

**CLEMSON UNIVERSITY  
CLASSIFIED STAFF SENATE  
EXECUTIVE COMMITTEE**

November 1, 2005  
8:30 AM  
801 University Union

**Present:** Ron Addis, Lynn Boiter, Richard Cowan, Dave Crockett, Gary Gaulin, Phil Landreth, Jenny Peay, Dan Schmiedt, Chris Sober

**Absent:** Cindy Long, Julia McBride, Michelle Piekutowski, Gary Pye

**Guest:** Lawrence Nichols

President Richard Cowan called the meeting to order at 8:40 AM.

1. **Approval of Minutes:** Phil Landreth motioned to approve the minutes of the September 27, 2005 Executive Committee meeting as submitted. Dan Schmiedt seconded the motion. The vote was unanimous.
2. **Announcements from the President**
  - A. **Academic Council**, Richard Cowan. No report.
  - B. **Administrative Council**, Lawrence Nichols. The Council spent most of their time preparing for the October BOT meeting. The group anticipates questions and prepares presentations for the BOT.
  - C. **Board of Trustees**, Richard Cowan. Budgetary items were approved as submitted, and some degrees were eliminated due to duplication.
  - D. **Governmental Affairs**, Lynn Boiter. No report.
  - E. **President's Cabinet**, Richard Cowan. Has not met.
  - F. **Other:**
    - 1) Human Resources, Lawrence Nichols. 1) The Benefits Fair was a success, and nearly 1200 faculty and staff attended. The uniforms worn by HR were helpful to vendors and attendees. Some complaints were received about the urine analysis booth being so visible. Next year the booth will have a privacy screen. Chris Sober mentioned that the map and booth numbers were confusing. The booths weren't in numerical order by location, but appeared to be arranged by another method. Lawrence wasn't sure of the map and location procedure, but he would review the process before next year. 2) The CSS office received a complaint about the elimination of the weekly position vacancy email notice. Several staff members viewed the email reminder as a low or no cost benefit. Phil suggested sending out a condensed version of the vacancy list with the web link for additional information. Lawrence will review the matter and report back to the committee.
3. **Treasurer's Report**, Cynthia Long. No report.
4. **Standing Committees**
  - A. **Membership**, Chris Sober. From the employee listing received from Lucy Arthur, area 10 was reorganized and divided into areas 12 and 17, and eleven new departments were added. Barbara Bergman will update the area email list serves, and Karon Donald will update the senator look up tool on the web site. The committee members were asked to review the list to identify potential senators. Information will be distributed to campus using the CSS general meetings, mass emails,

and referrals. The goal is to have nominations in January, elections in February, and orientation in March. The group needs to work on identifying a replacement for the position of committee chair.

**B. Communications**, David Crockett. No report.

**C. Policy and Welfare**, Dan Schmiedt. No report.

**D. Scholarship**, Jenny Peay. Lydia Arneson and Shelley Slann were asked to co-chair the Scholarship Committee for 2006-2007. Shelley Slann has left employment with Clemson University. Richard Cowan asked Jenny Peay to follow up with Lydia Arneson regarding the chair position on the committee. Jenny Peay will share her contact list with the understanding that the list changes from year to year. The Mystery Dinner netted \$2,444.11. The actual amount totaled \$2,716.91 because the rental fees were paid from E&G funds. The group will gear up for the golf tournament starting in January.

**E. Activities**, Lynn Boiter. 1) The Benefits Fair went really well and thanks to everyone who volunteered to work the booth. The popcorn was a success again this year. 2) The 2005 Toy Drive will officially kick off this week. Toy drop boxes and flyers will begin to appear across campus. The toys benefit Prevent Child Abuse of Oconee County. 3) The Scholarship Recipient Reception was held on October 13, 2005, Hendrix Student Center. Three recipients and five parents attended the event. The location was great, but next year an earlier date and time will be scheduled.

## 5. Unfinished Business

**A. Ombudsman**: The Administrative Council fully supports the creation of a staff ombudsman, but funding of the position is still being discussed. The goals are to find funding for the position, advertise the position after the holidays, and form a search committee. President Barker was asked to speak on the topic at the November 8<sup>th</sup> CSS meeting, so additional information will be forthcoming.

**B. 2006 Senator Vacancies**: Karon Donald will send out electronic nomination forms seeking commitments to serve a second term from senators whose first terms are expiring in 2006. Clemson University will hire an additional 130 to 140 faculty members in the next year. Ron Addis asked Lawrence Nichols how many support staff will be hired to accommodate the increase in faculty. Lawrence stated that he had not received a number of new positions for staff. The numbers are available for faculty because Provost Helms is responsible for all faculty members. Staff members are not handled by a single individual, but by separate budget centers. Ron asked Lawrence if any information was available from the Oklahoma Study on faculty to staff ratios. Lawrence wasn't familiar with any studies or information regarding faculty to staff ratios. He is familiar with studies/reports on how many custodians are needed per square foot, and the size of landscape crew needed based on maintained property size. Phil Landreth mentioned that there would be differences in the staff needed to support research faculty verses teaching faculty. One concern is the Senate is having difficulties in recruiting new senators due to the increase in staff workloads. Some supervisors are hesitant to give approval for staff to serve a three year term. Lawrence will review any situation on a case by case basis if brought to his attention.

**C. Unclassified Staff**: A list of 340 unclassified staff was distributed to the committee. Lawrence informed the group that upper level administration cannot be members of an organization that would cause a conflict of interest. Several questions need to be answered before proceeding with this issue. Policy and Welfare will review the bylaws, seek common interests between the groups, and survey the unclassified staff. The issue will be revisited after the results of the survey are completed.

## 6. New Business

A. **Parking Lottery:** Phil Landreth informed the group that he had questions concerning the policy, procedure and enforcement of the reserved parking lottery spaces. An individual parked in a reserved space and the vehicle was not ticketed or towed.

7. **Announcements**

A. Clemson University Environmental Committee has requested a CSS alternate. Chris Behrens agreed to serve as an alternate on this committee.

B. President Barker and Provost Helms will be our guest speakers on Tuesday, November 8, 2005, 10:00AM, Tillman Hall Auditorium.

8. **Adjournment:** There being no further business, Ron Addis motioned to adjourn. Lynn Boiter seconded the motion, and the meeting adjourned at 10:12 AM.

**Next Meeting:** Tuesday, November 29, 2005, 8:30 AM, 809 University Union