Clemson University
Classified Staff Senate
October 10, 2006, 10:00 AM
Student Senate Chambers

Minutes

Present: Lydia Arneson, Maranda Arnold, Teresa Blanding, Kristina Cathcart, David Crockett, Wade Culler, Rose Ellen Davis-Gross, Glenda Dickson, Mike Edwards, Negar Edwards, Ellen Gideon, Sally Glenn, Dianne Harris, Reggie Hawthorne, Bill Hughes, Marty King, Al Littlejohn, Julia McBride, Carolyn McGaha, Cindy Owens, Jenny Peay, Ida Pinson, Susan Pope, Dan Schmiedt, Steve Shiflet, Bill Shivar, Wanda Smith, Marlene Ventura

Absent: Lynn Boiter, Gail Bryson, Deanna Burns, Deborah Cantrell, Richard Cowan, Barbara Emkin, Evelyn Gantt, Rosa Grayden, Billie Jones, Linda Kanaley, Naomi Kelly, Charlotte Swafford

Guests: Carrie DuPre, Joyce Peebles, Tom Ward

President Elect Dan Schmiedt called the meeting to order.

1. Approval of Minutes: Dave Crockett moved to approve the minutes of the September 12, 2006 Classified Staff Senate meeting as submitted. Mike Edwards seconded the motion, and the vote was unanimous.

2. Guest Speakers: 1) Bob Fulsom with the Clemson Area Transit System announced new routes to Seneca and an express route to Central (Attachment A). Suggestions on new or existing routes can be submitted to Geary Robinson by e-mail at gearylr@clemson.edu. 2) Curt Russell from Client Support discussed his presentation on security awareness and identity theft (Attachment B).

3. Open Commentary: 1) Rose Ellen Davis-Gross spoke briefly about the “Solid Green-Keep Clemson Clean” campaign. The PSA was previewed and promotional material was distributed to the group. The Monday following Homecoming was selected for a campus wide clean-up day. For additional information, go to http://www.clemson.edu/solidgreen/. 2) Clemson University allows for 4 credit hours and the State of South Carolina allows up to, but no more than 6 credit hours per academic term. Marlene Ventura indicated that a constituent asked that in the quest to become a top 20 public institution that the CU policy be reviewed to see if the credit hours could be increased to the maximum of 6 per academic term. Dan Schmiedt charged P&W with researching the credit hour policy. P&W will report at the next Senate meeting.

4. Announcements from the President
   A. Academic Council, Dan Schmiedt. 1) Approved changing the name of the Department of Sociology to the Department of Sociology and Anthropology. 2) Approved 120 hour curricula policy for undergraduate students. 3) Changed the midterm grade policy to mandate students must receive grades five days prior to the last day to drop classes. 4) The discussion of adding a liberal arts or a general studies major was tabled until a later date.
   B. Administrative Council, Lawrence Nichols. No report.
   C. Board of Trustees, Lynn Boiter. No report.
   D. Governmental Affairs, Dan Schmiedt. No report.
   E. President’s Cabinet, Dan Schmiedt for Lynn Boiter. 1) Brenda Vander Mey of the Sociology Department proposed using a one focus approach to service oriented projects. This approach
would foster collaboration of differing entities, making efforts more successful for everyone involved. More information will be forthcoming. 2) Brian O’Rourke, Director of Development and Alumni Affairs, discussed the capital campaign initiative. President Barker’s will be the face of the campaign thus reducing his time on campus. This discussion led to a homework assignment for the group. Everyone was asked to submit 3 items Clemson University should not lose/change on the quest to become a top 20 public institution. Anyone wishing to submit an item to the Cabinet should send the information to Dan Schmiedt via e-mail at willys@clemson.edu.

3) The Student Government will vote at their October meeting on the Core Value Statement presented to the CSS in April.

F. Other:

1) Human Resources, Lawrence Nichols. No report.

