

## CLEMSON UNIVERSITY STAFF SENATE

### Executive Committee

May 25, 2010, 8:30 AM, 801 University Union

### Minutes

**Present:** Deb Charles, Rose Ellen Davis-Gross, Tim Drake, Negar Edwards, Karen Erickson, Laurie Haughey, Reggie Hawthorne, Tina White, and Jonathan Wylie

**Absent:** Dave Crockett and Chris Sober

**Guest:** Michelle Piekutowski

President Rose Ellen Davis-Gross called the meeting to order.

#### 1. Announcements from the President

**A. Board of Trustees**, Rose Ellen Davis-Gross. The summer quarterly is scheduled for July 15-18, 2010. Reports are due by July 2.

**B. President's Cabinet**, Rose Ellen Davis-Gross. The Cabinet has adjourned for the summer.

#### C. Other:

1) **Faculty Senate**, Rose Ellen Davis-Gross. The Senate voted in favor to support the 12 Principles of Parking.

2) **Human Resources**, Michelle Piekutowski. HR is working with budget committees; updating the change log as policies are revised; striving to get the last 100 or so employee reviews completed and processed; dealing with increased disciplinary issues.

2. **Financial Update**, Jonathan Wylie. The remaining budget for this fiscal year is \$653.62 in Travel and \$1,536.66 in Other. The Vending balance is \$520.92. In Fund 49 (holding account) the balance stands at \$7,458.46. Work continues on analyzing the Foundation and Annual Fund accounts. The Vending request for FY11 was submitted to the President's budget center for consideration.

#### 3. Committees

##### A. Standing

1) **Activities**, Negar Edwards. Activities met jointly with Scholarship on May 4. Items covered were fundraisers and the solicitation letter.

2) **Communications**, Rose Ellen Davis-Gross for Dave Crockett. Communications met May 18<sup>th</sup> and discussed the newsletter, profiling scholarship recipients, and creating a dynamic website with changing banners, kudos section, and possible blog. They also recommended that all public communication disseminated from the Staff Senate be channeled through Communications for review.

3) **Membership**, Karen Erickson. 1) Committee chairs were reminded to take attendance at meetings and forward to the Senate office for recordkeeping. Quarterly attendance updates were suggested. Membership will discuss the issue at their next meeting. 2) Membership will greet senators and guests prior to Senate meetings. 3) A survey will be distributed to new senators regarding orientation. The survey will seek to determine if orientation benefited senators and what information was helpful or lacking.

4) **Policy and Welfare**, Laurie Haughey. The group is working on nonfinancial staff incentives and policy changes.

5) **Scholarship**, Reggie Hawthorne. The solicitation letter is in the final stages of approval. The next step will be to submit to Matt Watkins, the faculty and staff development officer, for review.

**B. Ad hoc**

- 1) Bylaws – Rose Ellen Davis-Gross informed the committee that August is the target date for the first reading of the revisions by the Senate.

**4. Unfinished Business**

- A. Graduate Student Survey Update**, Karon Donald. The survey has been delayed until the fall.

**5. New Business**

- A. Parking Principles Resolution**, Rose Ellen Davis-Gross. Dave Crockett will be asked to present the resolution for approval. If Crockett agrees, the resolution will be added to the June Senate agenda as an action item.
- B. Campaign Leadership Team for the Pickens County United Way**, Rose Ellen Davis-Gross. Tim Drake moved to appoint Susan Pope. Deb Charles seconded the motion and the vote was unanimous.
- C. Staff Senate Liaison to the Board of Trustees**, Rose Ellen Davis-Gross. Information previously drafted regarding a Staff Representative to the BOT was distributed via e-mail. The group was asked to work on revising the document to reflect the duties and selection process of a liaison from the Staff Senate. The governmental affairs responsibilities should be incorporated with the revisions.
- D. State of the University Address**, Rose Ellen Davis-Gross. The plan is to schedule the event with enough advanced notice so the Graduate, Undergraduate and Staff Senates can hold their regular monthly meetings in conjunction with the State of the University Address. The event can hopefully be streamed with the opportunity for questions to be submitted via e-mail. Food will be served if approved by Vending.
- E. Fundraising**, Rose Ellen Davis-Gross. The Staff Senate will focus on the scholarship program. Neill Cameron will be asked to speak at the August 10<sup>th</sup> Senate meeting. Top ten myths about giving should be addressed.

**6. Announcements:** None.

**7. Adjournment:** There being no further business to discuss, the meeting adjourned.

**Next Meeting:** Tuesday, June 29, 2010, 8:30 a.m., 801 University Union