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

Absent: Mike Edwards

Guests: Brett Dalton, Lawrence Nichols

President Dan Schmiedt called the meeting to order.

1. Approval of Minutes: Phil Landreth moved to approve the minutes of the January 29, 2008 Executive Committee meeting as submitted. Dave Crockett 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. The Council met on February 25. 1) George Clay from the Student Health Center proposed a slight fee change for student health care. The item was tabled pending additional information. 2) IT fee was approved. The fee was requested by the Undergraduate and Graduate Student Governments. 3) AC is examining Clemson’s guiding principles. There was some discussion of a recent issue of the Tiger. It included articles that caused concern. 4) President Barker is forming a search committee for a Chief Administration Officer. Facilities, Campus Services, Human Resources and Environmental Safety will report to this position. 5) Four (4) people have been placed from the Motor Pool. All efforts will be made to place all displaced employees. 6) The Ad hoc Committee on Staff Development made a presentation on the SDP. Nichols made a few comments/suggestions on the plan. His recommendations are to use more than one (1) EPMS cycle in the selection criteria, include supervisors actively in the process and create a list of special circumstances.
   C. Board of Trustees, Dan Schmiedt. Dave Crockett and Dan Schmiedt attended the Winter BOT meeting in Columbia. The Board was receptive of the Senate report. President Barker commented that the staff needs more exposure to the Trustees. Phil Landreth asked if the timing was right to request a staff liaison to the Board similar to the Faculty Senate.
   D. Governmental Affairs, Dave Crockett. Visit the Office of Governmental Affairs website for current updates on the budget and bills being tracked.
   E. President’s Cabinet, Dan Schmiedt. 1) Scott Pigeon from Procurement Services gave a presentation on a new E-Procurement system “BuyWays”. It is an online buying resource. Users will set up an account and track orders within the system. Only approved vendors will be in the system. E-procurement will go live in late April of 2008. 2) President Barker gave an overview of the next roadmap. 3) The closing of Printing Services and the Motor Pool was discussed.
   F. Other:
      1) Human Resources, Lawrence Nichols. HR received notification from the Insurance Bureau that cost increases are not going to be passed to employees for the upcoming year.
   G. Faculty Senate February Meeting Update, Dan Schmiedt. 1) Eleanor Hare addressed the Faculty Senate during the free speech period. Hare retired from CU and she is a member of the Emeritus College. She opposed removing the Emeritus College from the Faculty Manual. A
sentence was added to the manual without receiving approval from the FS. The vote was unanimous to remove the sentence from the manual and have the Policy Committee review the issue. 2) The FS is currently going through the election process as well. All candidates were asked to address the Senate and state why they were interested in serving, even if they are running uncontested.

3. Treasurer’s Report, Cindy Owens. The E&G spending account balance is $2,235.15 in Other and $170.67 in Travel. The Vending balance is $4,252.90. The Staff Senate Endowment principal remains unchanged. Rose Ellen Davis-Gross moved to approve the report as read. Phil Landreth seconded the motion. The vote was unanimous.

4. Standing Committees
   A. Activities, Kristina Corbett. No report.
   B. Communications, Rose Ellen Davis-Gross. No report.
   C. Membership, Phil Landreth. Plans are ongoing for the Awards Luncheon and areas were notified of vacancies. The consensus of the group is to hold the orientation the same day as the Executive Retreat. 2007 protocol will be followed. Dan Schmiedt will send a personalized invitation to the Trustees for the luncheon.
   E. Scholarship, Reggie Hawthorne. The next meeting is March 6. The committee is working on securing a title sponsor, hole-n-one sponsor and food donation from Aramark.

5. Unfinished Business
   A. Resolution 2007-01, Credit Hour Adjustment, Dan Schmiedt. No report.
   B. Ad hoc Committee on Staff Development, Dan Schmiedt. The SDP was presented to Administrative Council on February 25. The presentation was well received.
   C. SCAEAP - The Senate will host a tour of McFadden and provide a reception for SCAEAP participants on April 30, 2008, 4:30 p.m. All senators are encouraged to attend.

6. New Business
   A. Grievance II Discussion – Lynn Boiter distributed a copy of the Grievance II policy and procedure (Attachment A). Several members of the Senate have been involved in the grievance process. Some have been interviewed and others served on a grievance committee. Impressions of the process range from disappointing to favorable. Phil Landreth moved to send the issue to the Policy and Welfare Committee. Reggie Hawthorne seconded the motion. The vote was unanimous. Several individuals familiar with the process will meet and discuss the issues and concerns that need to be addressed. The group will consist of Michael Atkins, Lynn Boiter Janice Kleck and Phil Landreth. Their concerns will be forwarded to P&W.
   B. Huron Study – Brett Dalton was introduced and welcomed by Dan Schmiedt. Dalton distributed a copy of the Huron Study. He gave a brief summary of the findings. He asked that the committee use discretion when discussing the report with individuals. The information is not confidential, but could be easily misunderstood if taken out of context. The Board considered some findings and rejected others. Dalton will provide the Senate with the Executive Summary and the cost of the report. If any questions arise after reviewing the report, forward them to Dalton for a response. The decision was made to retain the report in the Senate office.
   C. BOT Staff Awards, Dan Schmiedt. The Staff Awards Committee formalized its membership structure. The current/outgoing Staff Senate President will serve on the committee. The time commitment is limited and most of the nomination selection will be done online.
   D. Community Health Charities of South Carolina – Lawrence Nichols informed President Barker that the Senate would help coordinate this event. Karon Donald will request additional information from Rose Carmichael. The discussion was tabled pending additional information.
E. Medical Alcohol Amnesty Policy, Dan Schmiedt. The students drafted a policy addressing alcohol related issues. Several concerns were raised. Schmiedt requested that concerns be emailed to him directly.

7. Announcements
   A. The Board of Trustees Staff Awards Banquet is scheduled for Thursday, May 8.

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

Next Meeting: March 25, 2008, 9:00 AM, 801 University Union