President Dan Schmiedt called the meeting to order at 10:05 a.m.

1. Approval of Minutes: Richard Cowan moved to approve the minutes of the November 13, 2007 Staff Senate meeting as submitted. Marlene Ventura seconded the motion. The vote was unanimous.

2. Open Commentary: Gary Gaulin distributed a “Focus the Nation” pamphlet. CUEC is participating in this national initiative that addresses global warming. The movement includes over 1,000 colleges, universities and K12 schools nationwide. Clemson University is hosting the national kickoff on Friday, January 25. For more information contact Gary Gaulin at camden@clemson.edu or visit http://www.clemson.edu/focus/.

3. Announcements from the President
   A. Academic Council, Dan Schmiedt. The Council met November 29. Much of the meeting was devoted to discussion and debate over a proposed change to a 5 (five) day exam schedule. The change was approved.
   B. Administrative Council, Lawrence Nichols. No report.
   C. Board of Trustees, Dan Schmiedt. The next meeting is February 6-7, 2008. The Staff Senate report is due by January 10. If anyone has information to include in the report, please submit it to Dan Schmiedt at willys@clemson.edu.
   D. Governmental Affairs, Dave Crockett. Dave Crockett will meet with Angie Leidinger on December 12 to discuss the work of the Ad hoc Committee on Staff Development. This meeting may provide an avenue to strengthen communication channels with the Office of Governmental Affairs and the Staff Senate.
   E. President’s Cabinet, Dan Schmiedt. The Cabinet met December 10. 1) The group enjoyed a presentation by Patrick McMillan who hosts the SCETV show called “Expeditions”. McMillan is a Clemson University faculty member and the curator of the Campbell Museum of Natural History. The show is produced here at Clemson and is gaining national attention. It will be broadcast nationally on educational channels. The goal is to get science education out to the public. 2) The Division of Student Affairs is
rolling out a clear text messaging system for emergency notifications to students. More information on the program should be forthcoming. 3) The Alumni Center noted that Clemson is nationally ranked in the top 5 (five) with peer institutions for alumni percentage participation. 4) Steve Copeland mentioned that all bids are in for the Rhodes Hall and Packaging Science Building construction. The projects will begin in January. 5) Gail DiSabatino reported that a consultant was hired to assist with developing a master plan for housing on campus. Graduate students are pushing for family housing options on campus. 6) Human Resources posted the Executive Secretary to the Board of Trustees position.

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

4. Treasurer’s Report, Cindy Owens. No significant changes to report.

5. Committee Reports
   A. Standing Committees
   1) Activities, Kristina Corbett. The Activities Committee delivered a completely packed car load of food and toiletry items, which were gratefully received by the administrators at Clemson Community Care. Donation boxes will be collected by December 17.
   2) Communications, Rose Ellen Davis-Gross. Please continue to review publications that may contain errors regarding the name and constituency change of the Senate.
   3) Membership, Phil Landreth. Plans are being made for the upcoming election and Awards luncheon. The luncheon is scheduled for Wednesday, April 2, 2008.
   4) Policy and Welfare, Michael Edwards. Committee members are in the process of acquiring information from other state institutions on policies regarding temporary employees. Additional information will be available at the next meeting.
   5) Scholarship, Reggie Hawthorne. The dinner event scheduled for February 9 has been cancelled. The Executive Committee reviewed the event and weighed the possible outcomes and decided against the event. The Scholarship Committee will not meet again until 2008 and at that time work will begin on the golf tournament.

B. University Committees – See attached.

6. Unfinished Business
   A. Ad-hoc Committee on Staff Development, Dan Schmiedt. President Barker asked that a presentation be made to Administrative Council meeting regarding the preliminary work on a staff development plan. Representatives from the group have been meeting with Administrative Council members individually to discuss the initial work of the committee in forming a comprehensive staff development program. The meetings have been productive and the feedback positive.

   B. Credit Hours Resolution Status - Dan Schmiedt and Dave Crockett are working with Lawrence Nichols to resolve the policy restrictions on online and internet courses. A memo with suggested language changes was sent to Nichols on December 4 (Attachment B).

7. New Business
   A. Resolution 2008-01. Tim Drake moved to support the Clemson University Environmental Committee and endorse the “Focus the Nation” initiative by a resolution from the Staff Senate. Richard Cowan seconded the motion. The vote was unanimous. Dan Schmiedt requested that Policy and Welfare draft the resolution for approval at the January meeting.
B. Resolution 2008-02. Lynn Boiter moved to express sympathy to the campus community for the tragic loss of student lives in the form of a resolution. The motion was seconded. The vote was unanimous. The Executive Committee will draft the resolution and submit it for Senate approval at the January meeting.

C. Deborah Cantrell asked if the Senate could request that Human Resources list their general information phone number (656-2000) in the directory and on the Web site.

D. Lynn Boiter informed the group that the Undergraduate Student Government is selling 2008 calendars for $5 each. Proceeds will be used for a student memorial. Calendars can be ordered online at www.clemson.edu/traditions-calendar.

