President Richard Cowan called the meeting to order at 10:05 AM.

1. **Guest Speaker:** A. Neill Cameron, Jr., Vice President for Advancement, shared a presentation titled "Facts (and Myths) of College Costs, Affordability and Clemson Tuition." The presentation used a variety of internal and external sources to rebut general misconceptions regarding recent increases in tuition. Costs have risen 19% in the last five years, while state funding has decreased by 21%. Lottery-funded scholarships go directly to the recipients to be used at private or public institutions in the state. Cameron stated "The only way we get scholarship money is through tuition." The Palmetto, Life and Hope Scholarships were designed to keep the brightest students in-state. Cameron agreed that the plan has worked. Schools are seeing increases in the number of top students choosing to remain in South Carolina. Scholarships offset tuition increases for the majority of students at Clemson, while increasing the quality of a Clemson education. For additional details on the presentation see the information provided by the Office of Advancement.

2. **Open Commentary:** 1) Gene Troutman, Secretary to the Board of Trustees, requested that classified staff send him input on the Board of Trustees Annual Staff Awards Banquet. He asked for suggestions on how to canvas, collect and collate the information on award recipients. Troutman is also interested in how the event is viewed by staff. He can be contacted at 656-5615 or cetrout@clemson.edu for comments. 2) Julia McBride reminded the group about the upcoming Women for Wellness Health Forum. The event is scheduled for Friday, February 24, 2006, 9:00AM until 3:00 PM, Fike Recreation Center. Approximately 50 health related vendors will be onsite and 12 seminars will run concurrently on topics ranging from stress management to heart disease. She stated that President Barker has charged all department heads and deans to allow employees time off to attend. If anyone has a problem receiving approval to attend the health forum, please contact the President’s Commission on the Status of Women.

3. **Approval of Minutes:** Dan Schmiedt made a motion to approve the minutes from the January 10, 2006 Classified Staff Senate meeting as submitted. Gary Gaulin seconded the motion, and the vote was unanimous.

4. **Announcements from the President**
   C. **Board of Trustees**, Lynn Boiter. The meeting was held on Columbia on February 2nd. The Board members were welcoming and Lynn reiterated how important it is for a representative to present the CSS report to the Board. The Board approved several fee increases during the
meeting. A transit fee for graduate and undergraduate students of $33.50 per semester was approved. In addition, increases were approved for the housing, health and meal plans. A property gift from Friends of the Hunley was accepted.

D. Governmental Affairs, Lynn Boiter. The importance of keeping informed by reading the Legislative Update was stressed. Topics of interest to staff include, but are not limited to, a bill to cap tuition and fees at state institutions.

E. President’s Cabinet, Lynn Boiter. 1) The Red Cross presented Clemson University with a certificate of appreciation for support of the relief effort following Hurricane Katrina. 2) The Community Service Department is looking at ways to help victims of disasters. The students are organizing an alternate spring break. This year the group will travel to Gulf Port, Mississippi the third week of March. The students will help with debris removal. 3) The majority of the staff from the Governmental Affairs office in Columbia attended the President’s Cabinet meeting. The group works through advocacy groups to lobby legislators to further the goals of University.

F. Other:
1) Human Resources, Lawrence Nichols. No report.

5. Treasurer’s Report, Michelle Piekutowski. Estimated $3,000 E&G money remaining in OTHER and $419.66 in TRAVEL. The Vending account balance is $4,000. The Awards Luncheon and 15th Annual Scholarship Golf Tournament payments will reduce the Vending balance. No significant activity to report in the Endowment, Fund 49, or the Annual Fund. Ron Addis made a motion to approve the report as read. Gary Gaulin seconded the motion, and the vote was unanimous.

6. Committee Reports
A. Standing Committees
1) Activities, Julia McBride/Gary Pye. 1) The Annual Awards Luncheon is scheduled for April 11, 2006, Outdoor Laboratory, Kresge Hall. The guest speaker is Erika Powell, Miss South Carolina. She will speak on the important role scholarships have played in her education at Furman. Any Old Time will provide entertainment for the luncheon. The group plays bluegrass and old-time fiddle tunes. 2) The Activities Committee is assisting the Scholarship Committee with the golf tournament.

2) Communications, David Crockett. No report.

3) Membership, Chris Sober. Nominations are still being accepted for the 2006 vacancies. If anyone knows of an interested individual, please contact Chris Sober or Karon Donald.

4) Policy and Welfare, Dan Schmiedt. 1) The finishing touches are being added to the unclassified staff survey. The survey will be distributed to unclassified staff once approval has been received from Debra Jackson. 2) The group is working on two slides regarding the Classified Staff Senate that will be added to the New Employee Orientation presentation.

5) Scholarship, Jenny Peay. The golf tournament is scheduled for May 19th at the Walker Course. Several changes were approved for the upcoming golf tournament at the first meeting. The individual golfer fee was increased from $60 to $65. The Corporate PLUS Sponsor fee increased from $500 to $600, and this increase includes red tees and mulligans for the team. The next meeting is scheduled for Friday, February 17, 2006, 9:00 AM, 801 University Union.

