

Clemson University
CLASSIFIED STAFF SENATE
Executive Committee Retreat

April 26, 2005
The Martin Inn – Suite 430

Present: Ron Addis, Lynn Boiter, Richard Cowan, David Crockett, Gary Gaulin, Phil Landreth, Cindy Long, Julia McBride, Jenny Peay, Michelle Piekutowski, Gary Pye, Dan Schmiedt, Chris Sober

President Richard Cowan called the meeting to order at 8:55 AM.

Cindy Long motioned to approve the minutes of the March 29, 2005 Executive Committee meeting as submitted. Phil Landreth seconded the motion, and the vote was unanimous.

Item 1: Treasurer's Report

- Available 2004-2005 Funds
Cindy Long reported the remaining FY2004-05 E&G funds are estimated at \$1,000 in Travel and \$1800 in Other. Use of the remaining funds should occur before the end of the fiscal year.
- Vending Funds Request for 2005-2006
CSS received \$5,000 for FY2004-05 from Vending. The Vending account currently has a healthy balance. The funds will cover the cost of the Awards Banquet, Golf Tournament expenses, conference room chairs and regular meeting expenses. The request for FY2005-06 Vending Funds is due by May 27, 2005. Cindy Long recommended the Executive Committee request \$6,200, which is the same amount requested FY2004-2005 (Attachment A).
- Scholarship Endowment
Current funds in the CSS Annual Fund stand at \$9,805.78. Deposits from payroll deductions are made quarterly at approximately \$2,580. Withdrawals for the awarded scholarships are made twice yearly at \$5,750. The Endowment *principle* is \$171,318.08. Deposits are made into this fund usually once a year (monies raised from the Scholarship Golf Tournament and other fund raising activities). The last deposit was made during the 1st quarter of this fiscal year in the amount of \$14,000. The June 30, 2004 official balance in the Endowment is \$194,661.65. This includes *principle and interest* earned through this date.

Dan Schmiedt made a motion to request \$6,200 in Vending Funds for FY2005-06 and to accept the Treasurer's Report as submitted. Ron Addis seconded the motion, and the vote was unanimous.

Item 2: 2005-2006 Standing & University-Wide Committees

- Standing Committee Assignments
The Executive Committee approved the Standing Committee appointments (Attachment B). Appointments were made with the Senators' first choice in mind but some re-alignment was necessary.

▪ University Committees Representation

University-Wide Committee representation was updated (Attachment C).

Board of Trustees, Clemson University Foundation Board, Faculty Senate Budget Accountability and Presidents Cabinet: Richard Cowan will represent the CSS on these committees as the current CSS president.

Accident Review Board: Chris Behrens will serve as the current CSS representative; while Gary Pye serves as the alternate.

Athletic Council: Ron Addis as the outgoing CSS president will replace Phil Landreth on this committee.

Council on Community & Diversity: Ron Addis appointed Terri Vaughan, a retired senator; to continue to service on the Council.

Joint City/University: Ron Addis appointed Deborah Cantrell as the CSS representative to the Joint City/University Committee.

Governmental Affairs: Lynn Boiter will replace Richard Cowan on this committee. Richard will contact the Office of Governmental Affairs to add Lynn to the email list.

President's Commission on the Status of Women: Chris Sober informed the group that the Commission is calling for nominations to fill two staff vacancies for FY2005-06. Nominations to the Women's Commission are due by May 6 by 4:30 and must include a short bio (job description, activities, reason for interest in WC). Since nominations are due before the next meeting, Chris suggested sending an email to all Senators. Gary Gaulin recommended Richard Cowan contact Debbie Crowe from University Housing to see if she would be interested in serving on the Women's Commission. The WC is open to men and women.

The CSS has requested representation on the Clemson University Environmental Committee. Chris Sober expressed interest in serving on this committee if the CUEC extends an invitation.

