Minutes

Present: Deb Charles, Dave Crockett, Rose Ellen Davis-Gross, Tim Drake, Negar Edwards, Karen Erickson, Reggie Hawthorne, Chris Sober, and Tina White

Absent: Jonathan Wylie

Guest: Krissy Kaylor for Michelle Piekutowski

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

1. Approval of Minutes: Tim Drake moved to approve the minutes of the October 26, 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 – The Winter Quarterly is scheduled for January 26-27, 2011. Reports are due to the CFO by December 31, 2010. Information is being gathered for the report. Each committee was asked to submit a brief update on the work of their committee to assist with content for the report.
   B. Budget Accountability – Brett Dalton is scheduled to give a presentation on the budget to members of the Faculty Senate immediately following their regular monthly meeting on December 14th. Staff Senators are welcome to attend if interested.
   C. Other:
      1) Administrative Council and Human Resources, Krissy Kaylor for Michelle Piekutowski. The 2011 Holiday Calendar was approved by Administrative Council. Campus was notified via e-mail and the information is posted on HR’s website.

3. Committees
   A. Standing
      1) Activities, Negar Edwards. Boxes have been distributed at various locations across campus for donations of nonperishable food.
      2) Communications, Dave Crockett. The committee is working on publicizing the State of the University address scheduled for February 2011.
      3) Membership, Karen Erickson. The group received handouts outlining the timeline for upcoming 2011 elections and revised nominations forms (Attachment A). Additionally, membership information was drafted and forwarded to Communications for the Staff Senate website.
      4) Policy and Welfare, Tim Drake. 1) P&W members are working on campus pedestrian safety issues. Skateboards and bicycles on sidewalks is an area of concern. 2) The text introducing recipients to the survey is being finalized and Michelle Piekutowski will be asked to distribute through her HR listserv in early 2011.
      5) Scholarship, Reggie Hawthorne. The group will meet in January to plan the next event.
   B. Ad hoc
      1) Bylaws, Chris Sober. The bylaws that were revised and approved on November 9th are posted on the website. There being no further revisions to the bylaws, Rose Ellen Davis-Gross dissolved the ad hoc committee.
4. Unfinished Business
   A. **State of the University Address** – John Gouch has agreed to serve as moderator for questions submitted via e-mail and the request for streaming is in process.
   B. **Parking RFP**, Rose Ellen Davis-Gross. A respondent was brought on campus to give a presentation. The issue now resides with the VP of Student Affairs.
   C. **Conflict of Commitment/Interest Draft Policy** – Deb Charles, Tim Drake and Rose Ellen Davis-Gross met with a few members of the committee that drafted the COI policy. Results from the meeting were positive. The portion of the policy addressing commitment is going to be deleted and links to the other policies incorporated in the draft policy will be included. A faculty and staff member will be added to the committee and Tim Drake was appointed to represent the Staff Senate. Charles, Drake and Davis-Gross were asked to compile example of staff that may be negatively impacted if the policy is adopted.
   D. **Future of Fundraising** - Tim Drake will request approval to hold a spring Staff Senate fundraising event at Woodburn during the Pendleton Historic Foundation Board meeting in January. If approval is granted, Scholarship will solicit other Senators to help plan and execute the event. Work on sponsorships, event name, theme, food, entertainment and tours will need to be addressed immediately.
   E. **Appreciation Gift**, Rose Ellen Davis-Gross. The coasters were ordered. An image of the bronze tiger with the Staff Senate wordmark is printed on the coaster. The gift will be distributed at the December Senate meeting.

5. New Business
   A. **Communications** – Send suggestions regarding improvements CU could make in regards to all methods of communications to Rose Ellen Davis-Gross at regross@clemson.edu.
   B. **Capital Campaign**, Rose Ellen Davis-Gross. President Barker mentioned highlighting the Staff Senate Scholarship Fund as a way to include or incorporate staff in the campaign.
   C. **Habitat for Humanity** - Jill Evans, Executive Director of the Pickens County Habitat for Humanity will be invited to the December 14th Senate meeting. Any questions Senators may have about Habitat for Humanity and the scope of the project can be addressed at that time.
   D. **RFP** – Senators received the news release and Q&A regarding the Postal Operations Request for Proposals (Attachment B). Mail Services was told of the RFP on November 29th and the remainder of campus will be notified on November 30th. An external press release is scheduled to be distributed on December 1st.

