Present: Lynn Boiter, Kristina Cathcart, Dave Crockett, Rose Ellen Davis-Gross, Glenda Dickson, Reggie Hawthorne, Marty King, Phil Landreth, Dan Schmiedt

Absent: Mike Edwards, Cindy Owens

Guest: Lawrence Nichols

President Dan Schmiedt called the meeting to order.

1. Approval of Minutes: Phil Landreth moved to approve the minutes of the April 24, 2007 Executive Committee Retreat as amended. Dave Crockett seconded the motion. The vote was unanimous.

2. Announcements from the President
   A. Academic Council, Dan Schmiedt. The Council has not met.
   B. Administrative Council, Lawrence Nichols. Administrative Council met on May 28. The majority of the meeting was dedicated to preparing for the upcoming Board of Trustees Retreat in July. One other item discussed was the availability of tobacco products on campus in retail vending locations. Lawrence was asked to bring the issue before the Staff Senate for consideration. Two complaints called to the logic of allowing tobacco products in vending locations on campus while enforcing tobacco/smoking policies. Administrative Council is asking the Faculty Senate, Staff Senate and Student Governments how to approach the issue and if tobacco products should be sold on campus.
   C. Board of Trustees, Dan Schmiedt. The BOT will meet July 12-15 in Charleston, SC.
   D. Governmental Affairs, Dave Crockett. No report.
   E. President's Cabinet, Dave Crockett for Dan Schmiedt. The Cabinet met on May 13.

   Report from Dave Crockett. I gave a positive report on our first meeting since becoming Staff Senate, noting at least one unclassified Senator has been appointed and the first meeting showed considerable group enthusiasm...boding well for this year. I also reported on the ad-hoc committee on career advancement, per Dan Schmiedt’s notes...the informal poll of top 20 schools...and the feeling that this is definitely ammunition for our own top 20 quest. And I mentioned the golf tournament (Elizabeth Lomas from Financial Aid was most helpful with some numbers on dollars and students assisted) and the growth of the Scholarship endowment, overall. I even made a plug for members of the Cabinet to sign up for payroll deduction.

   Barker and Helms were not in attendance, so Marvin Carmichael chaired the meeting. For most folks the most interesting item was probably Cathy Sams' report on Clemson's inclusion in the ESPN/MSNBC et al. reports regarding seven former female CU athletes who felt their scholarships were at risk had they been found out to be pregnant/seeking an abortion. The issue was described as 'a mistake' by Student Affairs in that one coach had included a statement in his 'handbook' for athletes which stated that such might actually be the case. It is not CU policy and all coaches handbooks will now be reviewed by Student Affairs before going to press.

   Lawrence also brought up his desire that the Staff Senate take on the problem of representing non-teaching Lecturers. I piped up, perhaps indiscreetly, that we wouldn't take them on until they were officially deemed 'staff'.
F. Other:

1) **Human Resources**, Lawrence Nichols. 1) HR strives to be responsive to the needs of the Senate, but all future data requests should be channeled through the current Senate president for approval. Queries are time consuming to run and HR has a small staff dedicated to generating reports. Concerns were raised from the group regarding the lack of a key or guide to request reports. It would help users to know what data is available and the correct format in which to request the information. Lawrence indicated that this would require further discussion, but a workable solution could be found. 2) Lawrence was thanked for the outstanding job HR did in organizing the luncheon for Public Employees Recognition Day on Wednesday, May 9. Military Heritage Plaza was a great location for the entertainment provided.


4. **Standing Committees**
   A. **Activities**, Kristina Cathcart. The golf tournament had plenty of help thanks to the volunteer effort. Several new senators participated in the event. This provided an opportunity for the new senators to get to know everyone better.
   B. **Communications**, Rose Ellen Davis Gross. A Staff Senate word mark was distributed to the group for review (Attachment A). A promotional giveaway will be ordered for the Benefits Fair with an imprint of the new wordmark if the 2007-08 budget permits. This is in an effort to get the Senate’s new name out to campus. Rose Ellen Davis Gross moved to approve the word mark as distributed. Dave Crockett seconded the motion. The vote was unanimous.
   C. **Membership**, Phil Landreth. A brief meeting was held during the Senate meeting on May 8. The group focused on committee structure. How often to meet and the best date and time for members.
   D. **Policy and Welfare**, Mike Edwards. Mike sent an email with a question regarding part time employees and if they were represented by the Staff Senate. Dan will request the Policy and Welfare Committee review the number of employees impacted and any issues related to that employment status.
   E. **Scholarship**, Reggie Hawthorne. The golf tournament turned out well. A wrap-up meeting will be scheduled soon. Lynn received comments from golfer regarding the raffle prizes. In the past, the prizes were weed eaters, cameras, computer printers and other large ticket items. They prefer various equipment and tools over gift certificates. Dan recommended planning early for the next tournament so nothing is accidentally overlooked.

5. **Unfinished Business**
   A. Resolution 2007-01, Credit Hour Adjustment – Lawrence requested that the Senate provide background information on current policies at other institutions in the state regarding tuition assistance. Dave has gathered the needed information. This will be a discussion item at the next monthly HR meeting with Lawrence. Dan and Lawrence will present the resolution to Administrative Council in late July.
   B. **Ad hoc Committee on Staff Development**, Lynn Boiter. Bill Hughes and Dan Schmiedt will meet with President Barker in August to discuss a preliminary draft of the Staff Development Plan. The plan was modeled after the Career Success Plan created and in use by the libraries. More information will be forthcoming after the August meeting.

6. **New Business**
   A. The Presidents’ Roundtable meeting was held at the Madren Conference Center on May 22. The majority of the meeting was spent discussing the structure and goals of the Ad hoc Committee on Staff Development. Jerry Beckley referred to a similar committee formed in 2001-02 to review the EPMS process and make recommendations. He suggested reviewing the document for background information. Other items discussed were the credit hour resolution, benefit meeting in Columbia and pursuing a more active/visible role with the Faculty Senate.
B. Charles Gooding, Faculty Senate President requested the Staff Senate to consider appointing a liaison from the Policy and Welfare Committee to the Faculty Senate Welfare Committee. This will provide faculty and staff an avenue to collaborate on issues of common interest. Mike Edwards suggests appointing someone on or near campus so meetings can be easily attended. Charles also mentioned the possibility of creating a joint parking task force. The Parking Advisory Committee is already in existence but it has not been active. Geary Robinson convenes the meetings of the Parking Advisory Committee and he may need to be persuaded to meet more frequently. If the need arises to collaborate with the Faculty Senate in regards to parking, the issue will be discussed at length at a later date.

C. Recommendations:
- Each committee chair should schedule at least 1 hour per month to work/plan with Karon Donald on Senate activities/meetings. Times and locations are flexible.
- Submit informal notes/summaries of each committee meeting to the Senate office on a monthly basis for record retention. At the end of the year a complete account for the activities of that committee should be on file.
- Committee chairs need to poll their members each month via email as to any issues/events that may warrant a committee meeting. Require at least 1 committee meeting per quarter. Summer is a great time to work out details of upcoming deadlines/projects.
- Dan and Dave are not assigned to a specific committee. They will float between committees on a month to month basis. It will give them a feel for the group dynamic, and help in planning toward the 2007-2008 goals.

7. Announcements
A. Summer Schedule - The Executive Committee will not meet in June, and the Staff Senate will not meet in July.

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

Next Meeting: Tuesday, July 31, 2007, 9:00 AM, 7th Floor Conference Room, University Union