5. Treasurer’s Report, Cindy Owens. Cheryl Dean is processing a transfer request of $16,171.20 from Fund 49 to the Endowment. Once the transfer is processed the principal balance will be $201,489.28. Our regular budgeted E&G balance is $4,019.63 in Other and $1,000.00 in Travel. The Vending balance is $5,343.35. Jenny Peay moved to approve the report as submitted. Ellen Gideon seconded the motion, and the vote was unanimous.

6. Committee Reports

A. Standing Committees

1) Activities, Julia McBride. The Benefits Fair is scheduled for Tuesday, October 17, 2006, Littlejohn Coliseum. A sign-up sheet was routed for booth volunteers. The CSS booth will consist of free popcorn and a raffle for Clemson/USC football tickets. Individuals can register to win the tickets by enrolling/increasing their payroll deduction designated to the CSS Fund or by purchasing a raffle ticket. All proceeds benefit the CSS Scholarship Endowment.

2) Communications, David Crockett. 75% of the areas distributed the highlights from the September CSS meeting. Any areas distributing material other than e-mail should notify Dave Crockett for reporting purposes.

3) Membership, Deborah Cantrell. No report.

4) Policy and Welfare, Michael Edwards. The benefits survey is on going. The group will also do some background research on the Dental Plan.

5) Scholarship, Jenny Peay. The Murder Mystery Dinner is Friday, October 13, 2006, Madren Conference Center.

B. University Committees

1) Accident Review Board, Charlotte Swafford. Has not met.

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

3) Athletic Council, Ron Addis. The Clemson University Athletic Council met on Sept. 20th. Head Baseball Coach Jack Leggett offered a number of personal perspectives on the interplay between athletics and academics at Clemson, especially as they pertain to baseball. He emphasized that he stresses to players that academics is the most important facet of their collegiate experience. In other business, Larry LaForge, Faculty Athletics Representative, provided information on the three procedures that are used to admit athletes to Clemson. Athletic Director Terry Don Phillips updated several other topics. For more details, go to http://www.clemson.edu/provost/athletic_council.

4) Bookstore Advisory, Negar Edwards. The next meeting is scheduled for Oct. 19th.

5) Faculty Senate Budget Accountability, Lynn Boiter. No report.

6) CATS, Robbie Nicholson. CAT bus service is expanding to Seneca, SC beginning October 16th. There will be 3 routes in Seneca - the "Express Route" comes straight into campus, leaving Seneca at 25 minutes after every hour, beginning at 6:25 am. The return route leaves the Hendrix Center every hour at 9 minutes 'til the hour, with the last one leaving at 5:51
pm. The Seneca routes are fare-free as are other CAT routes. Parking is available in downtown Seneca for anyone wishing to take advantage of this FREE service. This is a wonderful service which will hopefully relieve parking problems on campus, save money on gas expenses, and help the environment.

7) **Campus Master Plan Task Force**, Al Littlesjohn. Has not met.

8) **Clemson University Environmental**, Chris Sober. The Clemson University Environmental Committee met Thursday, September 21st. Gary Gaulin introduced the anti-litter initiative "Solid Green - Keep Clemson Clean". The campaign, in conjunction with Palmetto Pride, promotes a litter free campus by raising awareness and providing opportunities for cleanup. Promotional materials such as bumper stickers, magnets, and license tags are available as well as the "Adopt-a-Spot" program. Please visit the web site at [http://www.clemson.edu/solidgreen/](http://www.clemson.edu/solidgreen/) to see how your group or organization can help keep Clemson green. Steve Johnson led a discussion of the film "Kilowatt Ours", a Jeff Barrie documentary on coal fired power plants and energy usage. The film was shown September 12th to a packed audience in the Strom Thurmond Institute. University Building Services is testing new cleaning products with the "Green Seal of Approval" in several campus buildings. The Environmental Audit has been completed and is available on the web site at [http://www.clemson.edu/cuec/](http://www.clemson.edu/cuec/). The audit, which establishes a baseline for assessing the university's impact on the environment, took three years to complete and had input from over 150 individuals. A review committee was formed to provide input into management or storm water runoff from parking lots and the impact of new parking structures.

9) **Clemson University Foundation Board**, Lynn Boiter. No report.

