

CLEMSON UNIVERSITY STAFF SENATE
February 9, 2010, 10:30 AM
Seminar Room I, Madren Conference Center

Minutes

Members Present: Michael Atkins, Barbara Bergman, Deb Charles, Karen Countryman, Lynn Crawford, Dave Crockett, Wade Culler, Rose Ellen Davis-Gross, Glenda Dickson, Tim Drake, Negar Edwards, Karen Erickson, Angela Gambrell, Ellen Gideon, Michael Gilstrap, Dianne Harris, Laurie Haughey, Reggie Hawthorne, James Huff, Bill Hurst, Nell Kennedy, Phil Landreth, Laura Oglesby, Carol Pike, Meshelle Rabon, Chris Sober, Jonathan Styles, Marlene Ventura, Gloria Walker, Scot Wardlaw, Tina White, Mandy Wright, Jonathan Wylie

Members Absent: Lydia Arneson, Pam Barnhill, Kathy Boice, Pam Hawthorne, Trudy Houston, Bill Hughes, Jon Isbill, Janice Kleck, Deborah Koon, Susan Pope, Sheri Stanley, Samuel White

Guests Present: Ray Holiday, Beth Jarrard, Jamie Loudermilk, Michelle Piekutowski, Tom Ward, Matt Watkins

President Tim Drake welcomed guests and called the meeting to order.

1. **Approval of Minutes:** Minutes were not available to approve
2. **Open Commentary:** Jamie Loudermilk informed the group about the 3rd annual Clemson's National Teach-In on Climate Change. The event will be held February 11. This event will allow a chance for students, faculty and staff to discuss all of the issues related to climate change. Additional information can be found at <http://www.clemson.edu/administration/public-affairs/solidgreen/teachin-2010/index.html>

Beth Jarrard – Public Information Director for Internal Communications informed the group that news is delivered weekly via e-mail. Communications are now being encouraged to be provided via WebPages. She disseminated a handout regarding the Faculty and Staff Web page which includes classified ads, and announcements regarding Events, etc. Per Jarrard, this communiqué allows the Clemson community to be good neighbors and reaches the target audience of faculty and staff. The “Inside View” is a new section that allows Faculty and Staff views to be featured with the exception of Religion and Party Politics. Please visit the webpage for more information:
<http://www.clemson.edu/faculty-staff>.

3. **Announcements from the President**
 - A. **Administrative Council**, Michelle Piekutowski. The new Compensation Plan was approved.
 - B. **Governmental Affairs**, Dave Crockett. – No report.
 - C. **President's Cabinet**, Tim Drake. Attachment A.
 - D. **Other:**
 - 1) **Human Resources**, Michelle Piekutowski. Presented the Compensation Plan. Questions were fielded and answered regarding the plan. More information is available on the HR Policy and Procedures Manual located:
http://workgroups.clemson.edu/FIN5337_HR_POLY_PROC_MANUAL/disclaimer.php The titles are:
Compensation Plan for Classified and Unclassified (nonfaculty) Positions and
Compensation Plan for Faculty Positions

4. **Treasurer's Report**, Pam Hawthorne. The remaining E&G balance in Other is \$3,651.82 and \$1,000 in Travel. The Vending balance is \$4,928.71. Diane Harris moved to accept the report as read. Ellen Gideon seconded the motion.

5. **Committee Reports**

A. **Standing Committees**

1. **Activities**, Negar Edwards. 1) The group discussed asking Dabo Swinney to speak at the Staff Luncheon in April. The exact date, time and location of the luncheon are needed before contacting the Athletic Department. 2) Staff Senate Retreat - depending on funding and time, need to determine whether to hold retreat in Spring or Fall. Also, with new Aramark rules about food, Activities needs to determine if food can be provided at the retreat or if Aramark would have to be utilized. Ideas for a possible staff gathering were discussed.
 - Staff Tailgate – Tina White proposed having a Staff Tailgate at a sporting event this spring. We could contact Athletic Department and see if any coaches would be available to attend. Possibly have tailgates for baseball or soccer game. Would also need to discuss idea with Executive Committee to determine if funds are available for food.
 - Staff Lunch Gathering – Have a brown bag lunch at the Botanical Gardens/Geology Museum. Chance for staff to bring their own lunch and visit with friends in a nice atmosphere.
 - PSA Football Box Tickets – Possibly ask Neil Ogg if two tickets could be donated to a giveaway for a staff member to attend a football game in the PSA Box.

