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

1. Approval of Minutes: Rose Ellen Davis-Gross moved to approve the minutes of the November 11, 2008 Staff Senate meetings as submitted. Linda Kanaley seconded the motion.

2. Announcements from the President
   A. Academic Council, Dave Crockett. The Council met on December 3. 1) A proposal was revisited that was initially tabled in October to adjust the GPA minimums for ‘Latin Honors’ for undergraduates at commencement. Beginning with the December 2010 ceremony, graduates with a cumulative GPA of at least 3.70 will receive ‘cum laude’ designation; 3.85 minimum will receive ‘magna cum laude’; and 3.95 will receive ‘summa cum laude’ honor recognition. Approval came after concerns raised by the Undergraduate Student Senate in October were resolved. 2) The Council also gave its approval to granting faculty the option of pursuing a ‘teachable moment’ when dealing with initial cases of alleged plagiarism by undergraduate students. The option utilizes a new “Plagiarism Resolution Form” which gives faculty wider discretion in setting the penalties associated with first-time infractions of the undergraduate academic integrity policy. 3) And Financial Aid Director Marvin Carmichael advised the Council of steps being implemented to dramatically streamline the review and awarding of the Clemson-specific scholarships awarded to students here each year.
   B. Administrative Council, Lawrence Nichols. The meeting focused on the budget situation and the task forces being formed.
   C. Board of Trustees, Dave Crockett. No report.
   D. Governmental Affairs, Dave Crockett. No report.
   E. President’s Cabinet, Dave Crockett. November 24 report – 1) The Cabinet meeting focused on the University’s budget situation and specifically the implementation of the five-day employee furlough announced by President Barker in October. President Barker followed up on his answers to some of Faculty Senate President Bryan Simmons’ and my questions at the Town Meeting on November 21. To Simmons, he said he is compiling a list of administrative positions that have not been filled or re-filled. To Crockett, he said that he’s still looking at the possibility of ‘voluntary’ money savings efforts by employees (voluntary furloughs, four day weeks, 9 or 10 month staff appointments, etc.) but nothing has been decided yet. He’s also pulling together some talking points to share on the concept of ‘regulatory relief’ that the University and other schools will be pursuing with the Legislature in January. 2) Interim Chief Business Officer Steve Copeland announced that his office just learned that Clemson’s plan to unilaterally ‘amortize’ the impact of the salary reduction on non-hourly employees across the December
1, 2008-June 30, 2009 period, regardless of when an individual’s furlough time is actually taken, apparently violates federal law. Hourly employees had already been told they would have to accept salary reductions equivalent to the amount of furlough time taken in a given pay period. Copeland advised that non-hourly employees effectively had to operate under the same guidelines. With the furlough plan set to roll out the next week, the discussion homed in on how the late change would be communicated to affected faculty and staff, and how it might require an alteration of plans made by individuals to accommodate the furlough mandate after it was first announced. The budget-related discussions, including new cuts that may be in the offing (either by the Budget and Control Board in December or the Legislature in January), dominated the Administrative Council meeting that immediately followed the Cabinet gathering. In a break with longstanding tradition, the presidents of the Staff and Faculty Senates were permitted to sit in on the meeting.

**December 8 report** – 1) Interim Chief Business Officer Steve Copeland responded to Dave Crockett’s comments about the concern and confusion surrounding late changes to the furlough program for salaried employees last week. He attributed the delay in announcing the changes until three days before the furlough period began to problems reprogramming the ‘E-Sig’ system in HR to implement the changes. 2) Chief Public Affairs Officer Cathy Sams said official word on a planned early retirement program for employees in PSA and ‘voluntary time reduction plans for all employees’ should be forthcoming in early January. 3) In his comments, President Barker predicted the State Budget and Control Board will issue another seven percent across-the-board reduction for all state agencies later this week. If true, this reduction would bring the total impact to date of budget cuts for Clemson to some $40 million dollars in this fiscal year. With this latest cut and the very real possibility of still more budget cuts before July 1, 2009, Barker flatly stated that “RIFs of Clemson employees next year are unavoidable.” The 12 budget Task Forces are now populated with 90 individuals representing all employee and student constituencies, and will be expected to begin work almost immediately in order to develop their respective plans to cut costs and/or generate new revenue by Feb. 15, 2009. The president emphasized that the committees will not work in secrecy, and he conceded the ever-present campus rumor mill will likely be working in overdrive over the next few months as the Task Forces discuss and shape their proposals. He urged patience and restraint by all concerned during the development period.

