

CLEMSON UNIVERSITY STAFF SENATE
Executive Committee Minutes
February 22, 2011, 9:00 AM, 801 University Union

Present: Deb Charles, Dave Crockett, Rose Ellen Davis-Gross, Karen Erickson, Reggie Hawthorne, Chris Sober, Tina White and Jonathan Wylie

Absent: Tim Drake and Negar Edwards

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

1. **Approval of Minutes:** Jonathan Wylie moved to accept the minutes from the January 25, 2011 Staff Senate Executive Committee as written. Reggie Hawthorne seconded the motion. The vote was unanimous. The minutes were approved.
2. **Announcements from the President**
 - A. **Board of Trustees** - The Staff Senate's report to the Board is due to Brett Dalton by March 17th.
 - B. **Compensation Advisory** – The group is discussing the compensation plan.
3. **Financial Update**, Jonathan Wylie. E&G balances are \$694.64 in Travel and \$3,038.40 in Other. The Vending balance is \$7,413.77 and the Staff Development Program balance stands at \$10,641.76. Deb Charles moved to accept the report as read and Reggie Hawthorne seconded the motion. The report was unanimously approved.
4. **Committees**
 - A. **Standing**
 - 1) **Activities and Scholarship**, Reggie Hawthorne. Work continues on the Woodburn fund-raising event. See item 5D for additional information.
 - 2) **Communications**, Dave Crockett. Work continues on “birthing” a newsletter.
 - 3) **Membership**, Karen Erickson. Membership is meeting later in the month to review nominations and work on elections. The Membership web page is now live and contains links to relevant forms and records. Since the Senate did not have a regular February meeting, Karon Donald will send a reminder to Senators with the March call for agenda items e-mail regarding officer nominations/elections and other updates from Membership. Officer nominations close at the March meeting, so candidates will have an opportunity to address the Senate at that time. If an election is necessary, online voting will follow. Membership will notify the winners and Communications will notify the Senate. Nominations close on February 23rd for budget center vacancies. Jonathan Styles and Deborah Koon have exceeded the amount of absences allowed within a year. Deborah Koon is rotating off in April, so the recommendation is to forgo a letter and let her rotate off as planned. The group consensus was to proceed with a formal letter to Jonathan Styles.
 - 4) **Policy and Welfare**, Tim Drake. No report.
5. **Unfinished Business**
 - A. **Parking and Mail Services RFP**, Rose Ellen Davis-Gross. No update.
 - B. **Conflict of Commitment/Interest**, Rose Ellen Davis-Gross. Tim Drake is compiling information to share with John Ballato and Clay Steadman.
 - C. **An Evening at Woodburn**, Group. Work continues on planning the event. Tickets have been distributed to Senators and Julie Gambrell has started collecting donations.
 - D. **Habitat for Humanity**, Karon Donald. The project is still on hold due to a delay with the intended family that was selected for the house.

E. Awards Luncheon Updates – All of the assignments were reviewed and everyone encouraged in finalizing the remaining details. April is going to be a busy month.

- Membership: plaques for retirees/handing out
- Welcome to New Senators: new President – Membership will provide names
- Activities: entertainment and introduction
- Scholarship: room reservation and catering
- Policy and Welfare: centerpieces/decorations
- Communications: invitations, guest list and program
- Photographer: Karon will reserve

6. New Business: None.

7. Announcements: None.

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

Next Meeting: Tuesday, March 29, 2011, 9:00 a.m., 801 University Union