6. Announcements
   A. The Staff Senate will meet on December 14th at the Madren Conference Center. The Holiday Social will begin at 10:00 a.m. with the Senate meeting immediately following at 10:30 a.m. Refreshments will be served.

7. Adjournment: There being no further business to discuss, Tina White moved to adjourn. Negar Edwards seconded the motion and the meeting adjourned.

**Next Meeting:** Tuesday, January 25, 2011, 9:00 a.m., 801 University Union
MEMBERSHIP COMMITTEE Info and Notes

Recap of Timeline for Elections:

1. **Officer elections**: This is straight-forward. Because we can do it at the regular Staff Senate monthly meetings and online, this process stays simple.
   a. January 11th meeting: announce that nominations are officially being accepted
   b. February 8th meeting: reminder about running for an office and the deadline
   c. March 8th meeting: deadline to accept signed nomination forms and candidates will be allotted time to address the Senate
   d. Between March – April meetings: vote online March 11th – March 21st. Requires an e-mail notification to Senate and one link to the ballot. Based upon response, a follow-up e-mail (to remind Senators to vote) may be required.
   e. Membership committee will notify the candidates of the results first. And then Communications Committee can send out a notification to all Senate.
   f. April 12th meeting: Attended by “old Senators”. Any newly-elected Senator who attends would simply be a guest. New officers take office at the conclusion of this meeting.
   g. April 12th banquet following the meeting: New Senators attend; introduction and installment of officers; good-bye to retirees

2. **Staff Senate elections**:
   a. Now – February: General recruitment
   b. January Senate meeting: (a) We will know which Budget Centers need nominations and make an announcement - request/designate one Senator per Budget Area to send out an “all call” to their constituents that nominations will be needed: can refer them to the website and more specific info to follow from the Membership Committee. Our committee should draft the text. (b) Also request each retiring Senator to personally reach out and talk to at least three people in their area re becoming a Senator.
   c. By February 9th – Karon can send out official call to staff by e-mail for nominations online and deliver the nomination packets to Facilities personnel
   d. February 25th: deadline for nominations; must turn in signed nomination form. Note that the nomination form includes the option to provide a candidacy statement. If provided, we will include this statement in the ballot.
   e. March 9th- 23rd: Voting. Online voters will receive an informational e-mail and a link to the ballot. Paper ballots will be distributed to Facilities personnel.
   f. March 24th or 25th: Count votes
   g. By March 29th: Notify the new Senators and invite them to April banquet (gives them two weeks notice re banquet)
   h. April 12th banquet: New members attend
   i. April TBA: New Senator Orientation (concurrent with Executive Board retreat)
TO: Senators

FROM: Rose Ellen Davis-Gross, President
Deb Charles, Vice-President

DATE: January 11, 2011

RE: Staff Senate Officer Nomination Form

Please use this form to nominate a Staff Senator officer for the upcoming year. You may also nominate yourself. Each nominee must be an active Senator, and this form must be signed by the nominee and his/her supervisor.

******************** NOMINATION FORM *******************

Name of Nominee: ____________________________________________

Circle appropriate office (select only one):

President Elect  Secretary  Parliamentarian  Treasurer

Signatures below indicate:

Nominee’s commitment to contribute to the organization and effectiveness of the Senate. This includes attending executive, regular monthly, and committee meetings, and at times, other University functions.

Nominee’s Signature: __________________________ Date: __________

Supervisor is aware of the nomination, with full knowledge that this service to the University will require extra time and hard work on behalf of the nominee during his/her workday.

