PLEASE TURN ALL PAGERS AND CELL PHONES OFF OR TO VIBRATE PRIOR TO THE START OF THE MEETING

Present: Ron Addis, Samantha Bass, Chris Behrens, Lynn Boiter, Gail Bryson, Deanna Burns, Deborah Cantrell, Wayne Chao, Keith Chapman, Linda Cocke, Richard Cowan, Glenda Dickson, Karon Donald, Christine Drais, Mike Edwards, Corey Ferrier, Lynn Fowler, Gary Gaulin, Sally Glenn, Dexter Hawkins, James Hood, Linda Kanaley, Emma Knight, Jean Kopczyk, Phil Landreth, Judy Link, Al Littlejohn, Cindy Long, Julia McBride, Cindy Owens, Jenny Peay, Michelle Piekutowski, Gary Pye, Dan Schmiedt, Steve Shiflet, Bill Shivar, Christine Sober, Terri Vaughan

Absent: Teresa Blanding, Heather Irwin, Billie D. Jones, Wanda Smith

Guest Speaker: Dr. Jerome V. Reel Jr., Senior Vice Provost of Undergraduate Studies & Academic Services and currently serving as a Clemson Historian. Topic: The History of Clemson.

President Ron Addis called the meeting to order at 10:00 AM and introduced the guest speaker, Dr. Jerome V. Reel Jr.

Dr. Reel gave an overview on Clemson University’s history.

Clemson University will soon be commemorating 50 years of the addition of female students to the student body. Nearly 50 years ago, in January 1955, eleven women came to Clemson University as degree seeking students; however, all were required to obtain their own lodging. One of the women, Margaret Snyder, walked or hitchhiked each day to and from Anderson, South Carolina so that she could attend Clemson.

In 1909, the first professional female librarian, Katherine B. Trescott, was hired at Clemson and she resided over 8,000 books. Ms. Trescott was very well-liked by the students; they called her “The Goddess of Wisdom”.

The first African American female student came to Clemson in the spring of March 11, 1964. There have been about 40,000 female graduates from Clemson even though women didn’t come to Clemson until 1955 and didn’t start graduating until 1957.

Look for upcoming celebration events.

1. Approval of Minutes: The minutes from the August 10, 2004 meeting were approved as submitted.

2. Open Commentary: Dan Schmiedt suggests that everyone find out who is responsible for computers in their area; recently, viruses have been the major cause of computer problems.

3. Announcements from the President: Ron is scheduled to speak at the Faculty Senate today at 2:30 PM regarding faculty’s support of the new Scholarship Staff Brochure.
   A. Academic Council, Richard Cowan: Met on August 30, 2004. Some of the following topics were discussed: (1) Academic plagiarism (2) The PH.D program, (3) An 18% increase in freshmen enrollment, etc. (Richard will email a report that outlines the main topics of the meeting).
   B. Administrative Council, Lawrence Nichols:
   - A future goal is to have the Administrative Council to approve University Employees to be off the week of Christmas and the week after Christmas. If this is approved, employees will be required to take vacation or compensation time for days not granted by the governor. Departments will be asked to consider operational needs first and flexibility second if the two week shutdown of the University is approved.
   - Lawrence stated that the main holdup regarding the Staff Ombudsman position is funding; however, he will bring up the issue at the next Administrative Council meeting. Gary Gaulin suggests that there be a deadline set for resolving the Staff Ombudsman issue.

C. Board of Trustees, Ron Addis. No Report.
E. President’s Cabinet, Ron Addis: The following positions have been filled:

1. Brian O’ Rourke - Director of Alumni Affairs
2. Janice W. Murdoch - Dean of Undergraduate Studies
3. Clayton Steadman - General Counsel
4. James P. Cross - Vice Provost for International Programs and Services
5. T. Bruce Yandle, Jr. - Dean, College of Business and Behavioral Science.

Terry Don Phillips, Director of Athletics, announced that the WestZone Project is a 27 million dollars plus project.

F. Other:

1) Human Resources, Lawrence Nichols: Departments are urged to inform the Human Resources Department if job descriptions in their areas are not up-to-date.

