President Dan Schmiedt called the meeting to order.

1. Approval of Minutes: Phil Landreth moved to approve the minutes of the August 28, 2007 Executive Committee meeting as submitted. Cindy Owens seconded the motion. The vote was unanimous.

2. Announcements from the President
   A. Academic Council, Dan Schmiedt. Has not met.
   B. Administrative Council, Lawrence Nichols. The Council last met on September 24. The majority of the meeting was devoted to final preparations for the October Board of Trustees meeting. In addition to the BOT meeting, the Council discussed a proposed policy regarding telecommuting. The policy is near completion. CCIT is working on a portion of the policy that deals with hardware issues; once that information is received the policy will be published and disseminated to campus.
   C. Board of Trustees, Dan Schmiedt. The Board meets October 4-5 in Clemson, SC. Dan Schmiedt thanked Dave Crockett for preparing the written Staff Senate report that is submitted in advance to Board members.
   D. Governmental Affairs, Dave Crockett. No report.
   E. President’s Cabinet, Dan Schmiedt. Has not met.
   F. Other:
      1) Human Resources, Lawrence Nichols. 1) Jay Blankenship was introduced to the group. He previously worked with University Admissions and recently joined the Human Resources Department. Blankenship is currently on a training rotation throughout HR, but Nichols plans on utilizing Blankenship’s talents in the areas of recruitment and compensation. 2) The Benefits Fair is scheduled for Tuesday, October 9, 2007, Littlejohn Coliseum. All employees are encouraged to attend. HR staff will be accessible throughout the entire event to answer benefit related questions. Mike Edwards asked Lawrence Nichols if HR was going to schedule a benefits session in the Columbia area for off campus employees during the month of October. Nichols assured Edwards that HR staff will schedule something in Columbia for off campus employees during Open Enrollment. Employee notification of the date, location and time should be forthcoming.
   G. Faculty Senate Meeting Update, Dan Schmiedt. Schmiedt attended the Faculty Senate meeting on September 11 and reported he was glad to see increased collaboration between the two groups. Discussions on two topics were of particular interest. The FS is seeking information on a committee that has been inactive for years. They submitted a letter to Christian Przirembel, Vice President for Research and Economic Development requesting that the Research Council be reestablished. In addition, much discussion centered on issues related to employees categorized
as non teaching lecturers. Schmiedt shared recommendations from the Task Force on Lecturers and Unclassified Employees. The FS had not previously received a copy of the recommendations and was appreciative of the information.

3. **Treasurer’s Report**, Cindy Owens. The Endowment principal remains unchanged. The regular budgeted E&G spending account balance is $3,316.09 in Other and $1,013 in Travel. The Vending balance is $5,106.38. Dave Crockett moved to approve the report as read. Mike Edwards seconded the motion. The vote was unanimous.

4. **Standing Committees**
   
   A. **Activities**, Kristina Corbett.
      - Holiday Service Project - Donations will benefit [Clemson Community Care](#). Donation boxes will be distributed prior to the October Senate meeting and will remain in locations across campus until December 7. The theme will change each month to highlight a certain category of needed items. The focus of October will be toiletries and paper products, November, non perishable food, and in December, toys. Collection boxes will be located in Advanced Materials Research Lab, Administrative Services Building, Bioresearch Complex, Clemson House, Cooper Library, Facilities, Hunter, Rhodes, Riggs and Tillman.

   B. **Communications**, Rose Ellen Davis-Gross.
      - Benefits Fair – A timeline for the Benefits Fair was discussed and agreed upon. Reggie Hawthorne and Marty King agreed to assist in setting up on October 8. All of the volunteers will receive an email reminder on October 5. The scholarship brochure is at Printing Services and Karon Donald is working on the promotional material for the raffle.
      - Web site – The new site is up and running. All Executive Committee members were encouraged to spend time visiting the site. The Communications Committee requests feedback on features that should be added or deleted.

   C. **Membership**, Phil Landreth. Trudy Houston was introduced as a visiting senator and was welcomed by the group.
      - Attendance Records – Meeting attendance will be reviewed and a recommendation will be presented to the Executive Committee for approval.
      - April Awards Luncheon and 2008-09 Elections – A checklist was distributed on items to be addressed for the upcoming elections and luncheon (Attachment A).

      - HR Issues – Lawrence Nichols will consult with HR staff and respond to items 2 through 4 at a later date. He did state that item 1 was not true. Clemson University does allow terminated employees to apply for positions, but upon request their entire personnel record will be provided to the hiring department for review. In addition, HR is working on creating a comprehensive checklist for hiring. Phil Landreth inquired about requiring skills tests of applicants and Nichols stated that is allowed as long as it was posted as a requirement in the position advertisement.

       1) The subject has been brought up of how employees are flagged upon their involuntary termination by the University. Chiefly being that if an employee is terminated during his/her probation period; he/she cannot be rehired for ANY university position in the future. This being said our committee is seeking to find out if there is a formal written HR policy about terminations or is this at a State HR level. The concern raised is how these people are flagged and if it’s a policy or left up to a supervisor that may simply has a personality conflict with an employee. This was brought to us as an equitable treatment question.

       2) It is difficult on the HR web pages to find policies about the subjects employees are trying to look up. Very few are listed on the main policy page. There are links to the previous manual – many of those links go nowhere or to information sometimes that hasn’t been updated in over 10 years, thus giving the impression that the data is of date or incomplete. Some staff are under the assumption that:
There are HR policies, that while are official, they are not published and stay hidden away in a drawer somewhere until needed and are hidden from employees.

The people in charge who make decisions don’t have a set standard of rules to follow and many decisions are based on personalities or misinterpretations of existing guidelines.

