1. Approval of Minutes
2. Guest Speaker: Dr. Debra Jackson, Institutional Effectiveness and Assessment, on the March SACS visit.
3. Open Commentary
4. President's Report: Jerry Beckley
   A. Academic Council: Dexter Hawkins reports Debbie Jackson reiterated that SACS would be on campus March 11-14 to conduct interviews with faculty, staff and students. You need to be familiar with the university's mission and goals, your department's mission and your job function.
   B. Administrative Council: Lawrence Nichols thanked the Senate for its input on the Background Check policy and has forwarded it to the Administrative Council for approval. President Barker thanked the CSS Executive Committee and Lawrence Nichols for their work on drafting the recommendations for the March 2002 staff performance raises.
   C. Board of Trustees: The Board was very interested to hear the CSS will be moving into a permanent office in the University Union and congratulated the Senate on a good job of representing the staff and for input on staff issues.
   D. Legislative Affairs: Dexter Hawkins reports that the committee met for the first time this year to review legislative processes at the state and federal level. Bills presently in the different governmental branches are sent to the committee members for review and comments.
   E. President's Cabinet: Insourcing and outsourcing information was presented. President Barker thanked the committee members for their work and will continue to look at the recommendations.
   F. Other:
      1. Lawrence Nichols
5. Treasurer's Report: Cindy Long reports the Vending account has approximately $3,500 and Other has approximately $8,000. A few hole sponsorships for the golf tournament have been received.
6. Committee Reports:
   A. Standing Committees:
      1. Membership: Nancy Allgood
      2. Communications: Wendy Howard reports that the February newsletter is at the printers and should be distributed later this week as well as being posted on the CSS web site.
3. Policy & Welfare: Patty Warner
4. Scholarship: Larry Addis
5. Activities: Lynn Boiter/Gary Pye

B. Ad Hoc Committee on EPMS: The committee met in January to outline various problems associated with evaluations.

C. University Committees:

1. Accident Review Board: Gary Pye reports the Board would be looking at the Accident Assessment procedures at the next meeting to be held March 28, 2002. Linda Rice also reminded the Board about the upcoming Defensive Driving Classes. For information pertaining to Clemson University Fleet Safety Program, please visit the University Risk Management website at http://virtual.clemson.edu/groups/fiscal/risk.htm.

2. Athletic Council: Brian Becknell

3. Bookstore Advisory: Cindy Long reports that the bookstore's second rush went well. Students will be reminded of the prepack opportunity which is available to all students for the Spring and Fall semesters. Book orders are needed from professors by March 15th for the Summer/Fall semesters. The next meeting of the Bookstore Advisory will be held in April.


5. CATS: Robbie Nicholson

6. President's Commission on the Status of Black Faculty & Staff: Sandra Parker

7. Council on Community & Diversity: Linda Cocke reports the council met on January 9th to discuss the upcoming President's Summit on Community & Diversity to be held on January 10th.

8. Faculty Senate Budget Accountability: Jerry Beckley

9. Human Resources Advisory: Emma Knight reports the committee met January 9th to discuss: (1) Compensatory time will be granted on an hour for hour basis to employees that worked Wednesday, January 2nd, 1:00 PM through Friday, January 4th, 5:00 PM. (2) Human Resources should be contacted to request a background check before making a job offer. The official email address is: hrcheck@clemson.edu. (3) Performance evaluations need to be completed in a timely manner to provide enough time for Budget Center personnel to enter all transactions in the system to ensure employees will receive merit and performance increases in the March 1 paycheck. (4) The Classified Staff Senate made its proposal to the Administrative Council for an ombuds person. Survey comments will be available on the CSS' website. (5) February 1, 2002 was the deadline for eligible participants to sign up for the Retirement Incentive Plan. Estimates and enrollment must be completed by March 1, 2002. (6) Beginning July 1, 2002, Optional Retirement will be available for all new employees to select. Several tax law changes became effective January 1, 2002, and a tax relief spreadsheet is listed on the Human Resources Payroll and Benefits website, under Supplemental Tax Sheltered Annuities, Plan Options & Changes.

10. Joint City/University: Robin Page reports the committee met on February 4th. Gerald Vander Mey brought the Master Plan consultants to discuss their recommendations. They pointed out that Clemson is set up to be a pedestrian campus with the library being at the center of the campus. They recommended that any new academic buildings be located within a 10-minute walking distance of the library. They also discussed the demolition of Johnstone.

11. Library Advisory: Has not met.

12. Parking Advisory: Barbara Bergman reports: (1) Parking Placards are being assigned by Parking Services only by request of the Administrative Council. (2) This committee
is reviewing & updating the 1993 Parking Task Force report. (3) Work is starting on the 2002 Parking Utilization study. All spaces will be manually recounted. At specific intervals during February all empty spaces will be counted to determine utilization. (4) There was a request to add another cross walk for the gravel parking lot at the south end of campus. This cannot be done for several reasons, including that it would be against state guidelines because of the locations of the existing stop sign/cross walk and traffic light.

13. President's Commission on the Status of Women: Cathy Bell reports the following: At the January 25th meeting, the Commission heard from representatives of One World, a campus organization for diversity, campaigning against hate, prejudice, and oppression. The Commission plans to make a financial contribution to One World Week, the group's awareness event scheduled April 15-18, 2002. Jerry Knighton reported he would be meeting with Lawrence Nichols to discuss University hiring practices. Brenda Vander Mey reported that work continues on the Workplace Climate Policies and Resources study. A draft of the findings is expected the end of February. Nominations are currently being taken for the Clemson University Outstanding Woman Award presented by the Commission. Categories include academic faculty, classified staff, graduate student, undergraduate student, and distinguished contributor. Nomination forms and additional information are available at: http://www.clemson.edu/awards. The deadline is February 15, 2002.

14. Recreation Advisory: Has not met.

15. SACS Committee on Physical Resources: Dexter Hawkins

16. Substance Abuse Advisory Council: Charlotte Swafford has no new information at this time.

17. SCSEA: Mary Jo Williams

7. Unfinished Business
   A. Provost Search: Dr. Dori Helms has been named as the new Vice President of Academic Affairs and Provost for Clemson University.
   B. CSS Office (801 University Union): The Senate has purchased a conference table for use in its permanent location. Donated items include a leather sofa and a coffee table from President Barker's office, chairs for the conference table, a supply cabinet, and a desk.

8. New Business
   A. Resolution on Staff Ombuds
   B. Resolution on March 2002 Staff Performance Raise
   C. Unit Mission/Guiding Principles for Staff

9. Announcements
   1. March CSS meeting location: Hendrix Student Center, McKissick Theatre

10. Adjournment

NEXT MEETING: Tuesday, March 12, 2002, 10:00 AM, Hendrix Student Center, McKissick Theatre