Minutes

Present: Lynn Boiter, Kristina Corbett, Dave Crockett, Rose Ellen Davis-Gross, Glenda Dickson, Mike Edwards, Marty King, Phil Landreth

Absent: Reggie Hawthorne, Cindy Owens, Dan Schmiedt

President Elect Dave Crockett called the meeting to order.

1. Approval of Minutes: Phil Landreth moved to approve the minutes of the September 25, 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. Has not met.
   B. Administrative Council, Lawrence Nichols. No report.
   C. Board of Trustees, Dan Schmiedt. The Board met October 4-5 in Clemson. Dan Schmiedt and Dave Crockett attended on behalf of the Senate. A report on the progress of the Staff Senate was submitted in advance. Schmiedt verbally expanded on the written report at the meeting.
   D. Governmental Affairs, Dave Crockett. Crockett is in the process of scheduling a meeting to reacquaint the Senate with the Governmental Affairs staff.
   E. President’s Cabinet, Dan Schmiedt. Has not met.
   F. Other:
      1) Human Resources – The HR visit to Columbia for Open Enrollment was disappointing to off campus staff. Only two HR employees were available and they did not have computer access at the satellite location. Karon Donald ran across a video on www.eip.sc.gov that reviewed benefit plan options available during Open Enrollment. The Executive Committee felt this resource for faculty and staff was poorly communicated.
   G. Faculty Senate Meeting Update, Dan Schmiedt. No report.


4. Standing Committees
   A. Activities, Kristina Corbett.
      - Holiday Service Project - Donations will benefit Clemson Community Care. Donation boxes were distributed prior to the October Senate meeting and will remain in locations across campus until December 7. The theme will change each month to highlight a certain category of needed items. The focus of October will be toiletries and paper products, November, non perishable food, and in December, toys. Collection boxes are located at Advanced Materials Research Lab, Administrative Services Building, Bioresearch Complex, Clemson House, Cooper Library, Facilities, Hunter, Rhodes, Riggs and Tillman.
   B. Communications, Rose Ellen Davis-Gross.
      - Benefits Fair - Everything turned out well. The booth consisted of scholarship brochures, promotional items, raffle prizes and free popcorn. The volunteer turn out was excellent. Suggestions for next year are: assign volunteers to tasks in advance so they can dress
appropriately, order t-shirts for volunteers, encourage supervisors to let staff attend and publicize the need to bring money in more venues. A training session for volunteers will be offered in advance.

- Website – Everyone was encouraged to review web pages on departmental sites for old references to the Classified Staff Senate and any other related links. Lynn Boiter suggested running a piece about the Staff Senate name change in Inside Clemson. Dave Crockett will seek advice from Beth Jarrard on the best way to craft the communication and get the information disseminated to campus.

- Popcorn Popper - Phil Landreth discussed the possibility of purchasing a popcorn popper for outreach events. Karon Donald will gather product details and report at the next meeting.

C. Membership, Phil Landreth.

- Attendance Records – Naomi Kelly, Deborah Cantrell and Barbara Emkin are rotating off of the Senate in 2008. The recommendation is to let those three rotate off in spring. Karon Donald will contact Samuel White with Custodial Services to see if he requires additional assistance to attend meetings.

- April Awards Luncheon - Kresge Hall is the preferred location for the luncheon. Karon Donald will check on availability. Rudy Mancke was mentioned as a potential guest speaker. Membership was asked to find a speaker that related more to staff and Clemson University. Members of the committee are seeking entertainment options from faculty, staff and students. More information will be forthcoming.

- 2008-09 Elections – An updated employee listing will be requested from HR. The list should include all permanent full time classified and unclassified administrative employees.

D. Policy and Welfare, Mike Edwards.

- HR Issues – Lawrence Nichols agreed to consult with HR staff and respond to items 1 through 3 at the October Staff Senate meeting. The date of the meeting was changed due to a conflict with the Benefits Fair, so Nichols was unable to attend. The Policy and Welfare Committee is still waiting on clarification of the items listed below.
  1) HR web pages are difficult to navigate. There are a limited number of updated policies listed on the main policy page. To review other policies one must use a link to the previous manual. Some of the links are broken and policies are outdated. Some staff are under the assumption that:
   - There are HR policies, that while are official, they are not published.
   - The people in charge who make decisions don’t have a set standard of rules to follow and many decisions are based on personalities or misinterpretations of existing guidelines.
  2) For employees without computer access, there needs to be a printable policy manual in PDF format on the HR site. Each department should keep a printed copy for employee use.
  3) Where do departmental “internal” policies stand as far as what can be enforced beyond HR or state policies? Are these even allowable?

E. Scholarship, Karon Donald for Reggie Hawthorne. The group is considering a dinner event in February. Decisions need to be made regarding the cost, theme and entertainment at the November 7 meeting. Once all information is gathered a decision will be made if it is feasible to proceed.

5. Unfinished Business

A. Resolution 2007-01, Credit Hour Adjustment, Dave Crockett. The updated policy is on the Human Resources website http://www.clemson.edu/humanres/PandP/view_document.php?id=46. The policy as written excludes online classes totally. It was not the intent of the resolution to reduce or eliminate a benefit of the prior policy. Dan Schmiedt and Dave Crockett met with Lawrence Nichols to find a solution. The College of Health, Education and Human Development has two degrees that are only offered online. The costs of these online courses are completely
paid out of the tuition received from enrolled students, so space for non paying students would need to be limited for financial reasons. Nichols is working with the HEHD to modify the language in the policy. The first phase of spring registration begins November 5. Dave Crockett is going to request the actual wording from the Administrative Council minutes for clarification.

B. Ad hoc Committee on Staff Development – Committee members are meeting with targeted Administrative Council members individually to discuss the benefits of implementing a staff development plan. The Ad hoc Committee on Staff Development will make a brief presentation at the next Executive Committee meeting on Thursday, November 29, 2007.

C. CBBS Fee – Employees should not be charged the College of Business and Behavioral Sciences course fee when taking classes under the Tuition Assistance Policy per Raju Balakrishnan, CBBS Interim Associate Dean for Undergraduate Programs & Professor of Management. If employees are properly flagged as “staff” the fee is waived. If anyone is charged the fee in error they can contact Ami Hood, CBBS Business Officer at (864) 656-3440 or hooda@clemson.edu for help.

6. New Business
   A. Email Lists – The decision was made to revert to old email lists to open communication within the areas. Karon Donald will create a master list of departments by budget center and request that the Postman update the area lists.
   B. Lynn Boiter serves on the Campus and Community Relations Committee within the Athletic Council. The Council is hosting a luncheon for a focus group of staff. They are seeking feedback on athletic issues. The Executive Committee was asked to submit staff names to Lynn Boiter of individuals that may actively participate in the meeting. The names should be submitted by November 2.

7. Announcements: Rose Ellen Davis-Gross reported that the 2nd Annual Solid Green Day was held on October 25 and volunteers worked in the rain. Participation increased by 40% over 2006.

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