Clemson University Staff Senate
Executive Committee
September 29, 2009, 9:00 AM, 801 University Union

Minutes

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

Absent: Glenda Dickson, Janice Kleck

President Tim Drake called the meeting to order.

1. Approval of Minutes: Phil Landreth moved to approve the minutes of the August 25, 2009 Staff Senate Executive Committee meeting as submitted. Dave Crockett seconded the motion. The minutes were approved.

2. Announcements from the President
   A. Board of Trustees, Tim Drake. The Staff Senate report is due for the October Board meeting by October 1.
   B. President’s Cabinet, Tim Drake. The cabinet met on September 14. Tom Jones from Facilities gave a presentation on “green cleaning”.

3. Financial Update, Pam Hawthorne. The E&G balance is $4,338.89 in Other and $1,000 in Travel. The Vending balance is $6,300.

4. Standing Committees
   A. Scholarship, Reggie Hawthorne. 1) Work continues on the golf tournament. 2) Karon Donald informed the group that contributions via payroll deduction to the Annual Fund have decreased. Special attention will be given to the reviewing the scholarship accounts and ways to increase donations over the next few months.
   B. Activities, Negar Edwards. Activities will assist with the Benefits Fair and Scholarship Golf Tournament. The Holiday Drive will kick-off in November.
   C. Communications, Wade Culler. Culler informed the group that everything is on schedule for the Benefits Fair and he asked committee chairs to submit a paragraph or more for the November newsletter.
   D. Policy and Welfare, Michael Atkins. P&W current issues are: information on outsource savings, revisions of the Staff Senate bylaws, supervisor training, number of grievances, and dissemination of policy and procedure changes through HRAC. Atkins noted that the payroll calendar has not been set because the holidays for 2010 have not been approved.

5. Unfinished Business
   A. Staff Representative to the BOT, Tim Drake. A letter will be sent to David Wilkins as a formal follow-up to an informal conversation that occurred between Drake and Wilkins during a Foundation Board meeting. Wilkins expressed a genuine interest in the addition of a staff representative. Drake will send a letter and the documents previously submitted to Angie Leidinger in January of 2009 to Wilkins.
   B. Staff Development Plan, Dave Crockett. The pilot plan announcement will coincide with the Benefits Fair. The first SDP newsletter is in the final stages of completion, and solicitation for peer review committee members will begin soon. A final report should be ready for the November Staff Senate meeting.
6. **New Business**
   A. Rose Ellen Davis-Gross informed the group that the PTMP committee has revised the 10 Principles of Parking. The document now consists of 12 principles.
   B. Dave Crockett gave a brief update on the Staff Ombudsman Evaluation Committee. He noted that as chair of the committee, he is scheduled to meet with Provost Helms on October 6th.

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

**Next Meeting:** Tuesday, November 24, 2009, 9:00 a.m., 801 University Union