Supervisor’s Signature: __________________________ Date: __________

Please return signed form to the Staff Senate office at 801 University Union. The deadline for accepting nominations is March 8th, at the regularly scheduled Staff Senate monthly meeting. Elections will occur though an online balloting system.
Nomination for Election
Clemson University
Staff Senate
Term: May 2011 – April 2014

A staff person may nominate himself/herself. Elections will be held in March 2011. Staff representation to the Staff Senate must meet the following criteria to be nominated:

• Nominee is committed to serve as a Staff Senate representative and, if elected, is willing to serve on various subcommittees.
• Nominee is a full-time permanent classified or unclassified staff employee in good standing with Clemson University.
• Nominee is able to attend meetings, which are held on the second Tuesday of each month for approximately two hours. Committees meet as required; dates to be advised.
• Nominee’s supervisor has been notified of the nomination and is aware of the time commitment and responsibilities. (Signature required.)

* * * * * * * * * * * * *

I wish to nominate/volunteer the following individual to represent the constituent area known as Budget Center _________ for Area/College ____________________:

Nominee’s Name

E-mail Address

Campus Telephone #

Office Address

Nominee’s Signature of Approval for Nomination

Department Number

By signing below, I acknowledge the time commitment and responsibilities which are required of Staff Senators.

Printed Name of Nominee’s Supervisor

Signature of Nominee’s Supervisor Acknowledging Nomination

NOTE: If you wish to submit a statement regarding your candidacy to be included with the ballot, please attach it to this form. This is an option; it is not required.

Return nomination by February 25, 2010 to:
Karon Donald, Staff Senate
801 University Union, Clemson, SC 29634

The Staff Senate was organized because of the need to establish a two-way forum between administrators and staff. The Senate is recognized as the voice for all classified and unclassified University employees. The success of the Senate depends upon having members who are willing to serve a three-year term (or balance of term) and to communicate ideas and concerns that relate to and affect staff and the University mission.
Postal Operations Outsourcing

Clemson explores outsourcing of postal operations

Clemson University is considering outsourcing the operations of its student post office and all campus mail services, currently managed by the university.

The university has issued a Request for Proposals from potential private-sector partners in an effort to reduce costs, enhance customer service and increase convenience to its postal customers.

Clemson is engaged in a university-wide strategic planning process to establish priorities and strategies for the next decade, and the business services area, like all institutional support units, has been asked to show how it can reduce costs and improve services.

"Pursuing these kinds of strategies will help us focus more resources on our core mission," said Brent Emerson, director of resource efficiency and process improvement. "The decision to outsource has not been made, but we are soliciting proposals so that we can make a well-informed business decision."

Clemson does not anticipate layoffs among the 12 current employees if management of postal operations is turned over to a private partner. Clemson has outsourced other service areas in the past, avoiding layoffs through reassignments, early retirement incentives and normal attrition.

University postal customers should experience no interruption of service — only improvements.

A recent student survey indicated that customers are reasonably satisfied with the student post office but suggested that more staff during peak hours, shorter lines and quicker notification for parcels would be welcome.

A team representing the university's business office, student affairs, academics and other units, will evaluate the proposals.

"We will select a vendor only if we determine the partnership will be a win/win situation," said Emerson.
Postal Operations Outsourcing Q&A — FINAL

Will student post office box fees go up?

Vendors submitting proposals will be expected to include their revenue strategies, including fees. The fees may change but the private enterprise that takes over this operation will have to be competitive with rates for box rentals charged by the U.S. Postal Service.

Will mail service to individual buildings and departments be discontinued?

The Request for Proposals specifies that the winning vendor will "receive, sort and deliver" all incoming mail. However, there may be tweaks to the delivery system since the goal is to improve service and productivity while reducing costs.

Will there be layoffs? Will staff be retained by the private company?

Clemson has been able to outsource other service areas without layoffs, through reassignments, early retirement incentives and normal attrition. The university will adhere to the same principles and approaches with this outsourcing initiative.

Who will be involved in preparing and evaluating the RFP?

The RFP was prepared by a team of finance and business professionals within the Clemson staff. The evaluation team will include a cross-section of representatives, including business, student affairs and academics. The evaluation of proposals is a very time-consuming process that requires a significant commitment from those selected to participate.