

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

**Minutes**

**Members Present:** Lydia Arneson, Michael Atkins, Pam Barnhill (via conference call), Barbara Bergman, Kathy Boice, Deb Charles, Karen Countryman, Lynn Crawford, Dave Crockett, Wade Culler, Rose Ellen Davis-Gross, Glenda Dickson, Negar Edwards, Karen Erickson, Angela Gambrell, Ellen Gideon, Michael Gilstrap, Dianne Harris, Laurie Haughey, Reggie Hawthorne, Trudy Houston, James Huff, Bill Hughes, Bill Hurst, Deborah Koon (via conference call), Phil Landreth, Laura Oglesby, Carol Pike, Susan Pope, Meshelle Rabon, Chris Sober, Marlene Ventura, Gloria Walker, Scot Wardlaw, Tina White, Mandy Wright, and Jonathan Wylie

**Members Absent:** Tim Drake, Pam Hawthorne, Janice Kleck, Jonathan Styles, and Samuel White

**Guests Present:** Matt Bundrick, Michelle Piekutowski, Tom Ward, and Matt Watkins

President Elect Rose Ellen Davis-Gross welcomed guests and called the meeting to order.

1. **Approval of Minutes:** The minutes of the February 9, 2010 Staff Senate meeting were approved as amended.
2. **Open Commentary:** Mandy Wright informed the group of current specials offered at Seasons by the Lake. Wednesday night is 2 for \$20. Thursday night faculty and staff receive a 25% discount with CUID, some limitations apply. A lunch buffet is featured Monday through Friday and Friday night prime rib is offered. Call 864.656.7444 for additional information.
3. **Announcements from the President**
  - A. **Academic Council,** Tim Drake. The next meeting is March 29.
  - B. **Administrative Council,** Michelle Piekutowski. Leon Wiles presented a draft brochure that will be distributed defining diversity goals and diversity plan scorecard. President Barker requested Debbie Jackson present where Clemson ranks nationally on the National Survey of Student Engagement data on internship and extracurricular activities:
    - Tied for 14<sup>th</sup> on students reporting extra curricula hours in excel of 6 hours per week
    - Tied for 29<sup>th</sup> on field experience and internships
    - Tied for 53<sup>rd</sup> on hours spent in preparation for classes
    - The council concludes that C students have a well-balanced experience.
  - C. **Board of Trustees,** Tim Drake. A report was submitted to the Board on behalf of the Senate for the February 10 and 11 meeting in Columbia, SC (Attachment A).
  - D. **Governmental Affairs,** Dave Crockett. As President Barker outlined in an e-mail to campus on Feb. 26, it appears the legislature may use federal stimulus money to largely offset what would have otherwise been another \$22.7 million budget cut in July. Other money-saving steps being recommended include a proviso to eliminate the TERI program as of July 1, 2010 and to limit the salaries of retirees who return to work at a state agency to be no more than 75% of the salary they were receiving when they retired, but lawmakers did not include a cap on tuition, or mandatory furloughs for state employees. The actions are not final yet and, even if everything occurs as outlined, the same budget situation or worse could face the University in July 2011. The Appropriations Bill was to be printed the week of March 1, then by House rules, will be on the

desk of members of the House for one week. The full House is expected to debate the budget the week of March 15th.

Meanwhile, H.3365, a bill to provide regulatory reform for the state supported research universities and the four year comprehensive institutions in SC was amended and given a favorable report by the Senate Education Committee, pending second reading on the Senate Calendar. And H.4176, a Joint Resolution to impose a moratorium on reimbursements paid in connection with all nonessential state employee travel, associated meals and lodging through June 30, 2010 has been referred to the House Ways and Means Committee.

For additional information on these and other items significant to Clemson, see <http://www.clemson.edu/governmentalaffairs/state/updates/>.

**E. President's Cabinet**, Tim Drake. The Cabinet met on February 8. The draft minutes were distributed via e-mail to Senators on Wednesday, February 10, 2010. Questions regarding the minutes should be directed to Tim Drake at [t Drake@clemson.edu](mailto:t Drake@clemson.edu).

