Clemson University
Classified Staff Senate
Executive Committee

January 30, 2007
9:00 AM
809 University Union

Minutes

Present: Lynn Boiter, Deborah Cantrell, Richard Cowan, Glenda Dickson, Mike Edwards, Marty King, Julia McBride, Jenny Peay, Dan Schmiedt

Absent: Dave Crockett, Cindy Owens

Guest: Kristina Cathcart

President Lynn Boiter called the meeting to order.

1. Approval of Minutes: Dan Schmiedt moved to approve the minutes of the November 28, 2006 Executive Committee meeting as submitted. Richard Cowan seconded the motion. The vote was unanimous.

2. Announcements from the President
   A. Academic Council, Dan Schmiedt. 1) Approved Graduate Certificate Policy. The policy allows for individuals who complete a subset of graduate level coursework to receive a certificate. 2) The Graduate School admission requirements wording was changed to accommodate bachelor degree programs that are not on a traditional four year plan. Now the wording will reflect that the degree must be from an institution whose scholastic reputation is satisfactory to the university. 3) Jan Murdock was on the agenda to present the final exam schedule. The schedule was voted down by the Student Senate, so it was not presented for approval. The Student Senate voiced concerns about students having two exams scheduled on the same day.
   B. Administrative Council, Lawrence Nichols. No report
   C. Board of Trustees, Lynn Boiter. The Board will meet February 7-8 in Columbia.
   D. Governmental Affairs, Dan Schmiedt. Visit the Office of Governmental Affairs website for weekly updates on current legislative issues related to Clemson University at http://www.clemson.edu/governmentalaffairs/state/update.html.
   E. President’s Cabinet, Lynn Boiter. No report.
   F. Other:
      1) Human Resources, Lawrence Nichols. No report.


4. Standing Committees
   A. Activities, Julia McBride.
      1) The Awards Luncheon is scheduled for April 10, 2007, Kresge Hall.
      2) Activities will assist the Scholarship Committee with the golf tournament as needed.
   B. Communications, David Crockett.
      1) Newsletter – The newsletter was printed and distributed to all permanent unclassified and classified staff employees on campus (Attachment A). Newsletters to off campus staff employees will be sorted, stuffed and mailed by Karon Donald in early February. Mike Edwards expressed concern over past distribution of campus related materials.
   C. Membership, Deborah Cantrell.
      1) Reorganization Update – Pending by-law approval, permanent unclassified staff will be included in upcoming elections. The newsletter will be distributed to campus by the first
week of February. Lynn Boiter or the Executive Committee will announce the inclusion of unclassified staff and upcoming elections after the February 13th Senate meeting. A call for nominations and ballots for elections will be prepared and disseminated the month of March. Orientation will be held for elected and appointed members in early April. Areas with multiple representatives will choose a team leader from that area to decide on a method to communicate within that area. Mike Edwards and Glenda Dickson pointed out errors on the membership spreadsheet. Deborah Cantrell will have the Membership Committee review and correct the spreadsheet before nominations are solicited and begin addressing absenteeism within the current membership. The group will solicit a campaign slogan from the Senate. Lunch will be provided for the slogan winner. Any suggestions should be sent to Deborah Cantrell at dcantre@clemson.edu.

D. Policy and Welfare, Mike Edwards.
1) Top 20 Survey – The information is being compiled.
2) Credit Hours – The letter requesting an increase from 4 (four) to 6 (six) credit hours should be prepared and presented to Administrative Council as soon as possible. Administrative Council does not meet as frequently, so it is more difficult to get items on the agenda.
3) Dental Plan – The group drafted a letter to the Employee Insurance Program (Attachment B). The letter addresses the issues of rising dental costs, low allowable charges and stagnant dental benefits. This will be presented as a part of a more comprehensive benefit discussion. Lawrence Nichols and a CSS representative will travel to Columbia to meet with officials to discuss benefit related concerns.

E. Scholarship, Jenny Peay. The golf tournament information and forms are on the CSS website. The Office of the President was the first sponsor received. Jenny Peay’s prediction is the tournament will book up by the second week of April. Donation requests have been sent to Budweiser, Crystal Geiser, Dunlop and Coca-Cola.