E. James Huff reminded the group that some of the staff previously located at 110 Daniel Drive relocated to Tiger Park. Gifts should not be sent through interoffice mail, but delivered in person. Barring special circumstances, the office will be staffed at all times.

8. Announcements:
   A. The Executive Committee distributed a brief bag with the Staff Senate logo to all members in attendance. Dan Schmiedt presented Karon Donald with an appreciation gift on behalf of the Staff Senate. Schmiedt expressed his gratitude to the entire group for their commitment of time and service to the Senate.

9. Adjournment: There being no further business, the meeting adjourned.

Next Meeting: Tuesday, January 8, 2008, 10:30 AM
University Committees:

1) **Accident Review Board** – Phil Landreth and Lydia Arneson (alternate). Has not met.
2) **Alcohol & Other Drugs Task Force**, Carrie DuPre. Has not met.
3) **Athletic Council**, Lynn Boiter. The Athletic Council Luncheon that was originally scheduled for December 11 has been postponed. Thank you to everyone who responded. More information will be forthcoming once a new date is selected.
4) **Bookstore Advisory**, Negar Edwards. No report.
5) **Faculty Senate Budget Accountability**, Dan Schmiedt. No report.
7) **Clemson University Environmental**, Tim Drake and Chris Sober (alternate). CUEC met November 15, 2007. Pete Knudsen and Geary Robinson gave a parking structure update. After considering 5 sites, they have recommended the gravel lot behind P&A. This area will allow for a larger structure, access to Perimeter Road, access to campus, and will fix existing erosion problems caused by the surrounding paved lots. It may include a police substation for security reasons. They asked for support for the plan from the committee as well as the Staff, Faculty, and Student Senates. A motion was approved endorsing the new Procurement Policy. The new policy includes environmental friendly objectives for the University. Alan Elzerman spoke about CU’s participation in the President’s Climate Commitment and discussed his most recent report detailing activities CU is undertaking to meet this challenge. The next steps will include a greenhouse gas audit and establishment of a sustainability office at CU. Tom Jones reported on Solid Green Day activities last month. Quite a bit of material was collected and some was recycled. Gerald Vander Mey discussed CU’s “grade” for the Sustainability Report Card (www.endowmentinstitute.org) and asked for ideas as to how improvements could be made in various areas of the report.
8) **Clemson University Foundation Board**, Dan Schmiedt. Has not met.
9) **Council on Community & Diversity**, Rosa Grayden. The meeting was cancelled.
10) **Human Resources Advisory**, Michael Atkins. HRAC met on November 14. 1) Beginning December 7 only the new I-9 form will be accepted. 2) The 2008 payroll calendar is posted on the HR website. 3) HR was pleased with the turnout for the “Planning for the Future” seminar, 75 out of 103 registered attended. 4) The tele-commuting policy is online and in effect. 5) The creation of a job description, posting a job, changed at the state level in September. There is a link on the HR webpage. There will be a CUBS User Group update meeting in the spring of 2008.
11) **Joint City/University**, Karon Donald. The JCUB met on December 3. An exchange visit with Virginia Tech was tentatively scheduled for April 2008.
12) **Library Advisory**, Wade Culler. ULAC met November 15. Dean Wall will meet with students to discuss usages for the Library fee; restricted access (1:00 a.m. to 6:00 a.m.) to Cooper Library (Clemson employees and students only) beginning spring semester.
13) **Parking Advisory**, Bill Hughes. No report.
14) **President’s Commission on the Status of Black Faculty & Staff**, Rosa Grayden. All new black faculty and staff were invited to dinner and a basketball game. The event was sponsored by Student Affairs. The event was positively received and future outreach events will be planned.
15) **President’s Commission on the Status of Women**, Susan Pope. The WC met Friday, November 30. Several committee reports were shared with an emphasis on concerns of
compensation and benefits, and employment training and promotion issues. Also, CU and the WC are hosting the SCWHE conference in February. Other events announced included the annual awards ceremony which will be held on Wednesday, March 12. An email will be going out requesting nominations. The next meeting will be on January 25.

16) Recreation Advisory, Dexter Hawkins. The meeting scheduled for December 5 was cancelled. The committee will meet next on January 23, 2008.

17) South Carolina State Employees Association, Richard Cowan. The legislative lunch is scheduled for January 7, 2008, 12:00 p.m., location TBA. Watch for a flyer with additional information. The membership dues will increase in January as the dues have not increased in 23 years and of course the cost of doing business has. The Association wants to put a lawyer on retainer for SCSEA members. The increase in dues will help pay for a lawyer. The Executive Board approved legislative items at the last meeting in Columbia. Highlights of those are:

- A 6.5% COLA
- A COLA for retirees equal to the CPI as of 12/31/07
- A 2% merit raise
- Maintain health benefits with no increase in premiums
- Step pay plan where employees can move through their pay bands more rapidly

18) Student Conduct Code Review Committee, Richard Cowan. The SCCRC met on December 6. Items discussed were clarification of the hazing policy, additions/changes to the University Disciplinary Appeals Board and the potential creation of a Greek Judicial Board.