Minutes

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

Absent: Lydia Arneson, Gail Bryson, Deborah Cantrell, Richard Cowan, Negar Edwards, Barbara Emkin, Rosa Grayden, Bill Hurst, Billie Jones, Naomi Kelly, Chad Lampman, Susan Pope, Wes Sullivan, Gloria Walker, Samuel White, Mandy Wright

Guests: Lawrence Nichols, Joyce Peebles, Tom Ward, Matt Watkins

President Dan Schmiedt welcomed guests and called the meeting to order at 10:34 a.m.

1. Approval of Minutes: Marlene Ventura moved to approve the minutes of the December 11, 2007 Staff Senate meeting as submitted. Ellen Gideon seconded the motion. The vote was unanimous.

2. Open Commentary: Matt Watkins from the Development office announced an upcoming faculty staff campaign. The brochure is nearing completion and the campaign will begin in late February or early March. More information will be forthcoming.

3. Announcements from the President
   A. Academic Council, Dan Schmiedt. Has not met.
   B. Administrative Council, Lawrence Nichols. The AC had a retreat in December to crystallize goals and objectives. A follow up retreat is scheduled for late January.
   C. Board of Trustees, Dan Schmiedt. The Board meeting is in Columbia on February 6-7. Dan Schmiedt plans on attending.
   D. Governmental Affairs, Dave Crockett. Once the legislative session is well under way, a meeting will be scheduled with Angie Leidinger to discuss Staff Senate affairs.
   E. President’s Cabinet, Dan Schmiedt. Has not met.
   F. Other:
      1) Human Resources, Lawrence Nichols. Departments were encouraged to use Graystone Group Advertising and Inside Higher Education for position advertisements. There are benefits to using these resources. For additional information, visit http://www.clemson.edu/humanres/Classandcomp/class.htm.

4. Treasurer’s Report, Cindy Owens. The regular budgeted E&G spending account balance is $2,304.45 in Other and $609.85 in Travel. The Vending balance is $4,321.36. The Staff Senate Scholarship Endowment principal is $217,437.66. Dave Crockett moved to approve the report as submitted. Marlene Ventura seconded the motion. The vote was unanimous.

5. Committee Reports
   A. Standing Committees
      1) Activities, Kristina Corbett. The Holiday Service Project to benefit Clemson Community Care was a huge success; Corbett delivered four packed car loads of donations, two of which were nothing but toys. Clemson Community Care was thrilled.
2) **Communications**, Rose Ellen Davis-Gross. Work continues on the Senate website and preparing the monthly meeting summaries.

3) **Membership**, Phil Landreth. Planning has begun on the Awards Luncheon scheduled for April 2, 2008, Kresge Hall. The main focus for January is to secure a keynote speaker.

4) **Policy and Welfare**, Michael Edwards. The committee is completing a survey involving policy issues amongst state schools. The outcome will be presented to the Senate in February or March. Two issues being compared are how other schools handle compensatory time and temporary employees.

5) **Scholarship**, Reggie Hawthorne. The committee will begin meeting to plan for the golf tournament. The Walker Course is reserved for Friday, May, 16, 2008.

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

6. Unfinished Business

   A. **Ad-hoc Committee on Staff Development**, Bill Hughes. The committee will meet on January 10. Dan Schmiedt spoke at the Faculty/Staff General Meeting in December. Schmiedt’s speech was primarily devoted to the staff development plan. Comments received following the meeting were encouraging. The group will present the plan to Administrative Council in late February.

   B. **Tuition Assistance Policy Update**, Lawrence Nichols. The policy exclusion of on-line courses still remains. Dan Schmiedt submitted recommendations to Lawrence Nichols and Provost Helms on ways to address the course restrictions without constantly updating the policy. The language suggestion will be discussed at the next Provost Advisory Committee on January 15.

   C. **Staff Senate 2008-01 Focus the Nation Resolution** – Mike Edwards moved to accept the resolution as submitted (Attachment A). Tim Drakes seconded the motion. The vote was unanimous.