5. Unfinished Business
A. Roadmap II – Lynn Boiter. Provost Helms replied by email regarding the Roadmap. She confirmed that faculty and staff are treated the same when it comes to performance pay increases. Any money allocated for pay increases is used to make up shortfalls in the appropriations received to fund the state mandated cost of living increase. More information will be forthcoming.
B. By-laws – Mike Edwards moved to approve the by-laws as submitted (Attachment C). Marty King seconded the motion. The vote was unanimous.
C. Visitor’s Task Force – The next meeting is scheduled for Thursday, February 1, 2007.
D. Parking & Transit Master Plan, Dan Schmiedt. No report.
E. EPMS – Tabled.
F. Historian Duties & Status – Tabled.


7. Announcements
A. The Annual South Carolina State Employee/Retiree Association Day at the Statehouse in Columbia is scheduled for Tuesday, February 6. Contact Julia McBride at mcbride@clemson.edu for additional information.
B. The American Cancer Society Relay for Life will be held on Friday, April 13, 2007, Strom Thurmond Plaza, Clemson University. This event is sponsored annually by student organizations. A CU Staff for Life Team has been formed to show support for all of the staff impacted by this disease. Debra Cox is the team captain. If you are interested in joining the team or making a contribution, please contact Lynn Boiter, Debra Cox or Karon Donald.

8. Adjournment: There being no further business the meeting adjourned.

Next Meeting: Tuesday, February 27, 2007, 9:00 AM, 801 University Union
January 29, 2007

South Carolina Budget and Control Board
Robin E. Tester
Director, Employee Insurance Program
1201 Main Street, Suite 300
Columbia, South Carolina 29201

Dear Mr. Tester,

On behalf of nearly three thousand SC State employees at Clemson University, the Classified Staff Senate hereby submits our request for the SC Budget and Control Board to review and revise the SC EIP State Dental Plan's benefits. As dental costs continue to increase, the State Dental Plan is lagging in two key areas: benefits for individual dental services, and the maximum annual benefits.

The fee schedule of Dental Procedures and Allowable Charges for individual dental services covered by the current State of South Carolina Dental Plan has not been revised for at least seven years, perhaps longer. A comparison between the State of South Carolina Dental Plan fee schedule provided by Harrington Benefits Service in 2001 with the current fee schedule reveals no changes. These benefits have not kept pace with increasing dental costs within the state of South Carolina. The impact on State employees is increased out of pocket expenses.

Additionally, as dental costs continue to rise, the maximum allowable benefit is reached much sooner than before. Again, the impact on State employees is increased out of pocket expenses.

We respectfully request the SC EIP renegotiate the State Dental Plan benefits package. The Clemson University state employees desire the dental benefits be increased to more accurately reflect current fees for individual dental services as well as an increase in the maximum annual benefits.

Thank you in advance for your careful consideration of the above request.

Sincerely,

Clemson University
Lynn Boiter, President of Classified Staff Senate
Michael Edwards, Chair of the CSS Policy and Welfare Committee

Cc: Lawrence Nichols, Chief Human Resources Officer
    and Liaison to CU Administration Council
    CU Classified Staff Executive Committee
    SC Employees State Association
    CU Faculty Senate Executive Committee
CLEMSON UNIVERSITY
CLASSIFIED STAFF SENATE
BYLAWS

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**Article I - Name**

The full name of this organization is the Clemson University Classified Staff Senate, hereinafter referred to as the “Senate”.

**Article II - Responsibilities and Functions**

Wherever used in these Bylaws, the term “employee” or “staff employee” shall mean a Clemson University permanent staff employee.

Study classified staff concerns and create a forum for two-way communication of ideas and concerns, which specifically relate to classified staff employees and the university mission.

Consider specifically the development of job and supervisory skills, compensation, benefits and welfare of classified staff employees, not to exclude other areas of concern, which are brought to the Senate’s attention.

Formulate and recommend to the President’s Cabinet university-wide policies and procedures related to classified staff employees.

