

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

Minutes

Members Present: Pam Barnhill (conference call), Matt Bundrick, Deb Charles, Karen Countryman, Lynn Crawford, Dave Crockett, Wade Culler, Rose Ellen Davis-Gross, Tim Drake, Negar Edwards, Karen Erickson, Angela Gambrell, Julie Gambrell, Ellen Gideon, Michael Gilstrap, Leslie Hasselbach, Reggie Hawthorne, Trudy Houston, Bill Hughes, Julia Lusk, Stella Moore, Beth Newton, Angela Nixon, Laura Oglesby, Carol Pike, Susan Pope, Meshelle Rabon, Chris Sober, Diana Thrasher, Marlene Ventura, Scot Wardlaw, Tina White, Mandy Wright, and Jonathan Wylie

Members Absent: Lydia Arneson, Sharon Kimbell, Deborah Koon, and Jonathan Styles

Guests Present: Beth Jarrard, Krissy Kaylor, Tom Ward, and Matt Watkins

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

1. **Approval of Minutes:** Tim Drake moved to approve the minutes of the October 12, 2010 Staff Senate meeting as submitted. Negar Edwards seconded the motion and the vote was unanimous. The minutes were approved.
2. **Open Commentary:** Mandy Wright shared information regarding upcoming events at Seasons by the Lake.
3. **President's Reports**
 - A. **Academic Council** – The next Council meeting is scheduled for November 11, 2010.
 - B. **Board of Trustees and Foundation Board** – Information from the meetings is available for review.
 - C. **Faculty Senate Budget Accountability** – Minutes attached.
 - D. **Foundation Board** – The next meeting is scheduled for October 21-22 in Clemson.
 - E. **President's Cabinet** – The Cabinet met November 8th. Minutes from the October 11th meeting were distributed via e-mail on November 8th for review.
 - F. **Other:**
 1. **Human Resources**, Michelle Piekutowski. HR is working with Administrative Council and Registrar's office regarding the 2011 Employee Holiday Calendar. Ami Hood is the new Payroll Director and Joy Patton is the new Employee Relations Manager.
4. **Treasurer's Report**, Jonathan Wylie. The remaining E&G balances are \$1,000 in Travel and \$3,737.32 in Other. The Vending balance is \$8,726.94 and the Staff Development Program balance is \$13,318.58. Negar Edwards moved to accept the report as submitted. Tina White seconded the motion, and the vote was unanimous.
5. **Committee Reports**
 - A. **Standing Committees**
 1. **Activities**, Negar Edwards. Nonperishable food is being collected through mid December to benefit local food banks in Anderson, Pickens, and Oconee Counties. Donation boxes are located at the following locations: Sikes, ground floor break room; Fike, main entrance past card readers; Tillman, first floor beside the entrance to the hallway going to the elevator; ASB, break room; University Union, location TBD; Clemson House, front entrance reception desk; Barre Hall, hallway outside the mailroom; Library, fourth floor vending area; Facilities, main entrance across from dispatch.
 2. **Communications**, Dave Crockett. Communications will assist in promoting the food drive.
 3. **Membership**, Karen Erickson. Discussions are continuing regarding ideas for recruitment of new Senators for the upcoming term and finalizing (on paper) the procedures for elections, both Staff

Senators and Senate officers. The committee is also preparing text/links for a membership page on the Staff Senate website.

4. **Policy and Welfare**, Tim Drake. P&W met and discussed the compensation survey, pedestrian safety, compensatory time for exempt staff, and the need to supervisor and conflict resolution training.
5. **Scholarship**, Reggie Hawthorne. The committee is looking for new fundraising ideas to raise money for the Staff Senate Scholarship Fund. The committee plans on holding more “Friends and Family Nights” in 2011. All Senators were encouraged to donate to the fund via payroll deduction.

