Members Present: Deb Charles, Karen Countryman, Dave Crockett, Wade Culler, Rose Ellen Davis-Gross, Glenda Dickson, Tim Drake, Negar Edwards, Angela Gambrell, Ellen Gideon, Michael Gilstrap, Dianne Harris, Laurie Haughey, Trudy Houston, Bill Hughes, Jon Isbill, Nell Kennedy, Deborah Koon (conference call), Phil Landreth, Laura Oglesby, Carol Pike, Susan Pope, Meshelle Rabon, Chris Sober, Marlene Ventura, Gloria Walker, Scot Wardlaw, Tina White, Mandy Wright, Jonathan Wylie

Members Absent: Lydia Arneson, Michael Atkins, Pam Barnhill, Barbara Bergman, Kathy Boice, Lynn Crawford, Karen Erickson, Pam Hawthorne, Reggie Hawthorne, James Huff, Bill Hurst, Janice Kleck, Sheri Stanley, Jonathan Styles, Ginger Swire-Clark, Samuel White

Guests Present: Beth Jarrard, Joyce Peebles, Michelle Piekutowski, Erin Swann, Tom Ward, Matt Watkins

Media: Katie Ripley representing The Tiger

President Tim Drake welcomed guests and called the meeting to order.

1. Approval of Minutes: Negar Edwards moved to approve the minutes of the August 11, 2009 Staff Senate meeting as submitted. Laurie Haughey seconded the motion. The vote was unanimous.

2. Announcements from the President
   A. Academic Council, Tim Drake. The Council met and discussed many topics.
      - New students to Clemson for the fall 2009 included 3,391 incoming freshmen, 980 transfer students, and 235 from the Bridge to Clemson program. The average SAT score for incoming freshmen was 1225.
      - The Council is looking into issues involving plagiarism.
      - A fee was introduced for students on academic probation.
      - The Calendar Committee will meet in September. The committee is waiting on Provost Helms to formalize its charge. A winter session is being considered for 2010.
      - Lee Hall will be renovated using stimulus funds.
      - The Leadership Circle was discussed.
   B. Administrative Council, Michelle Piekutowski. Issues discussed were a student led interfaith chapel memorial project, E911 testing, business continuity planning, pandemic planning crisis management, and an athletic report from Larry LaForge.
   C. Other:
      1) Human Resources, Michelle Piekutowski. 1) The Personal Communications Services policy is effective October 15, 2009. Information is available through HR's online Policies and Procedures Manual. 2) Clemson approved a voluntary furlough that began on September 1. Employees can voluntarily take up to 90 days of furlough this fiscal year. 3) Reduction in Time (RIT) is still available. Additional information is available on the HR homepage. 4) The Benefits Fair is scheduled for October 6 at Littlejohn Coliseum. A vision care benefit provider has been added. 5) Changes have been made to employment actions. Anything that changes base pay now requires additional justification.
3. Treasurer’s Report, Pam Hawthorne. The remaining FY10 balance in E&G is $1,000 in Travel, and $4,338.89 in Other. The Vending balance is $6,300.

4. Committee Reports
   A. Standing Committees
      1. Communications, Wade Culler. The Senate was asked to submit information/questions for the upcoming newsletter. A sign-up sheet was routed for volunteers to work the Benefits Fair.
      2. Policy and Welfare, Michael Atkins. Issues currently being reviewed are the EPMS system, outsource savings information for Printing Services/Motor Pool, and policy/procedure protocol.
      3. Scholarship, Reggie Hawthorne. 1) The Scholarship Committee collected donations from senators for the Staff Senate sponsorship of the 18th Annual Scholarship Golf Tournament and t-shirts orders were accepted for the golf tournament. 2) A sign-up sheet was routed for volunteers interested in working the tournament. 3) Sponsors, golfers and donations are still needed to make the golf tournament a success. Contact Mandy Wright for additional information at wrighta@clemson.edu.

   B. University Committees
      1. Human Resources Advisory, Michael Atkins. HRAC met on August 19 (Attachment A).
      2. Parking Visioning Committee, Rose Ellen Davis-Gross and Sheri Stanley. The Parking and Transportation Master Plan group met on Tuesday, August 11 and Wednesday, August 12 to begin discussing the Ten Principles of Parking. At the first meeting the procedures for voting on issues and ideas were presented. It was determined that the following groups would be able to vote.

<table>
<thead>
<tr>
<th>Group</th>
<th>Undergraduates</th>
<th>Graduate Students</th>
<th>Faculty</th>
<th>Staff</th>
<th>Athletics/Special Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Votes</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

      There must be a majority of 67% for an issue/idea to be adopted. This prevents any of the groups from aligning with each other to force an issue through. On August 12, all Senators were sent the Ten Principles of Parking and asked to share with their constituents and provide comments. If this has not been done, please do so as all comments/ideas are needed as the process proceeds. This group will develop the Parking and Transportation Master Plan and support of the Staff is a must. Please send any comments/suggestions/ideas to Rose Ellen (regross@clemson.edu) or Sheri Stanley (SSHERI@CLEMSON.EDU). The next meetings are scheduled for September 14 and 15.
      3. South Carolina State Employees Association, Julia Lusk. Effective January 1, 2010, the following was approved for the State Standard Health Plan (SHP): no increase in enrollee rates; no increase in deductibles; lifetime maximum insurance coverage increased from $1 million to $2 million per person; prescription drug co-pays changed from $10/$25/$40 to $9/$30/$50; for chiropractic services, there is a $2,000/person/year payment limit.