Next meeting: March 2nd at 10:00 a.m., 801 University Union

2. **Membership**, Phil Landreth. Membership met on 1/19/10. Action items were: Elections; Karen Erickson presented her concept of web based voting, we will use this for all elections except FMO; which will still be paper ballot. A time line was set up for nominations and elections. Karen Countryman was able to obtain the President's Box for upcoming New Senator Orientation on 4/27/10. Several ideas for entertainment and a key note speaker are in the works.
3. **Policy and Welfare**, Michael Atkins, Goals for 2009-2010 were reviewed. The committee discussed conducting research on "non-salary incentives" for staff and worked on by-law revisions.
4. **Scholarship**, Reggie Hawthorne. Scholarship met February 3, 2010. The charge of the committee is to find ways to increase the scholarship fund. This will be the focus for year 2010. Tasks are to increase payroll deductions and create donation programs. The Staff Senate Golf Tournament will resume May 2011. Planning for the tournament will begin late 2010.

Next meeting: March 2, 2010 at 11:00 a.m., 801 University Union

B. **University Committees**

1. **Athletic Council**, Negar Edwards. Attachment B.
2. **Faculty Senate Budget Accountability**, Tim Drake. The Faculty Senate Budget Accountability Committee met on January 28, and Brett Dalton continued a review of university budgetary structure. During the next meeting, the process of laboratory fee allocation will be explained and discussed.
3. **Clemson University Foundation Board**, Tim Drake- The Clemson University Foundation Board will meet at the Madren Center and Littlejohn Coliseum on February 18-19, 2010.
4. **Compensation Advisory**, Tim Drake. The Compensation Advisory Group has finished its work on the Compensation Policy for Faculty and Staff. This policy was approved by the

Administrative Council and will be put into effect by Human Resources once all initial presentations to Colleges and Senates have been made. The Group is working currently on determining appropriate university incentives that can be given to faculty and staff for excellence in research, teaching, and service. Tim asked all senators to send him via e-mail a list of incentive for the group to consider.

5. **Human Resources Advisory**, Michael Atkins. Attachment C.
6. **Joint City/University**, Karon Donald. Mandy Wright attended for Karon. JCUAB met on Monday, February 1. Reminder that State of Clemson address is on Friday, February 7. Contact Clemson Chamber for further details.
7. **Library Advisory**, Wade Culler. ULAC met Monday, January 25, 2010. Budget issues, cancellation of the laptop check-out program, PASCAL issues, the Lee Hall renovation, Cooper Library's new compact shelving, and the Race to the Rock, on Mar. 27 (proceeds go to purchase new library materials) were discussed.
8. **Parking Advisory**, Bill Hughes. PAC met on Jan 14th. The update from the Interim Parking Services Director included information about upcoming painting projects to include changing some employee spaces to commuter spaces in the gravel lot behind the P&A building, adding several employee spaces near the National Dropout Prevention Center, and adding several employee spaces in Lightsey Bridge. The committee is waiting on a proposal from Campus Planning on ideas to deal with service vehicle parking in front of Brackett.
9. **Parking Visioning Committee**, Rose Ellen Davis-Gross. The Parking and Transportation Master Plan committee met on Friday, January 29, 2010. Topics discussed were the Pavement Condition Assessment, the Ride Check Survey (CAT Bus ridership) and the results from the initial benchmark comparison. Please contact Rose Ellen if you would like review the results of any of these studies.

The timeline for reporting is outlined below:

Develop and launch new survey targeting CAT users
Targeted parking utilization studies: February 2010 (if necessary)
Event parking supplement to parking and transportation: Ongoing
Develop customer service programs: April 2010
Develop alternative funding options/permit fee structures: February – April 2010
Develop detailed financial analysis/pro formas: April – June 2010
Develop capital project/transit programming: April – June 2010
Concept refinement/consensus building: June – October 2010
Final presentations to Staff, Faculty and Student Senates: October 2010
Communication Plan/Implementation: October 2010 – February 2011

In each of these stages, Senate involvement is wanted and needed in smaller work and focus groups. If you are interested in any of the above, please contact Rose Ellen Davis-Gross (regross@clemsun.edu) and she will send your name and interest area to the committee.

10. **Presidents Commission on the Status of Women**, Michelle Piekutowski reported the WC is currently in the pre-planning stage working with the Sullivan Center with "For Your Health" and she will report more later.
11. **Student Conduct Code Review Committee**, Scot Wardlaw. SCCRC met on Friday, January 22 to review appeals and evaluate Code of Conduct Revisions from the SCCR Full Task Force.

6. **Unfinished Business:** None.

7. **New Business:** First Reading of the revised Staff Senate By-laws. Much discussion was held regarding Article III-Membership, Section 3 Terms. The main concern being the fact that supervisors would receive a copy of the dismissal letter and what repercussions this could have for the employee.

The Senators requested that changes be made by the P&W committee and re-submit for further review. All other by-law revisions were accepted.

