Present: Ron Addis, Lydia Arneson, Chris Behrens, Lynn Boiter, Deanna Burns, David Crockett, Linda Cocke, Richard Cowan, Glenda Dickson, Karon Donald, Mike Edwards, Barbara Emkin, Gary Gaulin, Sally Glenn, Brad Goff, Dexter Hawkins, Billie Jones, Linda Kanaley, Naomi Kelly, Marty King, Phil Landreth, Al Littlejohn, Julia McBride, Cindy Owens, Jenny Peay, Susan Pope, Dan Schmiedt, Shelley Slann

Absent: Teresa Blanding, Gail Bryson, Deborah Cantrell, Keith Chapman, Lynn Fowler, James Hood, Judy Link, Cindy Long, Michelle Piekutowski, Gary Pye, Steve Shiflet, Bill Shivar, Wanda Smith, Chris Sober, Marlene Ventura

Guests: Lawrence Nichols

President Richard Cowan called the meeting to order at 10:05 AM and introduced the guest speaker, Gerald Vander Mey.

1. Approval of Minutes: Dan Schmiedt made a motion to approve the minutes of the April 12, 2005 Classified Staff Senate meeting with two corrections. Gary Gaulin seconded the motion, and the vote was unanimous.

2. Guest Speaker: Gerald Vander May, Planning and Landscape Architect
   Topic: Riparian Corridor
   Gerald Vander Mey gave an overview of the Riparian Corridor Master Plan. The riparian corridor is a project of the Clemson University Environmental Committee. The project is still in its preliminary stages, but implementation will begin within a year. The initial focus will be on areas in critical need of protection. For a complete listing of the goals and objectives of the Riparian Corridor Master Plan visit the following webpage.
   http://www.clemson.edu/cuec/riparian/RCMPGoals.pdf
   
   Riparian Corridor Master Plan: Goals
   - Goal 1: Maintain the natural quality/processes of Clemson University and its riparian corridors by restoring, preserving, and protecting its natural systems.
   - Goal 2: Showcase the streams and riparian corridors on university property to increase their values as educational and recreational resources and to maximize their abilities to meet the research, teaching, and service needs of the university.
   - Goal 3: Reduce the destructive impacts affecting riparian corridors created through the design, development, and construction of university facilities. Use new development as an opportunity to improve both water quality and water quantity.
   - Goal 4: Reduce the negative impacts on the watershed and riparian corridors that are a product of daily operations and special activities occurring on campus and seek opportunities to renovate the built environment and revise standard practices to lesson those impacts.
   - Goal 5: Centralize authority for storm water issues and establish an operational mechanism for funding and oversight.

3. Open Commentary: None.
4. **Announcements from the President**
   
   **A. Academic Council**, Richard Cowan. Next meeting is scheduled for August 29, 2005.
   
   
   **C. Board of Trustees**, Richard Cowan. No report.
   
   **D. Governmental Affairs**, Lynn Boiter. The Legislative Updates will be distributed by email. Please forward to your constituents.
   
   **E. President’s Cabinet**, Richard Cowan. Presentation on how funds for research are allocated and justified.
   
   **F. Other:**
   
   1) **Human Resources**, Lawrence Nichols. 1) The Ice Cream Social was held May 4. The notice wasn’t sent from News Services until a couple of days prior to the event. The delayed notice may have decreased employee participation. 2) PERK cards are currently being distributed to every full time regular employee. The card entitles the employee to discounts of 10% to 50% with various vendors across the state and country after a registration process. 3) Lawrence Nichols and Donna Winchell, Chair of the Faculty Senate Welfare Committee, went to Columbia to share the Welfare Committee’s findings on faculty benefits. Lawrence suggested the Report on Faculty Benefits would be a useful tool for staff as it addresses similar issues. 4) Clemson University has changed the hiring guideline to permit more salary flexibility to prospective employees. HR is currently notifying departments of current employees that fall below the new hiring guideline. The decision to increase the current employees to the new hiring rate will remain with each department/budget center. Lawrence said to notify him if inequities were created within your department due to the change.