**F. Other:**

- 1) **Human Resources**, Michelle Piekutowski. 1) New compensation plans are available by visiting the HR website. 2) March 1<sup>st</sup> is the EPMS deadline. 3) Information regarding hazardous weather will be posted on Clemson's website and local television stations.
- 2) **State of the University Address**, Tim Drake. President Barker and the presidents of Undergraduate Student Government, Graduate Student Government, Faculty Senate and Staff Senate, gave a State of the University address on Wednesday, February 17. Tim Drake spoke on behalf of the Staff Senate (Attachment B).

4. **Treasurer's Report**, Karon Donald for Pam Hawthorne. The E&G account balances are 3,358.30 in Other and 860.00 in Travel. The remaining Vending balance is 3,846.82. Michael Gilstrap moved to accept the report as submitted. Laurie Haughey seconded the motion.

**5. Committee Reports**

**A. Standing Committees**

1. **Communications**, Wade Culler. Work continues on the next newsletter. Suggestions on content should be submitted as soon as possible.
2. **Membership**, Phil Landreth.
  - Officer Nominations – Nominations are being accepted for Parliamentarian, Secretary, Treasurer and Vice President. Nominations received to date are Chris Sober for Parliamentarian; Tina White for Secretary; Jonathan Wylie for Treasurer; Deb Charles and Mandy Wright for Vice President. Elections will be held in April.
  - Senate Vacancies – Areas were notified via e-mail of Senate vacancies and eligibility requirements. Elections are currently being held.
  - Staff Ombudsman Evaluation Committee - Nominations are being accepted for a Staff Senate representative to the Staff Ombudsman Evaluation Committee. Contact Dave Crockett at [crocket@clemson.edu](mailto:crocket@clemson.edu) for information on eligibility requirements and meeting schedules.
  - Reminder – Retiring senators will be recognized at the April Awards Luncheon. The luncheon will immediately follow the April 13<sup>th</sup> Senate meeting. The Senate meeting and luncheon will be held at the Madren Conference Center.
3. **Scholarship**, Reggie Hawthorne. Working with Activities on Outreach Program to encourage payroll deductions to Staff Scholarship and inform staff of Senate progress.

**B. University Committees**

1. **Alcohol and Other Drugs**, Ellen Gideon. A name change was discussed. The name change would be from a Task Force to an Advisory Council to better reflect the new "advisory"