4. Treasurer’s Report, Cynthia Long: Endowment Report: The financial reports for FY05 have not been loaded as of this date. The current principle figure is from last year and it stands at $157,318.08 with a projected deposit of $14,000 to be made by 9/30/04. Annual Fund: Current fund stands at $10,039.78. Funding for the fall semester has already been withdrawn. The next deposit to this fund will be in December 2004. Vending Account: The allotted monies for FY05 is $5,000. We are allowed to keep the unspent monies from FY04 which are to be used for a one-time expense of conference chairs. This is approximately $550.00.

Fund 15/Operating Funds: We currently have $4,927.22 remaining in OTHER and $1,000 in TRAVEL. Performance Credits from last year will be allocated to us by the end of September/beginning of October and will be used to cover the expense of conference chairs. This amount is approximately $800.00. The Treasurer’s Report was approved.

5. Committee Reports

A. Standing Committees

1) Activities, Lynn Bolter/Gary Pye. Met on September 14, 2004. The committee’s current focus is promoting the scholarship payroll deduction at the Benefits Fair. The committee will set up a grand prize drawing at the Benefits Fair to give a prize to who ever signs up for a payroll deduction or increases their payroll deduction.

2) Communications, Corey Ferrier: The Communications Committee will meet after today’s Classified Staff Senate Meeting to finalize the September Newsletter.

3) Membership, Chris Sober: The Membership Committee met on September 14, 2004 and is still trying to fill vacancies for areas 10, 14, 18 and 20. If anyone has any suggestions for possible candidates to fill these areas, please let any one on the Membership Committee know.

4) Policy and Welfare, Dan Schmiedt: Has not met.

5) Scholarship, Jenny Peay. Has not met.

B. University Committees

1) Accident Review Board, Gary Pye: Has not met.

2) Air & Water Quality Committee, Gary Gaulin. Has not met.

3) Athletic Council, Phil Landreth: Provost Helms addressed the Council to discuss a retreat that she attended over the summer. The results from the retreat were:

(1) Provosts want to ensure academic integrity for student athletes as well as for all students.

(2) Provost Helms wants more interaction to happen with student athlete enrichment programs, and wants them to report to Jan Murdock, Dean of Undergraduate Studies.

There has been a positive change in the pricing structure for Solid Orange events this year. Faculty and Staff will only have to pay $2.00 for the USC baseball game, the Maryland women’s basketball game and for the Virginia Men’s soccer game. For the N.C. State Men’s basketball game, faculty and staff will pay $20.00 and for the South Carolina Football game, faculty and staff will pay $49.00.

All other Solid Orange events are free for faculty and staff.

4) Bookstore Advisory, Cindy Long. Will meet on September 15, 2004 at 1:30 PM. Every one is welcome to attend the meeting which will be held at the Hendrix Center on the second floor.

5) Faculty Senate Budget Accountability, Phil Landreth: Has not met.

6) CATS, Robbie Nicholson: Clemson Area Transit personnel met in August at Tri-County Technical College in the Conference Room eager to begin a new year of transporting university students, as well as the general public, within the tri-county area.

Fifty Seven transit employees were in attendance for this training session. The CAT drivers underwent diversity, sensitivity, biohazard, and harmful effects of drugs and alcohol training. They were also trained on usage of the bus radio system.
1. Al Babinicz, Director of CATS, stated "our mission this year is to be dedicated to service". Clemson Area Transit began operations in 1996 and continues to be the only fare-free transit service in the nation.

2. "4U ridership is up double digits, as July ridership in Clemson and Anderson was up 44 percent" stated Babinicz. The "4U" program provides transportation to college students attending Clemson University, Tri-County Technical College, Southern Wesleyan University and Anderson College. Babinicz also stated that the transit system is looking to expand bus service, adding two buses for the Orange route located on the CU Campus, and extending NightCat service to Tiger Town Village.

3. Mayor, Larry Abernathy, praised CAT and Babinicz for the service the transit system and its workers provide to the city of Clemson.

8) Clemson University Foundation Board, Ron Addis: CUFB met on September 10, 2004 from 9:30 AM until 5:00 PM. Clemson University conveyed to the CUFB Clemson’s strengths and challenges.

