April 22, 1992

Dr. A. Max Lennon
President
Clemson University
201 Sikes Hall
Clemson, South Carolina 29634

Dear Dr. Lennon:

Enclosed is a draft agreement regarding annexation/consolidation of the Clemson University campus into the City of Clemson which was unanimously approved by City Council on April 20, 1992.

I will be pleased to meet with you any time to review the proposed agreement or modifications which may be offered.

We look forward to hearing from you on our proposal.

Sincerely,

Larry W. Abernathy
Mayor

Charles F. Helsel
City Administrator
Agreement
Annexation/Consolidation of Municipal Services
City of Clemson/Clemson University

OBJECTIVE

The City of Clemson offers to bring the main campus of Clemson University (figure 1) into the corporate limits of the City of Clemson, and allow for consolidation of municipal services where feasible.

LEGAL METHOD

State Code 5-3-140 provides that municipalities may annex state properties with the approval of the State Budget and Control Board. In that the Budget and Control Board does not recognize Clemson University as a municipality in the distribution of State Shared Revenues, it is concluded that this is the proper statute to follow in accomplishing the objective above.

SPECIAL CONDITIONS

1. Revenues
   a. One half of all State Shared Revenues attributable to the student population on campus (estimated at $125,000 annually) shall be budgeted for mutually beneficial projects or services.
   b. The University is exempt from all property taxes.
   c. Business licenses will not be required of University owned on-campus businesses.
   d. The city will not impose any ticket tax on any university sponsored events on campus without University approval.
   e. Fees in lieu of taxes will be charged for any municipal services by the city for the university.

2. Zoning and building/fire codes
   a. All University properties to be annexed shall be zoned "University", a new class which will be exempt from all city land use regulations. The requested "University" zoning will be done by the usual procedure of amending the city zoning ordinance to provide for the new district designation, followed by an ordinance to apply that district organization to the university property. All notice and hearing procedures will be followed as for other rezonings.
b. Enforcement of all applicable building and fire codes on campus will be performed solely by the University.
c. The University is subject to all zoning classes presently existing within the city. The purchase of land within the city by the University will not automatically change its zoning class to "university".

3. Public Safety

Police
a. The City and University Police Departments shall continue to operate as separate, but coordinated departments.
b. Incidents arising on the campus shall be handled by the University Police Department.
c. Incidents arising off campus shall be handled by the City Police Department.
d. University and city police shall have radio frequencies which allow ready communications between the two forces.
e. Streets which border both the city and the university shall be policed by the city.

Fire
a. The City will plan to construct and equip a fire substation to supplement service to the city and the campus.
b. The University will continue to operate the existing fire station for the campus and the city, and amend the existing contract to include operation of the future proposed fire substation.
c. The city shall bear 100% of the expenses of the future proposed substation, and the incremental expense of serving the city from the main station.

Dispatching
a. All dispatching - Police, Fire, and EMS will be performed by the City.
b. Expenses shall be shared proportionately between the City and the University.

Jail
a. The city will continue to provide the university overnight jail facilities.
b. An appropriate daily fee will be charged for each case.

Court
a. The University Court shall be consolidated with and operated as a branch of the City Court.
b. A consolidated Court Administrator shall be appointed by the City.
c. All on-campus parking cases shall be handled in the University branch. The University shall pay all expenses of the branch and retain all parking fine revenues.
d. All other cases (criminal and traffic) shall be handled in the city court.
4. Public Works and Utilities

a. Streets - All state streets in the city and on the campus are, and will continue to be, maintained by the state. The city may contract with the university for maintenance of university streets for a fee.

b. Sanitation - City commercial sanitation services are available to the university on a fee basis.

c. Water - The city and the university both obtain treated water from Duke Power, and will continue to operate separate water distribution systems. Consolidation of systems may be accomplished by separate negotiations.

d. Sewer - The city and the university will continue to operate separate sewer treatment facilities and collection systems. Shared use of facilities may be contracted and is encouraged. Consolidation of systems may be accomplished by separate negotiations.

