Present: Michael Atkins, Dave Crockett, Rose Ellen Davis-Gross, Glenda Dickson, Negar Edwards, Pam Hawthorne, Reggie Hawthorne, Janice Kleck

Absent: Tim Drake, Phil Landreth, Dan Schmiedt

President Dave Crockett called the meeting to order.

1. Approval of Minutes: Michael Atkins moved to approve the minutes of the December 2, 2008 Staff Senate Executive Committee meeting as amended. Janice Kleck seconded the motion.

2. Announcements from the President
   A. Academic Council, Dave Crockett. Has not met.
   B. Administrative Council, Lawrence Nichols. No report.
   C. Board of Trustees, Dave Crockett. The next meeting is scheduled for February 11-12. A report was submitted on behalf of the Senate (Attachment A).
   D. Governmental Affairs, Dave Crockett. The 118th Session of the South Carolina General Assembly convened on January 13. Governor Sanford’s 2009-2010 Executive Budget recommends additional cuts to Clemson.

   Clemson E&G: $16,698,792 Total Decrease
   Clemson PSA: $24,176,818 Total Decrease

   Other elements of Sanford's proposed budget:
   • Mandatory two-day furlough for all state employees
   • Pay plan
     - Does not include a state employee pay raise
     - Does not fund any state employee insurance premium increase
   • Higher education
     - Increased funding to state scholarships
     - HEPI (higher education price index) limitation on tuition increases
     - Endowed chairs funding eliminated

   E. President’s Cabinet, Dave Crockett. The Cabinet has not met since Tim Drake reported to the Senate on January 13.

   F. Other:
      1) Human Resources, Lawrence Nichols. No report.
      2) Voluntary Retirement and Employment Options - Dave Crockett reported on his meeting with Erin Earl and Brad Setzler regarding the Reduction in Time and Voluntary Furlough options recently announced. Crockett addressed several concerns with the details of the plans and followed up with an email to Lawrence Nichols. Crockett hopes Nichols will take his issues before Administrative Council.
      3) Faculty Senate Update, Michael Atkins and Dave Crockett. The Faculty Senate passed a resolution regarding University compliance to the Faculty Manual during the budget deliberations and decisions.
3. **Financial Update**, Pam Hawthorne. No significant changes to report since the January 13 update.

4. **Standing Committees**
   B. **Communications**, Rose Ellen Davis-Gross. The summary of the January meeting was discussed. Verbiage was changed regarding the January 13 vote to cancel/postpone the May golf tournament.
   C. **Membership**, Karon Donald for Phil Landreth. The employee listings are being compiled for the areas requiring an election. All areas will be notified by e-mail of the vacant seats and returning senators. A portion of Facilities will receive notification by mail.
   D. **Policy and Welfare**, Michael Atkins. The Committee is going to look into creating a policy to include Senate service on the EPMS.
   E. **Scholarship**, Reggie Hawthorne. Concern was expressed over the potential vote of continuing with the May 15 golf tournament. Hawthorne suggested moving forward with a plan for a fall tournament, and the issue of when and how to proceed, would be addressed later this spring once the budget for 2009-2010 is clearer.

5. **Unfinished Business**
   A. Staff Representative to the BOT, Dave Crockett. Angie Leidinger confirmed receipt of Dave Crockett’s letter. She passed the information to Chairman of the Board, Bill Hendrix for review.
   B. Staff Development Plan, Dave Crockett. No significant progress to report.
   C. Teleconferencing Options – Janice Kleck informed the group that she was successful in arranging conference calls from the Madren Conference Center. She will send Karon Donald contact information so the necessary arrangements can be made for the February 10 Senate meeting.

6. **New Business**
   A. Golf Tournament Discussion, Group. Dave Crockett will email senators informing them of the parliamentary procedure error that occurred during the January 13 meeting. Crockett will notify senators that the golf tournament issue will be revisited at the February 10 meeting and additional information regarding past tournaments will be distributed prior to the meeting. The item will be listed as an action item on the agenda.

7. **Announcements**: None.

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

**Next Meeting**: Tuesday, February 24, 2009, 9:00 AM, 801 University Union
STAFF SENATE REPORT
January 20, 2009
Dave Crockett, Senate President

STAFF ASSIST BUDGET TASK FORCES
Three individuals personally recommended by Staff Senate President Dave Crockett are among those staff serving on Budget Task Force committees. Former Senate President Richard Cowan is playing an active role in the Academic Structures and Organization Task Force. Former President Dan Schmiedt is employing his expertise with the Information Technology Task Force. Senate Administrative Assistant (and former Senator) Karon Donald is offering her assistance to the Curriculum and General Education Task Force. All three are keeping the Senate apprised of their activities, helping Senators gain insight into the mammoth assignments given to the various Task Forces and providing an avenue of feedback on their work.

STAFF REPRESENTATIVE TO THE BOARD SOUGHT
The Staff Senate Executive Committee has submitted preliminary information to Board of Trustees Chairman Bill Hendrix requesting his consideration of the idea of a Staff Representative to the Board. The concept, patterned after the Faculty Representative to the Board, seeks to improve continuity of staff input in Board deliberations by having the post filled for a three-year appointment. The person serving in the position would work in tandem with the annually elected Staff Senate President. As currently envisioned, candidates for the Staff Representative to the Board would be screened initially by the Senate’s Executive Committee. A slate of up to three final candidates would be invited to speak to the full Senate prior to election of one by the group.

PROPOSED STAFF DEVELOPMENT PROGRAM PAUSES
At the request of President Barker, the Ad Hoc Committee on Staff Development has delayed the debut of its comprehensive Staff Development Program until early in the next fiscal year. The SDP was slated for a modest pilot year launch in January with the admission of an initial slate of six participants. The participants were to work with peer review committees to fashion year-long plans for 150 hours of work in the areas of personal development, professional development and relevant university/community service (outside of their normal work schedules). Successful completion would generate a permanent base pay increase for the staff member.

However, work on the program continues. The Committee is using the time to further refine both the candidate and peer review committee selection processes, and to develop additional support materials for participants and for the program website. The Committee also recently submitted information to the Administrative and Support Structures/Organization Task Force suggesting that a broad implementation of the SDP concept might actually more than pay for itself over time by bringing greater consistency and accountability to the currently uncoordinated approach to granting performance raises to staff.