Develop a systematic means for communicating to all classified staff employees existing university policy policies, specific actions, and feedback concerning all matters considered by the Senate.

**Article III - Membership**

**Section 1. Representation**

The Senate is composed of voting members chosen and appointed using the following criteria.

A. Representation on the Senate will follow Budget Centers vice-presidential lines. Representation will be based on a 1:50 ratio of classified employees within a Budget Center vice-presidential area.

B. Some colleges/divisions are combined to fulfill the 2:100 ratio requirements. In this situation, representation should be on a rotation basis with each college/division holding office for one term. The incumbent may run for re-election if eligible under Section 3.A. However, it is up to the appropriate vice-president as to how the representation will be distributed in his/her area.

C. In the case of areas for which representation cannot be found (e.g., the majority of personnel are located off campus and unable or unwilling to travel to campus for meetings, or whose job duties do not permit them to serve as a Senator) the Executive Committee, at the recommendation of the Membership Committee, may appoint a Senator-at-large to represent that area.

D. All nominees must be permanent employees in good standing with Clemson University.

**Section 2. Elections**

A. Elections shall be held each year for the senator positions whose terms have expired and for any vacant senator positions. Each year the Membership Committee will notify those voting, call for nominations, prepare ballots, and handle the election. The details of the elections shall be contained in a separate document, Election Procedures, to be reviewed and updated as appropriate by the Membership Committee with final approval by the Executive Committee.

B. Membership will be based on a popular vote within the Budget Center designated vice-presidential area/sub-area. When colleges/divisions are combined under one senator, staff from all those colleges/divisions vote regardless of which college/division will hold the office. Ballots will be made available to the represented area and turned in on a specified date to the Membership Committee of the Senate. The senator will be chosen based on the number of votes cast. Should there be a tie, the Executive Committee will choose the individual to represent the area based on years of experience, standing with the university, performance of work, and perceived contribution to the Senate.
C. The Executive Committee will forward to the President of the University the name(s) of the individual(s) chosen by the above process to fill the vacant positions on the Senate. The President of the University will then officially recognize those individuals elected to the Senate.

D. A letter from the Senate will be sent to new senators informing them of their election to the Senate and inviting them to attend the first meeting of their term. At the annual new senator orientation copies of the Roster and the Bylaws will be distributed.

E. If the vacancy amount equals or is less than the total amount of candidates, then those candidates become elected without a vote, by appointment of Executive Committee.

F. If an area is not represented by a senator for a period of two months, the Executive Committee may appoint a senator from the classified staff at-large to represent this area.

Section 3. Terms

A. Senators shall serve a three-year term beginning at the luncheon after election of new officers. A maximum of two consecutive terms (6 years) may be served. A one-term (3 years) interval is necessary before being eligible to serve again.

B. After three unexcused absences during the year at monthly meetings, a senator’s status as a Senate member will be reviewed by the Executive Committee for possible removal from the Senate. (An excused absence is one which would cause an employee to be out of his/her office, such as traveling on business, vacation, illness, or other acceptable reasons. A member of the Executive Committee or the Administrative Assistant should be informed of the reason for the absence in advance, if possible.)

C. If it is determined by the Executive Committee that a senator should be removed, then a formal letter from the President of the Senate will be sent to the senator and his/her supervisor informing them of the committee’s recommendation.

D. Any current senator who receives a removal letter has ten (10) days to respond to the letter explaining why he/she has exceeded the allotted absences.

E. If no appeal is received, the Membership Committee will begin to immediately fill that term with a senator from that senator’s area.

F. If an appeal is received, a special Executive Committee Session will be called to determine the senator’s standing. No more than ten (10) days will pass before a response will be given to the appealing member.

Section 4. Vacancies

Vacancies occur due to resignation from the Senate, transfer from area represented, or termination of employment. If a Senator transfers outside the area he/she was elected to represent, but remains a classified staff employee, he/she may exercise the option to serve out the remainder of the term, subject to Executive Committee approval. Otherwise, vacancies may be filled by the person who received the next highest number of votes in the previous regular election or by appointment of the Executive Committee. When a vacancy is filled, the expiration of the term remains the same. For purposes of re-election, a new member who serves more than eighteen months shall be considered to have served one term. If the position is one that rotates through several colleges/divisions and it was due to rotate out, it will continue that rotation.

