

CLEMSON UNIVERSITY STAFF SENATE

Executive Committee

June 29, 2010, 8:30 AM, 801 University Union

Minutes

Present: Deb Charles, Dave Crockett, Rose Ellen Davis-Gross, Tim Drake, Negar Edwards, Laurie Haughey, Reggie Hawthorne, Chris Sober, Tina White, and Jonathan Wylie

Absent: Karen Erickson

President Rose Ellen Davis-Gross called the meeting to order.

1. **Approval of Minutes:** Tina White moved to approve the minutes of the May 25, 2010 Staff Senate Executive Committee meeting as submitted. Tim Drake seconded the motion and the vote was unanimous.
2. **Announcements from the President**
 - A. **Compensation Advisory** – The notion of instituting a peer reviewed process for staff increases is being revisited. Some of the concerns and issues discussed by Exec were fairness, back-pay, EPMS, procedures and the process.
 - B. **Board of Trustees** - The summer quarterly is scheduled for July 15-18 and reports are due by July 2 (Attachment A).
 - C. **Foundation Board** – The Board met in June. A reinvestment fee of 5% (capped at \$25,000) was approved for gifts to the Foundation.
3. **Financial Update**, Jonathan Wylie. A report was submitted (Attachment B). After a review of the accounts, Tim Drake moved to transfer the balance of Fund 49 (holding account) to the Annual Fund. Negar Edwards seconded the motion and the vote was unanimous. Rose Ellen Davis-Gross reported informally on the work of the Vending Committee. Formal notifications of awarded amounts should be forthcoming.
4. **Committees**
 - A. **Standing**
 - 1) **Communications**, Dave Crockett. Communications met via e-mail from June 15-17.
 - Next newsletter, release-date still TBD. Employee Appreciation Lunch story provided by HR may be downgraded to photo and cutline, so HR was asked for another topic for their standing column; Tom Ward will have another commentary; Angela Nixon is interested in doing profiles for both Senate and SDP newsletters; SDP update story; REDG expected to offer another column; Matt Bundrick may try his hand at summarizing website changes below. Senate profiles by Angela might be to spotlight any real ‘sparkplugs’ serving on internal committees. Committee chairs were asked for profile nominees.
 - Senate website update—Matt Bundrick is in the early stages of a revamp of the Senate website to make it more functional and attract more traffic. In addition to a more visual facelift, we are looking at an online feedback system, a simplified method for posting (possibly searching) Senate minutes, and finding a way to permit internal committee chairs to file their minutes electronically in an archive that would permit easy retrieval (could be a hook into BlackBoard).
 - SDP kudos—Pam Barnhill is willing to make personal contact with off-campus staff who were selected to participate in the SDP. Need to get her contact information.
 - 2) **Membership**, Karen Erickson. A committee update was submitted via e-mail on behalf of Membership. Items included in the update were: survey of new members, absentee reporting, and nametags for greeters assisting with Senate meetings. Jonathan Wylie moved to post attendance

records on the Senate website after HR review. Negar Edwards seconded the motion. Karon Donald will contact Michelle Piekutowski (HR) and Rose Ellen Davis-Gross will discuss with Erin Swann (legal).

- 3) **Policy and Welfare**, Laurie Haughey. Skill sets have been received from committee members. This will aid the committee in preparing, distributing and compiling information received from a questionnaire distributed nationally to HR directors. The questionnaire will be sent via a listserv per Michelle Piekutowski.
- 4) **Activities and Scholarship**, Negar Edwards and Reggie Hawthorne. The committees are working together to develop opportunities to increase awareness and support of the scholarship program.

B. Ad hoc

- 1) **Bylaws** – The bylaws were discussed at length. The group consensus was to remain with the current timeline structure and not to move to a fiscal year. Language will be changed or corrected to make the document consistent throughout. Other items discussed were time limits on open commentary, procedure for discussion when opposing views are presented, and a total review of the sections involving terms and elections.

5. Unfinished Business

- A. **Staff Senate Liaison to the Board of Trustees**, Rose Ellen Davis-Gross. Everyone was asked to review the information previously distributed and be ready to discuss at the August meeting.
- B. **State of the University Address**, Rose Ellen Davis-Gross. The date of February 17, 2011 has been confirmed with all Senate presidents. The event is tentatively scheduled from 6 p.m. to 8 p.m. at the Strom Thurmond Institute, Self Auditorium. Tina White will research streaming and report back to the committee. All Senates will be encouraged to move their February meeting to the evening of the 17th. The auditorium will be available early for groups that have business prior to the State of the University address.
- C. **Fundraising**, Rose Ellen Davis-Gross. No update.