8. Announcements:

- A.** Vendor Fair date changed from February 11, 2010 to March 10, 2010 because of technical difficulties. It will be held at Littlejohn Coliseum from 10:00AM TO 2:00PM. Hot hor d'oeuvres will be served and door prizes and giveaways will be awarded.
- B.** Board of Trustees Meeting – Will be held on February 10 &11 in Columbia, SC.
- C.** Rose Ellen Davis-Gross distributed a Committee Selection form and asked each Senator to complete and make their selection of which committee they desired to serve on. Once she compiles the information she will then ask each committee to nominate a committee chair.
- D.** The State of the University Address will be held in Tillman on 2/17 @ 4 PM. Beth Jarrard will send out notification regarding this event via e-mail.
- E.** Tim Drake announced that Senator Jon Isbell has resigned from the university to accept a different position.
- F.** Mandy Wright announced that the Staff Development Program met January 21 and February 4. We are currently in the participant enrollment period. Reminder that participant application period closes April 1. For further details go to <http://www.clemson.edu/faculty-staff/sdp/>
- G.** Michael Atkins announced there was an article in the State Newspaper regarding the HR3365 bill. The following link is available for further reading. Please forward any comment to he or Dave Crocket so they can forward to Governmental Affairs.
<http://www.thestate.com/local/story/1144198.html>

9. Adjournment- James Huff made the motion to adjourn the meeting and Jonathan Wylie seconded.

Next Meeting: Tuesday, March 9, 2010, 10:30 a.m., Madren Conference Center

DRAFT #2

PRESIDENT'S CABINET

DRAFT #2

**January 11, 2010
President's Conference Room
8:00 a.m.**

MINUTES

Cabinet Members Present: President Barker, *presiding*; Abby Daniel, Abel Bartley, Bill Bowerman, Bill D'Andrea, Cathy Sams, Chris Przirembel, Clay Steadman, Debra Jackson, Dori Helms, Gail DiSabatino, Hack Trammell, Jerry Knighton, Jim Bottum, Johnson Link, Kay Wall, Kim Griffo, Leon Wiles, Marvin Carmichael, Neill Cameron, Robbie Nicholson, Robin Denny, Terry Don Phillips, Tim Drake, Windsor Sherrill

Guests Present: Doug Henry (CCIT)

Item #1. Approval of the Minutes

President Barker asked for approval of the minutes from the December 14, 2009 meeting. The minutes were approved.

Item # 2. Departmental Reports

Abby Daniel: Undergraduate Student Body President

Our Freshman Council is renewing their focus on service and started by caroling at two area nursing homes before the break. I should have pictures soon.

The leaders of Transfer Council have been selected to present workshops at two upcoming national conferences. They will have the opportunity to share some of their successful strategies in helping transfer students to become acclimated to their new university community.

Undergraduate Student Government will be helping to host Senator Lindsey Graham's Town Hall meeting tomorrow (Tues. Jan. 12) in the Brooks Center. The event will begin at 6:30 pm; doors will open at 6:00 pm.

Bill D'Andrea: IPTAY

The spring football game is set for Saturday, April 10th, at 4:00 p.m.

IPTAY is setting its Clemson Club meetings for the spring.

IPTAY final solicitation was sent. Deadline to pay 50% of their pledge is February 15th.

Brian O'Rourke: Executive Director of Development & Alumni Affairs

Alumni Participation is currently at 11.4% at this time last year it was 10.4% which means we are about 980 donors ahead of this time last year

Gail DiSabatino, Vice President of Student Affairs

The 2010 Martin Luther King Jr. Celebration will take place **January 14 – 19, 2010**. This year marks the 28th annual celebration of the life and legacy of Dr. Martin Luther King, Jr. on Clemson's campus.

The celebration will begin on **Thursday, January 14th** with an Oratorical Contest for area high school students at 7:00pm in the McKissick Theater. Students will deliver speeches on the theme of this year's celebration, "Dare to Dream".

On **Monday, January 18th**, students, faculty and staff will use their day off from school and work to help others in the MLK day of Service. Volunteers will work in various agencies around the community, including Goodwill, the Salvation Army, Clemson Child Development Center and the Tamasee DAR School from 9:00am – 3:00pm. You may register to volunteer from the following web link http://stuaff.clemson.edu/app/gic/mlk/day_of_service/. In addition to volunteer opportunities, The Blood Connection will hold a Blood Drive at the Hendrix Student Center from 9:00am – 6:00pm.