5. Recreation

a. The city’s recreation facilities and programs are available free or at reduced rates to city residents. (Presently on-campus students must pay non-resident fees.)

ACCEPTANCE AND AMENDMENT

This document is hereby accepted and may be subsequently amended upon joint approval of the Clemson City Council, the Board of Directors and President of Clemson University, and the Budget and Control Board.

For the City of Clemson and Clemson City Council:

Larry W. Abernathy, Mayor Date Attest

For Clemson University and The Board of Directors:

Billy L. Amick, Chairman Date Attest

Max Lennon, President Date Attest
PETITION FOR ANNEXATION

The Budget and Control Board, pursuant to state code section 5-3-140, does hereby petition the City of Clemson for annexation of the Clemson University Campus into its corporate limits. The area requested to be annexed, consisting of approximately 1,945 acres, is shown on Figure 1 and is further described as follows:

"Beginning at a point on State Highway 93 at the western limits of the City of Clemson and following Highway 93 westward to the shoreline of Lake Hartwell, then following the shoreline of Lake Hartwell southward to the Carolina and Northwestern railroad track, then following said railroad tracks eastward to US 76 at the Clemson City limits, then following the Clemson city limits/Clemson University property line north and westerly back to the point of beginning."

This petition is contingent upon fulfillment of conditions set forth in the attached agreement between the City and the University.

Submitted on behalf of the Budget and Control Board by

______________________________
Governor Carroll Campbell  Date  Attest
Chairman
Welfare & Policy Committee Minutes
September 15, 1992
10:30 a.m., 114 University Square

Commission Representatives Attending: Kathey Ricketts, Phil Howard, Stanlee Miller, Lillian Lappie, Lynn Belding, Kathy Moore, Charlotte Holmes, Mary Gaines, Diane Jones. Alternates attending: Dot Roberts, Millie Collins, Mary Jo Williams. Special guest Associate Vice President for Personnel Management and Development Paul Michaud.

Chairman Belding suggested the committee alter the agenda to attend to business immediately following the program with guest speaker Paul Michaud. Committee Chair Belding had sent Mr. Michaud a list of questions in advance from the Classified Staff Commission. The list of questions provided the format for the program.

Question 1: What additional or enhanced benefits is the Personnel Department actively seeking for Clemson Employees? Mr. Michaud said his department was currently working on offering an eye care discount program. The Vision Care Center and Omega Eye Care have been selected by Personnel to offer discounts to those employees using their programs throughout the State. He mentioned that both proposals would be presented to the Chamber of Commerce later that day in an effort to promote understanding of the proposal, especially with local vision care providers. Vision Care and Omega Eye Care would provide CU employees with discount fees on eye exams and eye ware. Mr. Michaud said that Vision Care Center would charge $35 for an examination and offer between a 15-20% discount on eye ware.

Another benefit that Personnel Management and Development is assisting the State with is the Statewide Physician Network. The basic premise of this plan is that a physician would accept the approved amounts dictated by the State and only bill for deductibles and co-payments. The Physician Network would operate much like the State’s Hospital Network. Physicians in the network would not charge more than the state health plan allows. This program should be in effect by the first of the year.

Question 2: What is Clemson University’s portion of the Health Insurance Premium? Is it a constant amount per employee or does it vary on a scale depending on income? The rate is constant and currently the annual premium is $136.08 for single employee coverage. Effective 1/1/93, single employee coverage will be $139.98; employee with spouse will cost $193.18; employee with children will cost $192.87 and full family will cost $238.00.