**F. Other:**

1) **Human Resources** - 1) Lawrence Nichols reported that the campus and community response to the One Clemson Furlough Relief Fund has been positive. Even the Pickens County United Way made a donation. Following up on the comment about the United Way, a senator inquired about other services that may be available in the community to assist employees during this difficult time. HR is compiling contact information to direct employees to other agencies for information about their services. 2) Michelle Piekutowski answered questions and clarified information regarding the Mandatory Furlough Program and Reduction In Force policy. Piekutowski recommends that employees visit HR for additional information. A link has been provided so questions can be submitted.

2) **Faculty Senate**, Dave Crockett. The Faculty Senate met on November 11. The employee furlough announcement took center stage at Faculty Senate last month, with several questions related to faculty-specific circumstances (summer pay, grant-funded pay, etc.) being fielded by Lawrence Nichols as he did in the Staff Senate meeting earlier that day. The chair of the Senate’s Welfare Committee reported that plans for a campus-based daycare center are still alive with the identification of a potential donor for the project, though actual creation of the facility is seen as 3-4 years out. Senate President Bryan Simmons also gave a quick overview of the Task Forces to be created in December, per the briefing given to Faculty, Staff and Student Senate presidents by President Barker on November 10.

3. **Treasurer’s Report**, Pam Hawthorne. The regular budgeted E&G spending account has $930.90 in Travel and $3,056.89 in Other. The Vending balance is $7,106.19. James Huff moved to approve the report as read. Rosa Grayden seconded the motion.
4. Committee Reports

A. Standing Committees

1. **Activities**, Negar Edwards. By the time all of the donation boxes were collected, the Staff Senate received more donations than the Suburban could hold. The faculty, staff and students responded well to the call for hygiene products, food, clothes and toys. The Staff Senate thanks everyone who participated in making this event a success.

2. **Communications**, Rose Ellen Davis-Gross. The Communications Committee met on November 11 and is working on ways to reach staff without access to email or the Internet. The Committee was asked to think of ways to accomplish this, and report back to Rose Ellen.

3. **Membership**, Phil Landreth. Has not met.

4. **Policy and Welfare**, Michael Atkins. The comments and suggestions from campus were compiled and they will be submitted to the appropriate task force for review.

5. **Scholarship**, Reggie Hawthorne. No report.

B. University Committees

1. **Accident Review Board**, Phil Landreth. The Board met on November 10, determining one case.

2. **Alcohol & Other Drugs Task Force**, Carrie DuPre. The Alcohol and Other Drugs Task Force is being reorganized in an effort to maintain a "campus focused" group for internal communication and continuous review of alcohol safety initiatives. Their first order of business will be to review the current alcohol and drug policy in the Student Handbook. The group will also work with the Clemson Community Coalition as it focuses on three priorities for the upcoming year: transportation, law enforcement and apartment complexes. Representatives from across the community are invited to attend the monthly Clemson Community Coalition meetings; if you know of a campus area or department that is under-represented on the Clemson Community Coalition, please contact the EMpower office at (864) 656-3053 or empower@clemson.edu

3. **Athletic Council**, Rose Ellen Davis-Gross. Athletic Council met November 19. 1) Larry LaForge spoke to the Council about the revised governing structure for the NCAA. He also reviewed selected proposals that will be addressed during the NCAA legislative cycle. 2) Terry Don Phillips updated the Council on the coaching search – candidates are still being screened. 3) An update was given on Athletics contribution to the budget crisis. As with other auxiliaries, Athletics has been asked to increase the percentage given to the University.

4. **Bookstore Advisory**, Dianne Harris. Bookstore Advisory met December 1. 1) Trailers will be in place on December 4 for the book buyback beginning on December 8. Emails have been sent to students to let them know the time and place for all buybacks. The bookstore is hoping for 95% this year. They are currently at 90% buyback which is 10% above last year’s numbers. Faculty will be contacted to help achieve this goal. 2) Faculty members have been asked not to bundle books unless it is absolutely necessary. 3) All but one of the recipients of the book scholarship stipend has been picked up. 4) Spring books will be in stock by December 15. Books can be reserved on-line.