On **Tuesday, January 19th**, "The Gathering" will take place at 5:15pm in the Edgar A. Brown University Union Loggia. Through this event, you will become inspired by student speakers and musical performances in a rally leading up to the MLK Commemorative Service. The celebration will culminate at 6:00pm in the Tillman Hall Auditorium with the annual Commemorative Service. The service will feature keynote speaker **Carol Moseley Braun**, Founder and President of Good Food Organics. (You may find a more detailed bio at www.clemson.edu/mlk)

Hack Trammell: CU Foundation President/CEO

INVESTMENT PORTFOLIO UPDATE: While the university's endowment has been hard hit by the turmoil in the financial markets, there has been substantial recovery of its investment portfolio. A substantial retracement occurred between the March 9, 2009 low and our fiscal yearend of June 30, 2009. Since that time additional improvement has occurred. Between July 1, 2009 and December 31, 2009, there has in excess of 19% improvement in the investment portfolio, adding approximately \$48 million, bringing the total portfolio balance to over \$332 million as of December 31, 2010.

RECALIBRATION OF AFFILIATED ORGANIZATIONS RELATIONSHIPS: Ongoing efforts to bring the universities affiliated organizations into closer alignment with the university continue. Closer coordination of these entities to effect the critical role each of them can play to accomplish the universities strategic objectives is even more important in the current environment. Most recently, a recalibration of the relationship with the Clemson University Real Estate Foundation has been commenced. Once completed, it will allow for greater coordination of land asset stewardship initiatives.

James Barker: President

TAPS has tied for the National Championship of College Yearbooks (first place with special merit) in the 2009 competition.

Last week Clemson offered our first MBA course in our new building on the Reedy River Falls site in downtown Greenville.

James Barker: President (continued)

The New York Times reported last week that in their survey of seniors at American Universities, Clemson had the highest score of any school in America on the question “Would you definitely go to the same institution again?” This is one more measure of student satisfaction from one more creditable source.

The new Harris Smith Building has received a “Gold” certification from LEED. We have had all recent buildings meet “Silver” qualification. This is our first on campus “Gold.” (The parking garage at CU-ICAR is also “Gold.”)

In an editorial in the Greensboro newspaper the following quote got President Barker’s attention when the writer compared North Carolina to his home state of South Carolina:

“North Carolina has more land, more mountains, more people and a cluster of universities and research institutions that places it among the academic and technological elite.
We have Clemson.”

This is a tremendous responsibility.

Jerry Knighton: Interim Director of Access & Equity

The Office of Access and Equity will be working with Minority Economic Development Institute in Greenville to reach out to women and minority-owned businesses regarding opportunities at Clemson. Current projects include: CU-ICAR Collab Building, Advanced Materials Innovation Center (Harper Construction) and the Lee Hall Complex-Expansion/Renovation (Holder Construction). Since 2007, \$2,422,764 has been awarded to W/MBE firms at CU-ICAR through construction and service contracts. CU-ICAR achieved 51% MBE participation on its only construction project after the Diversity Procurement Initiative went into effect in 2006 (Collaboration Plaza). Additionally, Clemson University was successful in achieving its goal of double digit W/MBE participation on 7 of 8 service contracts at CU-ICAR. Six of the seven received 100%.

Jim Bottum: Vice Provost and Chief Information Officer/CCIT

1. Residence Hall wireless upgrade – completed December 2009
2. Disaster Recovery site at University of Southern California – operational over National Lambda Rail; systems being backed up include: remote backups (both disk and tape) dns servers, web service (basic); campus Emergency Response Group prioritizing additional applications for inclusion
3. Grid Classroom (Martin 302) operational
 - a. Outgrowth of Clemson Cyberinfrastructure Days Workshop (May 2008)
 - b. funded as part of a Federal grant (DoE) to build a “South Carolina Cloud”
 - c. available to all faculty
 - d. parallel programming course being offered in “cloud” jointly between Clemson (Ligon, ECE), Coastal Carolina and Francis Marion University
4. Centers for Medicaid and Medicare approved in principle a multi-year proposal (\$230M) from SC DHHS and Clemson to initiate an “incremental transformation” of the South Carolina Medicaid system
 - a. Multi vendor effort
 - b. Clemson will host the new system and be responsible for implementing the “membership” component of the system
5. IT stimulus update
 - a. 2 awards to date (NSF EPSCoR, DoE)
 - b. 2 in “due diligence” stage

Jim Bottum: Vice Provost and Chief Information Officer/CCIT (continued)

- i. NSF ARI2
 - ii. South Carolina Broadband Coalition; \$45M middle mile
- c. 1 proposal stage under review
 - i. Combination of above will provide for facilities-based network for PSA RECs
- 6. IT advisory committees back in session:
 - a. IT Council
 - i. subcommittee for campus wide software licensing established, chaired by Bill Havice, HEHD
 - b. IT Council strategy subcommittee for priority setting established, currently chaired by Jim Bottum
- 7. Bowater site MBA program – fully operational from an IT and networking standpoint on 1/8/10

Johnson Link: Chief of University Police

CUPD is investigating laptop thefts that occurred during the break in Barre Hall and Bracket Hall.