Question 3: When a pledge is made to the United Way, why does it continue after a leave of absence from the University when you have only pledged for one year of payroll deductions? All voluntary deductions should be clearly stated that they remain in effect until changed or canceled by the employee. The employee must notify personnel in writing of any changes.
Question 4: Is Clemson doing anything in a proactive manner to address employee concerns through the legislature? The Council of Presidents is a group comprised of presidents from SC institutions of higher education. A representative subgroup of Personnel administrators also meets monthly with the idea of joining hands to promote state employees benefits and promote and interpret policy/procedural changes and appropriate legislative action. (Chairmanship rotates.) Mr. Michaud said Personnel also works with the SC State Employees Association’s Legislative Committee on specific legislation. He said that retirement legislation is submitted each year by the Personnel group for legislative action. Personnel continues with efforts to obtain a separate classification system for higher education employees and to obtain classification analysts assigned specifically to higher education.

Question 5: What is the current status of the “education benefit” where an employee would be able to take one class at no charge after admission requirements and other factors were satisfied? Would there be any coordination with other state education institutions to offer this benefit to CU employees that are located off-campus? What would the charge be for employees that are currently taking 2 courses? The Tuition Assistance proposal stems from legislation passed last May which allows an employee to take up to four credit hours per semester free. Policy is currently being developed with 16 areas of concern being discussed. Mr. Michaud said registration was a major concern. For example, should full-time students be bumped from a class to allow an employee to enroll? Should the employees be degree candidates or not? Job related or not? Pass/fail structure? Should the plan offer 4 free credits or 2 two-credit classes? Should time away from the job be made up? Should there be an exchange program with Tri County Tech? What about payment plans for employees who can’t pay all up front? The Board of Trustees presently sets the rate of tuition at 50% of cost. Currently, employees can take up to 6 credits at half tuition with permission from their supervisors. Mr. Michaud said all the above concerns and more postponed the enactment of a new Tuition Assistance program at CU this semester, but he anticipates one being approved, possibly by next semester.

Question 6: When merit raises are available, the individual departments are given an amount of funds to “average” raises throughout the department. Even if the top recommended percentage cannot be given, shouldn’t the employee receive the rating they have earned regardless of funds available? If this is true, the next time merit funds are available, can personnel send a memo advising supervisors of the correct procedure to deal with available funds vs. true earned performance evaluation? Mr. Michaud said that it was very important for each employee to receive an annual evaluation of performance and be given the proper rating regardless of any funding for meritorious service. This becomes critical when RIFs (reduction in force) are taking place. RIF uses the last three EPMS ratings in the decision process. Any employee who does not have an EPMS is automatically rated an “M” for that year by personnel. Personnel sends a second notice for an EPMS to the Vice President of the supervisor who has not completed the evaluation. Mr. Michaud said that Personnel is looking for alternatives to the EPMS. Possibly there could be a peer team review of some kind.
instead. He would like to expand the rating scale to allow more flexibility, especially below the "M" level.

Question 7: What level of reclassification can be approved at Clemson and at what pay grade must the determination be done in Columbia? Mr. Michaud said that at this time Clemson has been delegated authority to reclassify 108 state job positions, the most for any state agency. These are primarily for positions with high turnover and where we have shown great knowledge and expertise. The highest grade right now is grade 31 for a position in the Police Department. The goal is to have Clemson certified to reclassify all campus positions. Any employee can request a desk audit assuming they go through the proper channels and reclassification can be made when a change in duties warrants it or when an official offer of employment from outside the University shows the employee may be leaving. In addition, a salary adjustment can be asked for when there is evidence that duties have changed, but not significantly for a reclass, but in addition a person has many more years of education and experience above the Clemson University or State averages.

Question 8: Could an additional drop box be placed somewhere on the East Campus that would be more accessible to departments in that area than is the Sikes Hall location? Mr. Michaud said that a drop slot has been available at Personnel for 1 year or more, even after hours. He thought it would be possible to establish an East Campus stop and said Katrina Skelton with the CU post office would be the person to contact regarding that. A drop box requires a secure place and coordinating with the Post Office.

