President Dan Schmiedt welcomed guests and called the meeting to order at 10:31 a.m.

1. Approval of Minutes: Phil Landreth moved to approve the minutes of the January 8, 2008 Staff Senate meeting as submitted. Wes Sullivan seconded the motion. The vote was unanimous.

2. Guest Speakers: Theresa Pizzuto and Angela Guess from NCBI spoke to the Senate about educational opportunities on campus relating to diversity awareness. NCBI stands for National Coalition Building Institute. NCBI is a non-profit, international, leadership training organization devoted to eliminating prejudice and discrimination. Members of the audience were familiar with the programs and a few had completed the training. Several program endorsements were given. Handouts were distributed with additional information on NCBI, Safe Zone Training and the One World Project (Attachment A). If anyone would like more information on attending a class or becoming a trainer contact Theresa Pizzuto at tpztt@clemson.edu or (864) 656-3174.

3. Open Commentary: None.

4. Announcements from the President
   A. Academic Council, Dan Schmiedt. 1) Academic departments are working hard in preparation for the SACS accreditation process. 2) A streamlined process was approved for transfer students. 3) The 5 day exam week schedule is being reconsidered. 4) Provost Helm’s gave a presentation on the new 5 year plan.
   B. Administrative Council, Lawrence Nichols. Council is preparing a five year plan and the staff demographic is an integral part. More information will be forthcoming as the plan progresses.
   C. Board of Trustees, Dan Schmiedt. The BOT met on February 6-7 in Columbia, South Carolina. Dan Schmiedt and Dave Crockett attended on the Senate’s behalf. 1) Rate increases were approved for campus housing and meal plans. The increases will fund improvements and offset rising inflation costs. 2) Inquiry in Motion Institute was approved. This is a proposed new master degree program. 3) Angie Leidinger was appointed as the new Executive Secretary to the Board of Trustees. She will serve in a dual capacity remaining in her position with the Office of Governmental Affairs.
1) MAAP - Medical Alcohol Amnesty Policy (Attachment B). The proposed policy was discussed. While the group endorsed the policy in principle, concerns were raised. Questions regarding policy coverage of drug use, responsibilities of organizations, additional campus administrative duties and local/state laws were raised. Dave Crockett moved to endorse MAAP in principle, but include a list of areas of concern. Carrie DuPre seconded the motion. The vote was unanimous. Concerns should be sent to Karon Donald by February 20. Dan Schmiedt will draft a letter to the Undergraduate Student Government.

D. Governmental Affairs, Dave Crockett. The House Ways and Means Committee continues to hold budget hearings. Information disseminated from various sources indicates that FY09 is shaping up to be a tight budget year. Tim Drake mentioned salary increases and how that affects morale amongst staff. He asked how the Senate could address the issue. Dan Schmiedt asked the Policy and Welfare Committee look into the issue. For weekly legislative updates visit http://www.clemson.edu/governmentalaffairs/state/updates/2008/index.html.

E. President’s Cabinet, Dan Schmiedt. Scott Pigeon from Procurement Services gave a presentation on a new E-Procurement system “BuyWays”. It is an online buying resource similar to others on the market. Users will set up an account and track their orders within the system. Only approved vendors will be in the system. E-procurement will go live in late April of 2008.

F. Other: 1) Human Resources, Lawrence Nichols. 1) Questions were raised about the Huron report. The report was referred to in the announcement of the closing of Printing Services and the Motor Pool. Nichols stated that the report was lengthy and that an attempt to summarize during the meeting would not be productive. He suggested that the Staff Senate Executive Committee request the report on the Senate’s behalf. Information could be digested and disseminated accurately. Clay Steadman would be the appropriate person to contact for a copy of the report. 2) Nichols informed the group that approximately 15 staff members are going to be displaced by the closing of the Motor Pool and Printing Services. The University has made a commitment to place all interested employees in other position with CU. If anyone has an opening and is interested in one of the displaced employees, contact Vivian Morris in HR for assistance. HR is currently working with each staff member to update their resume. Some employees have been in positions for a number of years and have skills not adequately represented in their current position description or title.

5. Treasurer’s Report, Cindy Owens. In the regular budgeted E&G spending account we have $2,235.15 in Other and $609.85 in Travel. The Vending balance is $4,288.81. The Staff Senate Endowment principal remains unchanged. Richard Cowan moved to approve the report as submitted. Michael Gilstrap seconded the motion. The vote was unanimous.