6. New Business

- A. **Nametags**, Rose Ellen Davis-Gross. The group agreed to order nametags for the executive committee. The nametags will have the academic seal and will be engraved.
- B. **Good, Bad and Ugly**, Rose Ellen Davis-Gross. Marvin Carmichael has asked for names of individuals that would be forthcoming regarding the good, bad and ugly of Clemson University. Rose Ellen Davis-Gross asked for each member to submit 2 or 3 recommendations to her. Include general information on why the person was recommended and contact information.

7. Announcements

- A. **Parking Services RFP** – The RFP was briefly discussed. Everyone was asked to review the documents for additional information. Rose Ellen Davis-Gross noted that Parking Advisory nor the Visioning Committee had input on the content of the RFP or notice that the bid opportunity was posted. Current and awarded bids can be viewed by visiting the links for vendors on Procurement's site.
- B. **BOT** – The Board held a special called meeting on June 24 in Greenville, SC. After a lengthy executive session, the Board approved increases in tuition and fees.

8. Adjournment – There being no further business to discuss, the meeting adjourned.

Next Meeting: Tuesday, July 27, 2010, 8:30 a.m., 801 University Union

Staff Senate Report
June 15, 2010
Rose Ellen Davis-Gross, Senate President

Staff Development Program Update

The participants for the inaugural Staff Development Program have been selected.

Those selected represent the first six of the ten classified staff bands, one unclassified position and a wide range of budget centers across the University.

Those selected include:

Rebecca Ackerman, CAFLS; Vivian Ashworth, Facilities; Della Baker, PSA; Lea Baker, ES; Roxanne Bernard, CAFLS; Gale Black, ES; Claralita Davis, Libraries; Carol Foster-Mosley, PSA; Ronald Hall, Facilities; Hal Hanvey, Jr., PSA; Geraldine Hunter, CCIT; Winnie Elaine Jones, BBS; Deborah Jones, CAFLS; Stanley Justice, ES; Esther Kauffman, AAH; Reba Kay-Purdessey, CCIT; Linda Kelly, Extension; Sandra McCurry, Facilities; Fredda Owens, Libraries; Teresa Sharpe, BBS; David Sharpe, Advancement; Wanda Smith, Facilities; Deborah Whitefield, CAFLS; Mary Whitner, Facilities; Meg Williamson, PSA.

On June 14, 2010, the participants and their supervisors met at the Madren Center for an orientation session with the SDP Steering Committee. The topics covered included an overview of the SDP concept and organization, the responsibilities of participants and their peer mentors, as well as details on how both individual and program progress will be documented and measured.

Under the guidance of peer mentors and with input from respective supervisors, each participant will have ten months to complete a proposed plan of activities including 80 hours of professional development, 30 hours of personal development and 40 hours of university-related service.

Those successfully completing their entire individual programs will earn a salary increase. Clemson, in turn, will benefit from more engaged, skilled and productive employees.

For more information about the program, please visit <http://www.clemson.edu/sdp>.

State of the University Address

The Staff Senate is working with the Faculty Senate, Undergraduate Student Government and Graduate Student Government to plan the 2011 State of the University Address. This will be the third year for this event. The State of the University provides an opportunity for faculty, staff and students to hear the

presidents of each group give updates on the year. Plans are underway to have the event streamed via the Web and allow constituents to submit questions by e-mail to give those who cannot attend an opportunity to participate.

Staff Senate Committee Updates

Scholarship and Activities – these committees are researching ways to increase payroll deductions or one-time donations to the Staff Senate Scholarship Fund. The annual Golf Tournament will not be held during 2010, and focus is being placed on developing other opportunities to enhance the fund.

Policy and Welfare – this committee set goals for the year to address issues on compensation and training/development which were identified in the Staff Survey conducted last summer as major concerns by the majority of our constituents.

Additional information about the Staff Senate and the Staff Senate newsletter can be found at <http://www.clemson.edu/staffsenate>.

Staff Senate Financial Update
Presented by Jonathan Wylie
June 28, 2010

Education & General Fund

Travel Account--\$653.62
Other (Operating cost)--\$890.91

Vending (Unrestricted Monies)

\$265.66

Staff Development Program

\$1,502.87

Endowment

2100077 (Annual Fund, Scholarship are taken from here)--\$5,899.73
New projected = \$7,458.46 + \$5,899.73 = \$13,358.19
5790091 (Spending Account)--\$32,453 move this to 66900091
66900091 ()--\$236,273.46
6090091 ()--\$55,219.62

Total Endowment

\$263,870.24 beginning

\$323,946.08 Projected ending balance

Fund 49

Holding--\$7,458.46

Scholarships

10 @ \$1,150: Totaling \$11,500