Question 9: Do you see the possibility of a day-care program being developed on campus, and what would be the best way for the Commission to work in a positive direction to help achieve a day-care facility? Mr. Michaud said he understood that past surveys did not show a major need. Phil Howard said he understood that interest was great enough for a plan to be let out for bid, but that his search for information about past efforts had not uncovered any reliable information on the subject. Mr. Michaud mentioned there is a committee on campus presently looking into the possibility of a Day Care Center.

Question 10: Are there any plans to make the 25-year retirement plan more appealing? Legislation introduced during the last legislative session included FULL retirement with 25 years at no penalty. It will be reintroduced in January if legislative sponsors agree. The retirement system is agreeable if funds are appropriated to actually meet the added cost – the main problem! Twenty-five years as it now stands requires a person to be 55 years of age and take a 4% penalty for each year prior to 30 years of service. However, Mr Michaud said there appears to be little movement in changing the present rules because in order to run a retirement fund and keep it financially stable for the future, the State prefers not to allow people to retire earlier at full benefits when life expectancy (and liability for continuing benefits, with annual cost-of-living increases) is increasing.
The Communications Committee would like to thank all who helped man the Classified Staff Commission's booth at the Benefits Fair on October 27 and 28. We had numerous compliments on the look of our booth, the friendliness of the staff helping in the booth and the prizes offered. We had drawing for 11 prizes and the names of the winner will be in the December Newsletter. We also were very pleased with the response to the Staff Scholarship Drive and we were able to enroll about 40 staff member during the Benefits Fair. I won't take the time now to list all those who helped, you know who are and we certainly appreciated your efforts. But I would like to thank Mary Purcell, from the Communications Committee, who was in charge of the booth and I think she did a wonderful job and is to be complimented on a job well done.

I did want to report that I have had numerous contacts (30 or more) concerning INSIDE CLEMSON. Off-Campus classified staff are very concerned and want to receive this publication. They complimented Inside Clemson and the Classified Staff Commission on the issue concerning RIFS and Furlough, etc. Because of the concerns of off-campus, the Executive Committee of the Classified Staff Commission has asked the Communications Committee to draft a resolution to President Lennon addressing this concern. Our Committee will meet today and hopefully we will have a recommendation at our December meeting.
THE TWO MINUTE WARNING
SPECIAL

NATIONAL LETTER OF INTENT: NOVEMBER 11-18

PLAN AHEAD! Several new rules apply to this period. There is a DEAD PERIOD running from 8AM Monday the 9th through 8AM Friday the 13th. This means, among other things, that NO IN-PERSON CONTACTS WITH RECRUITS OR RELATIVES, NOR OFF-CAMPUS EVALUATIONS DURING THIS PERIOD ARE PERMISSIBLE.

PHONE CALLS: On the initial day of signing and for the two days following (Nov 11-13), you are allowed to make unlimited numbers of phone calls to a particular prospect or his/her family. The balance of the week is covered by the traditional one call per week rule.

OFFICIAL VISITS: Official Visits that weekend may not arrive on campus prior to 8 AM on Friday November 13. They may, however, arrive in the area the night before.

IN-PERSON SIGNING: If you plan on signing someone in person it must be done during a contact period and it counts as one of your three contacts. Therefore you may not sign anyone in-person until after 8 AM, Friday and then, if off-campus, only in a contact period for your sport. This means that in all sports that have an early signing period coaches may sign them in-person at an off-campus location, except in the sport of basketball, between 8 AM Friday 13th and 12 Midnight November 18, and after 8 AM Friday 13th, you may sign them in-person, on campus, in all sports!!!!

TIMES UP! GOOD LUCK TO ALL OF YOU DURING THE NATIONAL SIGNING PERIOD. BRING HOME THE BEST!

10/29/92 SPECIAL NLI
South Carolina State Employees Association

A Legislative Breakfast will be held December 17, 1992, at 7:00 a.m. at the Holiday Inn, Clemson, S.C. Cost for the breakfast will be $5.00 per person.