5. **Faculty Senate Budget Accountability**, Dave Crockett. Has not met.


7. **Clemson University Environmental**, Tim Drake. The next meeting is December 11.

8. **Clemson University Foundation Board**, Dave Crockett. The next meeting is January 2009.


10. **Human Resources Advisory**, Michael Atkins. HRAC met November 12. 1) Information on the furlough was shared. Guidelines, FAQ’s and questions can be submitted via the Web at: [http://www.clemson.edu/cao/humanresources/budget/index.html](http://www.clemson.edu/cao/humanresources/budget/index.html). Directions were disseminated on the way to complete timesheets, pay sheets, and leave. 2) Departments should complete and submit an Employment Action Request form to Human Resources before proceeding with any employment actions. 3) A memo from President Barker dated October 27, 2008 was reviewed. It was addressed to the members of Administrative Council and the college deans. The memo stated that a freeze has been placed on all hiring except critical positions. In addition, bonuses, pay raises, overtime pay, and dual compensation should be eliminated. 4) A memorandum with information on the mandatory furlough should be sent to all potential hires when making a job offer. New hires are required to participate in the furlough. 5) eVerify is an electronic verification that Homeland
Security and the Social Security Administration is mandating of all SC employers as of January 1, 2009. More information will be forthcoming. 6) As of December 1 a new act called The Financial Identity Fraud and Identity Theft Protection Act will require tighter control of social security numbers. HR will not accept faxed or e-mailed social security numbers. 7) All repay for error pay must be received prior to December 26 for the correction to be reflected on the employee’s W2 statement.

11. **Joint City/University**, Karon Donald. The meeting scheduled for December 8 was canceled because of a conflict with President Emeritus R.C. Edwards funeral services. The next meeting is scheduled for January 5, 2009.


14. **President’s Commission on the Status of Black Faculty & Staff**, Rosa Grayden. Goals and objectives for 2008/09 are: follow up with HR on the EPMS process, assist with conducting the Chilly Climate Survey, host a dinner and tour for new black faculty and staff employees, and gather data from HR on participation in supervisor training.

15. **President’s Commission on the Status of Women**, Susan Pope. The Women’s Commission met on November 21. Committee reports were shared. 1) Compensation and Benefits shared information that the staff development program has been reduced to 36 applicants for the pilot year. 2) Information regarding staff travel was shared. No decision was announced. This was in regard to a travel expense and management information presentation provided by Carlson Wagonlit/Concur in October. 3) The Campus Events Committee shared that the WC will begin offering the 12-12-12 service for women. On the 12 of each month at 12 noon, a guest speaker will present 12 minutes of information to provide networking opportunities for female faculty/staff. Ladies are encouraged to attend, bring your lunch and enjoy learning more about successful women. The first one will be offered on January 12. Watch Inside Clemson for more information. On Friday, January 23 there will be a Women’s Research Forum, this is an annual event which shares information on women’s issues. 4) The Discrimination and Sexual Harassment Committee met on November 13 to discuss a check up on the Chilly Climate Survey, issues were organized into categories which include the following: promotion issues, sexual harassment issues, legal standards, and a recommendations progress report. A report will be requested from several offices regarding reported discrimination and/or harassment issues. It was also determined that there is a need to pursue aggregate data. The WC will be looking for ways to provide preventative education and supervisor training/education. 5) The Employment Training and Promotion Committee has not met. 6) The WC Chair reported that the President’s Cabinet will be meeting on Monday. It was also announced that the Annual Outstanding Women Awards is scheduled for March 11. 7) WC member Michelle Martin gave a report on her attendance at an ACE workshop. It was a summit for Women of Color.


17. **South Carolina State Employees Association**, Richard Cowan. The next meeting of the Clemson Chapter is December 10.


### 6. Unfinished Business

**A. Ad-hoc Committee on Staff Development**, Bill Hughes. No report.

### 7. Announcements

**A.** Matt Watkins reminded employees that the deadline to apply for furlough relief funds is December 15. Donations will be accepted through December 31.

### 8. Adjournment

There being no further business, the meeting adjourned.

**Next Meeting:** Tuesday, January 13, 2009, 10:30 a.m., Seminar Room I, Madren Conference Center