President Dave Crockett welcomed guests and called the meeting to order.

1. Approval of Minutes: Negar Edwards moved to approve the minutes of the August 12, 2008 Staff Senate meeting as submitted. Dianne Harris seconded the motion.

2. Open Commentary: Dan Schmiedt addressed the Senate. Schmiedt stressed the importance of working together during these challenging economic times to make Clemson better. He stated “…we will be faced with some tough issues: budgets are tighter than ever, parking is worse than ever, and who knows what other issues lay around the next corner. However, even in these seemingly dark times, we, as Clemson University Staff Senators, must shine our brightest.”

3. Announcements from the President
   A. Academic Council, Dave Crockett. Has not met.
   B. Administrative Council, Lawrence Nichols. The Personal Communication (cell phone) Policy was approved by Administrative Council for January 1, 2009 implementation. Details will be forthcoming.
   C. Board of Trustees, Dave Crockett. The Board will meet October 16-17. The Senate report is due by October 1. If you have information to include in the report, please submit it to Dave Crocket by September 19 for consideration.
   D. Governmental Affairs, Dave Crockett. No report.
   E. President’s Cabinet, Dave Crockett. Bruce Raefert gave a status report on graduate school enrollment trends and tactics being used to increase PhD enrollments, in particular. A brief presentation also was given by Dr. Jim Martin (School of Computing) on the ‘iTiger’ wireless web project being developed at Memorial Stadium.
   F. Other:
      1) Human Resources - Two items of interest from the Benefits Updates from August 18, 2008 are listed below. The complete listing can be viewed at http://www.clemson.edu/cao/humanresources/updates/ben_upd_8-18-08.html.
      1) MyBenefits - The Office of Human Resources encourages subscribers to register now for MyBenefits https://mybenefits.sc.gov. Please verify that your information is correct to help speed up the process of making changes during fall enrollment. My Benefits allows employees to view benefits, update contact information and print their State Insurance Benefits Statement.
      2) Benefits Fair – The 20th Annual Benefits Fair sponsored by Clemson University Office of
Human Resources is scheduled from 9:00 a.m. until 2:00 p.m. on Tuesday, October 7, 2008, Littlejohn Coliseum.

4. **Treasurer’s Report**, Kristina Corbett. The regular budgeted E&G spending account has $930.90 in Travel and $4,959.94 in Other. The Vending balance is $9136. Michael Gilstrap moved to approve the report as submitted. Lydia Arneson seconded the motion.

5. **Committee Reports**
   A. **Standing Committees**
   1. **Activities**, Negar Edwards. The Pavilion at the Outdoor Lab has been reserved for the October 14 meeting. The regular Senate meeting will move to the afternoon to coincide with the retreat. Lunch will be served at 1:00 p.m. A brief meeting will be held to address business items until 2:30 p.m. Senators will participate in team building activities from 2:30 p.m. until 4:30 p.m.
   2. **Communications**, Rose Ellen Davis-Gross. The Communications Committee met briefly after the August 12 Staff Senate meeting. Goals were discussed for the year – specifically the development of a Staff Resource Guide. Janice Kleck will be the lead senator on this project. Rose Ellen, Janice and Michael Atkins will meet to discuss initial plans and bring back to the full committee for input. Rose Ellen mentioned the Benefits Fair, and that she would meet with Karon to go over details. Plans for the Benefits Fair will be made at the September meeting. The committee decided it would be easier to meet before the Staff Senate meeting. Our next meeting will be September 9, 10:00 a.m., Madren Conference Center.
   3. **Membership**, Phil Landreth. Membership met and reviewed the current attendance role.
   4. **Policy and Welfare**, Michael Atkins. P&W met on September 9. 1) The Staff Senate has endorsed and is seeking Administrative Council approval for formation of a university-wide calendar planning committee. Atkins anticipates the proposal to go before Administrative Council for approval on September 22. 2) The primary focus of Discovery Council for the last year has been to implement select recommendations from the Huron Report and to implement other findings and recommendations that came from the work of the Discovery Council. Atkins contacted CFO Brett Dalton for a status update on the Discovery Council. Dalton stated “…in the process of identifying the appropriate leadership and expertise before reconvening the group as a steering and advisory group this year”. The group is to be, “a leadership group to identify, prioritize, and direct cost management and resource enhancement strategies campus-wide. As a part of that the Discovery Council will effectively solicit and consider ideas and input from across campus.” Mr. Dalton will keep the Policy and Welfare Committee informed with any new developments for the Council.
   5. **Scholarship**, Reggie Hawthorne. Reggie Hawthorne moved to transfer $10,725.80 from Fund 49 to the Staff Senate Scholarship Endowment. Glenda Dickson seconded the motion, and the vote was unanimous.