Local Legislators from Oconee, Pickens, and Anderson Counties will be present. The Legislators have been asked to address the South Carolina State Employees Association 1993 Legislative Program. The Program agenda consist of:

1. Cost-of-living Increase (6% in 1993)
2. Career Increment Increase (to replace current Merit Plan)
3. State Retirees (continued 4% Cost-of-living increase)
4. Health Insurance (include Vision care and return of Prescription Drug Card)
5. State Retirement (Retirement option after 25 yrs. of service, with no penalties)

If you are a member of the South Carolina State Employees Association or if you are interested in the above items, please join us.

Benefits Fair Update:
The Clemson University Chapter of the South Carolina State Employees Association recruited 72 new members during the Benefits Fair held in October, 1992. This brings our current Membership to approximately 700 members. If you are not a member of the Association or if you would like more information regarding the Association and its structure, please give Robbie Nicholson, President, (656-5972), or Ron Kopczyk, Membership Chairman, (656-3391) a call today. Remember the South Carolina State Employees Association is your voice in Columbia during the Legislative Session. It is at this Session that the status of Benefits conveyed to South Carolina State Employees is governed.
Next Meeting - Christmas Meeting - Tuesday, December 8, 1992 at 10:00 a.m. in the Student Senate Chambers. Bring snacks! Drinks will be provided.

Present: Teri Alexander, Lynn Belding, Stephanie Clark, Natalie Garrison, Ron Herrin, Jo Abernathy, Charlotte Holmes, Phil Howard, Kathy Hunter, Lillian Lappie, Mary Joe Williams, Gloria Smith, Karen LeMay, Kathy Moore, Stanlee Miller, Linda Landreth (for Alan Godfrey), Ben Morton, Mary Purcell, Tammie McCall, Robbie Nicholson, Judy Pilgrim, Mary Gaines, Dot Roberts, Kath ey Ricketts, Dick Simmons, Cecil McCaskill, Kathy Yates, Melanie Waters, Patsy Sowell, Diane Donald, Phillip Allen, Beth Jarrard, and Sandy Smith.

Absent: Pam Durham, Diane Jones, Teresa Kelley, Fran Massey, Lynn Reeves, David Muhlberge, Linda Gable, Michael Simmons, Ray Thompson, Ruth Taylor.

From the Chair: Sandy welcomed Commission members and guests. Diane Donald introduced the guest speaker, Dr. Raymond Noblet, Business Manager at TIWET (The Institute for Wildlife and Environmental Toxicology).

Guest Speaker Dr. Raymond Noblet: Dr. Noblet highlighted some information about TIWET and the budget problems to dispel some rumors and mis-information that have circulated on campus. TIWET is a program that originated in Washington and came to Clemson in 1989. Dr. Noblet was asked to head up the transition period and the program. The Institute and the Department work cohesively but function differently than a regular university department. There are strict health regulations as well as other environmental standards that must be met from the Institute side. Environmental Toxicology deals with the environmental effects of contaminants on plants and animals. The department carries on the educational function of the program.

An audit was conducted in 1991 and problem areas were noted.
Dr. Noblet commented that the research staff were accustomed to loose procurement policies and the University has more strict policies (State policies). The University became involved in trying to help TIWET resolve problems. The budget decreased by 50% and organizations were reluctant to do business with TIWET based on the audit. No criminal intent was determined. Clemson University is committed to the program and was able to bring in 2.2 million in funding during the investigation.

Dr. Noblet presented a slide show.

Questions from the Floor:

1. TIWET seems to cover such a large area - is there a focus area? Yes, hazardous waste.

2. College Of Sciences was told that their budget was reduced due to TIWET - is that a communication problem? University did give money to TIWET, but where it came from is not know by Dr. Noblet. College of Forestry had some overrun budget problems, too.

3. Are you destitute? We call it cost containment - we have been and have cut every cost imaginable.

4. Is part of research geared to identifying natural pesticides as opposed to chemical? Yes, part of it. But the department/Institute will not take ecological stands or political stands.