The Emergency Siren Systems will be tested Wednesday, January 13. The Clemson University sirens will be tested at 11:00am followed by the Oconee Nuclear Stations sirens at 11:50am. Additionally, the CU Safe Alert System will be tested when the Clemson University sirens are activated at 11:00am.

Kay Wall: Dean of the Libraries

The Library will be hosting an event February 13, 2010 at 4pm in the Alumni Center to debut the library's latest digital initiative, "Documenting the African American Experience at Clemson." This event is an opportunity to highlight the project, get others involved in the effort including both financial and collection support, and provide exposure of Clemson history and resources in our Special Collections. Some oral histories of prominent Clemson African American Alumni will be done that weekend, and those will be part of the digital initiative over time. Partnering with the Library in this effort are Student Affairs [Gantt Center] and the Chief Diversity Officer.

Leon Wiles: Chief Diversity Officer

The Best Practices Conference in Black Student Achievement will begin with a preconference workshop on Sunday, January 24, 2010, a keynote session on Monday morning, January 25, 2010 will feature Dr. Camille Zubrinsky Charles, Professor of Sociology and Education at the University of Pennsylvania. Additionally, Dr. Walter Kimbrough, President of Philander Smith College, and Dr. Belle S. Wheelan, President of the Southern Association of Colleges and Schools Commission on Colleges will present at this year's conference. The full conference will be held at the Madren Center January 24, 2010-January 26, 2010. Interested individuals may contact Nina Norris at 656-3864 to have questions answered or to register for the conference.

The Chief Diversity Office is presently working with several other faculty and staff members to develop a campus climate survey which will be administered on the Clemson University campus this spring.

Marvin Carmichael: Board of Visitors

There are 14 high school yield receptions scheduled in March all over South Carolina and in Charlotte, NC and Atlanta, GA.

Robbie Nicholson: President's Commission on the Status of Women

The Women's Commission next scheduled meeting is Friday, Jan. 29th, 2010. Our scheduled guest speaker is Will Mayo, Joseph F. Sullivan Center. He'll update our WC group about our co-supported one day event (TBA) with the Best Chance Network. As well, he'll provide information about CU4HEALTH.

The Women's Commission along with the Panhellenic Council and STI are co-sponsoring an event to be held on Thursday, Jan. 14th, from 5:30 - 6:30 at the Thurmond Institute auditorium. Linda Tarr-Whelan, noted author, will be the guest speaker. Her latest book "Women Lead the Way: Your Guide to Stepping Up to Leadership and Changing the World", offers practical steps for women to bring their passion, brains and background to the power tables and make life better for themselves. Linda Gallichio, Assoc. Director for Outreach, Rutland Institute for Ethics, Diane Perpich, and Laura McMasters, co-leaders of a Women's Leadership Creative Inquiry group initiated the contact to bring Linda back to campus.

Tim Drake: Staff Senate President

The Staff Development Program is now accepting applications for program enrollees. There has been a tremendous response from Clemson staff who are seeking information about the program and asking for applications. A Steering Committee has been put into place and is holding regular meetings. Peer-reviewer applications are being reviewed by the Steering Committee now, and the Peer Review Committees should be in place soon.

The Staff Senate assisted three charities during the holidays. Donations of food, money, toys, clothing, and other personal items were made to Helping Hands of Central, Bethesda Ministries (Oconee and Pickens Counties), and the Callen-Lacey Children's Shelter (Berkeley County). Because of the generosity of many Staff Senators and others at the university, a lot of children experienced a more joyous Christmas.

The Staff Senate held its 25th Anniversary celebration at the Madren Center following the General Faculty Meeting in December. It was a success, and many former Senate presidents, current senators, Staff Scholarship recipients, and university administrators were in attendance. President Barker honored the Staff Senate by attending the event and addressing the audience, stating his appreciation for the Staff Senate and its contributions to Clemson over the last 25 years.

Windsor Sherrill: Faculty Representative to the Board of Trustees

Windsor Sherrill provided a brief report on the activities of the Compensation Advisory Group. The Compensation Advisory Group has been meeting actively since the spring. Members include President Barker, Provost Helms, Bill Bowerman (Faculty Senate President), Bill Surver (Faculty Senate President Elect), Tim Drake (Staff Senate President), Brett Dalton (CFO), Windsor Sherrill (Faculty Representative to BOT). The group recently completed work on policies related to compensation process and philosophy which have been approved by the Administrative Council. The Compensation Advisory Group has sets goal to improve information available related to compensation, increase transparency of salary-related information, and increase consistency of compensation practice. The group will next focus on incentives for faculty and staff productivity in teaching, service, and research. The group also reviewed the annual salary report which will be released this week.

W. Sherrill recognized Clemson's Research Librarians for the work they do as partners with Clemson faculty. These individuals provide critical and appreciated assistance to faculty in their research and teaching endeavors.

Item #3. Adjourn

The meeting was adjourned at 9:15 a.m.

