Minutes

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

Members Absent: Deb Charles, Beth Newton, and Chris Sober

Vice President Jonathan Wylie called the meeting to order at 8:30 a.m.

1. Approval of Minutes: Tina White moved to approve the minutes of the August 30, 2011 Staff Senate Executive Committee meeting. Tim Drake seconded the motion and the vote was unanimous. The minutes were approved.

2. Financial Update, Karen Erickson. No significant changes to report.

3. Committees
   A. Standing
      1) Activities, Julie Gambrell. Activities will meet September 29 to decorate boxes for the holiday food drive.
      2) Communications, Angela Nixon. Communications is working on individual assignments for the monthly newsletter and final details for the Benefits Fair.
      3) Membership, Karen Erickson. Membership met on September 20. The group reviewed vacancies and the attendance report. Carol Johnson from Budget Center 07-COES was contacted regarding her number of absences on September 26. The committee is waiting for her response. The committee is also reviewing policies and procedures.
      4) Policy and Welfare, Tim Drake. P&W has been asked to review the grievance policy, mileage calculation on involuntary reassignments, and to revisit the consulting policy. The consensus of the Executive Committee was that Deb Charles and Jonathan Wylie should discuss issues regarding the grievance and consulting policies with Michelle Piekutowski prior to P&W researching. P&W will pursue the mileage calculation on involuntary reassignments. Additionally, Adrienne Gerus from the Women’s Commission has requested a member of the Senate to serve on an ad hoc committee addressing a childcare center on campus.
      5) Scholarship, Carol Pike. The group is preparing for the Benefits Fair and promoting the next “Friends and Family” event at Chick-fil-A on October 11. Angela Nixon suggested Three Spoons for a future fundraising option.

4. Unfinished Business
   A. Benefits Fair, Group. The Benefits Fair is October 4, 2011, Littlejohn Coliseum. Everyone should send Angela Nixon their list of volunteers for the day. T-shirts are ordered and scheduled to arrive this week.
      • Activities kicks off the holiday food drive to benefit Golden Harvest Food Bank. Food donations will be collected during the day.
      • Communications will serve popcorn in a promotional megaphone that encourages support of the scholarship program via payroll deduction. The megaphones have arrived and
Wade Culler is storing in the library. Culler reserved the popcorn machine and Rose Ellen Davis-Gross is responsible for purchasing popcorn supplies at Sam’s Club.

- Scholarship will offer chances to win a prize for employees starting or increasing donations through payroll deduction. Carol Pike will provide a $50 gift card to Bi-Lo and Wal-Mart. Deb Charles has an autographed football and basketball. Rose Ellen Davis-Gross has an autographed baseball.

B. Habitat House, Karon Donald. Volunteers will provide a booth for Habitat at the Benefits Fair. Plans are to have a large stretch canvas on an easel with an imprint of the house layout in the background. Employees can sign the canvas and this will be a traveling visual for fundraising efforts and potential gift of artwork to the homeowner. In addition to distributing materials about Habitat for Humanity, a poster will demonstrate how a donation will benefit the actual build of the house. A banner, housing applications and promotional material will be provided by Pickens County Habitat for Humanity. Facilities built a model of a house that can be used throughout the project.

5. **New Business:** None.

6. **Announcements:** None.

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

**Next Meeting:** Tuesday, October 25, 2011, 8:30 a.m., 801 University Union