5. **Treasurer’s Report**, Cynthia Long. Karon Donald read the latest report received from Cindy Long. The remaining FY2004-05 E&G funds are estimated at $1000 in Travel and $1800 in Other. Current funds in the CSS Annual Fund stand at $9,805.78. Deposits from payroll deductions are made quarterly at approximately $2,580. Withdrawals for the awarded scholarships are made twice yearly at $5,750. The Endowment principle is $171,318.08. The last deposit was made during the 1st quarter of this fiscal year in the amount of $14,000. The June 30, 2004 official balance in the Endowment is $194,661.65. This includes principle and interest earned through this date. Al Littlejohn made a motion to accept the Treasurer’s Report as read, Jenny Peay seconded the motion, and the vote was unanimous.

6. **Committee Reports**
   
   **A. Standing Committees**
   
   1) **Activities**, Julia McBride/Gary Pye. Volunteers are needed for the golf tournament. Two sign-up sheets are being routed, please help on May 20th. A raffle prize is needed from the Communications Committee.
   
   2) **Communications**, David Crockett. Publications & Marketing Services is still working on the redesign of the CSS website. Dave Crockett is taking photos of current senators for the website. Please see him immediately after the meeting if you did not have your photo taken April 12.
   
   3) **Membership**, Chris Sober. The Membership Committee is working to fill 5 vacancies in areas 16, 17, 22, 23, and 24. If Senators know of anyone who is interested in serving, please contact a member of the committee. We are also working on a reorganization plan for areas 10, 16, and 17.
   
   4) **Policy and Welfare**, Dan Schmiedt. 1) The committee is looking into whether employees taking free classes in CBBS should have to pay the additional fees imposed by that college. 2) The undergraduate senate passed two resolutions in support of increased parking rates and a new transit fee. They have encouraged the Faculty Senate and Classified Staff Senate to pass similar resolutions; we are determining how the CSS should respond. See Resolution No. 6 and Resolution No. 7 for more information.
   
   5) **Scholarship**, Jenny Peay. 34 teams are registered for the tournament. Currently our sponsorships are 11 CorporatePLUS, 3 Corporate and 22 hole sponsors. The Scholarship Committee is passing the hat to collect $$ for a raffle prize from the CSS. Thanks to all who have already contributed. The Activities and Scholarship Committee will have a joint meeting May 12, 2005, University Union, Conference Room, 8:30am.
B. University Committees