5. Please comment - Given the amount of compliance that your department has to meet with state and federal, it isn't unreasonable to meet University compliance rules.

Dr. Noblet responded that he didn't mean to imply that it was - only that in this kind of research, you run into unusual situations, emergencies, etc. and can't get emergency procurement. A Commission member commented that other people are available to give procurement numbers in the case of emergencies. The member asked that procurement not be signaled as the bad guy. Dr. Noblet again commented that he never intended to - the State not Procurement should be emphasized.

6. Another staff member commented that she worked in field study and she knew that the volume of items needed are not available from the vendors. She understood that vendors are waiting and you can't get what you need in the right quantity.

7. Do you have an appointment to meet with the Budget and
Control Board to relax restrictions?

Dr. Kendall is pulling together information for the Ways and Means Committee. They hope that the State Legislature will look at the issues.

Sandy thanked Dr. Noblet for his informative talk and slide presentation.

**From the Chair:** Sandy welcomed Kathy Yates as the replacement for Millie Collins.

Sandy attended a breakfast with the Board of Trustees. The majority of the conversation centered on classified staff and the Scholarship Fund. Board was challenged to match the fund and decided to find a corporation willing to match it in the name of the Board of Trustees. Instead, two individuals matched the fund - President Max Lennon and Tom Lynch (each giving $8000). Dr. Lennon wants the classified staff to understand what an integral part of the University the staff are. Sandy commented that we remain challenged as representatives to continue working with our members for improvement.

Sandy congratulated JoAnn Abernathy and Mary Purcell for the wonderful presentation of the booth at the Benefits Fair.

**Committee Reports:**

**Communications Committee** - JoAnn Abernathy voiced a "Thank You" to all the booth helpers. She had many comments on the gifts, friendliness of helpers, and appearance. She was pleased at the number of contributors. Mary Purcell worked with the Development Office and each contributor received a CU lapel pin. A big "Thank You" to Mary. The committee worked with Inside Clemson to provide the newsletter to off-campus employees.

JoAnn has received 30+ calls regarding the extension people receiving the Inside Clemson regularly. The Executive Committee will draft a proposal/resolution to Dr. Lennon.

**Policy/Welfare Committee** - Lynn Belding reported that two meetings had been held. Paul Michaud, Associate Vice-President for Personnel Management & Development, attended as a guest. Two letters have been received regarding parking - these have been referred to the Parking Office for response. Extreme concern has been expressed by staff regarding the furlough of Extension
staff.

**Scholarship Committee** - Ben Morton reported from the Development Office that 53 additional staff were donating to the Scholarship Fund (not including 41 who signed up at the Fair). This is tremendous and the Commission has nearly reached our 100 new donors goal. A workshop is scheduled for December 9 instructing staff on how to apply for Scholarships. Attendance is Open! Ray Thompson of Personnel will videotape the session.

**Budget Report** - Linda Landreth reported for Alan Godfrey. Expenditures to date are $376.52. Balance is $3142.48.

**University Committees**

**Traffic and Parking**: Stanlee Miller - no regular meeting. The Ad-Hoc committee met (chaired by Dr. Luedeman) and proposes charging visitors a $1.00 fee but will set up a free visitors lot. The committee recommends starting small on charging but increasing. Several commission members asked questions. 1) What about the information that employees must pay outstanding tickets before getting new tags next year? Yes, true. 2) How to handle students parking in visitors slots? Call the CUPD. 3) What about athletic events? Yes, part of the proposal.

**University Wide Task Force on Parking** - Stephanie Clark reported that no meeting was held. The Committee Chair has changed.

**Accident Review Board** - Kathey Ricketts reported that 19 cases were heard, the majority involving vans. The University is considering hiring a certified driver to teach van defensive driving.