Respectfully submitted,

Elizabeth M. Hart



Athletic Council
IPTAY Boardroom
1/13/2010
3:30 PM

Voting Members Present: Janie Hodge, *Presiding Chair*; Andrew Billings, Mary Anne Bigger, Bill Bowerman, Lynn Craig, Paul Dawson, Sandy Edge, Negar Edwards, Michael Godfrey, Bob Green, Jimmy Kimbell, Lauren Klas, K.B. Kulasekera, Ken Marcus, Mary Anne Raymond, Olivia Shomaker, Lois Sill, George Smith, Jack Whetstone

Ex-Officio Present: Bill D'Andrea, Barbara Kennedy-Dixon, Stephanie Ellison, Katie Hill, Loreto Jackson, Leslie Moreland for Becky Bowman, Phil Grayson, Barbara Kennedy-Dixon, Larry LaForge, Kyle Young, and Terry Don Phillips

Guests: Tim Bourret and Linda White

Chair Janie Hodge convened the meeting at 3:30 PM.

Item 1. Welcome and introductions

Dr. Janie Hodge welcomed everyone to the meeting.

Item 2. Approval of Minutes

The December minutes were approved by the Council

Item 3. Athletic Department

Dr. Terry Don Phillips updated the Athletic Council on items discussed at the NCAA Convention in Atlanta, GA. He stated that one area of interest was the economic future of college sports in the arena of this present day economy. Will it be possible to keep the same business model we use today?

Dr. Phillips stated that football had a great closing with the win at the Music City Bowl. He is very proud of the recognition that Coach Swinney and CJ Spiller received for their contributions this past year to this university and college football overall. He further explained that the University of Tennessee lost their football coach yesterday after only one year on the job. He stated that this creates a huge ripple effect in football across all the teams, and the importance of maintaining our great coaching staff here at Clemson.

The Council asked about regulating coaches' salaries in the future. Dr. Phillips stated this has been unsuccessful in the past.

Item 4. Tim Bourret – Sports Information Director

Mr. Tim Bourret distributed copies of "Clemson University Ring of Honor Guidelines" and explained that the Ring of Honor is the highest athletic award presented by the Clemson Athletic Department. The Ring of Honor committee meets every two years to review nominated candidates. The candidates are nominated by members of IPTAY, faculty or staff personnel, or the relatives of a worthy candidate by process of a letter with a list of accomplishments and recommendations within thirty days of the committee meeting. After each application is reviewed the committee will cast one vote per sport and seven votes are needed out of the eleven committee members for a nominee to be selected for the Ring of Honor. Proceeding the selection process, the names are

Minutes prepared by Rhonda Todd

given to President Barker for approval before the honoree is contacted. A special ceremony is planned in behalf of honorees.

The Council questioned whether athletic performance or citizenship was the factor used in determining the most worthy candidates? Mr. Bourret stated that both are important and carry the same amount of influence in determining the honorees. The Council further questioned if honorees were ever removed from the Ring of Honor due to bad behavior? Mr. Bourret stated this had never happened, but it could if the committee determined it necessary.

Item 5. Linda White – Community Relations Coordinator

Ms. Linda White gave an overview of the program that takes Clemson athletes into the community for over 6000 hours logged in community service this past year. The Solid Orange Squad is a unique student-athlete community service group. Clemson is the first and only Division I University to develop a focused character education program. This program is making a lasting difference to student-athletes and the community they touch that will go far beyond their playing days. Service hours are logged for student-athletes to attend events around the area when requested by a school or organization, these student-athletes create and maintain a positive relationship with the community by mentoring school aged student who are struggling, and they are responsible for operating the BE A T.I.G.E.R character education program. In addition, they are developing a book club and they go into schools and read to classes. Ms. White stated that the most exciting part of the program was watching student-athletes grow as they give back to the community.

Item 4. Committee Reports

- A. Ken Marcus – Chair – Fiscal Integrity and Facilities Planning – Dr. Ken Marcus stated he had met with Michelle Piekutowski and determined that procedures and policies used in hiring athletic personal was much the same as overall university hiring process.
- B. Andy Billings – Chair – Equity, Welfare, and Sportsmanship - Dr. Andy Billings stated the committee is working to determine the best way to get student-athletes exit exams completed.
- C. George Smith – Chair – Governance and Rules of Compliance –Dr. Smith’s committee has been working with Dr. Laforge in reviewing proposals for the NCAA legislation.
- D. Webb Smathers – Chair – Campus and Community Relations – Col. Sandy Edge stated that Jimmy Kimmel from the Alumni Association has agreed to sponsor the first meeting between faculty, coaches and athletic department.
- E. Paul Dawson – Chair – Academic Standards and Integrity – Dr. Dawson stated that his committee is working on the review of Vickery Hall Student Enrichment Center and missed class time by student athletes.

