President Jerry Beckley called the meeting to order at 10:02 AM.

1. Approval of Minutes: Minutes were approved without change.

2. Guest Speaker: Gerald Vander Mey, Campus Master Planner, stated that in December, the University hired consultants to rethink the old Master Plan in an effort to bring it in line with President Barker's goals. During the past few months, they have tried to determine the university’s needs in terms of academic programs and campus environment and facilities. Gerald introduced Art Lidsky as the consultant heading up the Master Planning Task Force studies. Mr. Lidsky's presentation began by explaining that their objective was to create a distinctive campus that would actually enhance our existing campus. Their studies thus far have focused on: 1) the locations of the various physical components such as buildings, landscapes, and infrastructures, 2) forms that would be appropriate to the University's purpose, values, size, resources, etc., 3) the best aspects of our site, environment, climate, and traditions. This information will be used to design a Master Plan that will enhance Clemson’s uniqueness and traditions while simultaneously allowing the University to adjust to change both now and in the future. The challenge is in creating a balance between change and tradition. The presentation highlighted information on endowment programs, geographical acreage, vehicular circulation, parking, pedestrian circulation, residential spaces, classroom spaces, office spaces, and research facilities. The question they hope to answer is how do we best plan for the university's facility needs, program needs, and campus related needs while retaining its uniqueness. Mr. Lidsky’s presentation concluded with a Q&A session. Representatives were asked to email comments to Brian Becknell (beck@clemson.edu).

3. Open Commentary: Marian Littleton addressed the Commission regarding the process for considering Bylaw revisions according to Robert’s Rules of Order.

4. President’s Report: Comments from Jerry Beckley
   A. Academic Council: Jerry Beckley has asked President-Elect Dexter Hawkins to sit on the Academic Council as the CSC representative. Jerry introduced Dexter at the May 7th meeting.
   B. Administrative Council: President Barker has asked for a complete staff Ombudsman presentation including information on a proposed budget and the role of the Ombudsman.
   C. Board of Trustees: Jerry Beckley was introduced as the new president of the Classified Staff Commission. The Finance Committee approved $1.7M in construction bids for Clemson University. Copies of the construction bids will be available at the Classified Staff Commission office. In summary, two bids are HVAC projects, one is a campus electrical upgrade, one is a handrail replacement for Martin Hall, and one is practice field renovation. All proposals were approved as written. President Barker has asked the Board to consider having a larger presence in Charleston for the Department of Architecture. This would be in partnership with Spoleto. A full presentation will be given at a later date. Clemson University during the peek summer months uses 20 megawatts of energy or roughly the usage of Seneca. Clemson uses coal as the major fuel source but has the ability to use a total of three different fuel sources. Clemson spends approximately $300,000 each month in electrical cost.
   D. Legislative Affairs: Due to potential Hoof & Mouth disease problems, the Department of Natural Resources may be protected from the pending budget cuts; however, PSA will most likely not be as fortunate. The meeting was abbreviated because the guest Senator had a family emergency.
E. **President’s Cabinet:** Jerry Beckley was introduced as the new President of the Classified Staff Commission. Provost Helms presided for President Barker. Student Affairs presented a handout (Recommendations for Improving Campus Parking) that listed the top seven parking issues on campus. All CSC representatives will receive an emailed copy. ‘Give a Warning Ticket Day’ was to be Thursday, April 26th.

F. **Other:**

1. **Faculty Senate:** Alan Grubb is the new President of the Faculty Senate. Provost Helms asked the Senate to consider allowing County Extension Agents to be ranked as Field Faculty to move them from the PSA side of Clemson to the E&G side. A motion to discuss this change at the May meeting was approved.

5. **Treasurer’s Report:** Cindy Long reported that there is approximately $8,400 deposited for the Golf Tournament, with the only outstanding bill being to the Walker Course. The Annual Fund has a balance of approximately $8,200. Scholarship money ($5,000) will be taken out in August and again in January for the 10 Scholarship recipients. Two deposits of approximately $6,000 (payroll contributions) will be deposited in June and December. E&G Fund has about $4,200 for supplies/salaries; Travel has $1,360. Representatives should submit any requests for travel expenses for reimbursement.