6. Committee Reports
   A. Standing Committees
      1) Activities, Kristina Corbett. Focus has turned to assisting the Scholarship Committee in preparation for the Golf Tournament.
      2) Communications, Rose Ellen Davis-Gross. No report.
      3) Membership, Phil Landreth. The Awards Luncheon is scheduled for April 2 at Kresge Hall. Tom Ward will be the guest speaker. Nomination forms for officers and senators are available.
      5) Scholarship, Reggie Hawthorne. The Scholarship Committee will meet next Thursday, February 21, 11:00 a.m., Clemson House. The entire Senate is encouraged to collect prizes and sponsorships for the upcoming golf tournament on May 16. Look for additional information in March.
B. University Committees –

1) **Accident Review Board** – Phil Landreth and Lydia Arneson (alternate). Has not met.

2) **Alcohol & Other Drugs Task Force**, Carrie DuPre. Empower Clemson hosted an Alcohol Summit and Forum on February 8. Clemson faculty, staff and students, plus parents and community members, were invited to identify issues and opportunities regarding alcohol safety. More than 100 people were in attendance.

3) **Athletic Council**, Lynn Boiter. The Clemson University Athletic council met on January 16, 2008. This meeting featured several reports. The first was by Faculty Athletic Representative Larry LaForge who told the Council that there are four NCAA legislative proposals of particular interest to Clemson that the NCAA will be considering (e.g., a BCS play-off system was being proposed although it was not likely to be passed). LaForge also shared an executive summary of a previously commissioned national survey of more than 2000 faculty in terms of their perceptions of intercollegiate athletics. Associate AD for Academic Services Rebecca Bowman provided information on student athlete grade achievements. Among the highlights were six sports, i.e., Men’s Tennis, Women’s Rowing, Women’s Soccer, Women’s Swimming, Women’s Tennis and Women’s Track that has semester averages above 3.00. Associate AD for Compliance Services Phil Grayson told the Council about the Student Athlete Exit Interview process. Grayson noted that positive changes have been made based on these interviews (there is both an online and a personal versions of the exit interview that are used) despite a somewhat low response rate which he attributed to the many demands on the time that athletes have available.

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

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

6) **CATS**, Robbie Nicholson. "Want to lose weight and look better? Improve your heart rate, circulation and overall health? Then get out of your car and take the bus." That's the message from some transit agencies that are appealing to drivers' health concerns according to an article from USA Today, by Larry Copeland. Jason Jordan, director of the Center for Transportation, a non-profit research and policy clearing house, says "All new research over the last 5 years indicates pretty clearly the health benefits of public transportation." Folks are walking from home to the bus stop and from stops to their jobs. Many cities are sponsoring programs to encourage folks to take the transit systems. In Washington, D.C., residents can use an online calculator to determine how many calories they'll burn and how much money they will save by not having to gas up the car. So next time -- take the bus.

7) **Clemson University Environmental**, Tim Drake and Chris Sober (alternate). No report.

8) **Clemson University Foundation Board**, Dan Schmiedt. No report.

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

10) **Human Resources Advisory**, Michael Atkins. HRAC met January 9, 2008. 1) CU Well, Krissy Kaylor - About 60 people signed up for club sugar free at the benefits fair. Their program has started or will start soon. 2) Human Resources Upgrade, Jon Isbill - As PeopleSoft HR is updated, departments have been asked to provide lists of critical queries, needed queries, and private queries. 3) FLSA-Compensatory Time, Lawrence Nichols - The Fair Labor Standards Act covers which employees are exempt and non-exempt. Non-exempt employees are eligible. It was unclear if a university-wide policy exists. Exempt employees are not eligible for compensatory time. 4) Copy Charges, Lawrence Nichols - The listed billing rate for copies at HR is $1.00 per page, plus labor of CU employee. Departments may also charge for copies. 5) Job Ads, Lawrence Nichols - Please consider using Graystone Advertising or Inside Higher Education. They have excellent rates. 6) E-mails from the HRAC last month pertained to: new pooled fringe benefits rates and new F&A rates, Graduate assistant differentials, and responsibilities of the Compensation Review Committee. Please e-mail me if you would like a copy of these mails, atkins2@clemson.edu.
11) **Joint City/University**, Karon Donald. 1) The group enjoyed a presentation from two Clemson University students. They were discussing a new initiative called Empower Clemson. The initial focus is to educating students as to warning signs of an unsafe situation. Two issues addressed are responsible alcohol use and sexual assault. Empower Clemson is sponsored by Student government, Redfern Health Center, and CUPD. 2) The exchange visit scheduled for this coming April with Virginia Tech was cancelled. The visit coincided with the one year anniversary of the campus tragedy of 2007. The visit will be rescheduled for the fall 2008 or spring 2009. Alternative locations are being considered.

