President Dan Schmiedt called the meeting to order.

1. Approval of Minutes: Phil Landreth moved to approve the minutes of the July 31, 2007 Executive Committee meeting as submitted. Reggie Hawthorne 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. No report.
   C. Board of Trustees, Dan Schmiedt. Gene Troutman is no longer employed by Clemson University. Clay Steadman has temporarily assumed the duties of Executive Secretary to the Board of Trustees.
   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. No report.
      2) Faculty Senate, Karon Donald. The first meeting was held August 21 in the Student Senate Chambers. Guests were introduced and welcomed prior to the business portion of the meeting. 9 month faculty members who become president of the Faculty Senate are compensated by the Office of the Provost for additional work required during the summer months. President Gooding disseminated a report of his summer activities and discussed each item at length.

3. Treasurer’s Report, Cindy Owens. The Endowment principal is $201,489.29. The regular budgeted E&G spending account balance is $5,090 in Other and $1,000 in Travel. The Vending balance is $7,000. Dave Crockett moved to approve the report as read. Rose Ellen Davis-Gross seconded the motion. The vote was unanimous.

4. Standing Committees
   A. Activities, Kristina Corbett. Activities will assist with the Staff Senate booth at the Benefits Fair in October.
   B. Communications, Rose Ellen Davis-Gross. A volunteer sign up sheet will be routed at the September meeting for Benefit Fair booth workers. Each committee will be asked to provide a volunteer each hour to disseminate information to employees visiting the booth. Currently, the booth is giving away popcorn and a promotional all-in-one keychain combination. The scholarship brochure is in the process of being revised and the transition to the new Web site is expected to occur within the week.
C. Membership, Phil Landreth. Karen Countryman and James Huff were introduced by Phil Landreth and welcomed by Dan Schmiedt. Two goals established early in the year were to coordinate meet and greet sessions before Senate functions and invite senators to Executive Committee meetings. In an effort to accomplish the goals set forth, refreshments and fellowship were provided prior to the August Senate meeting and two senators were invited to this Executive Committee meeting. The desired outcome is to form open communication and generate interest within the body of the Senate.

D. Policy and Welfare, Mike Edwards. 1) Mike Atkins is working with Stan Smith from the Registrar’s Office to clarify information on how the academic calendar is set each year. This issue is being pursued because staff members indicated a desire to have Memorial Day as a holiday. James Huff mentioned receiving comments in favor of selecting Election Day as a holiday on presidential election years. Karen Countryman used an annual leave day to honor past and present military men and women on Memorial Day. She was surprised that with the military history of the school and the current situation in Iraq that Clemson University does not choose Memorial Day as a holiday. Holidays are selected around academic needs and so the first step is to seek staff representation on the committee that forms the academic schedule. 2) Mike Edwards has been unsuccessful in receiving a response from Lawrence Nichols on some Human Resource questions he submitted by email. Dan Schmiedt suggested he formally schedule a meeting with Lawrence Nichols by contacting Melanie Baker at (864) 656-3358 or bmelani@clemson.edu.

E. Scholarship, Reggie Hawthorne. Items are currently being solicited for a raffle at the Benefits Fair. Dan Schmiedt asked Reggie Hawthorne to contact Jenny Peay for a timeline of duties associated with the golf tournament. Cindy Owens informed the group that the transfer request from fundraising proceeds from 2006-07 is $15,948.37. A motion should be made at the September meeting to transfer $15,948.37 from Fund 49 (holding account) to the Staff Senate Scholarship Endowment. Once the minutes are approved the transfer will be completed.

5. Unfinished Business
A. Resolution 2007-01, Credit Hour Adjustment – Lawrence Nichols missed a flight and was unable to attend the August 27 Administrative Council meeting, so the credit hour item was removed from the AC agenda. Dan Schmiedt and Dave Crockett will present the resolution at the next meeting on September 10. Charles Gooding, Faculty Senate President has indicated to Schmiedt that he would be willing to request a resolution from the Faculty Senate in support of the Staff Senate resolution if the issue meets resistance.

B. Ad hoc Committee on Staff Development, Dan Schmiedt. Bill Hughes and Dan Schmiedt met with President Barker on August 16 to discuss the Staff Development Plan. Schmiedt opened the discussion with a story of his Clemson experience. He spoke about transitioning from student to staff and the different levels of engagement experienced along the way. Barker did not endorse the plan, but did show interest. Barker announced that Clemson University has reached 27 in the top 20 quest, so the institution is broadening their focus to a 10 (ten) to 20 (twenty) year plan. Barker also informed the two that he typically signed on average 2 (two) staff pay increases per day he was in the office. Hughes and Schmiedt stressed that while some departments are doing a good job in evaluating and rewarding employee performance; other departments are inconsistent throughout the University. Barker was interested in the SDP and requested that it be presented to Administrative Council once it is formalized. HR is currently working on gathering additional data for the committee. The committee will reconvene once the information is received.

C. Senate Meeting Schedule (time and location), Dan Schmiedt. Glenda Dickson proposed that the October Senate meeting and the September Executive Committee meeting be cancelled. Her recommendation was based on the lack of unfinished or new business to discuss. In addition, staff members have expressed concern over being able to participate in the October Senate meeting and Benefits Fair. Dan Schmiedt asked that the issue be tabled until the September Executive Committee meeting agenda could be reviewed. Lynn Boiter expressed concern over starting the Senate meeting at 11 a.m. due to time constraints. Cindy Owens suggested starting the meetings at 10:30 a.m. Phil Landreth will make a motion at the September Senate meeting to
move the time of the October meeting to 10:30 a.m. The consensus of the group was to utilize the Clemson House for meetings as often as possible.

6. **New Business**
   
   A. **Chief Diversity Officer, Dan Schmiedt.** President Barker appointed members to the Chief Diversity Officer Selection Committee. Gail DiSabatino will email Schmiedt a list of the committee members. If staff members are not sufficiently represented, the issue will be addressed with President Barker. The first meeting is scheduled for August 29, 2007.

   B. **September Meeting Activity, Dave Crockett.** In keeping with goals set during the Executive Retreat, Dave Crockett will organize a communication ice breaker for the September Senate meeting.

   C. **Guest Speaker Request, Dan Schmiedt.** An informal request to speak on diversity issues was received from the Gantt Intercultural Center. Schmiedt will request an outline and forward to the Executive Committee upon receipt.

7. **Announcements:** None.

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

   **Next Meeting:** Tuesday, September 25, 2007, 9:00 AM, 7th Floor Conference Room, University Union