2) Alcohol & Other Drugs Task Force, Gary Pye. No report.
3) Athletic Council, Ron Addis. Ron has a copy of a draft news release concerning parking reallocation at athletic events to Iptay donors. Donors who give less than $350 will not receive parking permits. If anyone would like a copy of the release contact Ron at raddis@clemson.edu.
4) Bookstore Advisory, Cindy Long. Has not met.
5) Faculty Senate Budget Accountability, Richard Cowan. No report.
6) CATS, Robbie Nicholson. May is National Bike Month! Last week, thousands of Clemson Area Transit bus riders registered to win a 21 speed Gary Fisher Mountain Bike and safety helmet when they rode CAT. The drawing on May 2 was a joint promotion between CAT and Sunshine Bicycle Company to promote National Bike Month. The bike winner is Carrie Kolb, a CAT bus rider from Anderson, SC and a sophomore at Clemson University. With the help of SCDOT funding CAT was the first transit system in South Carolina to place bike racks on its entire fleet of 20 buses. Up to three hundred visitors and residents from Clemson and neighboring communities are now riding their bikes and using CAT’s “Bike & Ride” program each month, and CAT BUS bike rack usage continues to grow. With warmer weather and higher gas prices, CAT’S popular “Bike & Ride” program promotes active living and a healthy lifestyle. The Best is yet to come.
8) Clemson University Foundation Board, Richard Cowan. No report.
10) Human Resources Advisory, Julia McBride. 1) An estimated 100 employees will retire next year due to Teri. The retiring employee must leave on their retirement date. If the person and department reach an agreement they can return after a 1 day hiatus with a $50,000 earning limit. 2) Department with out-of-state employees need to inform HR. Every state has different tax laws and filing requirements.
11) Joint City/University, Deborah Cantrell. No report.
12) Library Advisory, Karon Donald. Has not met.
13) Parking Advisory, Dan Schmiedt. 1) Dan brought before the committee the possibility of allowing employees to opt out of the parking lottery. The suggestion has been taken into consideration. 2) The Clemson University Student Senate has approved two resolutions to increase parking fees over the next three years. The resolution encourages similar resolutions to be passed by the Faculty and Staff Senates. The Policy and Welfare Committee is working on this issue and welcomes your input. Comments can be sent to Dan Schmiedt at willys@clemson.edu.
14) President’s Commission on the Status of Black Faculty & Staff, Sandra Parker. The Commission will hold its final event of the semester with an Open Forum. The forum will be held on May 6, 2005, from 8:30 a.m. to 12:15 p.m. in the Hendrix Student Center Ballroom A. The purpose is to provide information on issues that affect workforce diversity at Clemson. The first half will focus on staff issues, and the second half will focus on faculty issues. The forum is open to all of the campus community. For information, contact Commission Chair Isaac Wallace at 656-4336.
15) President’s Commission on the Status of Women, Chris Sober. The Women’s Commission met April 29. Evaluation reports from the Health Fair were presented. Overall, the fair was a smashing success with high levels of satisfaction reported in nearly every area from both participants and exhibitors. Based on survey results, the commission plans to make this an annual event and encourage more community participation. The Commission also heard a presentation by sociology student Diane Ulrey on her research with issues facing female Chinese graduate students. Our next meeting will be our year-end retreat in May.
16) Recreation Advisory, Dexter Hawkins. Has not met.
17) **South Carolina State Employees Association**, Betty Cook. The Clemson SCSEA Chapter had a successful Chapter Annual Meeting on April 18 at the Hendrix Student Center. A box lunch was served and Broadus Jamerson, SCSEA Executive Director, gave a presentation on the status of pending state employee related legislation. Everything looks good for the 4% raise effective on July 1, 2005 and no increase in the health insurance premiums or the deductible as of January 1, 2006. It does look like the TERI Program may be modified. Chapter officers were elected and door prizes given out. The next scheduled meeting of the Chapter Executive Board will be in August.

18) **Student Conduct Code Review Committee**, Deborah Cantrell and Phil Landreth. The committee reviewed ten to twelve cases at the last meeting.

7. Unfinished Business
   A. **Staff Ombudsman** – Richard Cowan informed the group that George Carter may be interested in serving as ombudsman in a part-time capacity when he retires in 2006. George Carter has served as an ombudsman in the past.
   B. **Clemson University Environmental Committee** – The CUEC approved the request from CSS for representative on that committee. It was approved at the April CUEC meeting.

8. New Business
   A. **Standing Committee Assignments** – Committee memberships have been updated. Tentative committee assignments are Chris Sober (chair), Marty King, Gary Gaulin, Deborah Cantrell, and Susan Pope for Membership; Dave Crockett (chair), Cindy Long, Al Littlejohn, and Naomi Kelly for Communications; Dan Schmiedt (chair), Linda Cocke, Michael Edwards, Billie Jones, Lynn Fowler, Steven Shiflet, Karon Donald, Bill Shivar, and Glenda Dickson for Policy & Welfare; Jenny Peay (chair), Chris Behrens, Richard Cowan, Ron Addis, Dexter Hawkins, Gail Bryson, Barbara Emkin, Phil Landreth, Judy Link, Marlene Ventura, Brad Goff, and Cindy Long for Scholarship; Julia McBride (co-chair), Gary Pye (co-chair), Shelly Slann, Linda Kanaley, Deanna Burns, Lynn Bolter, Michelle Piekutowski, Buddy Hood, Cindy Owens, Lydia Arneson, Teresa Blanding, Wanda Smith, Keith Chapman, and Sally Glenn for Activities. Note: Senators may sit on more than one committee.

9. Announcements
   A. **Summer Schedule** - The June 28 Executive Committee meeting and the July 12 Classified Staff Senate meeting have been cancelled.

10. **Adjournment** - Dan Schmiedt made a motion to adjourn at 11:17am. Al Littlejohn seconded the motion, and the vote was unanimous.

**Next Meeting:** Tuesday, June 14, 2005, 10:00 AM, Student Senate Chambers