- nature of this group. A listing of committee members from various CU departments can be obtained by contacting Ellen Gideon at [egideon@clemson.edu](mailto:egideon@clemson.edu).
2. **Compensation Advisory**, Tim Drake. The Compensation Advisory Group met on February 16, 2010. The primary topics of discussion were possible incentives for faculty and staff, and a means by which Clemson can increase revenues to fund future salary increases and incentives in the different Colleges, Institutes, and Divisions. Much time was spent discussing the current ways in which these funds are generated (most from state appropriations which are dwindling). President Barker stated that Clemson does not need to divide the same "pie" into more pieces, but we must look for ways to build a "bigger pie" if we are going to survive in the future. The discussion that arose from this concept was one in which ideas for generating new revenues were proposed and discussed by the group. A few of these ideas were quite innovative and will be investigated further by some members of the group.
  3. **CU Environmental**, Tim Drake. CUEC met on February 18, 2010 in the Hendrix Center. The statement/ endorsement written by CUEC regarding the Clemson University historic preservation plan was approved by the committee. 1) Gary Gaulin reviewed the National Teach In that was held on February 11, in the Hendrix Center. He stated that it was a great success this year and that attendance was improved by 50% from last year. Gabe Fair will coordinate the event next year because Jamey Lowdermilk will be graduating. Jamey Lowdermilk stated that attendance was 250+ people, mostly students. Next year the committee will not focus as much on classroom involvement by instructors and faculty. Twelve businesses and organizations were in attendance this year at the Green Expo. 2) Solid Green reported that "Recyclemania" will continue at Clemson. World Water Day will be recognized on campus on March 22. Clean Sweep is scheduled for April 2. An electronics recycling collection will be held on Earth Day, but the date for this event has not been set. 3) Not many alternative fuel vehicles are on the state contract so many cannot be purchased by Clemson yet, and there are no electric vehicles on the state contract at this time. Some individuals are working to see if there is a way that these types of vehicles can be purchased for use on campus. 4) Tony Putnam reported that in following the Waste Reduction Management Plan, Clemson will focus immediately on energy awareness to reduce the waste of energy and water on campus.
  4. **Faculty Senate Budget Accountability**, Tim Drake. The meeting was held in the Provost's conference room on February 22, 2010. In this meeting, the budgets for the Colleges, Institutes, and PSA were reviewed in detail, and the committee was shown by Brett Dalton the proportions of each budget that arise from specific sources. Discussions revolved primarily around how budgets in each area are handled, and the difficulty of ending each fiscal year "in the black". Some mistakes were made in estimating budgets in some areas last fiscal year which caused difficulties in ending the year with a balanced University budget. Provost Helms stated that it is imperative that all Deans, Directors, and Department Chairs calculate income and expenditures carefully this year so their budgets will not end up "in the red". Clemson is required by the state of SC to end each fiscal year with a balanced budget.
  5. **Joint City/University**, Karon Donald. Mandy Wright attended for Karon Donald. JCU Legislative breakfast was held on February 19. JCU Advisory Board meeting was held on March 1. Plans are underway for the International Town and Gown Association (ITGA) Annual Conference. This year's conference is in Ames, Iowa June 1 – 3, 2010. Clemson is the home of the ITGA with Kim Griffio as the Executive Director.
  6. **President's Commission on the Status of Women**, Michelle Piekutowski. 1) The Outstanding Women's Awards presentation is Wednesday, March 10<sup>th</sup>, 3:00 p.m., Strom Thurmond Institute. 2) A guest speaker is featured by Women's Studies at 7:00 p.m., March 9<sup>th</sup>, Strom Thurmond Institute.

7. **Recreation Advisory**, Dexter Hawkins. The committee did not meet in February. The next meeting is scheduled for March 24.
  8. **Staff Development Program (SDP) Steering Committee**, Mandy Wright. The Steering Committee met February 18 and March 4. An informal help session hosted by non-SDP Steering Committee members was held on February 24 that offered tips on filling out the required participant application. A second session will be held on Thursday, March 11 11:30-1:30 in Room 309 Cooper Library. Participant application deadline is April 1.
- 6. Unfinished Business:**
- A. **Action Item, Bylaws First Reading** - The bylaws, with the revisions as marked, are presented for approval. The bylaws were distributed via e-mail to the Senate membership on March 3, 2010 and again on March 8, 2010 (Attachment C). Dave Crockett moved to accept the bylaws as distributed. Dianne Harris seconded the motion. The motion passed with a majority in favor. Only 1 vote was against.
- 7. New Business**
- A. **Standing Committees Break-Out Session**, Rose Ellen Davis-Gross. Committees were asked to briefly gather to discuss potential committee chairs. Interested members should submit their name to Rose Ellen Davis-Gross for consideration. Committee chairs are appointed by the Staff Senate president.
- 8. Announcements:** None.
- 9. Adjournment:** There being no further business, the meeting adjourned.

**Next Meeting:** Tuesday, April 13, 2010, 10:30 a.m., Madren Conference Center

**Staff Senate Report**

February 10, 2010

Tim Drake, Staff Senate President

Last year was very productive for the Staff Senate, considering the dark cloud of uncertainty that loomed over the University in the wake of devastating state budget cuts and a disastrous financial investment market. Of the many activities conducted by the Senate in 2009, two items that come to mind immediately are the collaboration with the Office of Institutional Assessment in conducting a Staff Survey, and the successful implementation of a Staff Development Program.

