President Dave Crockett called the meeting to order.

1. **Approval of Minutes**: Tim Drake moved to approve the minutes of the October 28, 2008 Staff Senate Executive Committee meeting as submitted. Michael Atkins seconded the motion.

2. **Announcements from the President**
   
   A. **Academic Council**, Dave Crockett. Has not met.
   
   B. **Administrative Council**, Dave Crockett for Lawrence Nichols. The Council met on November 24. Budget discussions dominated the meeting. In a break with longstanding tradition, the presidents of the Staff and Faculty Senates were permitted to attend.
   
   C. **Board of Trustees**, Dave Crockett. The Board will not meet again until February of 2009.
   
   D. **Governmental Affairs**, Dave Crockett. The Budget and Control Board is expected to issue another budget cut when they meet on December 11.
   
   E. **President’s Cabinet**, Dave Crockett. The Cabinet met on November 24. 1) The meeting focused on the University’s budget situation and the implementation of the five-day employee furlough announced in October. President Barker followed up on his answers to some questions at the Town Meeting on November 21. To Bryan Simmons, he said he is compiling a list of administrative positions that have not been filled or re-filled. To Crockett, he said that he’s still looking at the possibility of ‘voluntary’ money savings efforts by employees (voluntary furloughs, four day weeks, 9 or 10 month staff appointments, etc.) but nothing has been decided yet. He’s also pulling together some talking points to share on the concept of ‘regulatory relief’ that the University and other schools will be pursuing with the Legislature in January. 2) Interim Chief Business Officer Steve Copeland announced that his office just learned that Clemson’s plan to unilaterally ‘amortize’ the impact of the salary reduction on non-hourly employees across the December 1, 2008-June 30, 2009 period, regardless of when an individual’s furlough time is actually taken, apparently violates federal law. Hourly employees had already been told they would have to accept salary reductions equivalent to the amount of furlough time taken in a given pay period. Copeland advised that non-hourly employees effectively had to operate under the same guidelines. With the furlough plan set to roll out the next week, the discussion homed in on how the late change would be communicated to affected faculty and staff, and how it might require an alteration of plans made by individuals to accommodate the furlough mandate after it was first announced.
   
   F. **Other**:  
      1) **Human Resources**, Lawrence Nichols. No report.
   
   G. **Faculty Senate Update**, Dave Crockett. The Faculty Senate met on November 11. The employee furlough and budget task forces were discussed.

3. **Financial Update**, Karon Donald for Pam Hawthorne. The regular budgeted E&G spending account has $930.90 in Travel and $3,132.89 in Other. The Vending balance is $7,106.19.
4. Standing Committees
   A. Activities, Negar Edwards. The donation boxes will be collected on December 5. An e-mail reminder of the upcoming deadline for donations will be sent to campus.
   B. Communications, Rose Ellen Davis-Gross. As budget issues unfold, the Communications Committee is working on ways to reach staff without access to e-mail or the Internet. The Committee was asked to think of ways to accomplish this, and report back to Rose Ellen.
   C. Membership, Phil Landreth. The bylaws do not adequately address excused absences. Membership will discuss the issue and make a recommendation at a later date.
   D. Policy and Welfare, Michael Atkins. 1) The Senate has pushed in the past for a formal policy mandating that service on the Staff Senate be included on the EPMS. Michael Atkins will pursue the issue with P&W. 2) P&W met on November 11. The group worked on questions and suggestion related to the University’s budget. The information will be compiled and presented to the Senate before finalizing and submitting to President Barker. 3) The Calendar Committee is scheduled to meet on December 3.
   E. Scholarship, Reggie Hawthorne. The Scholarship Committee is not confident about moving forward with the golf tournament scheduled for May 15. The consensus of the Executive Committee is to prepare a proposal and present to the Senate at the December 9 meeting. The goal is to obtain a commitment from the senators to assist with all aspects of the tournament before moving forward.

5. Unfinished Business
   A. Staff Senate Representative to the BOT - Dave Crockett discussed the issue with John Ballato, the Faculty Representative to the Board. Crockett Expressed his concern that the timing may not be right to pursue the issue, Ballato disagreed. Crockett will resend the draft document outlining the process and charge of a staff representative to the Executive Committee for review. Crockett will schedule a meeting with Angie Leidinger to discuss further.
   B. Staff Development Plan – The SDP is moving forward quietly until the budget can be confirmed.

6. New Business
   A. Discussion - Resolution of Appreciation for Tom Ward, Staff Ombudsman. Dave Crockett shared a draft resolution expressing the Senate’s appreciation for Tom Ward. After much discussion, the group decided a letter of appreciation was more appropriate. Tom Ward will be invited as a guest speaker in the near future. Some of the new senators may not be familiar with his role on campus.
   B. At Fault Accidents and Employee Suspension – Phil Landreth serves as the Staff Senate representative on the Accident Review Board. He was asked to find out the Senate’s opinion on creating a policy that suspends employees from operating University vehicles after an at fault accident. A progressive or tiered policy, depending on the severity of the infraction, was recommended. The Executive Committee requested to see the draft policy before rendering any formal opinion.
   C. Teleconferencing Options – Off campus senators are restricted from attending meetings due to recent cuts in travel budgets. They requested we add a teleconferencing option. Dave Crockett will research and report back at the next meeting.
   D. Survey – Janice Kleck informed the group that Dr. Knox and Dr. Hawkins are planning a staff climate survey. She recommends they contact Dave Crockett to discuss further.

7. Announcements: None.

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

Next Meeting: Tuesday, January 27, 2009, 9:00 AM, 801 University Union