Members Present: Michael Atkins, Barbara Bergman, Kathy Boice, Karen Countryman, Lynn Crawford, Dave Crockett, Wade Culler, Rose Ellen Davis-Gross, Glenda Dickson, Negar Edwards, Ellen Gideon, Michael Gilstrap, Laurie Haughey, Pam Hawthorne, Trudy Houston, James Huff, Bill Hughes, Jon Isbill, Nell Kennedy, Janice Kleck, Deborah Koon (conference call), Laura Oglesby, Carol Pike, Susan Pope, Meshelle Rabon, Chris Sober, Jonathan Styles, Ginger Swire-Clark, Scot Wardlaw, Tina White, Mandy Wright, Jonathan Wylie

Members Absent: Lydia Arneson, Pam Barnhill, Deb Charles, Tim Drake, Karen Erickson, Angela Gambrell, Dianne Harris, Reggie Hawthorne, Bill Hurst, Phil Landreth, Sheri Stanley, Marlene Ventura, Gloria Walker, Samuel White

Guests Present: Beth Jarrard, Scott Pigeon, Joyce Peebles, Michelle Piekutowski, Clay Steadman, Tom Ward

Vice President Rose Ellen Davis-Gross welcomed guests and called the meeting to order.

1. Approval of Minutes: Michael Gilstrap moved to approve the minutes of the July 14, 2009 Staff Senate meeting as submitted. Dave Crockett seconded the motion. The vote was unanimous.

2. Open Commentary: 1) Rose Ellen Davis-Gross informed the group of a committee of faculty, staff and students that was formed to review parking and transportation needs. Davis-Gross will be distributing the 10 Principles of Parking that were developed in 2002 to the Senate via e-mail. Submit comments/suggestions on the 10 Principles of Parking directly to Rose Ellen Davis-Gross (regross@clemson.edu) or Sheri Stanley (ssheri@clemson.edu). 2) Scott Pigeon from Purchasing and Supply Services informed the Senate of a recent survey regarding travel. Pigeon asked for suggestions and recommendations on how to improve travel at Clemson and the input should be sent to him at jpigeon@clemson.edu. Laurie Haughey requested that the per diem be reviewed. It has not increased for approximately twelve years.

3. Announcements from the Vice President
   A. Administrative Council, Michelle Piekutowski. Items approved were: drug and alcohol policies for employees and students, President’s Commission on Sustainability, and a policy regarding cell phone stipends.
   B. Other:
      1) Human Resources, Michelle Piekutowski. HR in coordination with the Clemson University Police Department will be offering training on workplace violence. Additional information will be forthcoming.

4. Treasurer’s Report, Pam Hawthorne. FY09 ending balances in E&G were $1,061.56 in Other and $930.90 in Travel. The Vending balance was $622.07. The FY10 budget for E&G is $5,090 in Other and $1,000 in Travel. A confirmation has not been received regarding the FY10 Vending allocation.
5. Committee Reports
   A. Standing Committees
      1. **Activities**, Negar Edwards. Activities met on August 4th. Angela Gambrell received a list of possible charities from United Way. The list was divided, and members are going to research the different charities/groups to find one to recommend for the 2009 Holiday Drive. In the past few years, the Senate has chosen to support charities/groups in Anderson and Pickens County. The group is considering selecting a group from Oconee County this year. The golf tournament was also discussed. Activities members are going to assist in collecting prizes and enlisting golfers for the tournament.

      2. **Communications**, Wade Culler. Communications is working to finish the newsletter, and starting to plan for the Benefits Fair in October.

      3. **Policy and Welfare**, Michael Atkins. The policy/welfare committee met at 3PM on 04AUG2009. Those in attendance were Jon Isbill, Gloria Walker, Chris Sober, Tim Drake, Michael Atkins, with guests David Knox and Greg Hawkins from the Office of Institutional Assessment. 1) The committee received an overview of the six lowest ranking areas from the 2009 Staff Opinions Survey. The committee discussed these areas and is researching and will make suggestions to improve the area of “Performance Management”. “Performance Management” seems to have direct links to the other five lowest rated areas thus allowing us to possibly improve aspects in each of those other areas as well. 2) The committee expects to receive an update from Human Resources this month in regards to its questions from last months’ minutes.

      4. **Scholarship**, Reggie Hawthorne. Work continues on the golf tournament scheduled for October 9. Assistance is needed from the entire Senate to make the event a success. Player registration and sponsorship forms were distributed to all senators via e-mail on August 6th. Mandy Wright is the lead senator from Scholarship organizing the golf tournament; please contact Mandy wrighta@clemson.edu or Reggie reginah@clemson.edu if you have any questions or need additional information.