   D. **Staff Senate 2008-02 Expression of Sympathy Resolution**, Dan Schmiedt. Tabled until the February meeting.

   E. **HR General Information Phone Number Update**, Dan Schmiedt. The Administrative Services Building is divided into two parts, Financial Affairs and Human Resources. The general phone number is not appropriate as a public listing. The primary function of the person stationed at the front desk is directing visitors. That position is not trained to appropriately direct all calls for the building nor could they handle the volume. Lawrence Nichols acknowledged the problem and will work with Dan Schmiedt on a resolution.

7. New Business

   A. **Call for Officer Nominations** – Nominations will be accepted for Parliamentarian, Secretary, Treasurer and Vice President. Elections will be held at the meeting in April.

8. Announcements

   A. Nominations are now being accepted for the Clemson University Outstanding Women and Distinguished Contributor Awards and Clemson University Thea McCrory Student Award for Outstanding Service. See the nomination forms for information on eligibility, deadlines, and nomination requirements. For additional information, please contact Linda Tindal at ltindal@clemson.edu or visit http://www.clemson.edu/womenscommission/.

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

**Next Meeting:** Tuesday, February 12, 2008, 10:30 AM, Location TBA
University Committees:

1) **Accident Review Board** – Phil Landreth. The Board and reviewed five appeals. One was a no show. No action was taken.

2) **Alcohol & Other Drugs Task Force**, Carrie DuPre. The next meeting is January 14.

3) **Athletic Council**, Lynn Boiter. The Clemson University Athletic Council met on November 14, 2007 in the IPTAY Conference Room. This meeting’s agenda included a report from special guest, Director of University Admissions Robert S. Barkley who provided information on the new procedures that are in place for admitting athletes. Faculty Athletic Representative Larry LaForge noted that there are 115 legislative proposals before the NCAA and he will bring to our attention a shorter list of those that have relevance for Clemson. **Bill D’Andrea**, Senior Associate AD External Affairs mentioned that former Clemson football player Jeff Davis will be inducted into the National College Football Hall of Fame and that basketball season ticket sales are ahead of last year. For additional details on these issues as well as other aspects of Clemson athletics and the Athletic Council, please see the minutes of the AC meeting available at [http://www.clemson.edu/provost/athletic_council](http://www.clemson.edu/provost/athletic_council).

4) **Bookstore Advisory**, Negar Edwards. Has not met.

5) **Faculty Senate Budget Accountability**, Dan Schmiedt. Has not met.

6) **CATS**, Robbie Nicholson. 1) Largest fare-free public transit system in the U.S. 2) Receives around 80 percent of its funding from the Federal Transportation Administration. 3) South Carolina Department of Transportation and local private and public organizations also support CAT bus line. 4) Operational annual budget of around $5 million. 5) Offers environmental benefits including decreased congestion and pollution. 6) CAT buses transported 117,698 passengers in Oconee County during its first year, which ended in October 2007.

7) **Clemson University Environmental**, Tim Drake. 1) A presentation was made on erosion control and the impact from water way pollution. 2) Clemson University is hosting the national “Focus the Nation” kickoff on Friday, January 25. A green expo will be at the University Union and speakers will be featured at Tillman Hall. For more information, visit [http://www.clemson.edu/focus/](http://www.clemson.edu/focus/).

8) **Clemson University Foundation Board**, Dan Schmiedt. Has not met.

9) **Council on Community & Diversity**, Rosa Grayden. Has not met.

10) **Human Resources Advisory**, Michael Atkins. No report.

11) **Joint City/University**, Karon Donald. JCUAB met Monday, January 7, 2008. Agenda items included the Legislative Breakfast and the exchange visit with Virginia Tech.

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

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. The next meeting is scheduled for January 25.

16) **Recreation Advisory**, Dexter Hawkins. The next meeting is scheduled for January 23.

17) **South Carolina State Employees Association**, Richard Cowan. No report.

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