B. University Committees
1) Accident Review Board, Chris Behrens. Has not met. The next meeting is scheduled for February 16, 2006.

2) Alcohol & Other Drugs Task Force, Gary Pye. No report.

3) Athletic Council, Ron Addis. The Athletic Council met on Jan. 18. Director of Academic Services for Student Athletes Bobby Douglas talked about a non-credit course that all freshmen athletes are required to take entitled, “Personal Growth and Development.” The course helps athletes adjust to college life through modules on sports nutrition, alcohol awareness, dating issues, stress reduction techniques, and team building. For more info on
Clemson athletics and the Athletic Council, go to http://www.clemson.edu/provost/athletic_council.

4) Bookstore Advisory, Cindy Long. No report.

5) Faculty Senate Budget Accountability, Richard Cowan. No report.


8) Clemson University Environmental, Chris Sober. The group was updated on the Environment Audit Project and the Riparian Corridor Master Plan. In addition, a report was presented on the Douthit Hills area. This housing has been targeted for demolition because of the expense to remediate the unregulated underground fuel tanks. The 65-acre area is home to approximately 60 townhouses and duplexes. Demolition is expected to occur during the summer of 2006. Additional information can be found at http://www.clemson.edu/cuec/.

9) Clemson University Foundation Board, Richard Cowan. No report.


11) Human Resources Advisory, Julia McBride. HRAC Report for January 11, 2006: 1) Mack Howard (MACKH; 656-5589) gave an explanation and sample forms on how supervisors must fill out the I-9 and W4 forms for international hires. Most international hires are graduate students. If you have questions about the correct way to process these forms, contact Mack. 2) Kim Cassell (KCASSEL; 656-5585) is the new payroll manager. She is working on how to pay interested faculty in 12 months instead of 9. She also discussed the 2nd annual leave payout for TERI employees and said they are working diligently on getting the W2 forms out. HR has until Jan. 31st to get all employees their W2s. 3) Erik Flemming (EFLEMM; 656-3367) talked about the upcoming TERI Seminar on January 19th. HR would like for only those who are ending their TERI before June 30, 2006 to come to this seminar. They are also going to put the seminar online. If you wish to enroll in the Optional Retirement Program, you must do so before March 1st. The leave without pay percentage rates are increasing to 16% from 6.25%. The only exceptions are military leave and workers compensation leave; their percentage rate will remain at 6.25%. The only people this will adversely affect are faculty members taking a sabbatical for no pay or half pay. Those types of sabbaticals will become more unattractive. When requesting leave without pay, please use the new online forms. 4) Lawrence Nichols said that HR will be working with the Optional Retirement Vendors to develop training programs for those interested in placing their retirement with these other vendors. 5) If you are a TERI participant and have not yet been contacted by your insurance counselor, don’t worry. They will be contacting you soon. 6) Michelle Piekutowski discussed the new E-signature program they are developing for all of the acknowledgement forms. If you take the fire extinguisher training and new employee orientation online, you will be able to electronically sign the form showing your participation. There will also be a way you can sign the amorous relationship form and other acknowledgement forms electronically. They are working on putting time sheets online so that they can be signed electronically as well. Michelle also stated that the EPMS form will be revamped to make it easier to use online.

12) Joint City/University, Deborah Cantrell. 1) The City of Clemson is very interested in the development of Douthit Hills. Concerns have been expressed about the potential traffic that could be diverted into the residential area behind the property. 2) A Town and Gown Colloquium will be held in October. Additional information will be forthcoming.

13) Library Advisory, Karon Donald. Has not met.

14) Parking Advisory, Dan Schiemdt. Has not met.
15) President’s Commission on the Status of Black Faculty & Staff, Sandra Parker. The President’s Commission on the Status of Black Faculty and Staff did not meet in January. Members attended the University’s Fourth National Conference on Best Practices in Black Student Achievement.

16) President’s Commission on the Status of Women, Chris Sober. The deadline for nominations for the Outstanding Women’s Award is February 20, 2006. The Women for Wellness Health Forum is Friday, February 24.

17) Recreation Advisory, Dexter Hawkins. Has not met.

18) South Carolina State Employees Association, Betty Cook. Julia McBride, chapter vice-president, and Deana Bowden were among 300 state employees who attended the SCSEA State House Visit on Tuesday, February 7, in Columbia. They spoke with our upstate legislators Senator Thomas Alexander and Representatives Bill Whitmire and Bill Sandifer. All three are positive about state employees receiving at least a three percent raise next year and hopeful that the insurance premiums will remain the same. In addition, they are pushing to have the reimbursable mileage rate raised to the IRS rate and for state employees to be able to accrue unlimited sick leave. Visit the chapter web site, www.clemson.edu/scsea for information on how to contact your legislators. Your participation in state government does make a difference.