Item 5. Other Business

Mr. Bill D’Andrea stated that Abby Daniels would like the faculty/staff to embrace a CJ Spiller day in February. He will be attending a National IPTAY meeting on February 4th. He closed by stating that Linda White and her staff do an excellent job.

Dr. Bill Bowerman stated that it would be great to offer new faculty free game tickets. This would be a great incentive for new faculty and help with overall retention. Several Council members stated that baseball, rowing, volleyball, soccer and tennis are all free for any faculty.

There being no further business, the meeting was adjourned at 4:50 PM.

HUMAN RESOURCES ADVISORY COMMITTEE

January 20, 2010

Poole Agricultural Center, Room F149

The Human Resources Advisory Committee met on Wednesday, January 20, 2010, at 1:30 p.m. in Poole Agricultural Center, Room F149: Present: Krissy Kaylor, Director, Database/Records/Class & Comp, presiding; Michelle Bright, A&A; Brenda Manley, Access & Equity; Rose Carmichael, Administrative Services; Ida Benson, Athletics; Debra Goss, CAFLS; Pat Powell, CBBS; Betsey Shira, CFO; John Ray, CCIT; Stella Moore, COES; Amy Madden, Comptroller; Todd Barnette, Facilities; Vickie Hood, Facilities; Sheila Malmgren, Financial Affairs; Regina Carroll, HEHD; Kristie Nieves, HEHD; Jeff Rosenberger, Internal Audit; Mack Howard, International Office; Joyce Peebles, Libraries; Dianna Haynes, PSA; Mike Simmons, PSA; Mikah Padgett, PSA; Meshelle Rabon, PSA; Berenthia Allison, Provost; Stanley Richardson, Research.

Staff Present: Pablo Unda, Benefits; Krissy Kaylor, Fred Robinson, Class & Comp; Sara Foster, Database; Kaye Fowler, Database; Brad Setzler, Employee Relations; Erik Flemming, Payroll/Retirement; Vivian Morris, Recruitment; John Isbill, Research & Planning; Ray Holliday, Research & Planning;

1. Welcome (Krissy Kaylor)

2. Pooled Fringe Rates for FY 2011.....Amy Madden

Amy stated rates could be found on the Comptroller's home webpage.

<http://www.clemson.edu/cfo/comptroller/rates/pooled-fringe/index.html>

This takes you to the main fringe rates page. It is easy to navigate from there.

3. Office of International Affairs.....Mack Howard

SSA cards are starting to arrive by US mail for new international employees.

Email notification is sent to the person by the international office as soon as the card arrives from the SSA in Baltimore, Maryland.

4. HR Reminder Notes.....Kaye Fowler

Kaye referred to the attachment sent to the group and pointed out the Action/Reason Codes entered in CUBS. Beginning immediately the new reason "Inactive" needs to be used when terminating an employee that has not worked (not been paid) in 6 months or longer. She also instructed to use the current date as the effective date.

A revised HR Reminder Notes document is included with the HRAC minutes. Information discussed at the meeting regarding intermittent hires paid by an hourly rate was added to the notes. Please read over the attachment and contact Kaye regarding any questions.

5. Records RetentionKrissy Kaylor and Isaac Wallace

The revised retention schedule was emailed, which included the addition of the Dual Employment Request Form. Please contact Isaac Wallace regarding any questions.

6. HR Contact Information on the Website.....Ray Holliday

http://www.clemson.edu/cao/humanresources/contact_hr

The above address provides an on-line form for individuals to send questions to HR. Once the form is submitted it will be directed to the appropriate unit and someone in that unit will get in touch with the originator of the request.

This is a fast and efficient way to get answers to your questions.

Other business

Instructions for verifying electronic W-2 consent status:

Go to the Employment and Benefits Web page at:

<http://www.clemson.edu/employment/>

- Click on HR Self Service — the first choice in the upper right-hand corner of the page.
- Sign-in using your employee user ID and password.
- Click on “Payroll and Compensation”
- Click on “W-2/W-2c Consent”
- Check the box consenting to receive your W-2 online. You will be asked for your password again to confirm your decision.

Please encourage your area to take advantage of the W-2 online.

**CLEMSON UNIVERSITY
STAFF SENATE
BYLAWS**

Amended February 13, 2007

TABLE OF CONTENTS

Article I - Name

Article II - Responsibilities & Functions

Article III - Membership

Section 1. Representation

Section 2. Elections

Section 3. Terms

Section 4. Vacancies

Section 5. Ex-officio Nonvoting Members

Article IV - Officers

Section 1. Duties

Section 2. Election Procedures

Article V - Executive Committee

Section 1. Membership

Section 2. Committee Responsibilities

Article VI - Committees

Section 1. Standing Committees

Section 2. Ad Hoc Committees

Section 3. University Committees/Councils

Section 4. Committee Responsibilities

Section 5. Staff Ombudsman Evaluation Committee

Article VII - Parliamentary Authority

Article VIII - Amendment of Bylaws

Standing Rules

Section 1. Meetings

Section 2. Administrative Assistant

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

Section 4. Staff Ombudsman

Article I - Name

The full name of this organization is the Clemson University 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 staff concerns and create a forum for two-way communication of ideas and concerns, which specifically relate to staff employees and the university mission.

