Minutes

Present: Maranda Arnold, Michael Atkins, Ida Benson, Chris Blackmon, Kathy Boice, Lynn Boiter, Kristina Corbett, Karen Countryman, Dave Crockett, Wade Culler, Rose Ellen Davis-Gross, Tim Drake, Carrie DuPre, Evelyn Gantt, Michael Gilstrap, Sally Glenn, Dianne Harris, Reggie Hawthorne, Trudy Houston, James Huff, Bill Hughes, Linda Kanaley, Marty King, Janice Kleck, Phil Landreth, Cindy Owens, Susan Pope, Dan Schmiedt, Marlene Ventura, Mandy Wright

Absent: Lydia Arneson, Gail Bryson, Deanna Burns, Deborah Cantrell, Richard Cowan, Glenda Dickson, Mike Edwards, Negar Edwards, Barbara Emkin, Ellen Gideon, Rosa Grayden, Bill Hurst, Billie Jones, Naomi Kelly, Chad Lampman, Carolyn McGaha, Wes Sullivan, Gloria Walker, Samuel White

Guests: Pamela Barnhill, Emily Land, Pat McDaniel, Lawrence Nichols, Joyce Peebles, Beverly Robinson, Tom Ward, Matt Watkins

President Dan Schmiedt called the meeting to order at 10:06 a.m.

1. Approval of Minutes: Linda Kanaley moved to approve the minutes if the August 14, 2007 Staff Senate meeting as submitted. Marlene Ventura seconded the motion. The vote was unanimous.

2. Communication Exercise, Dave Crockett. The group was divided into two sections. Both sections received a short statement. Information was verbally passed around the room. A recorder from each group reported the final version of the original statement. Both groups did exceptionally well in transmitting the information with little error. The exercise demonstrated how easily information inadvertently gets skewed while being disseminated.

3. Open Commentary: None.

4. Announcements from the President
   A. Academic Council, Dan Schmiedt. The Council met on September 7. 1) A potential creation of a 7 (seven) panel undergraduate grievance board was discussed. 2) The Academic Integrity Proposal passed. 3) The School of the Environment name changed to the Department of Environment and Earth Sciences. 4) The Bridge Program continued its successful with a 75% transfer rate of program participants from Tri County Technical College to Clemson University. 5) Changes to the exam schedule were not approved and will be discussed at length at the next meeting.
   B. Administrative Council, Lawrence Nichols. The Council met September 10. 1) The Telecommuting policy was approved. The policy should be posted on the Human Resources Web site within the next week. 2) Discussion continues on the direction of Clemson University.
   C. Board of Trustees, Dan Schmiedt. The BOT will meet October 4-5 in Clemson, SC.
   D. Governmental Affairs, Dave Crockett. No report.
   E. President’s Cabinet, Dan Schmiedt. The Cabinet met September 10. 1) Johnson Link and Bill Daniels from Clemson University Police and Fire Departments gave a presentation on campus safety and security upgrades. Daniels discussed a new alert system that includes a voice warning system. The system should be in place by January 2008. In addition, an emergency preparedness guide will be distributed to campus with instructions for various emergency situations and faculty, staff and students will be able to sign up to receive emergency text messages via cell phone. Six police officers and a fire inspector will be hired to provide additional on and off campus security. 2) Chip Boyles from the City of Clemson updated the group on a proposed smoking ban in
restaurants and bars in the downtown area. An ad hoc committee was formed by Clemson City Council to review the issue and make recommendations. The City of Clemson is also working to provide free wireless. 3) R.M. Cooper Library is still undergoing a HVAC renovation. The project is progressing well. 4) Terry Don Phillips reported that the Clemson/Florida State game on Labor Day was the 4th highest rated televised game.

F. Other:
1) **Human Resources**, Lawrence Nichols. The Benefits Fair is scheduled for October 9, 2007 at Littlejohn Coliseum. The event will begin at 9 a.m. and end at 2 p.m. All supervisors will be encouraged to allow staff to attend.

5. **Treasurer’s Report**, Cindy Owens. The Endowment principal is $201,489.29. The regular budgeted E&G spending account balance is $4,996.33 in Other and $1,013 in Travel. The Vending balance is $5,170.12. Marlene Ventura moved to approve the report as submitted. Linda Kanaley seconded the motion. The vote was unanimous.