10) **Council on Community & Diversity**, Rosa Grayden. No report.

11) **Human Resources Advisory**, Lynn Boiter for Julia McBride. 1) Erin Swann provided clarification on Fair Labor Standards Act. Overtime must be paid to a non-exempt employee. If the employee did not request advanced approval, progressive discipline should be initiated. 2) Benefit changes for 2007 will be detailed in the Insurance Advantage booklet. Insurance statements will be divided into budget centers and dropped off at employee's office for distribution. Off-campus employees will receive benefits statement via mail. 3) HR is asking departments to review and verify that all employees in active status are truly working. Also, there are approximately 800 active non-paid employees in CUBS. Departments should review this list and indicate the reason for entry if the person is not a CU employee. 4) On-line application and eRecruitment went live 9/12/06.

12) **Joint City/University**, Deborah Cantrell. No report.

13) **Library Advisory**, Wade Culler. Has not met.

14) **Parking Advisory**, Dan Schmiedt. 1) One item discussed involved service vehicles parked in the P&A lot. Departments will be contacted concerning these vehicles. 2) The parking and transit study deadline was extended to March of 2007.

15) **President's Commission on the Status of Black Faculty & Staff**, Rosa Grayden. No report.

16) **President's Commission on the Status of Women**, Susan Pope. The WC met on Friday, September 29th at 1:30 p.m. with 10 out of the 15 members present. The annual Commission member picture was taken. Guest speaker was Mr. Tom Ward, Staff Ombudsman. There was discussion regarding committee assignments, also the campus events committee reported a variety of programs that will be offered throughout the year in conjunction with Women's Studies. There was also discussion regarding a survey for women on campus that will most likely be available mid-February. WC Chair, Syd Cross distributed a copy of an article from Newsweek (9/25/06) entitled "Everyday Equality" by Anna Quindlen for members to read/consider. There was also an item that was brought to the attention of the WC regarding the Master Teacher of the Year Award that is awarded by the Student Alumni Association on an annual basis. A letter has been received that shares that only 2 out of the 31 recipients of
this particular award over the years have been female. A letter will be forthcoming from the
WC addressing the inquiry into consideration of the nomination procedure/process. There
was also discussion about a gift for Ms. Linda Crew, former WC member who has left
Clemson University due to health problems.

17) Recreation Advisory, Dexter Hawkins. New morning swim hours were approved and the
aim is to please everyone. The students, faculty, and staff will be working together to find a
suitable system for the indoor tennis center. The Committee will have information posted on
the Campus Recreation website soon. An architect team, Hastings and Chivetta, will be on
campus November 9th to present a proposal on a possible Aquatic Center. The Recreation
Advisory Boards next meeting is October 18th.

18) South Carolina State Employees Association, Julia McBride. The Association is
requesting a 6.5% cost of living increase, 2% average merit increase, improved vision
benefits, no change in health premiums or benefits and improvements to the sick leave
program. The SCSEA will visit Columbia in February to address these issues with state
representatives.

19) Student Conduct Code Review Committee, Deborah Cantrell and Richard Cowan. No
report.

6. Unfinished Business: None.

7. New Business: None.

8. Announcements: None.

9. Adjournment: There being no further business, Mike Edwards moved to adjourn. Negar Edwards
seconded the motion, and the meeting adjourned.

Next Meeting: November 14, 2006, 10:00 AM, Student Senate Chambers
General Information

GENERAL SERVICE INFORMATION
All Times are departures. The Red Route, Anderson Route, and Pendleton Routes operate Monday through Friday throughout the year except for the holidays as noted below. During the fall and spring terms at Clemson University, the Orange, Blue, and Campus Connector Routes are in operation as well as additional Red Route service. The Orange Route from P-3 Lot also operates on a 12-minute frequency during the 1st and 2nd summer terms. Service to P-1 Lot is provided all year by the Red Route (from the Hendrix Center) and the Anderson Route (from the East Library Circle).

There is no bus service on the following holidays:

For further information, call: 654-2287, or 888-440-2287. All CAT schedules may be accessed on the internet at www.catbus.com.