Section 5. Ex-officio Nonvoting Members

The Senate will include as ex-officio nonvoting members the directors from Human Resources.

Article IV - Officers

The officers of the Senate shall be elected during the first regularly scheduled meeting in April for a period of one year. Ex-officio members are not eligible.

Section 1. Duties

A. President - shall be responsible for scheduling and conducting all Senate meetings and shall serve as a member of the University President's Cabinet and on all other University wide committees as directed by the President of the University or until the committee is terminated. The President has the right to appoint current members as his representative to sit on any committee as approved by the Executive Committee. The President will select a current senator to chair the Scholarship Committee, Membership Committee, Communications Committee, Policy and Welfare Committee, Activities Committee, and any ad hoc committees. The President’s recommendation will go to the elected officials for confirmation. Committee Chairs will prepare reports of the activities as needed.

B. Vice President - shall be the President Elect for the next year, and shall assist the President and perform the duties of the President in his/her absence.
C. Secretary – shall work with the Administrative Assistant to provide necessary secretarial services including
taking minutes, maintaining records, and distributing information. Shall ensure that mailings are sent to
the membership before each regularly scheduled meeting
D. Parliamentarian - shall ensure that meetings are conducted according to Robert's Rules of Order Newly
Revised and shall ensure adherence to the Bylaws. Shall review any changes or additions pertaining to the
Bylaws.
E. Treasurer - Shall be responsible for disbursing funds, preparing annual financial report and budget, and all
other financial affairs of the organization.

Section 2. Election Procedures

A. Membership Committee will conduct officer elections and maintain officer approval forms.
B. At the January meeting, an announcement will be made by the President that nominations will be
accepted at the February and March meetings.
C. At the February and March meetings, nominations will be accepted from the members for each office.
   Only current Senate members will be eligible for nomination to Vice-President. If the term of the Vice
   President expires, he/she may remain on the Senate for a fourth year to serve as President. All other
   positions will be filled by current senators. Nominations are not valid until the Senate member has
   received approval from his/her supervisor.
D. Elections will take place at the April meeting by vote of the currently serving Senators.
E. An officer who transfers outside the area he/she was elected to represent, but who remains a
classified staff employee, may exercise the option to serve out the remainder of his/her term of office,
with full voting privileges, subject to Executive Committee approval. If an office is vacated, an
election by majority vote to select a replacement to serve for the remainder of the term of office will
be held at the next regularly-scheduled meeting.

Section 3. Vacancies

A. If the Presidency is vacated for any reason, the vacancy will be filled by the President Ex Officio, if the
vacancy occurs before the second Tuesday in October at noon. If the vacancy occurs after 12:01 p.m. on
October 1, then the Vice President of the Senate will assume the role of President for the remainder of the
term, plus their original term. Nominations of current members to replace the Vice President will occur at
the next regular meeting. If the President Ex Officio is unwilling or unable to assume the role of President,
then the Vice President will assume the role of the Presidency.
B. An officer can be removed from service by a simple majority vote by the Senate. If the President is
removed, Section 3A applies. If the Vice President is removed, then nominations for replacement will
occur at the next regular meeting. All officers have the right to appeal in writing to the full Senate within
sixty (60) days of the Executive Committee's vote. The appeal will be sent to the Administrative Assistant
for processing. When the full Senate votes, a simple majority rules.

Article V - Executive Committee

Section 1. Membership

The Executive Committee will consist of the President, Vice President, Secretary, Parliamentarian, Treasurer, the
immediate Past-President of the Senate and chairpersons from the standing committees. Guests may only attend if
invited by the President and only for the meeting(s) their presence is requested.

Section 2. Responsibilities

The Committee's purpose shall be to propose the annual agenda and to consider and possibly refer items including
items submitted by classified staff to the appropriate committees for their review and subsequent recommendation
to the Senate. The Executive Committee shall have general supervision of the affairs of the Senate between
meetings, make recommendations to the Senate, and shall perform such other duties as are specified in these
bylaws. The Board shall be subject to the orders of the Senate, and none of its acts shall conflict with action taken
by the Senate.

