

CLEMSON UNIVERSITY STAFF SENATE

Executive Committee

May 31, 2011, 8:30 AM, 801 University Union

Minutes

Members Present: Deb Charles, Rose Ellen Davis-Gross, Tim Drake, Karen Erickson, Julie Gambrell, Beth Newton, Angela Nixon, Carol Pike, Chris Sober, Tina White, and Jonathan Wylie

1. Announcements from the President

A. Board of Trustees – The Board's next regularly scheduled meeting is July 14-17. Items to be included in the Senate's report should be submitted by June 10th to debm@clermson.edu.

B. Other:

1) **Administrative Council and Human Resources**, Michelle Piekutowski. No report.

2. **Financial Update**, Karon Donald. Karen Erickson and Jonathan Wylie are in the process of transitioning financial responsibilities. The Senate submitted a funding request to Vending and the Vending Committee is scheduled to review all requests on June 2nd. Deb Charles and Karon Donald will attend the meeting. Funds remaining for FY11 in E&G are \$9.66 in Other and \$694.64 in Travel, \$8,489.60 in SDP, and \$1,317.68 in Vending.

3. Committees

A. Standing

- 1) **Activities**, Julie Gambrell. Committee members are researching potential venues for future fund-raising events.
- 2) **Communications**, Angela Nixon. Communications met on May 11th. A template will be created for the newsletter. The newsletter we will be moving to a monthly email format that will include each month's meeting summary.
- 3) **Membership**, Karen Erickson. Membership did not meet in May. The majority of their committee work occurs between December and April, so the May meeting was cancelled.
- 4) **Policy and Welfare**, Tim Drake. Information on how other institutions handle compensatory time is being gathered and compiled. The survey addressing compensation is ready to be disseminated. Tim will contact Michelle Piekutowski to finalize remaining details.
- 5) **Scholarship**, Beth Newton and Carol Pike. The group continues to develop ideas for increasing donations through payroll deduction or fund-raising events. A timeline or direction for the year should be ready by August.

4. Unfinished Business

A. Mail Services RFP, Rose Ellen Davis-Gross. The RFP was awarded and per the campus announcement, Mail Services will be outsourced in FY12.

5. **New Business:** None.

6. **Announcements:** None.

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

Next Meeting: Tuesday, July 26, 2011, 8:30 a.m., 801 University Union