EVERYONE RIDES FARE FREE!
Clemson Area Transit is a public service provided fare-free by Clemson University, the City of Clemson, the Town of Central, the Town of Pendleton, Anderson County, the South Carolina Department of Transportation, and the Federal Transit Administration.

FOR YOUR SAFETY
- Children under 10 years of age must be accompanied by a guardian.
- Smoking or open food or beverages are not allowed on the bus.
- Radios or other media may not be played on the bus.
- Buses will not stop to pick up or drop off passengers at locations deemed unsafe by the bus operator. Buses on the Clemson University Campus will stop only at specified locations. Once the operator has closed the doors and the bus has started into motion it will not stop again until it reaches the next safe bus stop.
- Passengers should remain seated or be holding onto straps.
- Passengers may not stand forward of the safety line.
- Passengers should refrain from engaging in conversations with the bus operator while the bus is in motion.

Informacion General

INFORMACIÓN GENERAL DEL SERVICIO
Todas las horas del horario son de salida. La ruta Roja, ruta de Anderson, y ruta de Pendleton operan Lunes a Viernes por todo el año. Durante los terminos de otoño y primavera de Clemson University, la ruta Anaranjada(Orange), la ruta Azul(Blue), la ruta Roja(Re), y las Rutas de conexión están en operación. La ruta Anaranjada del aparcamiento P-3 opera cada 15 minutos durante el primer y Segundo termino del verano. Servicio al aparcamiento P-1 Lot opera todo el año por la ruta Rojo (desde Hendrix Center) y la ruta de Anderson (desde East Library Circle).

No hay servicio en estos días de fiestas: Día del Año Nuevo, día de Independencia, día de las Gracias(Thanksgiving) Y el siguiente día, viernes de la Navidad, y el día de Navidad.


TODOS SE MONTAN GRATIS!
El sistema de Clemson Area Transit es un servicio gratis de Clemson University, la ciudad de Clemson, ciudad de Central, ciudad de Pendleton, condado de Anderson, el Departamento de Transportación de Carolina del Sur Y Federal Transit Administration.

PARA SU SEGURIDAD
- Los niños menores de 10 años deben ser acompañados por un guardian.
- No se permite fumar o comida y bebidas abiertas.
- No se permite las radios.
- Los autobuses no paran en sitios peligrosos. Los autobuses de Clemson University paran solamente en los sitios marcados. Una vez que el operator ha cerrado las puertas del autobús no parara hasta que alcance la siguiente parada.
- Los pasajeros deben de mantenense en su asiento o sostenerse sobre las barandillas.
- Los pasajeros deben de mantenerse dentro de la línea marcada para su seguridad.
- Los pasajeros no deben de hablarle al operator mientras que el autobús se esta moviendo.
The CAT Bus

This table is for the following hours of service per day

Monday - Friday

6:20am - 6:20pm

Times in the table below are the minutes after each hour

**CENTRAL MAVERICK ROUTE**

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<tr>
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<tr>
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<tr>
<td>arrive HENDRIX CENTER</td>
<td>18</td>
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<table>
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<th>Arrival Location</th>
<th>Minutes After Each Hour</th>
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<tr>
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<td>53</td>
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<tr>
<td>arrive CENTRAL MAVERICK CROSSING / WAL-MART</td>
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<tr>
<td>arrive HENDRIX CENTER</td>
<td>18</td>
</tr>
</tbody>
</table>

Map showing routes and stops for the CAT Bus.
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There is no bus service on the following holidays: New Year’s Day, Independence Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve, and Christmas Day.

For further information, call: 654-2287, or 888-440-2287. All CAT schedules may be accessed on the internet at www.catbus.com.

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**ACCESSIBLE TRANSPORTATION**

All CAT buses are wheelchair accessible, and provisions are made to provide transportation services for the disabled. CAT buses are designed to allow passengers using mobility aids to board the buses conveniently at all safe locations. All persons with disabilities needing other than regular route service must be certified through Clemson University Disability Services. Call 864-656-0515 for further information.