3) For employees without computer access (and I am finding out there are many more than I imagined), there needs to be a printable policy manual in PDF format somewhere on the HR site their department can print and give to them.

4) Where do departmental “internal” policies stand as far as what can be enforced beyond HR or state policies? And are these even allowable?

E. Scholarship, Karon Donald for Reggie Hawthorne.

- Benefits Fair Raffle – Flyers will be distributed at the October Senate meeting. Tickets will be available for advanced sales beginning October 2. The drawing will be held at 2 p.m. on October 9.
- Tentative Dinner Event (February 08) and Golf Tournament Timeline - A checklist was distributed on items to be addressed for upcoming events (Attachment B).

5. Unfinished Business

A. Resolution 2007-01, Credit Hour Adjustment, Lawrence Nichols. AC met on September 10 and approved an increase in credit hours allowed per registration under the Tuition Assistance Policy. The current policy only allows 4 (four) credit hours per registration and the change will increase the number to 6 (six) credit hours per registration. Study abroad will be excluded from the policy and online courses will be limited. Provost Helms requested a meeting with Dan Schmiedt on September 27 to discuss the mechanics of the change.

B. Faculty Staff Senate Welfare Committee Meeting Update – Dan Schmiedt, Dave Crockett, Karon Donald and Tim Drake met with Charlie Gooding and Bill Bowerman of the Faculty Senate. Topics of discussion ranged from campus parking to a welfare summit (Attachment C). Both Senates have agreed to send a liaison to each others Policy and Welfare Committee meetings as often as possible.

C. Ad hoc Committee on Staff Development – Information is still being compiled and analyzed from Human Resources. The next meeting is scheduled for Thursday, September 27, 2007.

D. Chief Diversity Officer Selection Committee members: Larry Abernathy, Abel Bartley, Barbary Kennedy Dixon (staff), Kerry Foxx (grad student), Esin Gulari, Altheia Richardson (staff), Brenda VanderMey, Ab Watkins (undergraduate student). The position is currently posted.

6. New Business

A. South Carolina Association of Extension Administrative Professionals, Karon Donald. The SCAEAP will hold a conference in Clemson in April of 2008. Representatives will attend from 46 (forty six) counties and test stations. This is an opportunity to receive input on how the Staff Senate can better serve off campus employees. Conference planning is still in the preliminary stages, so more information will be forthcoming.

B. CBBS Fee – Dan Schmiedt requested that the Policy and Welfare Committee research the CBBS fee as it relates to employees participating in the Tuition Assistance Program.

C. Departmental Position Transfer – Dave Crockett’s position status has changed. Crockett previously worked for the College of Engineering and Science and currently works for CCIT. Article IV, Section 2, Item E of the Staff Senate bylaws state: An officer who transfers outside the area he/she was elected to represent, but who remains a staff employee, may exercise the option to serve out the remainder of his/her term of office, with full voting privileges, subject to Executive Committee approval. If an office is vacated, an election by majority vote to select a replacement to serve for the remainder of the term of office will be held at the next regularly-scheduled meeting. Mike Edwards moved to allow Dave Crockett to serve out the remainder of his term of office with full voting privileges. Rose Ellen Davis-Gross seconded the motion. 8 (eight) voted in favor and none against. Dave Crockett abstained. The motion passed.
D. Parking and Transit Open Forum Report by Dave Crockett. I hit the morning session of the Transit Study Report by Carl Walker Associates (et al.). It ran 2.5 hours, but I won't try to summarize everything. So here are some general impressions and a few numbers.

1. The study was quite exhaustive and seemed to touch on most of the 'hot button' issues we've all heard about regarding parking, CAT routes, student encroachment of faculty/staff lots, visitor parking, etc. The one item NOT covered today was bottom line cost for individual employees to implement. That information is still being developed and should be ready for public consumption in a month or so.

2. Overall, there are not quite 13,000 parking spaces on campus (just over 2,600 employee spaces in that number). Overall average use is 81% (but around 94% in employee spaces). The percentage of open spaces is adequate, overall, but 'tight' for employees now.

3. Factors aggravating situation include the planned 'Life Sciences Building' (eliminating ~500 spaces alone), Rhodes Hall expansion (taking out around 60 spaces), change of student housing from traditional 'dormitory' configuration to 'apartment-style' living, and an increase in the number of faculty in the next few years (with an estimated hiring of three 'support staff' for each new faculty hire). Interestingly, the study does not factor in a substantial rise in the total number of students over the next ten years.

4. Upshot, while there is around a 500 space surplus of spaces overall now, that number will go negative by 2009 (~-800) and worse by 2016 (~-1100) without new parking facilities and other mitigating actions.

5. Best location seen now for a new parking facility would be at Cherry Road and Perimeter Road (near the planned Life Sciences Building) and later perhaps the 'Sirrine' employee lot.

6. Mitigating actions are seen as a collection of 'demand management' steps including reallocation of some existing student spaces to employees, several changes in the CAT routes (including a new East-West connector route) and service hours, ride sharing/pooling programs, promotion of bike use, etc.

7. Parking compliance and enforcement at Clemson is better than some schools, but continues to need work. Current allocations of parking among the various groups need tuning. And CAT service needs continued monitoring and adjustment.

Parking Services (whose name is recommended to change to 'Transportation Services' to be more inclusive of its mission) plans to have the PowerPoint presentation available on its website in a week or so. Attendance at the presentation was light...probably 50 people at its peak.

7. Announcements: None.

8. Adjournment: There being no further business, Dave Crockett moved to adjourn. Phil Landreth seconded the motion. The meeting adjourned.

Next Meeting: October 30, 2007, 9:00 AM, 7th Floor Conference Room, University Union