B. University Committees

1. **Alcohol and Drug Advisory Board**, Ellen Gideon. The Board met on October 28th from 3-4:30 p.m. in the Michelin Career Center. Discussion was on an upcoming survey that will go out before 2011 to Faculty and Staff. The purpose is to find out where they stand in regards to their attitudes, beliefs and knowledge of alcohol use and abuse at Clemson and how we can engage faculty and staff in the prevention of alcohol abuse. The short survey will consist of approximately 5 questions. Also discussed was how faculty members want to know how to handle and involve themselves in the task of helping students with alcohol issues. Questions were presented to the students on “what are they doing to help solve some of these issues”. They did request the CAT bus have a later bus. They also made other requests to the Board of Trustees. Contact Gideon at egideon@clemson.edu for additional information.
2. **Athletic Council**, Tim Drake. The Athletic Council met on October 14, 2010. 1) Dr. LaForge distributed a handout and presented a basic review of the ACC Fall meeting in Blacksburg Virginia (which he attended). He gave an overview/explanation of NCAA violations, and stated that any program with a culture of compliance will have violations. It was noted that Clemson has no pattern of violations. 2) The staff of Vickery Hall was commended, and it was noted that every program is not as fortunate to have the well defined, professional, and effective support that they provide. 3) Webb Smathers reviewed the new committee assignments and asked that all committees stay for a “brief caucus” at the conclusion of the council meeting. 4) George Smith indicated that his committee (Governance & Rules Compliance) would be meeting soon as they have over 200 pages of legislation to review. Mary Anne Raymond indicated that she and Bill D’Andrea have already begun discussions of ideas for the Campus and Community Relations Committee. 5) Bill D’Andrea reminded the council of the Football Reunion event. He also encouraged participation/attendance for the 2nd annual Rock the John event to kick off the basketball season. He noted that C.J. Spiller’s jersey will be retired at the Maryland game and that Glenn Lawhorn will be recognized at the Georgia game for attending over 400 consecutive football games. 6) Van Hildebrand was commended for his successful coordination of the handicapped transportation program and asked that Charles Dalton be added to the listserv. 7) Dr. Smathers reiterated the charge of the council to act as an advisory board to athletics. The next meeting of the Athletic Council will be November 11 at 3:30 pm in the IPTAY multipurpose room.
3. **Joint City University Advisory Board**, Karon Donald. JCUAB met on November 8th. Items discussed were the State of Clemson address, Legislative Breakfast, and the creation of a guide for students living off campus.
4. **Parking Advisory**, Bill Hughes. PAC met Oct 14th and elected a new chair, Susan Chapman, the Faculty Senate representative. The students (through student government and the Transit Continuity Council) are requesting changes to the campus CAT routes. These changes would result in changes to some parking lot designations. Some commuter lots and resident lots will change, but overall there will be very little change to the amount of each type of parking spaces. Once CAT agrees to an implementation plan, the routes and lots will change.
5. **Parking Visioning**, Rose Ellen Davis-Gross and Negar Edwards. Visioning met to review the new routes proposed by CAT.
6. **President’s Commission on the Status of Black Faculty and Staff**, Karon Donald. The Black Faculty and Staff met November 8th. The Pan-African Studies Program and History Department is hosting a free public showing of the South Carolina Secession documents on November 9th. The documents will be available for viewing from 10:00 a.m. until 5:30 p.m. The viewing will be followed by a lecture from Dr. Emerson, Director of South Carolina Archives and History on the

significance of the Secession documents. The lecture is free and open to the public. The event will be held in the Strom Thurmond Self Auditorium at 5:30 p.m.

7. **President's Commission on the Status of Women**, Michelle Piekutowski. 1) Women in Politics: A Place at the Table was presented at Strom Thurmond Self Auditorium on October 11th. Presenters were: House Representative for Orangeburg County, Gilda Cobb-Hunter; Vice Chairman for Pickens County Council, Jennifer Willis; Clemson University Policy Studies PhD Candidate, Laurie Dicks. 2) Each subcommittee has begun work setting objectives: subcommittees are Compensation and Benefits; Employment, Training, and Promotion; Discrimination and Sexual Harassment; Campus Events and Support Services.
8. **Recreation Advisory**, Tina White. The committee has met. If you would like to receive a copy of the minutes or have issues you would like to discuss, contact Tina White at twhite1@clemson.edu.
9. **Student Conduct Code Review Committee**, Scot Wardlaw. The SCCRC met October 15th to hear 4 appeals. The cases were from the end of the spring 2010 semester to present.
10. **United Way**, Susan Pope. The goal for CU is \$95,000 this year. Pledge forms are encouraged to be submitted by December 3rd. Deductions can begin in January 2011. This year Clemson hopes to meet our goal or surpass it. Keep in mind you can designate where your gift goes-Anderson, Greenville, Pickens, Oconee, or another county, or the United Way agency of your choice. An e-mail from President Barker dated October 11, 2010 was distributed to Senators. Barker's e-mail highlights Brittany, a former Clemson student who directly benefited from programs and services supported by the United Way.