B. **University Committees**
   1. **Accident Review Board**, Phil Landreth. Has not met.
   2. **Alcohol & Other Drugs Task Force**, Carrie DuPre. DuPre distributed information on EMpower Clemson, which is a new department in Student Affairs dedicated to promoting safe and responsible behavior regarding alcohol use. The office has created a framework outlining the University’s comprehensive approach, from helping individual students to reaching out to the community as a whole. You’ll notice “gaps” listed on the framework; these are areas in which we have potential to make an impact. Our goal is to eliminate any “gaps” moving forward. Empower Clemson wants to hear from staff who have questions or ideas. Contact Kathy Cauthen at 656-3053, KCAUTHE@clemson.edu or www.clemson.edu/empower.
   4. **Bookstore Advisory** – Dianne Harris and Lydia Arneson volunteered to serve on this committee.
   5. **Faculty Senate Budget Accountability**, Dave Crockett. Has not met.
   7. **Clemson University Environmental**, Tim Drake. CUEC met in August. The committee’s priorities for 2008/09 were discussed.
8. **Clemson University Foundation Board**, Dave Crockett. The Board meets September 26.
11. **Joint City/University**, Karon Donald. The JCUB met on September 8. Issued discussed were the recent development of a housing survey and the newly created International Town and Gown Association.
12. **Library Advisory**, Wade Culler. ULAC will meet September 19.
13. **Parking Advisory**, Bill Hughes. The first meeting of the academic year is September 11. Discussion issues are golf carts, utility trailers, and special privileges for members of the Board of Visitors, Board of Directors, and National Alumni Council. Everyone should have received an e-mail request to take a transportation survey. Everyone is encouraged to participate in the Web survey available at: [http://surveysys.cu.clemson.edu/data/pooling.htm](http://surveysys.cu.clemson.edu/data/pooling.htm).
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 Commission met and committee assignments were made.
16. **Recreation Advisory**, Dexter Hawkins. The committee will meet September 24. Former Senator/Senate President Dexter Hawkins is currently serving on the RAC as a staff representative and has indicated that he would like to continue, but he has graciously offered to step aside if a current member of the Senate would prefer to assume his role.
17. **South Carolina State Employees Association**, Richard Cowan. No report.
18. **Student Conduct Code Review**, Richard Cowan. Current Senator (and former Senate President Richard Cowan) is serving us on the SCCRC. Dave Crockett reappointed him at his request. Former Senator Deb Cantrell is filling the other SCCRC committee opening and has indicated a strong desire to continue in that role. Crockett asked if anyone would like to serve on the SCCRC before reappointed Cantrell. Receiving no volunteers, Deb Cantrell was reappointed to the SCCRC.

6. **Unfinished Business**
   **A. Ad-hoc Committee on Staff Development**, Bill Hughes. Hughes gave a general overview and an update on the SDP.
   - **History** - In the spring of 2007 the Ad hoc Committee on Staff Development was formed.
     - Constituency groups represented are the Staff Senate, Faculty Senate, President’s Commission on the Status of Women, President’s Commission on the Status of Black Faculty and Staff, Human Resources, and the University Libraries.
     - The purpose was to study staff development and compensation and make recommendations.
     - Top tier peer institutions were researched and no program was found that addressed all criteria.
     - Clemson University’s Libraries implemented a Career Success Program in 2007 that had some attributes. The program was approved by Clemson University HR and the State.
   - **Goals**
     - Provide a framework to encourage and reward performance excellence and professional development.
     - Strengthen engagement and bond between staff and university.
     - Plan should be employee driven, performance based, and peer reviewed.
   - **Principles**
     - Initiative must directly support Clemson’s stated goals and strategies.
     - Provides tangible benefits to the employee, work unit, University, and community.
     - Rewards excellence and enhancement of job-related skills and knowledge, as well as relevant service and volunteerism.
     - Participation is optional to all qualified staff throughout the University.
     - Has well defined success criteria, evaluation, and rewards.
     - Success criteria are challenging, yet obtainable.
   - **Development Program**
     - 150 hours professional and personal development.
Employee selects activities with supervisor involvement.
Peer Review Committee approves program before beginning.
- Peer Review Committee
  - Made up of volunteers within similar career fields.
  - Ensure development program is challenging and relevant.
  - Track progress and ensure program completion.
  - Once the program is completed, participants are submitted for a salary increase.
- Pilot year – plan to begin Mar 09 with EPMS cycle
  - Size of pilot group will be limited based on available funding
  - Factors to limit group will include
    - Total years in current position
    - EPMS ratings
    - Formal disciplinary actions
    - Performance-based pay raise history

7. New Business
   A. Staff Awards – Dave Crockett and Elizabeth Anderson are serving on a committee that is reviewing the Board of Trustees Staff Awards. Please send suggestions to Elizabeth Anderson to compile at eander4@clemson.edu. The types of information needed are:
      - What kinds of awards should be recognized?
      - How broad should the scope be (University, local or national)?
      - Who should be considered (temporary grant or seasonal)?
   B. Update on Parking Meeting - A meeting was held with the presidents of the Undergraduate and Graduate Student Senates. Callie Boyd, Jason Schwier and Dave Crockett met for over an hour. The students gave their opinion on parking issues and provided some historical background information. The meeting was called primarily to open the channel of communication between these constituency groups. This effort will allow more collaboration in dealing with issues going forward.
   C. Collaboration of Senates, James Huff. Huff recommended creating a committee of representatives from the Faculty, Staff, and Student Senates to discuss issues of common concern. The presidents of all of these groups serve on various campus committees together, but have never created a method to foster ongoing dialog. Huff’s recommendation was well received. Staff Senate members regularly attend the Faculty Senate meetings and the Faculty Senate president has been attending the Staff Senate meetings. The Extension Senate president has requested the dates and times of the Senate meetings, so the only group missing is the students. It may be possible to designate senators to attend the Student Senate meetings on the Staff Senate’s behalf or create opportunities for the presidents to meet regularly. The issue will be discussed further.

8. Announcements: None.

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

Next Meeting: Tuesday, October 14, 2008, 1:00 p.m., Outdoor Laboratory