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

1. Approval of Minutes: Tim Drake moved to approve the minutes of the September 28, 2010 Staff Senate Executive Committee meeting as submitted. Deb Charles seconded the motion and the vote was unanimous.

2. Announcements from the President
   A. Board of Trustees and Clemson University Foundation – The CUF monthly newsletter was passed out and information received during the October meetings was available for review.
   B. Other:
      1) Administrative Council and Human Resources, Krissy Kaylor for Michelle Piekutowski. No report.
      2) Faculty Senate – The Men’s soccer game against Elon was a success. Rose Ellen received a signed soccer ball and it is displayed in the Senate office. Bill Surver has challenged Rose Ellen to a game of “Horse”. The challenge would take place during an upcoming Women’s basketball game. The group was unanimously in favor of Rose Ellen participating in the challenge.

3. Financial Update, Jonathan Wylie. A financial report was submitted for review (Attachment A). Tina White moved to accept the report as submitted. Tim Drake seconded the motion and the vote was unanimous.

4. Committees
   A. Standing
      1) Activities, Negar Edwards. The Holiday Drive will begin soon. Donation boxes will be distributed to drop-off locations in a few weeks. A benefactor of the drive has not been determined yet. Advertising will be sent out to encourage all faculty/staff to bring canned goods. Also, Karon will be asked to e-mail Senators and encourage them to bring canned foods to the November and December meetings.
      2) Communications, Dave Crockett. Have not met.
      3) Membership, Karen Erickson. No update.
      5) Scholarship, Reggie Hawthorne. Scholarship is working on Staff Appreciation Nights at other sponsor locations. Chick-fil-A would like to work with the Staff Senate at the beginning of 2011.
   B. Ad hoc
      1) Bylaws, Chris Sober. Additional changes were reviewed and approved.
5. **Unfinished Business**
   A. **State of the University Address** – No update.
   B. **Parking RFP**, Rose Ellen Davis-Gross. Proposals are being reviewed.
   C. **Faculty/Staff Governance Activity and Social**, Rose Ellen Davis-Gross. Everyone was reminded that the next event will be at noon after the Staff Senate meeting on November 9th. Mandy Wright confirmed that lunch can be purchased at the Clubhouse Grill or brought from home. The committee agreed that would be better than ordering all meals and receipted the payments. The Staff Senate only has one deposit account and it is currently used for fundraising. Tim Drake asked if it will be possible to order food from Seasons. Karon will be asked to check with Mandy regarding Seasons.
   D. **Conflict of Commitment/Interest Draft Policy**, Rose Ellen Davis-Gross. The list of compiled feedback was submitted to John Ballato on October 7, 2010. Clay Steadman informed Rose Ellen that the draft policy is a combined form of all policies that exist from across the university regarding conflict of commitment and interest. A meeting will be scheduled to discuss the issue further.
   E. **Future of Fundraising**, Rose Ellen Davis-Gross. Several ideas were discussed including a drawing. The prize could be tickets to a basketball game, including a stay at the Clemson House Penthouse. Also, Tim Drake offered to see if Woodburn would be available for a gala type event. An ad hoc committee may need to be formed to organize this type of event. Tim will check on dates available in the spring of 2011.

6. **New Business**
   A. **United Way Guest Speaker**, Rose Ellen Davis-Gross. The young lady profiled in President Barker’s e-mail soliciting support for the United Way would make a good guest speaker. Karon will be asked to see if she is available for the November Senate meeting. The campaign ends in December.
   B. **Staff Representation Request from Rory Goosen**, Undergraduate Student Senate President. No one on the Executive Committee volunteered for this appointment. Volunteers will be solicited at the November Senate meeting.
   C. **Staff Survey/Incivility Survey**, Rose Ellen Davis-Gross. The survey was distributed to all staff in mid October.
   D. **Appreciation Gift** – Rose Ellen mentioned stone coasters as an appreciation gift for Senators. She hopes to present a design from the company at the next meeting. The Executive Committee agreed to the idea.

7. **Announcements**
   A. Deb Charles noted that Staff Development Program (SDP) participants may be enrolling in advanced classes that they do not have the basic skills to be successful. One concern is for the employees who teach these classes. They are dealing with these participants who clearly do not have the basic computer knowledge as well as working with other faculty/staff that are not in the SDP program. Charles wanted the opinion of the committee regarding offering a basic computer class for these participants who may need it.

8. **Adjournment**: There being no further business to discuss, Dave Crockett moved to adjourn. Tim Drake seconded the motion and the meeting adjourned.

Next Meeting: Tuesday, November 30, 2010, 9:00 a.m., 801 University Union
Education & General Fund
  Travel Account--$1,000.00
  Other (Operating cost)--$3,737.32

Vending (Unrestricted Monies)
  $8,726.94

Staff Development Program
  $13,318.58

Scholarships
  10 @ $1,150: Totaling $11,500 (Committed for FY10-11)

We need to talk about scholarships for next year. At this time, since I am not there Karen will talk to you about how I believe we need to have the a motion brought to the floor for the staff senate to vote because when RE signs she is personally responsible for the money and I think some of this responsibility should fall on the senate.