   B. **Ad hoc Committee on Staff Development**, Bill Hughes. Notification was received from President Barker that the SDP can move forward with enrolling 25 participants for the pilot year. Implementation plans are being finalized.

   C. **University Committees**
      1. **Human Resources Advisory**, Michael Atkins. HRAC met on July 8. Agenda items discussed were: hiring international students, retroactive transaction queries, hiring through Recruiting Solutions, and the Federal Minimum Wage Act of 2007. Contact Michelle Piekutowski at mtp@clemson.edu for additional information.

6. Unfinished Business
   A. **Staff Representative to the BOT**, Tim Drake. No report.

   B. **Action Item, Resolution 2009-001.** Negar Edwards moved to approve the resolution as distributed via e-mail on Monday, August 3, and again on Thursday, August 6. Janice Kleck seconded the motion. Resolution 2009-001 passed with 24 in favor, 5 against, and 3 abstained (Attachment A).

7. New Business
   A. **Action Item** - The October 13th Staff Senate meeting coincides with Fall Break. The Benefits Fair is Tuesday, October 6th and the golf tournament is Friday, October 9th. The Senate will have the option of postponing the meeting until October 20th or canceling the October meeting. Dave Crockett moved to cancel the October meeting and Janice Kleck seconded. The October 13th Staff Senate meeting is canceled.

   B. **Staff Ombudsman** - Tom Ward gave a broad overview of the functions of the Office of the Ombudsman. Ward also want to reaffirm the resource is still available and shared his contact
information and office hours. He stated that he will make special arrangements to meet outside
the hours listed below on an individual basis. Ward wrote a paper on respect and he will
distribute it to the Senate via e-mail. Senators can share the document with others in their areas.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Lunch</th>
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<tbody>
<tr>
<td>Monday</td>
<td>7:00 a.m. - 2:15 p.m.</td>
<td>30 minute lunch</td>
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<tr>
<td>Tuesday</td>
<td>8:00 a.m. - 4:30 p.m.</td>
<td>30 minute lunch</td>
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<tr>
<td>Wednesday</td>
<td>8:00 a.m. - 4:30 p.m.</td>
<td>30 minute lunch</td>
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<tr>
<td>Thursday</td>
<td>8:00 a.m. - 4:30 p.m.</td>
<td>30 minute lunch</td>
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<tr>
<td>Friday</td>
<td>7:00 a.m. - 2:15 p.m.</td>
<td>30 minute lunch</td>
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8. Announcements
   A. Academic Convocation is Tuesday, August 18, 2008, 9:00 a.m. Tim Drake, Dave Crockett, and
      Rose Ellen Davis-Gross will participate on behalf of the Senate. All senators are encouraged to
      participate.
   B. Benefits Fair is Tuesday, October 6, 2009, 9:00 a.m.
   C. Volunteers are needed to assist with Move-In on August 14 and 15. Contact Laura Clay at 656-
      1111 to volunteer or for additional information.

9. Adjournment: There being no further business, James Huff moved to adjourn. Negar Edwards
   seconded the motion. The meeting adjourned.

Next Meeting: Tuesday, September 8, 2009, 10:30 a.m., Madren Conference Center
Whereas, The mission of Clemson University is to fulfill the covenant between its founder and the people of South Carolina to establish a "high seminary of learning" through its historical land-grant responsibilities of teaching, research and extended public service;

Whereas, in fiscal year 2008-2009, Clemson University and the State of South Carolina faced an economic crisis requiring the focus of the Board of Trustees, the President and the Administrative Council to address the loss of state funding;

Whereas, the Staff Senate was allowed representation on task forces to address the recommendations and processes; and was allowed further input by the recent 2009 Staff Opinions Survey administered by the Office for Institutional Assessment;

Whereas, the Staff Senate expresses our thanks to the Board of Trustees, President Barker and the Administrative Council for that allowed representation and for their careful attention to detail, planning and process in resolution of the financial crisis;

Whereas, the Staff Senate additionally expresses gratitude to the Board of Trustees, President Barker and the Administrative Council for those decisions which prevented reduction in currently held staff positions;

Whereas, the Staff Senate expresses appreciation to all Staff and Faculty of Clemson University who, during this time of budgetary crisis, accepted additional duties and responsibilities to ensure the success of Clemson's mission of teaching, research, and public service, and its national reputation as a premier educational and research institution;

Resolved, accordingly, the Staff Senate pledges to continue to work with the President and the Administrative Council to address those issues brought forth through the 2009 Staff Opinions Survey; with a continued focus to enhance the work environment for all Clemson employees and protect current staff positions during any future administrative and academic restructuring.