6. **Committee Reports:**

A. **Standing Committees:**

1. **Membership:** Dexter Hawkins reported for Nancy Allgood. There are currently 5 vacancies needing representation. These vacancies are in Area 6, 23, 25, 27, and 29. Plans for the 2002 Luncheon are underway.

2. **Communications:** Wendy Howard announced that the April Newsletter has been completed and distributed. Extension paycheck mailouts will include the CSC newsletter.

3. **Policy & Welfare:** Giles Singleton stated that the President’s Commission on Air Quality is working on its recommendations for Poole Ag Center, combining NIOSH’s recommendations and those of an independent engineering firm. Their final draft should be approved around the end of May. The cost is around $1.6 M, with two stages of work. The commission noted that NIOSH had recommended lab and non-lab workers in the building be separated. Policy and Welfare was asked to look into relocation possibilities for these people.

4. **Scholarship:** Larry Addis reported that the Scholarship Committee has seen a welcomed last minute flurry of financial support. All systems are ‘go’ for a very successful tournament. The Representatives were asked to donate to the Classified Staff Commission Hole Sponsorship and encouraged to come out and support the tournament on Friday, May 18.

B. **University Committees**

1. **Accident Review Board:** Willie Williams reported the UARB has not met since the last CSC meeting.

2. **Athletic Council:** Cathy Bell reported the Council met April 19 and discussed the recent forum held at Vickery Hall for students and the press. It consisted of an informational panel of student athletes who discussed their role in community service, academics, athletics, work ethics and resources at Vickery Hall. The Council members reiterated their desire to be informed of press releases in a timely manner. The members were updated as to the status of the survey to be distributed by the Campus Relations Committee. All faculty, staff, and students are being encouraged to participate in the survey. Brian Becknell will replace Cathy as the CSC representative during the upcoming year.

3. **Bookstore Advisory:** No update this month.

4. **Budget Council:** No update this month.

5. **CATS:** Robbie Nicholson reported the Clemson Area Transit System will purchase four large buses with big benefits. The Opus bus is a heavy duty, quiet, smooth sleek cutting-edge performance bus with easier passenger access. For example, the new buses are two door, low floor, wheelchair accessible with lower fuel cost, simplified maintenance and a 12 year service life (currently bus life expectancy is 5-7 years). The new buses, which will cost approximately $240,000 each for a total of just under $1M, also feature bike racks. Funding will come from capital grant by the Federal Transportation Administration and the South Carolina Department of Transportation. Each bus is 30 feet in length with a total passenger capacity of 54 and two wheelchair positions inside each bus. For additional information, contact the CAT office @654-2287.

6. **Clemson Faculty/Staff Club:** No update this month.

7. **Council on Community & Diversity:** No update this month.

8. **Faculty Senate Budget Accountability:** No update this month.

9. **Human Resources Advisory:** April Warner reported the new EPMS policy, incorporating Support of University Goals, is available on the Clemson web page. It will be mandatory for all employees to be rated on at least one of the five University goals as part of their performance characteristics. The five goals are: Academics, Research and Service, Campus Life, Student Performance, Educational Resources, and Clemson’s National Reputation. Training is being held this month for all supervisors. If the planning stage for this year is
already finished, the Support for University Goals pages may be completed by the employee and supervisor and attached to the EPMS. April also reported that new employee orientation will now be held every payday (excluding any 3rd payday in one month). At this all day session, new employees will be able to complete all paperwork regarding insurance, retirement, parking, direct deposit, and receive their photo IDs. At the request of CSC, Lucy Arthur agreed to notify new temporary grant employees that they must request email access from their department head.

10. Joint City/University: No update this month.

11. Library Advisory: Diana Bourgeois reported the committee has not met since the last CSC meeting.

12. Loose Group: No update this month.

13. Parking Advisory: Barbara Bergman reported the following: 1) Habitual Violator Program has made a marked impact on reducing the number of repeat parking violators. 2) Less than a dozen students and employees signed up for 'Parking Enforcement Officer Appreciation Day' where they could issue warning tickets. 3) From the top 7 parking recommendations, a short-term, metered, visitor parking area will be created between Martin and Sikes. Approximately 25 parking spots in lot E-6 will be set up with parking meters. 4) From the top 7 parking recommendations, penalties for parking violations will be increased.