6. Committee Reports
A. **Standing Committees**
1) **Activities**, Kristina Corbett. A meeting is scheduled for Thursday, September 13, Riggs Hall Conference Room. Items to be discussed are volunteering at the Benefits Fair and potential recipients of the Staff Senate Holiday Service Project.
2) **Communications**, Rose Ellen Davis-Gross. 1) Everything is on schedule for the Benefits Fair. A sign up sheet was routed for booth volunteers. Each committee was asked to provide 1 (one) volunteer per hour. 2) The Staff Senate Web site is up and running thanks to Carrie DuPre. Each Senator was asked to review the site for missing information and broken links. Any and all suggestions are appreciated.
3) **Membership**, Phil Landreth. Karen Countryman and James Huff attended the August 28 Executive Committee meeting. This was done to generate interest and gather feedback from senators. Hopefully, this will provide an avenue to improve communication from the Executive Committee to the Senate body. Anyone interested in attending an Executive Committee meeting should put an asterisk by their name on the sign in sheet. Individuals will be contacted with additional information.
4) **Policy and Welfare**, Dan Schmiedt for Michael Edwards. Members of the Staff Senate will meet with members from the Faculty Senate Welfare Committee to discuss common interest issues. The meeting is scheduled for September 11, 12:30 p.m., R.M. Cooper Library. More information will be forthcoming.
5) **Scholarship**, Reggie Hawthorne. 1) Raffle prizes are due by September 17. Promotional materials will be distributed at the October 2 Senate meeting. 2) The Committee is still researching low cost fundraising events for February 2008. 3) Reggie Hawthorne moved to transfer $15,948.37 from Fund 49 to the Staff Senate Scholarship Endowment. Karen Countryman seconded the motion, and the vote was unanimous.

B. **University Committees** – See attached.

6. Unfinished Business
A. **Ad-hoc Committee on Staff Development**, Bill Hughes. Dan Schmiedt and Bill Hughes met with President Barker on August 16. Schmiedt opened the discussion by explaining his Clemson experience to Barker. Schmiedt spoke about his transition from student to staff and the different levels of engagement experienced along the way. While Barker did not endorse the plan, he did show interest. Hughes and Schmiedt stressed that while some departments are doing a good job in evaluating and rewarding employee performance; other departments are inconsistent throughout the University. Barker was interested in the SDP and requested that it be presented to Administrative Council once it is formalized.
B. **Credit Hours Resolution Status**, Dan Schmiedt. 1) Administrative Council met on September 10. Dan Schmiedt and Dave Crockett presented the resolution. The resolution was approved. This increased the credit hours allowed from 4 to 6 per registration. This benefit will be available spring
semester of 2008. Some restrictions will apply, so additional information will not be disseminated until HR publishes the revised Tuition Assistance Policy. 2) Janice Kleck inquired about the additional fee charged by the College of Business and Behavioral Science when taking classes using the tuition assistance benefit. The Senate was informed in 2005 that the fee was waived for staff employees. Kleck was charged the fee, so Policy and Welfare will seek clarification of the policy.

C. October Meeting. Dan Schmiedt. Some senators requested the October meeting be cancelled because of conflicts with events two weeks in a row and the change of the meeting date and time. Phil Landreth moved that the October meeting time be moved to 10:30 a.m. and any senator not able to attend the meeting will be automatically excused. James Huff seconded the motion. The vote was unanimous.

7. New Business
A. Ida Benson requested that the issue of pedestrian safety be discussed with the appropriate officials. The issue to be specifically addressed is mandated use of marked pedestrian crossings.
B. If anyone has suggestions regarding the new CCIT building, contact Lynn Boiter at 656-0135 or sljones@clemson.edu.
C. Clemson University Chief Diversity Officer - Dan Schmiedt requested information on the make up of the search committee. A staff member on the committee will be asked to report to the Senate on the progress of the search.

8. Announcements: None.

9. Adjournment: There being no further business, Dave Crockett moved to adjourn. James Huff seconded the motion. The meeting adjourned.

Next Meeting: October 2, 2007, Time and Location TBA
University Committees:

1) Accident Review Board – Phil Landreth and Lydia Arneson (alternate). No report.
2) Alcohol & Other Drugs Task Force, Deborah Cantrell and Carrie DuPre. No report.
3) Athletic Council, Lynn Boiter. The first meeting of new fiscal year will be held on September 19, 2007, 3:30 p.m.
5) Faculty Senate Budget Accountability, Dan Schmiedt. No report.
6) CATS, Robbie Nicholson. No report.
7) Clemson University Environmental, Tim Drake and Chris Sober (alternate). Has not met.
8) Clemson University Foundation Board, Dan Schmiedt. No report.
10) Human Resources Advisory, Michael Atkins. The next meeting is scheduled for September 12.
11) Joint City/University, Karon Donald. JCUC met September 10.
13) Parking Advisory, Bill Hughes. Has not met.
14) President’s Commission on the Status of Black Faculty & Staff, Rosa Grayden. No report.
15) President’s Commission on the Status of Women, Susan Pope. No report.
16) Recreation Advisory, Dexter Hawkins. Has not met.
17) South Carolina State Employees Association, Richard Cowan. No report.