CU’s Strengths are in the following areas:
(1) Graduation rate
(2) A low number of classes with over 50 students
(3) Alumni giving
(4) Student selectivity

CU’s challenges are in the following areas:
(1) Academic reputation
(2) Financial Resources (expenditure per student)
(3) Faculty compensation
(4) Percent of faculty with terminal degrees
(5) The number of classes with less than 20 students

CU’s Major Priorities are in the following areas:
(1) Advanced materials
(2) Biotech and Biomedical Sciences
(3) General Education
(4) Sustainable Environment
(5) Automotive and Transportation Technology
(6) Family and Community Living
(7) Leadership & Entrepreneurship
(8) Information Communications Technology

The top fund raising priorities in the next 18 months are:
(1) Unrestricted giving – 2 million dollars
(2) Advanced materials and platonics – 2 million dollars
(3) Regenerative medicine – 2 million dollars
(4) ICAR – 5 million dollars
(5) The WestZone Project – 27 million dollars
(6) Clemson National Scholars – 10 to 18 million dollars
(7) Restoration Economy - 2 million dollars.

In regards to students, CU needs more scholarship money. In regards to athletics, CU is trying to upgrade its athletic facilities.

Other key initiatives are Packaging Science, Entrepreneurship and Leadership, Chair and Marketing, Lee Gallery, and constituency based programs such as class projects; these are college and unit based initiatives.

9) Council on Community & Diversity, Terri Vaughan: The Council on Community & Diversity has established a five member task force to evaluate diversity initiatives currently existing on campus and to research any diversity plans that may be in place in each individual department. The council will also be working with Eleanor Nault in the Sociology Department to do assessments on where the council stands in regards to diversity issues.
10) Human Resources Advisory, Julia McBride: Report on HRAC committee for the September 14th Staff Senate Meeting:

1. **Fair Labor Standards Act (FLSA)** – there has been questions on how overtime pay is determined. Pay is determined by if the employee is exempt or non-exempt, which is determined by the job description. If an employee feels that (s)he should be exempt instead of non-exempt and vice versa then the job description needs to be revised and sent to HR.

2. **HR Billing Rates** – a processing fee will now be assessed for all off-cycle payroll checks. $10 will be charged to the department if a check is voided because that employee left the University. $5 will be charged to the individual if the check is lost or the bank account has been closed and the employee did not notify HR.

3. **Insurance Policies** – There will be two live teleconferences explaining the new policies on September 14th and 29th. Time and place TBA. These conferences will be videotaped and any employee will have access to view it. The conference will also be aired on SCETV and Clemson Cable. Benefits Fair is October 13th from 9:00-3:00 in Littlejohn. Next year a fee will be assessed for all off-campus and on-campus vendors. If you request to have a booth at the fair you will be charged a nominal fee.

4. **Lawrence Nichols STRONGLY ENCOURAGES** employees to take annual leave between Christmas and New Year’s. He is hoping to create a new culture within the University where the University can be closed during this time. Provided the operational needs of the department could meet with reduced staffing, employees would be encouraged to take time off. He is hoping however, enough employees will get in the mindset of taking this time off so that when the point comes where the University is closed, the employees will not mind using their leave.

11) Joint City/University, Christine Drais. Met on September 13, 2004 to discuss developing a list serve so that everyone on the committee can identify questions and issues involving Clemson University issues such as annexation, student housing, fire protection services and economic development.

12) Library Advisory, Karon Donald: Has not met.

13) Parking Advisory, Dan Schmiedt. Met on September 9, 2004. Parking Services has a new director. His name is Geary Robinson. As a former employee of Walker Parking Consultants, Geary worked on the task force that was formed to evaluate parking at Clemson University. The following topics were discussed at the meeting:

- In the fall of 2005, students may be allowed to have parking hang tags.
- Creating a new parking system online where employees and students can go to purchase permits
- Increasing meter time by 1 hour

14) President’s Commission on the Status of Black Faculty and Staff, Sandra Parker: August Meeting/Retreat

**August 27, 2004**

The President’s Commission on the Status of Black Faculty and Staff held its first meeting of the semester with a retreat on August 27. President James Barker addressed the Commission. New members were introduced; committee appointments were confirmed; and goals were set for the year. Several faculty and staff will participate on various projects as volunteers. The roster is as follows:

Isaac Wallace, Commission Chair; Cathy Sturkie, Chair of Staff Subcommittee; Kin Sturkie, Chair of Faculty Subcommittee; Curtis White, Chair of Research Subcommittee; and Sandra Parker, Chair of Communications Subcommittee. Other Commissioners are Bruce Ransom, Sylvia George-Williams, Brenda Thames, Phil Grayson, Rosa Grayden, Almeda Jacks, Barbara Kennedy-Dixon and Jonda McNair. Volunteers who will work with the various subcommittees are Frankie Felder, Jim Nyankori, Della Baker and Shirley Timmons.