Article VI - Committees

Section 1. Standing Committees

All Senators will serve on a Standing Committee. The Executive Committee will make committee assignments.
A. Membership Committee
The purpose of the Membership Committee is to conduct all Senate representative elections, officer elections, evaluate representation in each of the constituent areas, implement new member orientation and publish the Senate roster.
B. **Communications Committee**
The purpose of the Communications Committee is to develop a systematic means for communicating to all classified staff employees existing University policy, specific actions, and feedback concerning all matters considered by this Senate. The Communications Committee will be responsible for the Benefits Fair. An Ad Hoc committee may be established to assist this event.

C. **Policy and Welfare Committee**
The purpose of the Policy and Welfare Committee is to consider the development of job and supervisory skills, compensation, benefits, and welfare of classified staff employees not to exclude other areas of concern that are brought to the Senate's attention. The Committee will formulate and recommend university-wide policies and procedures related to classified employees.

D. **Scholarship Committee**
The purpose of the Scholarship Committee is to serve as the fund raising arm of the Senate. The money raised is used to support the scholarships awarded each year to the dependents of classified staff and to increase the scholarship endowment. The Committee will set yearly goals for its fund raising campaigns and seek new and creative methods to enhance these efforts.

E. **Activities Committee**
The purpose of the Activities Committee will be to act as a support to all Standing Committees is to coordinate activities of the Senate. This includes the logistical organization of the following events: the Awards Luncheon, the Annual Golf Tournament, the Benefits Fair, the Fall Fundraiser, and provide assistance with the Annual Golf Tournament and the new Senator Orientation as delegated by the Standing Committee Chairs. The Activities Committee may be asked to organize other events as appropriate.

**Section 2. Ad Hoc Committees**
Ad Hoc committees shall be created and disbanded as deemed necessary by the Senate President. The committee can consist of both current and former Senate members but must be chaired by a current member of the Senate.

**Section 3. University Committees/Councils**
The Senate President shall appoint a member of the Senate or an employee from the classified staff to represent the Senate on University committees/councils when necessary, taking into account the expertise of the member and his/her area of representation. Outgoing members will be asked if they wish to remain part of a communications and resource network. Those wishing to participate will be considered as a potential resource for service on committees.

**Section 4. Committee Responsibilities**
A. A written copy of all formal resolutions and committee reports should be submitted to the Executive Committee prior to presentation at the full Senate meeting. Each committee should prepare a report to be presented at the full Senate meeting.
B. Maintain a committee notebook containing: current assignments and letters, completed assignments and letters, minutes of committee meetings, and a committee members' list.
C. Work on letters and agenda items as assigned.
D. Make recommendations to the Senate. Any material to be included in the Secretary's mailings will be sent to the Secretary (7) seven calendar days before the scheduled meeting.
E. Hold a transition meeting with incoming and outgoing committee members before the June meeting.

**Section 5. Ombudsman Evaluation Committee**
The Staff Ombudsman is evaluated by a (five) member Ombudsman Evaluation Committee, comprised of 4 (four) members of the Classified Staff Senate and 1 (one) classified staff member appointed by the Ombudsman. These members are as follows:
- The Immediate Past President (serves as chairperson for the committee)
- The President
- The President Elect
- An elected Senator – 1 (one) Senator elected annually by CSS.
- An appointed member – 1 (one) classified staff member appointed annually by the Ombudsman.

All members of the committee should be identified no later than April 30 annually. If the Ombudsman fails to appoint a classified staff member on his behalf by April 30, then one may be appointed for him by the Chairperson.
Article VII - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Senate may adopt.

Article VIII - Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Senate by a simple majority vote of the Senate members, provided that the amendment has been submitted in writing at the previous regular meeting and approved by the Executive Committee.

Standing Rules

Section 1. Meetings

A. Classified Staff Senate Meetings

Meeting Schedule: The Classified Staff Senate shall meet on the second Tuesday of each month at 10:00 a.m. Visitors are welcome at all meetings except when items are considered in executive session.

