Present: Michael Atkins, Kristina Corbett, Dave Crockett, Rose Ellen Davis-Gross, Glenda Dickson, Reggie Hawthorne, Janice Kleck, Phil Landreth, Dan Schmiedt

Absent: Tim Drake, Negar Edwards

President Dave Crockett called the meeting to order.

1. Approval of Minutes: Michael Atkins moved to approve the minutes of the July 29, 2008 Staff Senate Executive Committee meeting. Rose Ellen Davis-Gross seconded the motion.

2. Announcements from the President
   A. Academic Council, Dave Crockett. Has not met.
   B. Administrative Council, Lawrence Nichols. Has not met.
   C. Board of Trustees, Dave Crockett. Has not met.
   D. Governmental Affairs, Dave Crockett. No report.
   E. President’s Cabinet, Dave Crockett. Has not met.
   F. Other:
      1) Human Resources – Dave Crockett reported that the policy addressing cell phones is scheduled to go before Administrative Council. If the policy is approved, the target date for implementation is January 2009.
   G. Faculty Senate Update, Dave Crockett. The meeting was routine and addressed organizational issues.

3. Treasurer’s Report, Kristina Corbett. No significant changes to report.

4. Standing Committees
   A. Activities, Karon Donald for Negar Edwards.
      1) Holiday Service Project - The Activities Committee chose to support Mary’s House for the 2008 holiday donation drive. Mary’s House is a domestic violence shelter for women and their children. It is scheduled to open in Pickens County this November. Victims receive temporary housing, job training, interview assistance, and support mainstreaming back into the community. Rick Clark from the Clemson University Police Department will be asked to speak to the Senate during the November meeting.
      2) Staff Senate Retreat – The Activities Committee is requesting to move the October Senate meeting to the afternoon. The meeting will coincide with a team building experience for senators. Lunch will be served at 1:00 p.m. with the meeting occurring from 1:30 p.m. to 2:30 p.m. Senators will use the remaining time for team building activities. The consensus of the group was to move forward with the retreat as planned.
   B. Communications, Rose Ellen Davis-Gross. The committee met briefly after the August 12 Staff Senate meeting. The goals for the year were discussed. 1) Janice Kleck will be the lead senator for the development of a Staff Resource Guide. Rose Ellen and Janice will meet with Michael Atkins to discuss the initial plans. They will report back to the full committee for input. 2) The Benefits Fair is scheduled for October 7. Plans for the Benefits Fair will be made at the September 9 meeting.
   C. Membership, Phil Landreth. The committee will meet before the September 9 Senate meeting.
D. **Policy and Welfare**, Michael Atkins. P&W met briefly before the August Senate meeting.

Issues discussed were:

1) Compensatory Time – This issue is temporarily on hold.
2) Calendar Committee – A meeting with Stan Smith from the Registrar’s Office will be scheduled.
3) Staff Resource Guide – Atkins mentioned the document to Clay Steadman and he was initially supportive of the concept.
4) Salary Inequity – Information is being reviewed. It is unclear how the information can be used in a beneficial way.
5) Shuttle – The information from Human Resources is being reviewed. Concerns were expressed on the relevance of the information and how it can be used.
6) Grievance Policy/Procedures - The policy changes were discussed. It would be helpful to have a list of qualified individuals to serve on grievances.

E. **Scholarship**, Reggie Hawthorne. Scholarship is scheduled to meet on September 4, 2008, 11:00 a.m., 801 University Union. Donations to the Annual Fund are down. The Annual Fund is supported through payroll deductions and funds the scholarships directly.

5. **Unfinished Business**

A. **Staff Senate Representative to the BOT**, Dave Crockett. Eligibility requirements and characteristics of a qualified candidate are:

- Employed by Clemson University for a minimum of five years
- Shows dedication and demonstrates some degree of institutional knowledge
- Excellent verbal and written communication skills
- Exhibits self-confidence
- Past or present involvement with Clemson University or community/public service committees or organizations
- Socially interactive
- Exhibits satisfactory public speaking skills and is comfortable speaking to groups
- Must have knowledge of the administrative hierarchy of the university, and of the protocol of working within the "chain of command"
- Professional in appearance and mannerisms
- Must be comfortable when communicating with any level of university faculty/staff/administration, and not be easily intimidated
- Able to commit the personal and professional time necessary to be effective in the position (must be able to handle the non-work hour commitments and have permission of supervisor)
- Demonstrates knowledge of higher education issues (goes beyond the local ‘chain of command’ and hierarchy notion to the broader spectrum of legal and social issues that impinge on any university’s operation)
- Approach to issues is pro-active and creative (don’t merely be reactive to complaints)
- Past Senate presidential experience (or equivalent?) would be helpful but not required

The characteristics were discussed. Janice Kleck pointed out that some items on the list addresses qualifications for the position and not characteristics of the individual. The recommendation of the Executive Committee is for the Executive Committee to serve as the nomination committee. Three to five candidates will be selected to present during open forums to staff members. Forum comments will be reviewed by the Senate and the full Senate will vote on the candidates. Action items from the discussion are:

1) Dave Crockett will clarify with Angie Leidinger her idea of the staff representative position and how it would work from her perspective.
2) The Faculty Senate mentioned revising their guidelines for the faculty representative to the Board of Trustees. Dave Crockett and Michael Atkins attend the Faculty Senate meetings. They will report on any progress in this area.

3) Host a meeting of Staff Senate past presidents to discuss the issue.

4) Target date to present to the Board of Trustee is February 2009.

B. Parking – Information Item, Dave Crockett. A meeting was held with the presidents of the Undergraduate and Graduate Student Senates. Callie Boyd, Jason Schwier and Dave Crockett met for over an hour. The students gave their opinion on parking issues and provided some historical background information. The meeting was called primarily to open the channel of communication between these constituency groups. This effort will allow more collaboration in dealing with issues going forward.

C. Ad hoc Committee on Staff Development, Dave Crockett. The SDP is on hold pending confirmation of the budget for the pilot year.

6. New Business
   A. 9 Month Staff Discussion, Dave Crockett. Provost Helms asked about the notion of voluntary nine month staff schedules. In this scenario the employee would be allowed to return to twelve month status with a year of notice. The notice requirement is for budgeting purposes. The points of discussion were:
      ▪ The workloads of staff positions do not necessarily decline in the summer. This option may cause a disruption in the operations of departments. More information regarding benefits, job security and the policy/procedure for returning to twelve month status is needed to further develop this option.
      ▪ An existing policy allows employees to work 30 hours per week. That is equivalent to a 20 percent work reduction. Employees retain benefits and remain on payroll. It would be easier to maintain from a procedural view point.
   
   B. Outsourcing and Other Recommendations, Michael Atkins. Questions surrounding the Huron Report and the work of the Discovery Council still remain unanswered. The outsourcing of Printing Services and the Motor Pool has fueled speculation that other departments will follow soon. Other factors causing unease are the poor economic conditions the nation is facing and another state budget cut looming in January of 2009. The group was informed that the prior Discovery Council has been eliminated and will be restructured when the group resumes. Atkins will pursue clarifying remaining recommendations to be implemented from the Huron Report and the prior Discovery Council. He will also request that the Senate have representation on the restructured Council.
   
   C. Employee Parking for Football Games – Rose Ellen Davis-Gross will check on the parking restrictions for employees on games days. Dave Crockett will ask Beth Jarrard if it isn’t announced timely by Inside Clemson.

7. Announcements: None.

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

Next Meeting: Tuesday, September 30, 2008, 9:00 AM, 801 University Union