President Angela Nixon called the meeting to order.

1. **Approval of Minutes**: A quorum was not present, so the minutes from February 25, 2014 meeting were not approved.

2. **President’s Reports**
   
   **A. Board of Trustees** – The Spring Quarterly is in Clemson on April 10-11. Angela will present her final report to the Board and will introduce Matt as the new president (Attachment).

   **B. Other:**
   
   1) **Human Resources**, John Mueller. HR is hosting a Planning for the Future Seminar. The seminar is offered in two sessions on April 8th.

3. **Financial Update**, Julie Jones. Funds remaining in the operating budget as of March 24th: (a) Vending: $5,294.83; (b) Staff Senate funds: $1,775.85; (c) Travel: $9.68; (d) SDP: $5,986.97.

4. **Committees**
   
   **A. Standing**
   
   1) **Activities**, Julia Lusk. Over $600 was donated to benefit Golden Harvest Food Bank. The money will be delivered to them on March 27th.

   2) **Communications**, Anne Cummings and Reba Kay-Purdessy. No report.

   3) **Membership**, Kay Bagwell and Shelly Geer. The Committee met on March 18. The group discussed the election outcome in Athletics; Jeffery Kallin was elected to serve as Staff Senator for the term May 2014 through April 2017. Congratulations Jeff! New Senators for the term May 2014 through April 2017 are as follows: Rebecca Trutwin, PSA; Lavonne Sloop, PROVOST; Joseph Thames, CAFLS; Jan Lay, CCIT; Tom Taylor, CCIT; Tom Warnock, STUDENT AFFAIRS; Phillip Addington, FACILITIES; Herb Parham, FACILITIES; Aubrey Miller, FINANCIAL AFFAIRS; Erin Thomas, FINANCIAL AFFAIRS. Returning Senators: Adam Hunter, BBS; Sarah Reeves, STUDENT AFFAIRS; Rusty McDonald, FACILITIES. Retiring Senators: Kay Bagwell, Pam Barnhill, Deb Charles, Karen Erickson, Reba Kay-Purdessy, Sharon Mundy Kimbell, Dede Norungolo, Meshelie Rabon, and Cathy Welton. Deveraux Williams will serve as Committee Chair beginning in April and will assist in coordinating the New Senator Orientation. Karon Donald updated the committee regarding TLP and TPG issue. If the Senate agrees to open membership to TLP and TPG classifications, the by-laws will need to be amended. A special election will be held for the vacant seats created by increased membership. The offices of Secretary and Parliamentarian are still open. Those offices may be filled during the special election.
4) **Policy and Welfare**, Matt Bundrick. The committee is looking forward to welcoming new members. Once the committee is seated, the group will begin work on remaining issues from 2013-2014.

5) **Scholarship**, Leslie Doss. Matt Bundrick and Leslie Doss met with the mayor of the City of Clemson regarding the Senate’s scholarship events. The mayor was enthusiastic about partnering opportunities and seemed eager to work with the Senate. Leslie is researching two potential themed runs to be held in the city, a zombie run and a foam fest. Campus Recreation is holding November 15th for the Sprint for Success 5K while Scholarship researches alternative events.

5. **Unfinished Business**

   **A. Time Limited (TLP) and Temporary Grant (TGP) Employees**, Group. HR provided a staff listing that included TLP and TPG employees. Clemson University currently employs a total of 490 people in the two classifications combined. The employees are spread amongst 17 budget centers. The issue is being reviewed further for short-term and long-term implications.

   **B. Provost Search**, Angela Nixon. Clemson University staff were surveyed via email to gather input for the provost search committee. Only 73 people responded to the survey, but several common themes emerged from their responses.

   1. **What are the major challenges and opportunities that the next Clemson provost will inherit? (immediate and long-term)**

      The most common challenges mentioned were:
      - Lack of funding/budget problems—most of these responses referred to dwindling state support.
      - Leadership turnover/lots of open or interim positions at the administrative level—this was mentioned both as a challenge and as an opportunity.
      - Compensation issues—many responses reflected either salary disparities between faculty and staff or employees (as a whole) at Clemson being underpaid.
      - Technology limitations—not utilizing technology in the best way possible or not taking advantage of the latest that technology has to offer.
      - Inefficient processes and procedures—this includes the hiring process and other HR functions, as well as state processes and procedures that hamper progress at Clemson.

      The most common opportunities mentioned were:
      - Strong research programs and the opportunity to grow Clemson’s research focus and capabilities.
      - Top 25 ranking and being on the cusp of moving ahead even further in rankings.

   2. **What kind of person would be best suited to handle these challenges and take advantage of these opportunities?**

      The most commonly mentioned qualities and characteristics were:
      - Strong leadership and management skills—someone who will earn the respect and trust of faculty and staff, someone who can delegate responsibilities appropriately to be able to focus on the bigger picture, someone who is a visionary, a forward thinker and a strategic thinker.
      - Diversity—someone who understands the importance and value of diversity, with several responses urging the search committee to seek out and consider minority candidates.
      - Someone who will be aware of the needs and concerns of the staff and will include staff in decision making.
• Good communication skills—someone who communicates openly and frequently and who is also a good listener.
• Previous administrative experience in higher education—someone who has served as a dean, provost or similar administrative position at the university level. Several responses stated that the person should have previous experience at a Top 20 school and/or a land grant school.
• Strong decision maker—someone who is not afraid to make changes and decisions that might be unpopular.

3. What reasons would you give an external candidate in order to convince them to explore the opportunity of working at Clemson University?

Most common responses:
• Clemson is a university on the rise, ready to move to the next level—many people stated that they believe Clemson has a lot of momentum right now to move into the Top 20 and beyond.
• Clemson is a good place to live and work—includes good proximity to Atlanta and Charlotte, close to mountains and not far from beach, lots of recreational opportunities, good place to raise a family.
• New president and time of great change—this is a good time to come in and have a positive impact on the many changes happening at the University.
• Clemson Family/Clemson spirit—strong student and alumni base with tons of pride and spirit. The overall feeling that Clemson is a special place.

6. New Business
   A. New Employee Buddy Program, Angela Nixon. Michelle Piekutowski mentioned a potential buddy program for new employees to the university. Senators were discussed as a resource for buddies. Additional information will be forthcoming.
   B. President Clements’ Investiture Ceremony, Angela Nixon. The investiture will be incorporated into all three graduation ceremonies in May. Staff will be encouraged to participate.
   C. April Meeting
      • Special Order of the Day – President Clements will not be able to attend the April meeting. He has a legislative commitment in Columbia on the 8th.
      • Staff Ombudsman Evaluation Committee – Call for nominations!
      • The Awards Banquet will immediately follow the meeting at 11:30 a.m. in Ballroom A of the Madren Center. A buffet lunch (steamed broccoli, saffron rice, southern baked salmon, citrus grilled chicken breast, rolls, and peach cobbler) and retiree plaques have been ordered. Invitations have been extended to current senators, new senators, and special guests. Activities is providing the centerpieces and Communications is working with Campus Banner and Design on the programs. Angela will reserve a photographer.

7. Announcements: None.

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

Next Meeting: Tuesday, April 29, 2014, 8:00 a.m., Suite 430, Martin Inn