6. Unfinished Business

- A. **State of the University Address** – No update.
- B. **Parking Services Outsourcing Proposals**, Bill Hughes and Rose Ellen Davis-Gross. The Parking Services outsourcing discussion is continuing. Once a responsive vendor is chosen, Procurement plans to bring them onto campus for additional questions and interviews.
- C. **Bylaws Revisions**, Chris Sober. Chris Sober moved to amend the first reading of the bylaws by deleting Art. III, Sect. 4G, Absences and letting stand Art. III, Sect. 5A Vacancies, to address vacancies filled due to dismissal by the Executive Committee for excessive absences (Attachment B). Tim Drake seconded the motion and the vote was unanimous. Tim Drake moved to accept the bylaws as presented. Deb Charles seconded the motion and the vote was unanimous. Sober also recommended that changes to the bylaws should consider the document in its entirety in the future, not section by section.

7. New Business

- A. **Staff Representation Request from Rory Goosen**, Undergraduate Student Senate President. Rose Ellen Davis-Gross noted that an official requested outlining the duties and charge of the committee has not been received, but asked Senators to submit their name if they are potentially interested in serving.

8. Announcements

- A. State Employees Association, Clemson Chapter, Julia Lusk, President. The annual State House visit will be on Tuesday, January 25, 2011 in Columbia. This is a critical time for as many state employees as possible to attend this event and show the legislators that we deserve to have our concerns addressed. Please contact the Clemson Chapter at scseaclemson@gmail.com if you would like to attend. The event will last from 10:00 a.m. until 2:00 p.m.

9. **Adjournment:** There being no further business, the meeting adjourned.

Next Meeting: Tuesday, December 14, 2010, 10:30 a.m., Madren Conference Center

FACULTY SENATE BUDGET ACCOUNTABILITY COMMITTEE
MONTHLY MEETING MINUTES
ANTONIS KATSIYANNIS, CHAIR
October 26, 2010, 3:30- 4:30, 206 Sikes Hall

Present: Helms, Warner, Figliola, Gross, Katsiyannis

1. President's Compensation Advisory Committee- Update (Brett Dalton, CFO)
 - The challenge of balancing compensating "high" performers against budget restraints and the possibility of layoffs (morale/performance tied to compensation)
 - Counter offers appear to be the "means " to raise increases; not proactive.
 - Suggested steps-Allow for participation in SC retirement system beyond the 5th year; allow for a system of "rotating" chairs-3 years/elected by faculty; examine the possibility of reassigning associate deans (savings involving associate deans close to \$3 million)
 - Student center construction on-board; life science building construction to start in the spring
2. Student Fees-break down; trends over the last 5 years (Brett Dalton, CFO)
 - Overview of Student Fee revenue trends over the past 5 years (\$251.1 million for FY 2010; \$266.6 million projected for FY 2011). This figure includes what is often referred to as tuition (general academic fees). Student Fees include debt service, summer school, differential tuition, online courses, lab fees, student organizations, other student service fees, general operations/academic fees.
 - Other student Fees (often referred to as fees; not tuition)-\$11.8 million for FY 2010; \$11.6 projected for 2011). These fees include campus recreation fee, career services, library fee, student health, Microsoft licensing, technology fee.
 - CFO Dalton will present this info to the senate in an upcoming meeting
3. Other-Lab fees
 - 15 years go these fees were tied to consumables; Board of Trustees approved a change that increased fees-half to be used by the provost's office and address major infrastructure projects (labs and classrooms) (see handout distributed on how this money was spent in the last 3 years. Other colleges (College of Charleston) have an across the board facility fee for this purpose. Supports teaching labs (indirects primarily fund research labs...)
 - Deans get the other half of lab fees and distributed across departments/labs-only general info is available on how Deans allocate this money.
4. CU Budget 2010-11 Overview (Brett Dalton, CFO)

Handout was distributed; main item for discussion in the next meeting

Next Meeting: November 23 at 1:00 in 206 Sikes Hall (Brenda please check)

**CLEMSON UNIVERSITY
STAFF SENATE
BYLAWS**

(Amended and Approved April 13, 2010)

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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 budget centers 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 budget center.
 1. The appointed Senator-at-large must demonstrate a willingness to actively serve as Senator for that budget center. Ideally, this person should have a connection to the budget center, either in physical location, a former employee of that budget center, 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 **from that budget center** 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 **May** 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. **If the number of vacancies equals or is more than the number of candidates in a designated budget center, then those candidates are elected by appointment of the Executive Committee.**
- 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 made available.

Section 3. Terms

- A. Senators shall serve a three-year term beginning at the **May** meeting of the Senate. A maximum of two consecutive terms (6 years) may be served. A one year interval is necessary before being eligible to serve again.

