Minutes

Present: Michael Atkins, Dave Crockett, Wade Culler, Rose Ellen Davis-Gross, Tim Drake, Janice Kleck, Reggie Hawthorne, Phil Landreth

Absent: Glenda Dickson, Negar Edwards, Pam Hawthorne

President Tim Drake called the meeting to order.

1. Approval of Minutes: Phil Landreth moved to approve the minutes of the May 26, 2009 Staff Senate Executive Committee meeting as submitted. Rose Ellen Davis-Gross seconded the motion. The minutes were approved.

2. Announcements from the President: The Board held its annual retreat July 16-19 in Clemson. During this time, Tim Drake attended various meetings and social events on behalf of the Senate. Instead of Tim Drake verbally presenting the report he had previously submitted to the Board in writing, he asked Dr. Greg Hawkins from the Office of Assessment to give an overview of the Staff Opinions Survey. Time was limited, so additional information was sent to the Trustees the following week.

3. Standing Committees
   A. Activities, Negar Edwards. The committee met July 1. Items discussed were the golf tournament, Benefits Fair, holiday drive, and a retreat for senators.
   B. Communications, Wade Culler. 1) The mockup of the newsletter was discussed. Content should be sent to Dave Crockett. 2) The 25th anniversary t-shirt design was reviewed. T-shirts will be ordered for all senators. Senators serving popcorn at the Benefits Fair will receive an additional t-shirt.
   C. Membership, Phil Landreth. 1) New senators have selected or been assigned a mentor. Details of the responsibilities of the mentor and mentee are still being developed. 2) Brian Gantt representing CCIT resigned from Clemson University. His Senate seat has been offered to Jonathan Styles, the runner up in CCIT’s election.
   D. Policy and Welfare, Michael Atkins. 1) P&W received a request from a constituent regarding the Associate Degree in Office Systems Technology offered at Tri-County Tech. Clemson had a program that allowed staff to participate in the Tri-County Tech program. Clemson’s program limited participation and 3 (three) known individuals are currently on the waiting list. Clemson’s program has been canceled, but current participants taking classes are being allowed to finish. P&W will inquire into details of the program. 2) The Calendar Committee will be asked to clarify if the Christmas Eve holiday recently approved by the state is an additional holiday or a restructuring of the 12 (twelve) days state employees receive currently. 3) Tim Drake informed the group that Michelle Piekutowski prefers to discuss the information requests with P&W and members of the Executive Committee in person. A meeting will be scheduled at a later date.
   E. Scholarship, Reggie Hawthorne. Response has been slow for the golf tournament. The Executive Committee agreed to pitch in with the Scholarship Committee to make the October tournament as successful as possible. Focus will be on soliciting golfers initially.
4. Unfinished Business
   A. Staff Representative to the BOT, Tim Drake. No report.
   B. Staff Development Plan, Dave Crockett. No report.
   C. Staff Survey, Janice Kleck. Assessment is tracking visits to the survey. The tracking maximum was set at 500 (five hundred) which was reached. Dr. Knox is going to increase the maximum limitation. Provost Helms is selecting 5 (five) priority items from each survey, faculty and staff, to work on this fiscal year. Provost Helms has not communicated the mechanism for accomplishing this task to the Office of Assessment or the Staff Senate.
   D. Bylaws, Janice Kleck. P&W will work on revising the bylaws, Janice Kleck will provide assistance. Suggestions on revisions should be forwarded to Michael Atkins at atkins2@clemson.edu.

5. New Business
   A. Resolution 2009-001, Tim Drake. Ellen Gideon’s suggestion of including a “thank you” to staff in general will be added to the current version of the resolution. The updated resolution will be distributed to the Executive Committee for comment and review prior to distributing to the Senate.
   B. Fall Break is October 12-13. The Senate traditionally would meet on October 13. The decision to cancel or move the October meeting to the third Tuesday will be voted on in August.
   C. HR Availability Complaint – 1) A complaint was received about the availability of HR staff. The complaint specifically targeted availability on Wednesdays. This is the third time the Senate has been made aware of a slow or no response from HR personnel in the past two weeks. While the majority of the group understands that HR’s workload may be heavy, the issue still needs to be addressed. Resources or tools may be identified to assist staff with accessing needed information without an additional burden on HR. One member of the Executive Committee stressed the importance of an additional person from HR being assigned to attending Senate related meetings in Michelle Piekutowski absence. Tim Drake informed the group that HR employees are specializing in specific areas and another person would not have the full range of knowledge to speak to issues crossing various HR areas. 2) Frustration was expressed from members because of the lack of response from the information request submitted to HR in early June. Drake clarified that he and Rose Ellen Davis-Gross met with Piekutowski and discussed the information requests, so the Senate did receive a response, just not in the format expected. Much discussion followed. A meeting between the group and Piekutowski may be beneficial to both parties.

6. Announcements
   A. Academic Convocation is Tuesday, August 18, 2008, 9:00 a.m. Tim Drake, Dave Crockett, and Rose Ellen Davis-Gross will participate on behalf of the Senate.
   B. Graduation is Saturday, August 8, 11:00 a.m.
   C. Benefits Fair is Tuesday, October 6, 2009, 9:00 a.m.

7. Adjournment: There being no further business the meeting adjourned.

Next Meeting: Tuesday, August 25, 2009, 9:00 a.m., University Union