**Strategic Planning** - Ruth Taylor absent.

**Joint City/University** - Cecil McCaskill reported that the committee supported consolidation of travel between the city and university. The annexation is being evaluated. A group travelled to Blackburn, VA and they are years ahead of Clemson. Paul Michaud addressed the group on the new eyecare discount program. A subcommittee will ask President Lennon to hold meetings with the Joint City/University Committee in the future before these type decisions are made. The Campus Planner presented a updated proposed campus plan. A problem was cited that the plan does not allow for expanded parking.
Facilities Planning - Melanie Waters reported that the site on Highway 76 for the new Business and Finance Building has been approved.

Athletic Council - Patsy Sowell distributed the 2-minute warning publication and a 93 proposal document.

Recreation Advisory - Phil Howard - no report.

President's Cabinet - Sandy Smith reported that Dr. Lennon is putting together a President's Commission on Women's Issues and was asked to submit a list of names. The issues discussed are pay, promotion, tenure, etc.

Telecommunications - Kathy Hunter reported the switching problems with 911 continue. The contract for cable services is being rebid. A strategic plan for telecommunications is being developed.

Centennial Committee - Dewey Barefield absent.

SCSEA - Robbie Nicholson, Clemson Chapter President, reported that 72 new members joined at the Benefits Fair. Two drawings were held for a $50 and $25 prize for recruiting new members. She recently attended a meeting in Columbia in which SCSEA is recommending a 6% cost-of-living increase and a career increment system. She urges us to get in touch with our representatives. They are requesting a 2.7% set amount yearly for career increments. The bonus figure for employees under $25,000 has been increased to $320 while the figure for employees over $25,000 has been increased to $160. Chapter membership has reached 700! A meeting will be scheduled for all Clemson University employees to address issues.

Old Business - Ron Herrin announced that the eye care information will be out soon.

New Business - Teri Alexander asked all members to bring refreshments to the December meeting on December 8, 1992. Adjourned at 12:15 p.m.

Recorded by Teri Alexander.
A scholarship application workshop will be held at 3:30pm on Wednesday, December 9, 1992 in Vickery Hall Auditorium.

This workshop is to provide assistance to the classified staff in applying for scholarships and other financial aid for children of classified staff enrolled at Clemson University or planning to enroll in the near future.

Recent changes in application requirements have made more financial aid opportunities available.

Information will be presented about the Classified Staff Commission Scholarships and also other forms of financial aid--other scholarships, grants, and loan programs. Application procedures and deadline dates will be discussed.

The workshop is sponsored by the Classified Staff Commission and the Office of Financial Aid. It is being held to help make the Clemson University Classified Staff Community more aware of the many financial aid opportunities available for our children.

What: Scholarship Application Workshop
For Classified Staff members
When: 3:30pm
December 9, 1992
Where: Vickery Hall Auditorium
THE TWO MINUTE WARNING V.2.1

It's that time of year when evaluations and contacts are being made or planned. It is critical that you review bylaw 13 as often as you can, but particularly 13.1 before you leave campus to evaluate, make contact or both. Ultimately it is your responsibility to be sure that the institution is in compliance.

VISIT TO SCHOOL
Any visit by any Clemson staff member, athletic or otherwise, to the high school or junior college counts as a visit to that school. This is significant because only one visit is allowed per week regardless of the reason and all sports must coordinate the timing of such a visit. The only exception to this is during the evaluation periods in football and basketball when staff members in those sports only may visit as many times as they want as long as they don't exceed four evaluations for the year. Finally, in football only, football staff are prevented from visiting more than 3 times to the high school during the contact period.

EVALUATIONS
Evaluations are any activity off Clemson's campus designed to assess the athletic or academic ability of a prospect. Generally speaking you count all such activity that occurs in one calendar day as one evaluation (E or PE) or one contact (C) but there are exceptions. If you do not know what they are or are not sure, ask!