I am pleased to report that the Staff Development Program is now accepting applications for participants. There has been a tremendous response from Clemson staff who are seeking information about the program and who are asking for applications. A Steering Committee and Peer Review Committees have been put into place. There is much hope and expectation on the part of Clemson staff that this program will be successful in its pilot year, and that it will have an opportunity to expand in the future.

If you do not realize it already, Clemson is unique among its peer institutions for the implementation of a Staff Development Program. Clemson is again "ahead of the curve" in seeking ways to improve opportunities for professional and personal growth among its staff. This innovative step toward building a more engaged, loyal and enlightened work force is a direct result of this program's support by Clemson's forward-thinking Board of Trustees, President, Provost, Administrative Council, and Staff Senate.

The Staff Senate assisted three charities during the holidays. Donations of food, money, toys, clothing, and other personal items were made to Helping Hands (Central, SC), 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 25<sup>th</sup> Anniversary celebration at the Madren Conference Center following the General Faculty Meeting in December. It was a great 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 Senate and its contributions to Clemson over the last 25 years.

The concept for a Furlough Relief Fund, used successfully to assist many Clemson staff who faced financial hardships as a result of the furlough earlier in 2009, was conceived in the Staff Senate. This relief effort arose out of the Senate's recognition of needs that were expressed by employees when the mandatory furlough went into effect.

The Staff Senate wishes to express special thanks to the Board of Trustees for its \$8,000.00 pledge toward the Staff Scholarship Endowment. It was stated in the October Board meeting that this gesture of appreciation was in response to the positive attitude shown by Clemson staff during the recent budgetary crisis. The Staff Senate appreciates our Trustees' recognition of the willingness of staff to take on extra duties and to work as a team to for the good of Clemson University. This personal gift from the Trustees to staff is a tangible illustration of the fact that our Board of Trustees cares about all Clemson employees.

As my term as Staff Senate President draws to a close, let me say that it has been a pleasure to serve the Board along with all of our Clemson employees this year. My philosophy has always been that one can never lead others without first serving others, so I hope that I have been a good servant to the people of this great institution. It has been the most time-consuming job that I have ever loved! It also has been a great privilege to work with Chairman Wilkins and the Board of Trustees, President Barker, Provost Helms, Bill Bowerman, Windsor Sherrill, Tammy Vaught, Abby Daniel, and other members of the faculty, administration, Student Governments, and staff in seeking solutions to some of the obstacles that challenge us.

I am encouraged that communication continues to improve at Clemson, primarily due to the willingness of our Trustees, President Barker, and Provost Helms to foster an environment of inclusiveness that encourages candid discussions on important issues. This open exchange of different ideas and perspectives during the problem-solving process is the essence of what we as an institute of higher learning should pursue continually.

I feel that this year, though difficult for Clemson, has been successful in many ways. The obstacles we faced as a university seemed insurmountable at times. In truth, they have drawn many of us closer together to work toward our common goals of excellence in education, research, and public service. As an institution, we have learned to do more with less, to become more creative than ever before, and to not only survive, but to thrive during a time of increased expectations and steadily-decreasing state funding. We could not have accomplished this without the unfailing dedication, innovation, and hard work of our faculty and staff or the support of our administration and Board of Trustees. I have a great regard for Clemson University, for its people, and for its mission.

As I said at the beginning of my term as Staff Senate President, I truly believe that in the 340 year history of the State of South Carolina, one of its greatest accomplishments has been the establishment in 1889 of Clemson College, and its successful perpetuation 121 years later as one of the top public universities in the nation. Let us all go forward with conviction and strive to convince the people of South Carolina that Clemson is not only a great accomplishment of the 19<sup>th</sup> century, but that it is the state's greatest intellectual, social, and economic asset of the 21<sup>st</sup> century.