**FOR YOUR SAFETY**

- Children under 10 years of age must be accompanied by a guardian.
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**TRANSFERS**

The CAT bus system is made up of several connecting routes. It may be necessary to transfer from one bus to another to complete your journey. The CAT bus system also connects to the Electric City Transit bus system in Anderson (for schedule information about Electric City Transit, call 864-231-7625). The hub of the CAT system is at the Hendrix Center at Clemson University. The Red Route bus stops are located East of the Hendrix Center on Cherry Road. The Blue Route, Anderson Route, and Pendleton Route bus stop is located at the crosswalk directly in front of the Hendrix Center. (For safety reasons, buses will not stop for passengers within 100 feet of the intersection of Cherry Road and McMillan Road, after passing through the traffic light.)

Passengers continuing their journey into the City of Anderson on the Electric City Transit bus may get a transfer coupon from the CAT bus operator which will allow them to continue their journey fare-free on the ECT bus. The transfer point is at the Walmart on Liberty Highway in Anderson. Passengers who have student ID's from local colleges and universities may ride ECT fare-free at all times, and do not need transfer coupons. CAT and ECT bus operators will contact each other to arrange for transfers at the Walmart on Liberty Highway in Anderson.

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**Clemson Area Transit**

**NEW! Seneca Map and Schedules**

**Voted “Best Transit System in South Carolina”**

**En Español**

**www.catbus.com**

**654-CAT**
PC Security Awareness: Class Summary
Curt Russell-DCIT Client Support

Consider This ...
"We as a society chose to get more connected, and one of the perils of doing that is, the more connected you are with everybody, the more connected you are with malicious people as well."

Steve Culpe, Manager of the Microsoft Security Response Center, quoted in "Technology Security Risks Growing" by Anick Jesawej. AP, 5/2/00

What Is Security Awareness?
- **Security** - Freedom from risk or danger; doubt, anxiety, or fear. Safety, Confidence. Something that gives or assures safety.
- **Awareness** - Having knowledge or cognizance. Vigilant; watchful.

Security Awareness
- Security Awareness is the sum of all measures taken to prevent loss of any kind. Loss can occur because of user error, defects in code, malicious acts, hardware failure, and acts of nature.

For the purposes of this presentation, **Security Awareness** will focus primarily on preventing **malicious acts** and **user error**.
Can you afford to put it off?

What are the threats?

- The user
- The user
- The user
- The user
- Well you get the point...

What Are The Threats?

- Malicious Control Programs (MCPs)
  - Viruses
  - Trojan Horses
  - Worms
  - Exploits
- Spyware
- Social Engineering attacks
- User error
- Physical threats - Theft, vandalism,
- Crackers - (aka Hackers)

Why should we be concerned?

1. Who can you trust?
2. Who might be listening?
   - Anytime you send email, browse the Internet, or chat online, the conversations are in the open.
3. Who owns your PC?
   - Clemson University Mouse Policy

Network Registration

What can you do?

1. Guard your passwords
2. Secure your workstation
3. Protect against viruses
4. Email - Do not open unspoken attachments
5. Beware of hoaxes, Virus Myths, and Scams
6. Install All Critical And Security Patches
7. Beware Of Spyware
8. Be Web Wise At Work
9. Check on trusted web sites for additional info and training
10. Report computer security issues or a suspected virus infection
Important to Remember

Security Awareness isn't just the job of IT:

You have a lot of control over what happens at your desk. It's important to be vigilant, and interested in what is happening around your office and on your computer.

Protecting your Identity Class: Summary

- The Office of Security & Privacy will be hosting a training session on "Protecting Your Identity - at Clemson and at home". It will include topics in the following areas:
  - Best practices in securing your identity (Good account management, safeguarding personal information/passwords)
  - Identifying what is sacred information (Socials – the magic key, other information to carefully handle)
  - Learn how to spot the bad guys (Avoiding social engineering and phishing)
  - Be vigilant (Practice safe computing at Clemson, key areas to keep an eye on for your identity)