

**CLEMSON UNIVERSITY
STAFF SENATE
Executive Committee**

**July 31, 2007, 9:00 AM
7th Floor Conference Room, University Union**

Minutes

Present: Kristina Corbett, Dave Crockett, Rose Ellen Davis-Gross, Glenda Dickson, Mike Edwards, Reggie Hawthorne, Marty King, Phil Landreth, Cindy Owens, Dan Schmiedt

Absent: Lynn Boiter

Guest: Lawrence Nichols

President Dan Schmiedt called the meeting to order.

1. **Approval of Minutes:** Phil Landreth moved to approve the minutes of the May 29, 2007 Executive Committee meeting as submitted. Rose Ellen Davis-Gross 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 July 30. The group discussed the Board of Trustees Retreat in July and a proposed telecommuting policy.
 - C. **Board of Trustees**, Dan Schmiedt. The BOT met July 12-15 in Charleston, SC. The focus of the meeting was on Clemson University now and what we strive to become in the future. When comparing CU to the top 20 public institutions the differences are quite clear. The other institutions are much larger in size and have professional schools. Some discussion focused on the need to grow in the local area, such as Greenville, SC. It was noted that progress toward the top 20 has been surprising considering the lack of resources. The final question to ponder was once you achieve the goal of top 20, what do you do stay there.
 - D. **Governmental Affairs**, Dave Crockett. No report.
 - E. **President's Cabinet**, Dan Schmiedt. The Cabinet has not met.
 - F. **Other:**
 - 1) **Human Resources**, Lawrence Nichols. 1) Marty King questioned policies regarding leave requests. Lawrence indicated that the largest problem is the lack of utilizing MyCle for leave requests. Communication errors have occurred in the past when asking and receiving advanced verbal leave approval. Lawrence requested that any additional information concerning a specific circumstance be sent to him to review.
3. **Treasurer's Report**, Cindy Owens. No significant activity to report in the 2007-08 fiscal year.
4. **Standing Committees**
 - A. **Activities**, Kristina Corbett. A joint meeting of several standing committees will be held on August 1. Activities primarily will focus on assisting with the Benefits Fair in October.
 - B. **Communications**, Rose Ellen Davis Gross. The promotional giveaway for the Benefits Fair with an imprint of the new word mark has been received. The scholarship brochure is in the process of being revised and the transition to the new web site is almost completed. Carrie DuPre will debut the site at the August Senate meeting as a part of the Communications Committee report.
 - C. **Membership**, Phil Landreth. A "welcome back" meet and greet with refreshments will be provided at 9:30 AM prior to the August Senate meeting. In addition, a meeting will be held to plan a strategy to accomplish the 07-08 committee goals.

- D. Policy and Welfare**, Mike Edwards. Mike Atkins is looking into a committee that sets the university calendar each year. Policy and Welfare would like the Senate to have a seat on the committee. Hopefully, Mike Atkins will have an update at the next P&W meeting in August.
- E. Scholarship**, Reggie Hawthorne. A golf tournament wrap-up meeting was held at the Clemson House. Plans are in the beginning stages for a fall fundraiser.

5. Unfinished Business

- A.** Resolution 2007-01, Credit Hour Adjustment – Lawrence Nichols requested that the Senate provide an electronic copy of the resolution. He will distribute it to Administrative Council. Dan Schmiedt and Dave Crockett will present the resolution at the next regularly scheduled meeting.
- B.** Ad hoc Committee on Staff Development, Dan Schmiedt. Bill Hughes and Dan Schmiedt will meet with President Barker on August 16 to discuss the Staff Development Plan. More information will be forthcoming after the August meeting.
- C.** 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. Karon Donald will schedule a meeting of select members from the Faculty Senate and Staff Senate.
- D.** Tobacco Products - Administrative Council asked the Faculty Senate, Staff Senate and Student Governments how to approach the issue of selling tobacco products on campus. Dan Schmiedt indicated to Lawrence Nichols that the consensus of the Executive Committee was not to pursue the issue of tobacco products on campus.

6. New Business

- A.** Hiring Policies – Concerns were raised over recent use of position waivers for staff hires. The positions in question were not those that are typically considered for targeted hires. Dan Schmiedt suggested asking Access and Equity to review the policies and procedures associated with hiring practices at Clemson University. Glenda Dickson informed the group that resources are available online for review at the A&E site.
- B.** Faculty Senate – In an effort to pursue a more active/visible role with the Faculty Senate Executive Committee members will attend monthly Faculty Senate meetings and report back to the Senate. Karon Donald will serve as an alternate to the group. Dave Crockett moved to add a line item to the Staff Senate Executive Committee agenda to accommodate a monthly report. Mike Edwards seconded the motion. The vote was unanimous.

7. Announcements

- A.** Convocation will be held Tuesday, August 21, 2007. Dan Schmiedt, Dave Crockett and Phil Landreth will participate on behalf of the Staff Senate. All senators are encouraged to participate. An email reminder will be sent just prior to the event reminding senators of the meeting time and location for staff.

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

Next Meeting: Tuesday, August 27, 2007, 9:00 AM, 7th Floor Conference Room, University Union