State of the University Address  
February 17, 2010  
Tim Drake, Staff Senate President

Last year was very productive for the Staff Senate. Of the many activities conducted by the Senate in 2009, two items that come to mind immediately are our collaboration with the Office of Institutional Assessment in conducting a Staff Survey, and the successful implementation of a Staff Development Program.

In the survey conducted last spring, employees identified certain areas where improvement would be beneficial. Some of those issues now are being addressed by the Compensation Advisory Group, Staff Senate, and Human Resources. It is intended that the survey will be repeated on a regular basis, perhaps every two years.

I am very pleased to report that the Staff Development Program is now accepting applications for participants. There has been a great response from members of Clemson's staff who are seeking information about the program and over 100 applications have been sent out. A Steering Committee and Peer Review Committees have been put into place, and there is much hope and expectation on the part of Clemson staff that this program will be successful in its pilot year, and that it will have an opportunity to expand in the future. This year's pilot program is limited to 25 participants due to budgetary constraints, so competition will be rigorous.

If you do not realize it already, Clemson is unique among its peer institutions for the implementation of a Staff Development Program. Clemson is again "ahead of the curve" in seeking ways to improve opportunities for professional and personal growth among its staff. This innovative step toward building a more engaged and enlightened work force is a direct result of this program's support by Clemson's forward-thinking Board of Trustees, President, Provost, and Administrative Council, along with the Faculty and Staff Senates.

The Staff Senate assisted three South Carolina charities during the holidays. Donations of food, money, toys, clothing, and other personal items were made to Helping Hands, Bethesda Ministries, and the Callen-Lacey Children's Shelter. Because of the generosity of many Staff Senators and other staff and faculty at the university, a lot of children experienced a more joyous Christmas.

The Staff Senate held its 25<sup>th</sup> Anniversary celebration at the Madren Conference Center following the General Faculty Meeting in December. It was a great 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 Senate and its contributions to Clemson over the last 25 years.

The concept for a Furlough Relief Fund, used successfully to assist many Clemson staff who faced financial hardships as a result of the furlough earlier in 2009, was conceived in the Staff Senate. This relief effort arose out of the Senate's recognition of needs that were expressed by employees when the mandatory furlough went into effect.

Several past accomplishments of the Senate that continue to be of great benefit to Clemson staff are the Office of the Staff Ombudsman, the ability of staff to take six hours of credit per semester free of charge, and the Staff Scholarship Endowment.

Past Senates worked diligently to obtain the position for a full-time staff ombudsman. As a result of this hard work, Clemson employees are now very fortunate to have an active, engaged, and competent Ombuds Office. Our staff ombudsman, Tom Ward, has been a tremendous asset to many Clemson staff, to the Staff Senate, and to the university as a whole. He continues to be a valuable resource, and a neutral party to assist with the confidential resolution of matters involving staff.

Our Staff Scholarship Endowment continues to grow. Through this endowment, university faculty and staff fund scholarships for ten children of staff who attend Clemson each year. Much of this financial support comes by way of payroll deduction gifts to the endowment. I want to encourage all staff and faculty to give back to Clemson whenever possible. It is through your gifts... to the staff scholarship endowment, to other key designated areas, or in the way of an unrestricted gift, that much good is done for the students and academic programs of this university. Those of us who are graduates of Clemson should feel a special obligation to give back to the institution that has given us and our families so many opportunities over the last century.

Our annual Staff Senate Scholarship Golf Tournament was held in October, and allowed us to again contribute a significant amount to the Staff Scholarship Endowment. In light of the poor state of the economy, the tournament was a success.

I want to express special thanks to the Board of Trustees for its significant gift to the Staff Scholarship Endowment. It was stated in the October Board of Trustees meeting that this gesture of appreciation was in response to the positive attitude shown by Clemson staff during the recent budgetary crisis. The Staff Senate appreciates our Trustees' recognition of the willingness of staff to take on extra duties and to work as a team to for the good of Clemson University. This personal gift from the Trustees to staff is a tangible illustration of the fact that our Board of Trustees cares about all Clemson employees.

