

**CLEMSON UNIVERSITY  
CLASSIFIED STAFF SENATE  
Executive Committee**

March 29, 2005  
8:30 AM  
801 University Union

**MINUTES**

**Present:** Ron Addis, Phil Landreth, Corey Ferrier, Jenny Peay, Dan Schmiedt, Lynn Boiter, Chris Sober, Lawrence Nichols.

**Absent:** Barbara Bergman, Richard Cowan, Jean Kopczyk, Cindy Long, Gary Pye.

President Ron Addis called the meeting to order at 8:45 AM.

**1. Approval of Minutes:** The minutes of the February 22, 2005 meeting were approved as submitted.

**2. Announcements from the President**

(1) Ron welcomed the new CSS Administrative Assistant, Karon Donald. (2) He announced two university committee appointments. Deborah Cantrell was appointed to the Joint City/University Committee and Terri Vaughan was reappointed to the Council on Community and Diversity. (3) Ron informed the group that he had been in contact with John H. Rodgers, Jr., Ph.D. concerning CSS representation on the Clemson University Environmental Committee. Dr. Rodgers will bring the issue before the CUEC at the April meeting. (4) The Board of Trustees Awards Luncheon is scheduled for May 12, 2005.

**A. Academic Council,** Richard Cowan. No report.

**B. Administrative Council,** Lawrence Nichols.

- 1) ICAR is moving forward. The current focus is on hiring staff and developing business relationships.
- 2) Clemson University roadmap is expected to include staff this year.
- 3) CU has had a tremendous response to the Secretary to the Board of Trustees open position. Clay Steadman is working on selecting candidates to interview.
- 4) It is hopeful that President Barker will have his plan for reorganization finalized before July of 2005. The reorganization is due to the large number of employees retiring over the next couple of years.
- 5) Admin council is preparing for the upcoming BOT meeting in April.

**C. Board of Trustees,** Ron Addis. The next report is due April 8<sup>th</sup>. A copy of the report will be distributed with the agenda at the April CSS meeting.

**D. Governmental Affairs,** Richard Cowan. (See attached Legislative Update.)

**E. President's Cabinet,** Ron Addis. No report.

**F. Other:**

- 1) **Human Resources,** Lawrence Nichols. Public employees' recognition is scheduled for May. The ice cream was very popular last year and might be considered this year. Lawrence has requested that HR receive information from the state in advance for the discounts and freebies that are offered during that time.

**3. Treasurer's Report,** Cynthia Long. No change from the March CSS meeting.

#### 4. Committee Reports

##### A. Standing Committees

###### 1) Membership, Chris Sober.

**A. Elections:** Shelley Slann won the election in Area 1. Barbara Emkin lost the election in Area 1, but voiced interest in being a Senator-at-Large. Chris will contact Barbara this week to make an offer. Chris informed the group that we currently have five new Senators and five vacancies.

**B. Orientation:** New Senators will have a brief orientation of about 20 minutes prior to the April meeting.

###### 2) Communications, Corey Ferrier. (1) Corey recommended David Crockett for the Communications Committee Chair. (2) CSS needs to do more to publicize the work of the CSS and classified staff on campus. Several ideas were mentioned by the group: publicize staff hosting open lab tours, communicate more with Deans and Department Heads, institute report card for record keeping, cite visitor comments on the friendliness of staff during campus visits, and promote the cover letter received from CU Foundation on staff gifts to the endowment. (3) Corey and David will take photos for the CSS website of current Senators before the April CSS meeting.

###### 3) Policy and Welfare, Dan Schmiedt. No report.

###### 4) Scholarship, Jenny Peay. The committee has a meeting today at 2:30pm. Joint committee meetings with the Activities Committee will begin in April. Both committees will meet biweekly in April and weekly in May.

###### 5) Activities, Lynn Boiter/Gary Pye. The Annual Awards Luncheon is April 12<sup>th</sup>. The CSS meeting will begin at 10:00am and the luncheon promptly at 11:30am. Lynn emphasized the importance of each committee supplying at least one large item for the golf tournament raffle this year.

#### 5. Unfinished Business: None.

**A. Ombudsman:** Lawrence spoke to the committee about the challenges with the ombudsman position. The initial start-up cost for adding a position could exceed \$100,000 in the first year. Benefits, office space, and training are all issues to consider. Two ideas that have been proposed recently are: 1) Contacts for ombudsman services would all go through Gordon Halfacre's office with Glenda Dickson serving as the administrative assistant. Gordon Halfacre doesn't feel his office can accept additional responsibilities at this time. 2) Cathy Sturkie would serve as staff ombudsman, splitting her time between the Faculty Senate and the duties of the staff ombudsman. Ron met with Webb Smathers who was not receptive to losing 50% of Cathy's position. **New proposal** – HR will give 50% of a position to serve as staff ombudsman. This position would report to an oversight committee for the ombudsman responsibilities and to HR for the other 50%. The Executive Committee discussed the proposal and the potential conflict of interest that might arise. The committee agreed to seek advice from legal counsel before proceeding in this matter. A meeting between the Executive Committee and the attorney for Gordon Hafacre's office will be pursued.

**B. Approval of November 2004 CSS & Executive Committee Minutes:** Karon will follow up with Barbara Bergman as to the status of the tapes and minutes.

**C. Nominations of Officers:** Elections will be taken at the April Senate meeting. The nominations to date are Vice President/President Elect – Lynn Boiter, Treasurer – Cindy Long, Secretary – Phil Landreth, and Parliamentarian – Gary Gaulin.

#### 6. New Business: None.

**7. Announcements:** Our annual CSS Executive Retreat will be held on Tuesday, April 26th at the Martin Inn, Suite 430. A light breakfast will be served around 8:15 in the Suite. We will have lunch at Season's around noon. Please make plans to attend this full-day event.

**8. Adjournment**

**Next Meeting: Tuesday, April 26, 2005, 8:30 AM, Martin Inn, Suite 430**