Clemson University
Classified Staff Senate
Executive Committee

September 28, 2004
8:30 AM
801 University Union

Minutes

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

Absent: Dexter Hawkins, Gary Pye

President Ron Addis called the meeting to order at 8:30 AM.

1. Approval of Minutes: The August 31, 2004 Minutes were approved as submitted.

2. Announcements from the President: Ron attended the Faculty Senate Meeting on September 14, 2004 at 2:30 PM and spoke to the senate about the new scholarship brochure. Ron gave all of the faculty senate members a brochure and explained to them that the CSS scholarships are paid for by two funding sources; one source being the annual golf tournament and the other source being payroll deduction from staff employees. Ron asked if the Faculty Senate could foresee any problems with the Classified Staff Senate soliciting the support of faculty employees to contribute to the scholarship fund through payroll deduction. The Faculty Senate said that they would refer the matter to a committee. If Ron hasn’t heard anything from the Faculty Senate regarding this matter by the time the Benefits Fair takes place on October 13, 2004, he will get in touch with the president of the Faculty Senate, Webb Smathers, to get an answer.

A. Academic Council, Richard Cowan: Richard was unable to go to the meeting on September 27, 2004; however, he will send the Executive Committee the minutes from the meeting when he receives them.

B. Administrative Council, Lawrence Nichols: No Report.

C. Board of Trustees, Ron Addis: Ron is working on a report for the Board of Trustees which is due on September 30, 2004. In the report, Ron will address three topics; they are: (1) the status of the scholarship, (2) the staff ombudsman position and the fact that the Classified Staff Senate has not received any definite information on the status of the position and (3) Classified Staff compensation.

D. Governmental Affairs, Richard Cowan: No Report.

E. President’s Cabinet, Ron Addis: Attendants were given a tour of the research lab. There was mention of the economic development in South Carolina; hopefully about 50,000 jobs will be created across the state.

F. Other:

1) Human Resources, Lawrence Nichols: No Report

3. Treasurer's Report, Cynthia Long: There are no major changes. The transfer from the holding account to the endowment account has not occurred; this will take place after September 30, 2004. There is no change in the endowment principle. The holding for deposit is still the same, $15,000 plus. There hasn’t been any spending in vending for this fiscal year. There is about $4,000 in OTHER on E & G. There hasn’t been any spending from the TRAVEL account. We are still waiting on the performance credits to come in for review; there is a list of what will come to each budget center but we have yet to receive the money for the CSS account. As soon as the money hits the budget center, the amount of funds that the CSS will receive will be moved to the CSS account so that the CSS can purchase conference room chairs. In regards to performance credits, every year we have a $5,590.00 permanent base in OTHER, we have a $1,000.00 permanent base in TRAVEL and we have a $24,714.00 permanent base in SALARY; money unspent from these three
categories is considered performance credits. We have about $800.00 left over in performance credits.

Michelle Piekutowski has been accepted as the nominee for treasurer for next year; therefore, The Executive Committee voted that Michelle should attend the Executive Committee meetings to familiarize her with the work before she assumes responsibility for the position.

4. Standing Committees
   A. Membership, Chris Sober: We have two nomination forms to be approved by the Executive Committee; one for area 1 and one for area 29. They will replace senators who have resigned. The committee is looking for suggestions for appropriate contacts (supervisors) in areas 18 and 20 in order to identify people who may be interested in serving as senators. We have identified some contacts for area 14 and will be discussing a senator-at-large for area 10 at our next meeting. A motion was made and approved by the Executive Committee to accept and appoint the two nominees. The two nominees are: David Crockett, for area 1, and Marlene Venture, for area 2. Ron will send a letter to David and Marlene welcoming them as Senators.

   B. Communications, Corey Ferrier: Valerie posted the newsletter to the CSS website and an email was sent out announcing that the newsletter was available for viewing. It was suggested that newly nominated Senator David Crockett be assigned to serve on the communications committee. David is web savvy and would do an excellent job of revamping the CSS website.


   D. Scholarship, Jenny Peay: Have not met.

   E. Activities, Lynn Bolter/Gary Pye: The committee is working on the Benefits Fair that will be held on October 13, 2004. The committee is also investigating the possibilities of assisting needy families and/or children during the Christmas holidays. The topic will be mentioned at the full senate meeting on October 12th to judge whether or not this would be supported by other senators. If it appears that we have enough support to proceed, an organization will be selected. A representative from the organization will be asked to attend the November 9th senate meeting.

5. Unfinished Business
   A. University Parking Review Board-Ron spoke to Judge Culler and found out that there is enough classified staff representation on the parking review board; however, Judge Culler suggested that the Classified Staff Senate line up alternates. Judge Culler has asked the Classified Staff Senate to propose a procedure to fill vacant positions annually. If someone is already serving on the Parking Review Board, as long as they are willing, they are not limited to a three year term. The purpose of the Parking Review Board is to review parking tickets for people who are seeking an appeal. The CSS will solicit volunteers and select from the pool of volunteers to fill vacancies.

   B. Student Conduct Code Review Committee – appointees-An email will be sent to CU staff to solicit volunteers for two representatives.

   C. Suggested questions for classified staff questionnaire-This will take place in the fall.

6. New Business
   A. Staff Representation in the selection process for the new Vice Provost for DCIT- Ron attended the last Faculty Senate meeting and there was no mention in their minutes of staff representation on any kind of search committee. Ron talked to Cathy Sturkie and she agreed to get back with him after she checks to find any mention of staff representation in the faculty manual.

7. Announcements:
   A. There will be mandatory training for all employees on the use of fire extinguishers by the end of the fiscal year.

   B. Ron will have knee replacement surgery on November 18, 2004. Richard Cowan will fill in for Ron during his absence.

8. Adjournment: There being no further business, the meeting was adjourned at 10:40 AM.

Next Meeting: October 26, 2004, 8:30 AM, 801 University Union