19) Student Conduct Code Review Committee, Deborah Cantrell and Phil Landreth. No report.

7. Unfinished Business

A. Staff Ombudsman:

1. Funding: The position funding has been changed from the Executive Secretary to the Board of Trustees to the Provost.

2. Job Posting / Advertisement: The position will be posted on the Human Resources website from February 10th until noon on March 10th. Advertisements will run in regional publications on February 19th.

3. Oversight Committee: The CSS Executive Committee agreed to parallel the Faculty Senate as closely as possible. The Faculty Ombudsman Committee is comprised of the FS current president, FS past president, FS president elect, one appointee selected by the FS Executive Committee, one appointee selected by the Faculty Ombudsman, and the FS representative to the BOT. The Staff Ombudsman Committee will consists of the CSS president, CSS past president, CSS president elect, one individual elected annually from the full Senate, and one individual selected annually by the Staff Ombudsman. The Staff Ombudsman has the option of deferring the appointment to the Classified Staff Senate.

B. Search Committees:

1. Dean, College of Business and Behavioral Sciences, Pris Foster. The CBBS Dean Search Committee conducted telephone interviews with 6 selected candidates in January. On Feb. 3rd the CBBS Dean Search Committee met to review and discuss those interviews. Requests for letters of reference have been sent out and replies are arriving daily. The list of all applicant information was submitted to Access & Equity. A&E has just granted approval to move on to the next phase. Campus visits will be scheduled as soon as possible.

2. Dean, College of Agriculture, Forestry, and Life Sciences, Dexter Hawkins. The committee has announced the candidates that will be coming to campus for interviews and the scheduled interview dates. Time has been given for senators in CAFLS and PSA to interview the candidates.

3. Dean, College of Health, Education and Human Development – No report.


5. Dean, College of Engineering and Science, Phil Landreth. The fourth candidate is scheduled on campus February 13-15th. An open forum will be held Tuesday, February 14, 2006, 3:30 PM.
7. Vice President for Student Affairs, Geary Robinson. No report.  
C. Nomination of Officers: The nominations to date are Dan Schmiedt for Vice President/President Elect and Glenda Dickson for Secretary.  

8. New Business:  
A. Clemson University Environmental Committee/Resolution No. 3 Gary Gaulin made a motion for the Classified Staff Senate to support the CUEC Resolution No. 3 which states:

   **Purpose:** To further Clemson University's commitment to respect the community and the environment by promoting a “litter free” campus.  
   **Definition:** “Litter” is defined as carelessly discarded refuse consisting of waste items such as paper, plastic, metal, cigarette butts, and other manufactured products.  
   **Whereas:** Clemson University aspires to maintain an environment that is healthy, safe, and attractive to its students, faculty, staff, and visitors and  
   **Whereas:** Clemson University has an invaluable asset in the appearance of its campus and  
   **Whereas:** Clemson University expends a large amount of financial and human resources to maintain an attractive campus and  
   **Whereas:** The State of South Carolina has created an organization called Palmetto Pride in which the issues of litter are addressed by focusing efforts on four essential areas: education, enforcement, awareness and pickup, with the ultimate aim of preventing littering at its source.  

   **Be it resolved:**  
   That the Clemson University Environmental Committee, in its regular open business session, supports Clemson University becoming a “litter free” campus and requests that this goal be supported and promoted by university administrators, faculty, staff, and students.  
   That this support should include all four areas identified as “essential” by the Palmetto Pride program with the primary objective being to stop litter at its source.  
   That all University employees, students, and visitors shall be notified that the campus is “litter free” and that state and local laws governing litter will be enforced.  
   That through this resolution all university and community leaders, officials and organizations are encouraged to adopt measures to educate and foster awareness of litter prevention within the Clemson University community.

   And therefore, ask that it be put into record and appropriately publicized that the Classified Staff Senate supports the said resolution and in so doing, furthers Clemson University’s commitment to respect the community and the environment by promoting a “litter free” campus. Gary Pye seconded the motion. Gaulin stated that while it is important for Clemson University to address litter and litter control on campus it is equally important for individuals to support efforts that ensure a clean environment. The vote was unanimous.  

B. Parking Lot Closure – Lydia Arneson informed the group that concerns were expressed during a Parking Review Board meeting about the potential closure of all temporary lots. Individuals are ignoring the signage and boundaries of the temporary lots and are incurring parking fines.  

9. Announcements:  
A. Linda Cocke was congratulated for receiving the Thomas Green Clemson Award of Excellence.  
B. Campus Sweep: The event is scheduled for March 31, 2006 with a rain date of April 7, 2006.  

10. Adjournment: Gary Pye made a motion to adjourn. Ron Addis seconded the motion, and the vote was unanimous. There being no further business, the meeting adjourned.

Next Meeting: March 14, 2006, 10:00 AM, Senate Chambers  
   Guest Speaker: Sandra Woodward, Public Information Director of Clemson-ICAR