As my term as Staff Senate President draws to a close, let me say that it has been a pleasure to serve Clemson staff this year. It also has been a great privilege to work with the Board of Trustees, President Barker, Provost Helms, Bill Bowerman, Windsor Sherrill, Tammy Vaught, Abby Daniel, and other members of the faculty, administration, Student Governments, and staff in seeking solutions to some of the obstacles that have challenged us.



I am encouraged that communication continues to improve at Clemson, primarily due to the willingness of President Barker, and his Administration to foster an environment of inclusiveness that encourages candid discussions on important issues. This open exchange of different ideas and perspectives during the problem-solving process is the essence of what we as an institute of higher learning should pursue continually.

I feel that this year, though difficult for Clemson, has been successful in many ways. The obstacles we faced as a university seemed insurmountable at times. In truth, they have drawn many of us closer together to work toward our common goals of excellence in education, research, and public service. As an institution, we have learned to do more with less, to become more creative than ever before, and to not only survive, but to thrive during a time of increased expectations and steadily-decreasing state funding. We could not have accomplished this without the unfailing dedication, innovation, and hard work of our faculty and staff or the support of our administration and Board of Trustees. I have a great regard for Clemson University, for its people, and for its mission.

As staff, our key mission is to support Clemson University with utmost dedication and with the belief that our students are America's greatest resource in its quest for a promising future. We should strive to serve the students of this university while lending superlative public service to the people of South Carolina. If we do these things, we shall not fail in our mission to carry forward Thomas and Anna Clemson's dreams of an educated and enlightened public and a better economic condition for our state and nation.

I truly believe that in South Carolina's 340 year history, one of its greatest accomplishments has been the establishment in 1889 of Clemson College, and the successful perpetuation of this institution 121 years later as one of the top public universities in the nation. Let us all go forward, facing whatever may confront us in 2010, with the conviction that Clemson University is not only a great accomplishment of the 19<sup>th</sup> century, but that it is South Carolina's greatest intellectual, social, and economic asset of the 21<sup>st</sup> century.

**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. 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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.

## Section 4. Absences

- A. **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 may be dismissed from the Staff Senate. If a Senator realizes that their schedule or any other reason (with the exception of an approved FMLA) will not allow them to adhere to this policy, it is strongly recommended that their resignation letter be submitted to the Staff Senate office and/or Staff Senate President before a dismissal action is deemed necessary by the Senate Executive Committee.** ~~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.)~~

- B. If it is determined by the Executive Committee that a senator should be a dismissal action should be initiated, dismissed removed, then a notification formal letter from the President of the Senate will be sent to the senator and his/her supervisor informing her/him of the committee's recommendation.
- C. Any current senator who receives a removal dismissal notification letter has ten (10) days upon receipt of notice, to respond to the letter explaining why he/she has exceeded the allotted absences.
- D. 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 from the appeal receipt will pass, before a response will be given to the appealing member.
- E. If the appeal is denied by the Executive Committee, a formal letter of dismissal will be sent to the Senator and her/his supervisor informing them of the senator's status and the committee's action.
- F. If after the ten (10) days of allowable time to appeal has passed and no appeal is received, a formal letter of dismissal will be sent to the Senator and her/his supervisor informing them of the senator's status and the committee's action.
- G. The will-Membership Committee will then begin to immediately fill that term with a senator from that senator's budget center provided the dismissal occurs before September 30. 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.
- H. ~~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 of the appeal receipt, will pass before a response will be given to the appealing member.~~

## Section 5. Vacancies

- A. Vacancies occur due to resignation from the Senate, transfer from area represented, dismissal by the Executive Committee, or termination of employment. If 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 6. 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 **her/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~~ Executive Committee 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. Senators may rank their top 3 committee preferences, however the Executive Committee will make final committee assignments. Once Committee chairs are selected, (no later than the first Senate meeting in April), committee meeting dates/times will be established and provided to the senators.

#### **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.

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

### **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 (if any)  
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 **Executive Committee** 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.

Approved 2/13/2007