Section 4. Absences

- A. If in a term year (**May-April**), a Senator accumulates a combined total of **seven (7)** absences from regularly scheduled monthly meetings and/or regularly scheduled committee meetings, the Senator may be dismissed from the 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 Senate office and/or Senate President before a dismissal action is deemed necessary by the Senate Executive Committee.
- B. If it is determined by the Executive Committee that a dismissal action should be initiated, then a notification letter from the President of the Senate will be sent to the Senator informing her/him of the committee's recommendation.
- C. Any current Senator who receives a dismissal notification letter has ten (10) **University business** 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) **University business** 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) **University business** 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. If the dismissal takes place before September 30, the Membership Committee will fill the remaining term with a special election. If the dismissal takes place after September 30, the term will remain vacant until regular elections in March of the following year.~~

Section 5. Vacancies

- A. Vacancies occur due to resignation from the Senate, transfer from budget center represented, dismissal by the Executive Committee, or termination of employment. If Senator is transferred outside the budget center 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 an ex-officio nonvoting member, the director from Human Resources.

Article IV - Officers

Officers are elected by the Senate members and serve for a period of one (1) year. ~~The retiring officers shall serve through the end of the April meeting and the new officers shall take office immediately following the April meeting.~~

Section 1. Duties

- A. President - shall be responsible for scheduling and conducting all Senate meetings and shall serve as a member of 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 selections shall be presented to the elected officers for confirmation. ~~If the committee chair is unable to fulfill their responsibilities, the President may select a replacement.~~
- 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 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.

F. Immediate Past President – shall serve as liaison to the Board of Trustees for one (1) year following their term as President.

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 Senators will be eligible for nomination to any office; ex-officio members are not eligible. Nominations are not valid until the Senator has received approval from his/her supervisor.
- E. The deadline to submit nominations is the March meeting. Candidates will have the option to give a brief speech to the Senate at the March meeting in support of their candidacy.
- F. Elections will take place **either by online voting prior to or by paper ballot** at the **April** meeting by vote of the currently serving Senators.
- G. If the term of the Vice President expires, he/she may remain on the Senate for a fourth year to serve as President.

Section 3. Vacancies

- A. **An officer who transfers outside the budget center 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.**
- B. An officer can be removed from service by a simple majority vote by the Senate. If the President is removed, Section 3D applies. **All officers have the right to appeal in writing to the Executive Committee within ten (10) University business days of the Senate vote.**
- C. **If an office other than the President is vacated, nominations of current members to replace the officer will be accepted at the next regularly scheduled meeting. The Senate will then hold an election by majority vote to select a replacement to serve for the remainder of the term of office.**
- D. If the Presidency is vacated for any reason, the vacancy will be filled by the President Ex Officio if the vacancy occurs before October 1st at 12:00 p.m. If the vacancy occurs after 12:00 p.m. on October 1st, then the Vice President of the Senate will assume the role of President for the remainder of the term, **in addition to their elected** term. 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.

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 perform other duties as specified in these bylaws. The 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 three (3) committee preferences; however the Executive Committee will make final committee assignments. Once Committee chairs are selected, (**no later than the Executive Committee 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 budget centers, and implement new member orientation.
- 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. 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 **or a Past President 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.

If the appointee is unable to attend meetings and provide activity reports to the Senate, the President may choose a replacement.

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 committee records containing: summary reports, current assignments and letters, completed assignments and letters, members' attendance at 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 agenda will be sent to the Administrative Assistant seven (7) calendar days before the scheduled meeting.
- E. Hold a transition meeting with incoming and outgoing committee members before the June meeting.

Section 5. Staff Ombudsman Evaluation Committee

The Staff Ombudsman is evaluated by a five (5) member Ombudsman Evaluation Committee, comprised of four (4) members of the Senate and one (1) staff member appointed by the Ombudsman. These members are as follows:

- The Immediate Past President (serves as chairperson for the committee)
- The President
- The Vice President
- An elected Senator – one (1) Senator elected annually by the Senate.
- An appointed member – one (1) staff member appointed annually by the Staff Ombudsman.

All members of the committee should be identified no later than April 30 annually. If the Staff 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. Senate Meetings

Meeting Schedule: The Senate shall meet on the second Tuesday of each month at 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.

1. Approval of Minutes
2. Special Order of the Day (if any)
3. Open Commentary (limited to ten (10) minutes)
4. President's Report
5. Treasurer's Report
6. Committee Reports
 - A. Standing Committees
 - B. Ad Hoc Committees
 - C. University Committees/Councils
7. Unfinished Business
8. New Business
9. Announcements
10. 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 Executive Committee may be called by the President or upon the written request of three members of the Executive Committee.

Section 2. Administrative Assistant

- A. Purpose: Under general supervision of the President of the Senate, plans, organizes, coordinates, and directs the administrative activities of the Clemson University Senate. Carries out the directives of the 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 Senate has the responsibility of annually evaluating this position.

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 Senate in an expeditious manner.