

# CLEMSON UNIVERSITY STAFF SENATE

## Executive Committee

July 26, 2011, 8:00 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, and Tina White

**Members Absent:** Chris Sober and Jonathan Wylie

**Guest:** Michelle Piekutowski

President Deb Charles welcomed everyone and called the meeting to order.

1. **Minutes:** The minutes of the May 31, 2011 Staff Senate Executive Committee meeting were approved.
2. **Announcements from the President**
  - A. **Board of Trustees** – The Board met July 14-17. Deb Charles submitted a report on behalf of the Senate (Attachment A). In addition to presenting the report, Charles was invited to attend portions of the retreat that Senate representatives have not previously attended. The contents of those meetings are confidential and cannot be shared, but Charles was pleased to participate.
  - B. **Other:**
    - 1) **Administrative Council**, Michelle Piekutowski. The last meeting was spent preparing for the July BOT meeting. The Council does not meet again until August 22. Piekutowski is now a member of the Council, so she will begin reporting on the meetings.
    - 2) **Human Resources**, Michelle Piekutowski. The Voluntary Separation and Retirement Incentive Plans are still open for eligible employees. HR has been meeting, and will continue to meet with employees, until the VSP and RIP eligibility periods close. The deadline to accept is late August and employees must separate service no later than September. For specific dates, employees should refer to their letter or contact Human Resources directly.
3. **Financial Update**, Karen Erickson. The reconciliation for June is almost complete. With the start of the new fiscal year on July 1, the allocations for the Staff Senate are as follows: Vending - \$10,000, Other - \$5090, Travel - \$1000, and Staff Development Program - \$15,000.
4. **Committees**
  - A. **Standing**
    - 1) **Activities**, Julie Gambrell. Activities did not meet in July. Potential fund raising venues were researched and the information passed to Scholarship.
    - 2) **Communications**, Angela Nixon. The newsletter will be revamped and launched in September and Communications will update the website.
    - 3) **Membership**, Karen Erickson. Membership has a page on the website that will need updating. Updates should be sent directly to Angela, copy Rose Ellen and Karon to avoid duplication. Membership is discussing recruitment ideas and looking forward to the Benefits Fair in October. In an effort to increase the Senate's visibility within the budget centers, Senators will be encouraged to bring a staff member to an upcoming meeting. Details to follow.

- 4) **Policy and Welfare**, Tim Drake. P&W met last week to continue work on a survey of peer institutions regarding compensatory time.
- 5) **Scholarship**, Beth Newton and Carol Pike. Scholarship did not meet in July. The group is considering selling candy bars and holding more “Friends and Family” events at local restaurants. A chance to win a prize is also being considered for the Benefits Fair. Employees that start or increase their payroll deduction benefiting our scholarship fund would be included in the drawing. Deb Charles announced that Provost Helms directed her capital campaign contribution the Staff Senate Scholarship Endowment.
5. **Unfinished Business:** None.
6. **New Business:**
  - A. Meeting Time (8:00 a.m. or 8:30 a.m.) - The consensus of the group was to meet monthly at 8:30 a.m. to accommodate off campus members.
7. **Announcements:**
  - A. Graduation is Saturday, August 13<sup>th</sup>.
  - B. Victor Hurst Convocation is August 23, 2011. The staff processional will begin at the Brackett Hall Atrium and end at the Brooks Center for the Performing Arts. Participants should be at their starting points by 8:15 a.m. Deb Charles, Rose Ellen Davis-Gross and Jonathan Wylie will participate on behalf of the Staff Senate. Rehearsal should occur in mid-August. Everyone is encouraged to participate.
8. **Adjournment:** There being no further business to discuss, the meeting adjourned.

**Next Meeting:** Tuesday, August 30, 2011, 8:30 a.m., 801 University Union