Agenda: The Presiding Officer shall include on the agenda any item of business submitted in writing to the President at least seven working days before the regularly scheduled meeting. Items sent should indicate expected amount of time needed to present and discuss.

A. Approval of Minutes
B. Special Order of the Day
C. Open Commentary
D. President’s Report
E. Treasurer’s Report
F. Committee Reports
   1. Standing Committees
   2. Ad Hoc Committees
   3. University Committees/Councils
G. Unfinished Business
H. New Business
I. Announcements
J. Adjournments

Executive Session: The President may call a Senate executive session when items to be discussed are considered to be a confidential nature.

B. Executive Committee Meetings

Meeting Schedule: Regular meetings of the Executive Committee shall be held on the last Tuesday of each month. Special meetings of the Board may be called by the President or shall be called upon the written request of three members of the Board.

Section 2. Administrative Assistant

A. Purpose: Under general supervision of the President of the Classified Staff Senate, plans, organizes, coordinates, and directs the administrative activities of the Clemson University Classified Staff Senate. Carries out the directives of the Senate as it represents the Staff in its relations with the University Administration.

B. Job Tasks: Plans, directs, and coordinates the function of the permanent office of the Classified Staff Senate. Coordinates and attends monthly meetings of the Senate Executive Committee and the regular Senate; records, transcribes and disseminates minutes for each. Serves as a point of contact for questions and issues from staff directed to the CSS, receives, sorts, and routes all correspondence to the appropriate Executive Committee members, and maintains filing systems. Maintains, edits, and distributes CSS Bylaws, attachments, resolutions, and representative notebooks. Creates memos and documents for Executive Committee members and Ad Hoc Committees as needed; maintains CSS records; and forwards archival materials to the appropriate locations according to the Senate’s established records management policy. Conducts general and statistical research for the CSS President as well as all the CSS committees. Handles sensitive issues and documents confidentially.
Schedules speakers for meetings and maintains the Senate’s web site. Assists with membership issues that include elections and senator area maintenance. Creates and circulates the Senate’s Newsletter. Revises and produces CSS brochures and flyers. Maintains a log of concerns brought before the CSS and their responses.

Represents the Classified Staff Senate and the CSS President in contacts with the administration, faculty, staff, students, media, and the general public. Provides continuity to an organization whose president changes each year, unless unusual circumstances arise, and whose membership rotates. Maintains a state-appropriated budget, an operating account, and an endowment fund for the Classified Staff Senate.

Responsible for working with the CSS committees on all scheduled and special events which are the responsibility of the Classified Staff Senate – including the Annual Awards Luncheon and the Annual Scholarship Endowment Golf Tournament. Administrative Assistant is to work for the entire Senate, and specifically the Executive Committee. At no time is the Administrative Assistant to perform non-Senate related work for any Senate or Executive Committee Member.

**Section 3. Operational Guidelines for Introduction of New or Revised Policy**

**A. Introduction of Policy:** Any Senator may propose a new or revised policy by way of a motion to the floor during the discussion of New Business agenda items. Once a motion is made and approved by the Senate, the President will then assign the issue to the proper standing committee or establish an ad hoc committee if appropriate.

**B. Communications:** The committee chair will examine the issue with full disclosure to the Senator who introduced the issue and to the Executive Committee.

1. **Policy Revision:** The committee chair will provide copies of the present policy along with copies of the proposed revised policy to each member of the Senate one month in advance of the vote.

2. **New Policy:** The committee chair will provide copies of the proposed policy to all members of the Senate one month in advance of the vote.

**C. Forwarding the Policy:** If the Senate approves the new or revised policy, the proposed policy and a supporting resolution shall be forwarded to the Chief Human Resources Officer for introduction to the Administrative Council. A copy of the resolution will also be forwarded to the President of the University. The Chief Human Resources Officer will provide written notification of the resolve of the Administrative Council to the President of the Classified Staff Senate in an expeditious manner.

**Section 4. Staff Ombudsman**

_The Staff Ombudsman will not be expected to reveal any conversations as a part of the evaluation process._

Not Approved