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

13) **Parking Advisory**, Bill Hughes. PAC met January 17. The big news was Carl Walker and Associates completed their parking study and plans to present their findings to Administrative Council. Only hard copies of the report are available at Gentry Hall (see Pete Knudsen).

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. WC met January 25. The SC Women's Connection Spiro Institute provided an overview of the SC Women's Connection. It is a group that represents leadership development in the state which has been a cornerstone of CU's community and economic development program for nearly 2 decades. With a creation of the Clemson Institute for Economic and Community Development, it is an opportune time to build upon the tradition of service and commitment to development in the state. It is an initiative of CU and was created to improve the economic opportunity and quality of life for all South Carolinians by advancing the status of women and girls in the state. Below are some staggering statistics to consider:
- Women in SC are paid 73 cents to the dollar compared to men in the state.
- A study also found that 10 years after graduation women fall further behind earning only 69% of what men do.
- SC ranks 47th in the nation for pay equity among college educated men and women who work full time year round.

Committee reports were shared including information on salary report, state agency employee parking policies and fees, online courses, staff development, reminder of the annual awards program in March, recent meeting with Staff Ombudsman regarding employment training and promotion and how it compares to top 20 institutions/benchmarking. The annual SCWHE conference is Feb 29th and March 1st and is being hosted by CU. The next meeting will be February 22.

16) **Recreation Advisory**, Dexter Hawkins. The committee met on January 30. Campus Recreation is looking into combining Campus Rec fees into the Campus Life fee. This is a student based fee. They are looking into raising this fee to cover increased expenses, like minimum wage increase, expansion of facilities, intramural lighting, new positions, etc. There is also some new construction underway in Fike. The babysitting service has been delayed and may not take place due to legal issues. The committee would still like to see a women's training area constructed for weight training and other activities out of the general weight training area. Next meeting is scheduled for February 27.

17) **South Carolina State Employees Association**, Richard Cowan. The annual lunch for the Clemson Chapter will be on Thursday, April 24th from noon to 1:00 p.m. in room 207 of Cooper Library. This will be a brown bag lunch and drinks and dessert will be provided. A representative from the Columbia State Employees Association office will be the guest speaker. Discussion will include legislative items and issues affecting state employees.

18) **Student Conduct Code Review Committee**, Deborah Cantrell and Richard Cowan. The next meeting is February 13.
7. Unfinished Business
   A. Ad-hoc Committee on Staff Development, Bill Hughes. The draft presentation is complete. The group is working on the finishing touches before presenting to Administrative Council on February 25. The request is for conceptual approval to proceed with a draft plan for Administrative Council review later this spring.
   B. Tuition Assistance Policy Update, Dan Schmiedt. The Office of the Provost is working on final language for the policy. The expectation is to resolve the wording issue by late February.
   C. Staff Senate 2008-02 Expression of Sympathy Resolution, Dan Schmiedt. James Huff moved to approve the resolution as amended (Attachment C). Richard Cowan Seconded the motion. The vote was unanimous.
   D. 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. New Business
   A. Michael Atkins requested that the Staff Senate request a copy of the Huron report in electronic or printed format. Dan Schmiedt will discuss the best avenue to proceed with the request at the next Executive Committee meeting.
   B. A question was asked regarding the Discovery Council members and who represents the staff on the committee. Currently the Senate is not aware of a member who speaks on the behalf of Staff. The issue will be discussed with Lawrence Nichols.

9. Announcements: Richard Cowan announced that the Brooks Center for the Performing Arts hosted the Kennedy Center American College Theatre Festival Region IV. Two students were winners, so they will travel to the Kennedy Center in April. Two other students received honorable mention.

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

Next Meeting: Tuesday, March 11, 2008, 10:30 AM, Student Senate Chambers
University Committees:

1) **Accident Review Board** – Phil Landreth and Lydia Arneson (alternate). Has not met.

2) **Alcohol & Other Drugs Task Force**, Carrie DuPre. Empower Clemson hosted an Alcohol Summit and Forum on February 8. Clemson faculty, staff and students, plus parents and community members, were invited to identify issues and opportunities regarding alcohol safety. More than 100 people were in attendance.

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