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

Item 3: 2004-2005 Unfinished Business

▪ Staff Ombudsman

Ron Addis summarized for new Executive Committee members the progress during his term as CSS president on obtaining a staff ombudsman position. Ron stated that the position has been approved as a half time position, but the lack of available funds remains to be a problem. Richard Cowan invited Gordon Halfacre and Glenda Dickson from the CU Faculty and Graduate Student Ombudsman Office to provide background information for the committee, and to participate in an open forum question and answer session. Gordon Halfacre made several recommendations: (1) Gather information concerning the ombudsman position from the past three CSS presidents. (2) New Executive Committee members need to review the Ad Hoc Committee's report (August 2000) that was presented to Administrative Council. The report was in-depth, and needs to be utilized whenever possible. (3) An ombudsman is trustworthy, well respected, and a manipulator for fairness. The education and professional background of the candidate is not as important as their moral characteristics. Define the position and then search for the candidate who with proper training will be an effective ombudsman.

Glenda Dickson will send the CSS Executive Committee a copy of an ombudsman position description. The CSS Executive Officers will approach deans and vice presidents to request budget money to fund the position when defined. A report of the percentage of staff in each department will be obtained from Catherine Watts, Institutional Research.

Item 4: Senate Goals for 2005-2006

The Executive Committee agreed on the following goals:

- I. Work to increase awareness of Classified Staff Senate and continually evaluate its effectiveness.
- II. Grow the Scholarship Endowment such that it becomes self-supporting. Increase the number and dollar amount of scholarships awarded each year. Seek to increase support of CSS scholarships through payroll deduction and fund raising.
- III. Continue to push for Roadmap money and a staff compensation philosophy.
- IV. Seek clarification in university policy regarding salary limitations on university employees offered new positions that were posted at higher than the minimum of the band.

Item 5: Executive Committee Goals

The goals of the Executive Committee are the same as stated in Item 4.

Item 6: Standing Committee Goals

- Membership: Fill current vacancies; reorganize area 10; membership drive for 2006.
- Communications: Continue to provide the meeting summaries and newsletters; redesign the CSS web site; refine email tracking mechanism.
- Policy & Welfare: Research policy issues that support the goals of the CSS; draft a recommendation on parking issue using a % basis and incremental increase; seek clarification in university policy regarding salary limitations on university employees offered new positions that were posted at higher than the minimum of the band; research impact of per hour/per semester fee on staff taking free classes.
- Scholarship: Increase staff awareness of the scholarship program, the application process and deadlines; increase fund-raising efforts for the Annual Fund (payroll deductions) and the Endowment. The Scholarship Committee is considering adding a silent auction and a dinner theater fund-raising event this fall.
- Activities: Promote campus and community awareness of the contributions of classified staff employees and the Classified Staff Senate; participate in community service projects (toy drive); organize the CSS Benefits Fair booth and raffle; plan the Annual Awards Luncheon; assist the Scholarship Committee with its fund-raising activities.

Dan Schmiedt made a motion to accept the 2005-2006 Classified Staff Senate, Executive Committee, and Standing Committee Goals. Gary Gaulin seconded the motion, and the vote was unanimous.

Item 7: General Business Items

- Summer Calendar: The Executive Committee agreed to cancel the June Executive Committee meeting and the July CSS meeting.
- Speakers: Ideas for speakers included Mickie Harder, President Barker, Provost Helms, Kathy Cauthan, Bob Wells, Katie Bayless, Almeda Jacks, Gary Robinson, Mary Poore, Jerry Reel, Jack Leggett, Tommy Bowden, Broadus Jamerson, Rick Cotton, and Marvin Carmicle.
- Graduation: Richard Cowan is scheduled to attend the 9:30am and 2:30pm graduation ceremonies on May 13, 2005.
- Business Meeting Standards – Robert's Rules of Order Newly Revised: Gary Gaulin will prepare a short presentation or handouts to assist new CSS Senators with parliamentary procedure.

NEXT MEETING: Tuesday, May 31, 2005, 8:30 AM
CSS Conference Room
801 University Union