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

1. **Approval of Minutes**: Marlene Ventura moved to approve the minutes of the November 10, 2009 Staff Senate meeting as submitted. Rose Ellen Davis-Gross seconded the motion. The vote was unanimous.

2. **Open Commentary**: Kathy Cauthen and Elaine Richardson informed the group about EMpower Clemson. Reports, goals and event information were shared. Additional information can be found at www.clemson.edu/empower.

3. **Announcements from the President**
   A. **Administrative Council**, Michelle Piekutowski. The 2010 Holiday Calendar was approved.
   B. **Governmental Affairs**, Dave Crockett. The House Ethics Commission recessed without taking action and there has not been any movement on H.3665 in the Senate Finance Committee.
   C. **President’s Cabinet**, Tim Drake. Attachment A.
   D. **Other:**
      1) **Human Resources**, Michelle Piekutowski. Policies and procedures were previously in two Web locations due to logistics associated with updating the policies and procedures. HR is working to update and combine the policies and procedures into one location.
      2) **Graduate Student Government**, Dave Crockett. GSG met on 12/3/09.
         * The director of the Michelin Career Center, Flora Riley, updated GSG on her office’s activities on their behalf over the past year. Despite a budget cut of some 20 percent, Riley reported the Center saw a slight uptick in graduate student utilization and a significant increase of sponsored workshop attendance. By reorganizing office priorities and duties, the Center also has hired a part-time counselor specifically charged with dealing with graduate student issues beginning in January 2010.
         * Following considerable debate at an earlier meeting this semester, GSG unanimously passed a resolution endorsing Clemson’s involvement in the third national “Teach-In on Climate Change Solutions” scheduled for next year.
         * GSG President Tammy Vaught’s final report for 2009 noted ongoing efforts to promote
graduate fellowships and assistantships, networking opportunities for graduate students via Clemson Clubs, efforts to improve parking and housing options for graduate students, greater utilization of GSG’s ‘Professional Enrichment Grants’ (PEGs), and an upcoming meeting of graduate student leaders from Clemson, USC and MUSC.

4. **Treasurer’s Report**, Pam Hawthorne. The remaining E&G balance in Other is $3,755.84 and $1,000 in Travel. The Vending balance is $4,928.71. Dave Crockett moved to accept the report as read. Nell Kennedy seconded the motion.

5. **Committee Reports**
   A. **Standing Committees**
      1. **Activities**, Negar Edwards. Work on the holiday drive to benefit Helping Hands and Bethesda Ministries continues.
      2. **Membership**, Phil Landreth. Membership met on 11/17/09. A quorum was not present. Revision drafts concerning attendance policies and election of officers were sent out for a vote of committee members. The drafts passed and after review of EXEC committee, were sent to Policy and Welfare on 11/24/09 for inclusion with other bylaw revision drafts, to be proposed to the full senate.
   
   B. **University Committees**
      1. **Accident Review Board**, Phil Landreth. The Board met on 11/19/09, over 20 cases were reviewed and actions taken.
      2. **Clemson University Environmental**, Tim Drake. Attachment B.
      3. **Joint City/University**, Karon Donald. JCUAB will meet December 7.
      4. **Parking Advisory**, Bill Hughes. Parking Advisory Committee met on November 11.
         • A discussion item was the number of “special permits” issued. Currently, over 600 special permits have been issued to include over 440 free permits for retired faculty and staff, and over 80 permits to allow students to have faculty/staff parking lot access (includes various student groups such as student government, residence hall directors, etc.) The faculty member of the committee will bring the issue up with the faculty senate for potential revision of this practice, and Parking Services will research how other schools handle student group requests. A suggestion has been made to have the Staff Senate Policy and Welfare Committee review discontinuation of this practice.
         • The response to the 2008 Internal Audit was discussed. The group is awaiting feedback from Internal Auditing for the proposed response
         • Parking Services is considering converting some employee spaces to commuter student spaces in the gravel P&A lot based on current usage data.
         • A draft policy differentiating service vehicles from other government vehicles as well as where these vehicles would be allowed to park was presented for discussion.
      5. **Parking Visioning Committee**, Rose Ellen Davis-Gross and Sheri Stanley. The Parking and Transportation Visioning Committee met on November 6th and discussed the Transportation and Parking Services Financial Analysis and began developing alternative funding models.

6. **Unfinished Business**
   A. **Staff Representative to the BOT**, Tim Drake. Attachment C.

7. **New Business**: None.
8. **Announcements:**
   A. The Staff Senate is celebrating 25 years of service to Clemson University on December 16 at the Madren Conference Center. A brief program will begin after 4 and will be followed with a reception. Please make the effort to attend, even if it is only for the short program.
   B. Procurement is hosting a Vendor Fair on February 11, 2010. Additional information will be distributed as the date approaches.
   C. The International Housekeeping Association is hosting a banquet on the December 11. Please see the flier distributed via e-mail on December 4 for additional information.
   D. Tim Drake mentioned the need for a collaborative group to address the needs of faculty and staff. Drake is going to discuss the concept with Bill Bowerman of the Faculty Senate. Student Affairs may be used as a model since they have a plan in place for students.

9. **Adjournment**

   **Next Meeting:** Tuesday, January 12, 2010, 10:30 a.m., Madren Conference Center
President’s Cabinet Report: Tim Drake

The President’s Cabinet met on 11/9/09.

