Cost: \$750

6. New Member Orientation: The Classified Staff Senate hosts an annual orientation session for its new members. New members meet with the members of the CSS Executive Committee to receive information about the organization and meeting procedures, about university committee representation, and about issues and business currently before the Senate. Request is for refreshments. Cost: \$300

It was agreed that in order to cut spending regarding our E & G fund, employees will no longer receive a hardcopy of the CSS Newsletter. Hardcopy publication is costing the E & G fund \$1,500 annually therefore, it was decided that an announcement be made in the June issue of the newsletter that everyone will receive the newsletter via email.

## **Item 2: 2003-2004 Standing & University-Wide Committees**

- Chair of Membership Committee  
Christine Sober was recommended as chair of the Membership Committee. Ron will check to see if she will accept the position.
  
- Standing Committee Assignments  
The Executive Committee approved the Standing Committee appointments. (See attachment.) Appointments were made with the Senators' first choice in mind but in order to have a balanced workforce on each committee, some re-alignment was necessary.

Committee members will be sent a friendly reminder (email) when they are absent from meetings and the importance of their participation will be stressed. Committee members who are absent will be required to send an email informing some other committee member(s) that they will not be present at a scheduled meeting. After the 3<sup>rd</sup> absence, a reminder will be sent to the absentee.

- University Committees Representation  
Representation on the following University-wide Committees were addressed:

Academic Council:

Richard Cowan has agreed to be Senate Representative on the Academic Council.

Ad Hoc: Faculty/Staff Club (Inactive):

Ad Hoc: Fike Healthy Community: Fike recreation is trying to implement payment for membership through payroll deduction; they hope this option will be available by July 1, 2004. Dexter Hawkins will continue to represent the CSS if it is not disbanded.

Ad Hoc: Loose Group (Inactive): This committee has been inactive for a number of years. It's original purpose dealt with salary issues.

Athletic Council: The Executive Committee agreed that Phil Landreth would replace Dexter Hawkins to serve on the Athletic Council.

Board of Trustees: Ron Addis, as current CSS president, will represent the CSS.

Campus Master Plan Task Force: Lynn Boiter will check to see if this is still an active committee. If so, a representative will need to be appointed.

Campus Environmental Committee: Gary Gaulin was chosen to be the CSS representative.

Faculty Senate Budget Accountability: Phil Landreth will continue to represent the CSS.

Substance Abuse Advisory: Robin Lay has requested to be removed as CSS representative to this committee. A new representative needs to be appointed.

The Executive Committee approved all updates to the University-wide Committees list.

### **Item 3: 2002-2003 Unfinished Business**

#### ▪ Staff Ombudsman

Ron summarized the status of the staff ombudsman position for new Executive Committee members stating that the position has been approved but the lack of available funds remains a problem.

### **Item 4: Senate Goals for 2003-2004**

The Executive Committee agreed on the following goals:

- Work to increase awareness of Classified Staff Senate and continually evaluate its effectiveness.
- Seek increased support of CSS scholarships through payroll deductions and fund raising.
- Continue to push for proper staff compensation.
- Seek a change in university policy regarding the salary limitations imposed on university employees who are offered a new position that was posted at a level higher than the minimum of the band. Currently an inside-hire is limited to the minimum of the band (or up to 15% increase with presidential approval) even if the position has a higher in-grade level, while outside hires can be hired at the higher in-grade salary.)
- Evaluate whether unclassified staff (non-faculty, non-temporary grant, non-lecturer) should be represented by the Classified Staff Senate.
- Review senator-at-large representation for areas with only one senator.

### **Item 5: Executive Committee Goals**

The goals of the Executive Committee, in essence, is the same as stated in Item 4

### **Item 6: Standing Committee Goals**

- Membership: Examine the decrease in staff workforce for reapportionment purposes; keep accurate information on representation; fill positions as needed.
- Communications: Promote communications between senators and their constituents; make sure the senators are sending out the summaries. Work on the CSS website: get as much info on the website as possible (minutes, summaries, newsletters, historical information, etc.). Work on redesigning the appearance (restructure the content, flow, etc.). Produce a new payroll deduction brochure for the Scholarship Fund; we need to get more people on payroll deduction. A new brochure will be produced after July 1<sup>st</sup>; hopefully we will get our state pay raises by that date. Increase local awareness of the CSS; get announcements/results/info of CSS events into local newspapers.
- Scholarship: Increase staff awareness of the scholarship program. It was agreed that in order to keep the scholarship fund alive and growing, there should be a progressive campaign to ask all employees to donate a minimum of one dollar (\$1) per pay period.
- Policy and Welfare: Evaluate whether unclassified staff (non-faculty, non-temporary grant, non-lecturer) should be represented by the Classified Staff Senate. Examine the university policy regarding the salary limitations imposed on university employees who are offered a new position that was posted at a level higher than the minimum of the band. Currently an inside-hire is limited to the minimum of the band (or up to 15% increase with presidential approval) even if the position has a higher in-grade level, while outside hires can be hired at the higher in-grade salary.) Continue to respond to requests from the president and the administration.

Activities: Promote a greater campus and community awareness of the contributions of classified staff employees and the Classified Staff Senate; initiate a community service project; organize the CSS Benefits fair booth and raffle; assist the Scholarship Committee with its fund-raising activities; and work with the Communications Committee to publicize CSS events in community, campus and CSS publications.

**Item 7: General Business Items**

- Summer Calendar: The Executive Committee agreed to cancel the June Executive Committee meeting and the July CSS meeting. Standing Committees may meet as needed.
- The \$450K in bonus money is coming from Central Administration
- Speakers: Ideas for speakers included Michelle Pikutowski, A CU football coach, Athletic Director Terry Don Phillips, Keynote Speaker Carol Goldsmith, President Barker, Jeremy Reel on history of Clemson University, Gerald VanderMey on the campus master plan, Mary Poore on the future of parking on campus. Lillian Harder on Brooks Center performances, Kirby Player on PSA Outreach programs, Linda Rice, Risk Management.
- The Health Fair will be sponsored by The Women's Commission. It will be held on Nov. 12<sup>th</sup>, 2004
- CSS Conference Room Reservations:
  - Communications – second Tuesday of each month, immediately following CSS meeting
  - Membership – second Tuesday of each month, 8:30 AM
  - Policy & Welfare – second Tuesday of each month
  - Activities – first Tuesday of each month, 9:00 AM
  - Scholarship – as needed
- Other: Include in May's CSS agenda a request for all pagers and cell phones to be set on 'vibrate'.

**ADJOURNMENT:** The meeting was adjourned at 3:55 PM

**NEXT MEETING:** Tuesday, May 25, 2004 at 8:30 AM  
CSS Conference Room  
801 University Union