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


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

Next Meeting: Tuesday, November 10, 2009, 10:30 a.m., Madren Conference Center
The Human Resources Advisory Committee met on Wednesday, August 19, 2009, at 1:30 p.m. in Poole Agricultural Center, Room F149: Present: Erik Flemming, Human Resources Payroll/Benefits/Retirement Director, presiding; Pam Burton, AAH; Michelle Bright, A&A; Rose Carmichael, Administrative Services; Sheila Malmgren, Administrative Services; Ida Benson, Athletics; Debra Goss, CAFLS; Pat Powell, CBBS; John Ray, CCIT; Kelly Burgess, COES; Stella Moore, COEA; Cynthia Barnes, CUGI; Vickie Hood, Facilities; Betsey Shira, Financial Affairs; Regina Carroll, HEHD; Harriet Murphy, HEHD; Dianna Haynes, HEHD/PSA; Mack Howard, International Office; Joyce Peebles, Libraries; Brenda Manley, Office of Access & Equity; Berinthia Allison, Provost; Meshelle Rabon, PSA; Mikah Padgett, PSA; Mike Simmons, PSA; Stanley Richardson, Research; Kathryn Shivar, Student Affairs.

Staff Present: Krissy Kaylor, Database/Records/Class & Comp; Fred Robinson, Class & Compensation; Sara Foster, Database; Kaye Fowler, Database; Brad Setzler, Employee Relations; Erin Norris, Employee Relations; Vivian Morris, Recruitment; Jon Isbill, Research and Planning.

1. **Welcome (Erik Flemming)**
   Erik called the meeting to order and welcomed those attending.

2. **SC Vocational Rehabilitation—Dede Norungolo**
   Ms. Norungolo explained Job Retention Services and what is offered to employees free of charge to help with stress that may cause problems in the work place.

3. **Office of International Affairs—Mack Howard**
   - **Work Hour Limit:** International students can only work 20 hours per week. This includes all jobs that student may have on campus.
   - **Social Security Cards:** Students that do not have their SSC must have a receipt letter which can be obtained at the Anderson SS office.
   - **International Hire requests:** Once compliance has been met with federal immigration, employment and tax laws the sender will receive automatic email notification.
     
     **If any questions, please send email to** mackh@clemson.edu **or call 656-5589.**

4. **Workplace Violence Policy and Drug & Alcohol Policy—Erin Norris**
   Policies have been updated. A notice will be sent out campus wide stating to review and acknowledge review of policies.

   Erin also pointed out next month is Campus Safety Awareness month and classes will be offered of self-defense, etc.
5. **Exit Interviews—Bradley Setzler**

Brad has requested help in making sure the employee leaving the University turns in all property belonging to the University. The Procurement department asks for help in retrieving any procurement card that the employee may have been assigned.

6. **Hiring Forms—Sara Foster**

Sara informed us an updated Request for Recruit will go live September 1, 2009 and will be a 2 page form; also, Request for Salary Increase has been updated and will go live September 1, 2009.

7. **Personal Communications Stipend Policy; Payment of 9MA Faculty after August 15; and Leave Reminders----Erik Flemming**

**Tobacco Surcharge Notice Reminder**

More than 1,000 university employees have not made a tobacco surcharge election. These employees will be emailed to remind them of the need to make an election on or before November 15, 2009. Failure to make an election will result in a non-refundable surcharge being added to monthly health insurance premiums beginning in December 2009.

**Leave Reminders**

All ‘No Pay’ leave entries approved by a supervisor must be communicated to the payroll personnel in their department. Failure to communicate will result in overpayment as the ‘No Pay’ adjustment will not be reflected on the pay lines. A suggestion for a warning for both employee and supervisor was made when entering or approving this leave type. Leave is not integrated to pay lines.

**Personal Communications Stipend Policy**

A revised Personal Communications Stipend (PCS) Policy was approved by Administrative Council on August 10. Policy revision includes all tiers previously used for PCS stipends. Therefore, all current stipends and any new stipends must have new forms submitted, approved, and processed in order to be paid. This transition must occur and all new forms entered by October 2nd at noon in order to be effective for the second check of October 2009. Business offices can run the PCS_RECURRING_PAY query to identify current cell phone stipend recipients. A new effective dated row entered into CU Recurring Pay will supersede any and/or all prior rows for the PCS earnings code. This effective date MUST be a pay-period begin date. Stipends will continue to be paid on the second check of each month. The revised PCS policy, procedures, request form and instructions are available on the CU Human Resources website.

**Payment of 9MA Faculty after August 15**

The email of August 5, 2009 was referenced and discussed to address hires of new faculty after August 15. Please review email and table describing payroll entry methods for each hire situation.