Consider specifically the development of job and supervisory skills, compensation, benefits and welfare of 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 staff employees.

Develop a systematic means for communicating to all staff employees existing university 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. Representation will be based on a 1:50 ratio of employees within a Budget Center. The representative numbers will be computed every year or as appropriate using February 2007 as the base year.
- B. The incumbent may run for re-election if eligible under Section 3.A.
- 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.
 1. The appointed senator-at-large must demonstrate a willingness to actively serve as Senator for that area. Ideally, this person should have a connection to the area, either in physical location, a former employee of that area, a former Senator, etc.
 2. The appointment will be for a three-year term, or in the case of a resignation, for the remainder of the existing term.
 3. This option should be exercised only after an exhaustive search has failed to identify a staff employee who could serve as Senator.
- D. All nominees must be employees in good standing with Clemson University.

Section 2. Elections

- A. Elections shall be held **in March of** each year for the senator positions whose terms have expired and for any vacant senator positions. **The terms of office shall begin with the April meeting of the Senate.** 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. 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 staff at-large to represent this area.

Section 3. Terms

- A. Senators shall serve a three-year term beginning at the April meeting of the Senate. ~~luncheon after election of new officers.~~ A maximum of two consecutive terms (6 years) may be served. A one ~~year~~ ~~term (3 years)~~ interval is necessary before being eligible to serve again.
- B. If in a term year (April-March), a senator accumulates a combined total of more than six absences from regularly scheduled monthly meetings and/or regularly scheduled committee meetings, the senator will be dismissed from the Staff Senate. ~~After three unexcused absences during the year—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.)~~ If this dismissal takes place before September 30, of the year, a special election will take place to fill the vacated slot. If this takes place after September 30, of the year, the slot will remain vacated until regular elections in March.
- C. If it is determined by the Executive Committee that a senator should be ~~dismissed~~ 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 ~~provided the appeal occurs before September 30.~~
- 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 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~~ March of each year. The officers will serve for a period of one year. Ex-officio members are not eligible. ~~The retiring officers shall serve at the April meeting through the completion of Unfinished Business.~~

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~~ reviewing 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. **Candidates are eligible to be nominated for one office only.**
- D. 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.
- E. Elections will take place at the ~~April~~ **March** meeting by vote of the currently serving Senators.
- F. An officer who transfers outside the area he/she was elected to represent, but who remains a 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 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 staff employees existing University policy, specific actions, and feedback concerning all matters considered by this Senate.

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 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 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 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 is to coordinate activities of the Senate. This includes the organization of the following events: the Awards Luncheon, 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 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 Staff Senate and 1 (one) 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 the Staff Senate.
- An appointed member – 1 (one) 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 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. Staff Senate Meetings

Meeting Schedule: The Staff Senate shall meet on the second Tuesday of each month at ~~10:00~~ 10:30 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
- Open Commentary
- C. President's Report
- D. Treasurer's Report
- E. Committee Reports
 1. Standing Committees
 2. Ad Hoc Committees
 3. University Committees/Councils
- F. Unfinished Business
- G. New Business
- H. Announcements
- I. 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 Staff Senate, plans, organizes, coordinates, and directs the administrative activities of the Clemson University Staff Senate. Carries out the directives of the Staff Senate as it represents the Staff in its relations with the University Administration.

- B. Position Description:** The Administrative Assistant is a paid support staff position, appointed via the usual classified recruitment process. A copy of the administrative assistant position description is on file in the Clemson University Human Resource office. The President of the Staff Senate has the responsibility of annually evaluating this position.

~~**B. Job Tasks:** Plans, directs, and coordinates the function of the permanent office of the 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 SS, receives, sorts, and routes all correspondence to the appropriate Executive Committee members, and maintains filing systems. Maintains, edits, and distributes SS Bylaws, attachments, resolutions, and representative notebooks. Creates memos and documents for Executive Committee members and Ad Hoc Committees as needed; maintains SS 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 SS President as well as all the SS 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 SS brochures and flyers. Maintains a log of concerns brought before the SS and their responses.~~

~~Represents the Staff Senate and the SS 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 Staff Senate.~~

~~Responsible for working with the SS committees on all scheduled and special events which are the responsibility of the 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 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.

Approved 2/13/2007