C. Przirembel gave a presentation on Clemson’s Research and Economic Development. He explained Clemson’s role in economic development in SC and the Roadmap objectives used in the pursuit of our “Top 20” status. Clemson must use much innovation to achieve its goal, and intellectual development must be integrated with economic development for it to be successful. Knowledge generation must precede knowledge transfer, which leads ultimately to economic impact. Currently, the greatest level of funding is from federal sources, with industry and private coming next. State and local governments are the sources of lowest funding. Eighteen start-up industries along the I-85 corridor are partnering with Clemson in some way. Much energy is being put into the success of CUICAR.

Angie Leidinger reported that the Governmental Affairs office is still working to achieve regulatory relief for Clemson. Staff will visit with legislators between November and January to encourage them to stay on top of this issue. There will be an Energy Summit on December 8, and the CEO of General Electric will be the keynote speaker. The Board of Trustees is making plans for its Winter Quarterly meeting in February.

Leon Wiles reported that his office is working toward an increased level of giving from alumni who are professionals in their fields. Juan Gilbert was selected to win a national award in technology.

Bill Bowerman reported that nominees for the VP search committee have been selected by the Faculty Senate.

Kay Wall reported that a Creative Inquiry class will design a “Library of 2015”. The Library is continuing its digitization of materials, and all old football programs have been digitized. Old cotton mill materials will be digitized soon. The Library continues to support PASCAL, and the legislature has been asked for funding support.

Neill Cameron reported that more important visitors have come to campus during the past critical period this year than in the history of the University. Every major Board has met on campus except for one. There has been an increase in activity to gain external support for Clemson.

Abby Daniel reported that students had a great turn-out for the Legacy Day, and that over 400 students went through Fort Hill. Greek Life hosted a 4K walk and all proceeds ($8,000.00) went toward the student All Faiths Chapel and Memorial Garden.

President Barker reviewed the membership of his President’s Advisory Board for 2009-10, and stated that he is looking for additional members who can serve a three year term. Members of this board are primarily from outside the university. A Scroll of Honor will be constructed in memory of all Clemson cadets who have given their lives in military service. A student memorial garden will be constructed in memory of students who have died while at Clemson.
CU Environmental Committee Report: Tim Drake

The CUEC met in the Hendrix Center on 11/19/09, Lunch was furnished by the Bud Group. Minutes from last month’s meeting were approved.

Dr. Rocky English gave a presentation on surface water quality in Hunnicutt Creek. Of the water samples taken, only three were within state standards for Fecal Coliform Bacteria levels. The standard is 200CFU/100ml, and many of Clemson’s samples were in the thousands CFU/100ml. It is unknown why the levels in the sampled areas are so high (possibly from wildlife, runoff from parking lots, or sewer leaks). Investigations are being conducted to determine the source of such high levels of these bacteria.

Student Activities: The Organic Farm (Farm Aid event) raised over $2500.00 that will be used for improvements to the farm. There was good attendance at this event. Composting of dining hall waste at the farm has been experimental, and the end product has caused high earthworm mortality. It is believed that the salt in this waste may be having some effect on the worms. Experimentation will continue in order to determine the exact cause of earthworm mortality, and to find a composting method that will result in a product that is not harmful to the worms. Foothills Trail maintenance has been completed by students. The Centennial Burr Oak is to be dedicated in January. An Earth Day event will be held at Littlejohn Coliseum on April 22. Funding is being sought for the proposed bike loan program.

Solid Green (Dave VanDeventer): 600-plus pounds of trash were collected after the game, and over 1/3 of it was recycled. Clean Sweep is on the calendar for next year. Game day volunteers are always welcome and usually are needed for trash collection after football games. America Recycling Day was on November 15, its purpose being to get more students interested in recycling. A presentation was given on solid waste recycling and much discussion ensued.

As well as being an environmentally important measure, recycling could be a money-making enterprise for Clemson. There was much discussion on how to encourage students and employees to deposit most of their recyclable trash in recycling bins rather than in office trash cans with non-recyclable garbage. It was agreed that options for recycling must be made more convenient or they won’t be utilized by most people.
Staff Representative to the Board of Trustees: Tim Drake

In a letter from Chairman David Wilkins on November 12, 2009, it was stated that the Board of Trustees did not feel that a Staff Representative to the Board of Trustees was necessary at this time. The Board feels that the inclusion of the Staff Senate President at the quarterly meetings of the Board of Trustees is sufficient representation.

Chairman Wilkins stated, “The Board of Trustees has been very encouraged over the last several years by the relationship established with the Staff Senate. Your particular willingness and enthusiasm for an open dialogue has been remarkable. In addition, the Board is very encouraged by the ‘renewed’ communication between the President (President Barker) and the ‘four presidents group’. The Board very much values the reports that you provide quarterly to the Board and feels like this is the appropriate medium for our interaction”.

Chairman Wilkins explains this position further by saying, “The decision by the Board to establish the Faculty Representative position several years ago was due largely to the role that the faculty plays in developing and delivering the curriculum and in making decisions about tenure and promotion (of faculty). Ultimately, this results in establishing the functional foundation of the University. Because of the significance of these decisions, interaction with the faculty requires a different type of reporting to the Board. For this reason, we do not believe the structure of reporting by the Staff Senate needs to change at this time”.

As President, my feeling is that the Staff Senate should accept this explanation and continue to enhance communication with the Board of Trustees through the processes we already have in place.