The Commission's next meeting will be in October.

15) President’s Commission on the Status of Women, Chris Sober: The Women’s Commission met August 27. As part of the 10th Anniversary Celebration, Dr. Caroline Whitson visits Clemson on September 24, 2004 at 4:00 pm, Tillman Auditorium. Molly Spearman, State Department of Education, visits Clemson on October 7, 2004 at 4:30 pm, Lee Hall Auditorium. The Health Fair has been rescheduled for February 25, 2005.

16) Recreation Advisory, Dexter Hawkins. Have not met.
17) **South Carolina State Employees Association**, Betty Cook: The Clemson SCSEA Chapter met on August 12, 2004 and will have its next meeting on Thursday, September 9, 2004 at 8:15 a.m. in the Hendrix Student Center Conference Room. SCSEA will be participating in the Benefits Fair on Wednesday, October 13, 2004, at Littlejohn Coliseum. Please check our local web site for more information, [www.clemson.edu/scsea](http://www.clemson.edu/scsea).

18) **Substance Abuse Advisory Committee**, Gary Pye. Have not met.

6. **Unfinished Business**

   **A. Ombudsman Proposal** - This issue is on the September, 20, 2004 Administrative Council Agenda. Lawrence Nichols will report back to the CSS on this issue.

   **B. No/Low Cost Benefits** - There are no reports or comments on this issue at this time.

   **C. Proposed Staff Questionnaire** - Ron will bring a condensed version of the suggested questions for the questionnaire at the next meeting. The condensed question list includes some of the following issues:
   - (1) faculty vs. staff raises
   - (2) insurance
   - (3) work loads
   - (4) recycling
   - (5) leave pool
   - (6) staff bonuses
   - (7) the staff's attitudes towards labor unions, etc.

   **D. Proposed changes of by-laws** - A motion was made to change Article III, Section 1C. A motion was made to adopt this change to the by-laws. The proposed by-laws were approved. The by-laws are here by changed to reflect the new policy.

7. **New Business**

   **A. Student Conduct Code Review Committee - appointees** - The Student Conduct Code Review Committee is made up of student representatives, staff representatives and faculty representatives. The CSS has been asked to designate appointees to this committee; however, appointees do not have to be senators but do have to be in a position to evaluate student conduct. The CSS will also appoint representatives for the University Parking Review Board. An email will be sent to constituents asking for volunteers for the Student Conduct Code Review Committee and the University Parking Review Board.

8. **Announcements:**

   **A. DCIT** - is in the process of selecting a new Vice Provost. Barbara Bergman suggests that the Classified Staff Senate take part in the selection process. Ron will contact the Provost to consider the senate in the selection process of the new provost for DCIT.

   **B. Funds for 56 million will be used for the WestZone Project; the project will take about two years to complete. This project will allow the football coaches to get new offices; there will be a new weight room facility, a museum that encompasses everything at Clemson, not just athletics. The plan is to break ground for the WestZone Project at the South Carolina game. All club seats have been sold.

   **C. The Substance Abuse Advisory Committee is being phased out and will be replaced by the Alcohol Task Force and the new Community Coalition. Both committees are being directed out of Redfern Health Services.**

   **D. Gary Gaulin will email senators information on the Clemson Community Coalition. The Community Coalition looks at issues of substance abuse, under aged drinking and the effect it has on the community as well as Clemson University. The Community Coalition has an interest in coming up with solutions and being able to react to those solutions.**

   **E. Last spring semester, Redfern Health Services sponsored a sexual assault survey that surveyed 500 female students; the number of sexual assaults that came out of the survey was astonishing. There is now a task force in place that is studying sexual assault issues. Debra Cantrell is already serving on the task force because she works in Redfern; however, Debra has asked the Classified Staff Senate to consider putting another senator on the task force.**

9. **Adjournment:** There being no further business, the meeting adjourned at 11:45 am.

**Next Meeting:** Tuesday, October 12, 2004, 10:00 AM, Student Senate Chambers

**Guest Speaker:** Gerald A. Vander Mey, Director of University Facilities/ Campus Planning

**Topic:** Campus Master Plan