Members Present: Deb Charles, Rose Ellen Davis-Gross, Julie Gambrell, Beth Newton, Carol Pike, Tina White, and Jonathan Wylie

Members Absent: Tim Drake, Karen Erickson, Angela Nixon, and Chris Sober

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

1. Approval of Minutes: Tina White moved to approve the minutes of the July 26, 2011 Staff Senate Executive Committee meeting. Jonathan Wylie seconded the motion and the vote was unanimous. The minutes were approved.

2. President’s Reports
   A. Other:

3. Financial Update, Karon Donald for Karen Erickson. A report was submitted and reviewed (Attachment A).

4. Committees
   A. Standing
      1) Activities, Julie Gambrell. Activities will meet on September 6 to discuss the holiday food drive and the Chick-fil-A scholarship fundraiser.
      2) Communications, Rose Ellen Davis-Gross for Angela Nixon. Promotional megaphones were ordered as popcorn holders for the Benefits Fair and work continues on the newsletter.
      4) Policy and Welfare, Group. The draft smoking policy proposal will be shared with the Staff Senate at the September meeting.
      5) Scholarship, Beth Newton and Carol Pike. A card will be routed to all Senators for Provost Helms. The card and small gift is in appreciation of Helms’ contribution to the Staff Senate Scholarship Endowment. In addition, Senators will be asked to complete a brief survey regarding their participation in payroll deduction supporting the Senate’s scholarship program. Responses will be anonymous.

5. Unfinished Business: None.

6. New Business
   A. Incivility Survey, Group. The results were reviewed and no further discussion or follow-up is required.
   B. 2011 Staff Survey, Group. The results were reviewed and no further discussion or follow-up is required.
C. Benefits Fair, Group. The Benefits Fair is scheduled for Tuesday, October 4, 2011, Littlejohn Coliseum. HR selected a carnival theme for the event. A virtual option is being offered for employees that can’t attend. The deadline to register is September 2. The Senate booth will be very busy with four of the five standing committees planning activities for the day. We will use a “BE” theme.

- Be an Angel - Activities kicks off the holiday food drive to benefit Golden Harvest Food Bank.
- Be a Senator – Membership will be available to discuss the role and responsibilities of being a Senator.
- Be the $1 – Communications will serve popcorn in a promotional megaphone that encourages support of the scholarship program via payroll deduction. Scholarship will offer chances to win a prize for employees starting or increasing donations through payroll deduction.

D. Guest speakers for the September meeting are as follows:
   Student Disability Services, Walk and Roll in My Shoes Program
   CUPD and EMpower Clemson, Campus Safety Awareness Month

7. Announcements:
   A. Clemson will hold three graduation ceremonies in May of 2012 to accommodate the large graduating class.
   B. In an effort to show appreciation to staff, the administration distributed hundreds of football tickets to the Troy game.

8. Adjournment: There being no further business, the meeting adjourned.

Next Meeting: Tuesday, September 27, 2011, 8:30 a.m., 801 University Union
Staff Senate Account Balances as of August 29, 2011

**Education & General Fund**
- Travel Account--$1,000/$283.13
- Other (Operating cost)--$5,090/$4949.31

**Vending (Unrestricted Monies)**
- $10,000.00/$10,000

**Staff Development Program**
- $15,000.00/$13,984.82

**Annual Fund**
- 2100077 (Holding for payroll deductions and scholarship withdrawals)--$18,121.84
  - New projected $10,000 (FY12) less scholarship awards $11,500 (FY12) = $16,621.84

**Endowment**
- 5790091 (Spending Account)--$44,220.00
- 66900091 (Gifts and Additions)--$241,914.46
- 6090091 (Investments)--$85,541.14
  - Ending balance June 30, 2008 - $330,513.13
  - Ending balance June 30, 2009 - $263,870.24
  - Ending balance June 30, 2010 - $298,282.25
  - Ending balance June 30, 2011 - $371,220.56 (projected)

**Fund 49**
- Holding--$4,592.00

**Scholarships**
- 10 @ $1,150: Totaling $11,500 (Committed for FY12)