PRACTICE OR CONTESTS:
An evaluation of one athlete in your sport counts as an evaluation for every athlete in that sport at that school, so you should use your time carefully.
In all sports, an observation of a practice constitutes an evaluation of all athletes in that sport.
In team sports any observation of a contest constitutes an evaluation of everyone participating (dressed out) in that contest and in individual sports it constitutes an evaluation of everyone who participates in any event of the meet or tournament.
During an evaluation period (football and basketball) you may not have any contact with a prospect or his family.
If you are going to evaluate a multisport athlete, you should coordinate your visits with our other coaches who may be recruiting the prospect. For all sports other than football, a maximum of 4 evaluations may be performed during the academic year. In football, a maximum of 4 evaluations may be performed between May 1, 1992 and April 30, 1993. Therefore, it is critical that records of all such activities are current and accurate. All evaluation activities that occur in a single calendar day count as a single evaluation. If you have a contact at the school you don’t count it as an evaluation unless you also observe a contest or practice at the school, in which case you count both a contact for the individual and an evaluation for the whole team (those dressed out). Football coaches only are limited to three visits to the school during the contact period even if you have all four evaluations left.

RECRUITING CALENDAR THIS WEEK: SEPT 27-OCTOBER 3

Women's Basketball has a CONTACT PERIOD that ENDS AT MIDNIGHT ON OCTOBER 7.

Football has a QUIET PERIOD EXCEPT FOR FRIDAY which is A N EVALUATION PERIOD which occurs every Friday during the month of October.

All other sports have a CONTACT PERIOD ALL WEEK.

TIMES UP! GOOD LUCK TO ALL OF YOU DURING THE WEEK, ON AND OFF THE FIELD!

9/28/92
ATHLETICALLY RELATED INCOME: All coaches are required to obtain prior, written approval from the President for all income earned or benefits received from sources (other than Clemson University), for athletics related activity or appearances. Some coaches, such as restricted earnings coaches and graduate assistants, may not be eligible for any outside income. This includes, but is not limited to, all income and/or benefits such as:

- annuities
- camps, clinics, etc.
- housing benefits, including preference in university housing
- television, radio, video-tape programs or sales endorsement or consultation contracts for clothing or equipment

Requests for approval must include the name of the income source and the benefit anticipated. Multiple contracts with the same company must be approved independently of each other.

There is a blanket approval that may be obtained for the academic year for up to $500 for each personal appearance made for the purpose of conducting a camp or clinic, or for a speaking engagement. This approval must also be in writing, but is not available for endorsements, etc. Finally, by contract, you are required to give the athletics director a year-end summary of such income on or around June 30.

TEST SCORE: A student who is a transfer from another school does not need to present a test score before taking an official visit. Obviously he/she would still have to have a score reported upon transfer so that we can determine eligibility (LIC minute #4, 09/10/92).
RESTRICTED EARNINGS COACH: In all sports, a restricted earnings coach may receive, in addition to the maximum $16,000 annual salary from the athletics department, expenses to attend the convention of the national coaches association in their respective sport. However, they may not receive expenses to attend other such conventions or coaching clinics (bylaw 11.3.4.6 and LIC minute #9, 09/10/92).

"NCAA GUIDE TO COLLEGE-BOUND STUDENT-ATHLETE": This document may be provided to a prospect at any time without it constituting "recruitment". You may also provide a blank "questionnaire" to such a prospect at any time. All other materials distributed by you are likely to be "Recruiting Materials" regulated by bylaw 13.4. Such materials may not be distributed to prospects prior to September 1 of the beginning of their junior year (LIC minute #5, 09/10/92).

RECRUITING CALENDAR THIS WEEK: OCTOBER 11-17

Basketball has a QUIET PERIOD.

Football has a QUIET PERIOD EXCEPT FOR FRIDAY which is AN EVALUATION PERIOD.

All other sports have a CONTACT PERIOD ALL WEEK.

TIME'S UP! GOOD LUCK TO ALL OF YOU DURING THE WEEK, ON AND OFF THE FIELD!

10/19/92