14. President's Commission on the Status of Women: No update this month.

15. Recreation Advisory: Steve Perry reported that Jim Pope, Director of Campus Recreation, presented renovation and construction plans for Fike Recreation Center. This $23M plan will include two new gymnasiuims and a complete renovation of the existing recreation facility. An indoor jogging track and two climbing walls are included in the plans. The campus recreation staff offices as well as weight room and exercise equipment will be moved to other locations on campus during the renovation, which is scheduled to begin in the Fall, 2001.

16. SACS Committee on Physical Resources: Dexter Hawkins reported that each subgroup of the committee has been working on their part of the overall committee report, so they can make a preliminary report.

17. SCSEA: No update this month.

7. Unfinished Business: None.

8. New Business
   A. Bylaw Considerations
      1. General Housekeeping Changes: General housekeeping changes included all proposed changes to the Bylaws with the exception of the proposed name change. Following discussions, Jerry asked for a motion from the floor to suspend the rules to adopt all housekeeping changes to the bylaws. The motion was made by Cindy Long, seconded by Brian Becknell and approved unanimously.

      A motion to accept the Bylaws as changed was made by April Warner, seconded by Wendy Howard and approved unanimously.

      2. Discussion on Activities Committee: Of concern was the function/necessity of the proposed new Activities Committee as it relates to the other Standing Committees. It was explained that as the Commission grows, functions such as the Annual Awards Luncheon and the Golf Tournament have become more time consuming and burdensome. The Activities Committee would serve as a support arm for these Committees and would be used at the Chairs discretion. The adoption of this additional Standing Committee in the Bylaws was included in the unanimous vote of General Housekeeping Changes.

      3. CSC Name Change: Jerry stated that the word 'Commission' denotes appointed representation; whereas, the word 'Senate' denotes elected representation. President Barker has indicated to Jerry that he would be in support of this change. The overwhelming response to the name change proposal has been positive; however, those in objection were primarily concerned with maintaining the identity of the Commission. Brian Becknell added that this is not a new proposal; it has been discussed previously but not acted upon. Following a brief discussion, a motion to suspend the rules was made by Wendy Howard, seconded by Jean Kopczyk, and approved unanimously. A motion to change the name of the Classified Staff Commission to Classified Staff Senate was made by April Warner, seconded by Gary Pye, and approved unanimously.

      4. Omission of June Meeting: It has been proposed to omit the June meeting due to the predictably slow month of June on campus. Representatives may email Jerry with comments. This will not affect the June meeting for this year, but will be voted on for the year 2002.

   B. Standing Committee Assignments: Jerry announced that representatives will be receiving an email with Standing Committee information. Please forward committee choices to Nancy Allgood (nallgd@clemson.edu). This process had been delayed due to the proposed addition of the Activities Committee.
C. **University Committee Representation:** Jerry requested that any representative interested in serving on a University Committee please respond to Kathy Hensen (khensen@clemson.edu) regarding your choice. Further discussion on this topic was suspended.

1. **Accident Review Board:** Gary Pye will be the representative to this Board replacing James Williams.

2. **Commission on Community & Diversity:** CSC needs a representative to sit on this Commission. Please notify Jerry (jbcklv@clemson.edu) or Kathy Hensen (khensen@clemson.edu) if you are interested.

D. **Status of Search Committee for Vice President of Research:** Jerry will represent the CSC on the Search Committee. Four candidates will brought to campus for interviews.

E. **Provost Search Committee Representation:** Brian Becknell will continue to serve on this committee as the CSC representative. President Barker requested that prior members of this committee continue to serve if possible in an effort to facilitate the process.

F. **Staff Ombudsman Update:** President Barker has requested the presentation on Staff Ombudsman include information on salary and other pertinent information for the position.

G. **Human Resource Director Search Committee:** Brian Becknell reported that 106 applications had been received by the deadline. The committee has narrowed the list of potential candidates down to 8. These candidates will be brought to campus for further interviews possibly in June.

9. **Adjournment:** The meeting was adjourned at 11:30 AM.

**NEXT MEETING:** Tuesday, June 12, 10:00 AM, Student Senate Chambers