

CLEMSON UNIVERSITY STAFF SENATE

Executive Committee

October 25, 2011, 8:30 AM, 801 University Union

Minutes

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

Members Absent: Tim Drake

President Deb Charles called the meeting to order at 8:35 a.m.

1. **Approval of Minutes:** Tina White moved to approve the minutes of the September 27, 2011 Staff Senate Executive Committee meeting. Rose Ellen Davis-Gross seconded the motion and the vote was unanimous. The minutes were approved.
2. **President's Reports**
 - A. **Board of Trustees** – The Board met October 20-21 in Clemson. The Staff Senate's report was deferred in committee to the Board meeting. Deb Charles reported on the Senate's behalf. Charles gave an update on the items in the written report and highlighted a 2011-2012 scholarship recipient. The promotional megaphones used for the Benefits Fair were used as a prop during Charles' report and given to those in attendance.
 - B. **Compensation Advisory** – The committee met several times over the last few weeks to review the distribution of performance pay and bonuses. More information will be shared on the distribution when available.
 - C. **President's Cabinet** – The opportunity presented itself to ask about pod locations that replace vending machines and how that impacts future vending allocations. President Barker directed Deb's inquiry to Brett Dalton. Dalton's response was that the pod concept was a separate contract and proceeds from those sales will not be a part of the annual vending fund.
 - D. **Human Resources** – Deb Charles and Jonathan Wylie met with Huron consultants.
3. **Financial Update,** Karen Erickson. No significant changes to report.
4. **Committees**
 - A. **Standing**
 - 1) **Activities,** Julie Gambrell. Donation boxes will be available for food donations until November 11. Donations have been slow, so Activities will discuss ways to increase interest at their November meeting.
 - 2) **Communications,** Angela Nixon. No report.
 - 3) **Membership,** Karen Erickson. The group is working on procedures and policies to ensure consistency when handling membership issues. Policies that are being discussed are:
 - add a policy that allows the president to participate in any standing committee meeting
 - eliminate the requirement for the president to serve on a standing committee
 - identify ways to accommodate off campus senators when committee attendance is not feasible due to the travel distance
 - 4) **Policy and Welfare,** Group. Deb Charles has a meeting scheduled with Michelle Piekutowski to discuss the grievance policy, mileage calculation on involuntary reassignments, and the consulting policy.

- 5) **Scholarship**, Beth Newton and Carol Pike. The Staff Senate share of the proceeds from the afternoon and evening at Chick-fil-A was approximately \$88. The group briefly discussed way to make future events more successful.

5. Unfinished Business

- A. **Benefits Fair, Group.** The event was a success. All of the prizes were distributed and most of the payroll deduction forms have been entered into payroll. Some of the forms weren't signed, so Matt Watkins is reaching out to those individuals to obtain their signatures. Annual Giving will create a more user friendly form for the Staff Senate to use next year.
- B. **Habitat House, Karon Donald.** Work is scheduled to being on November 3. The faculty and staff workdays are scheduled through the first week in January. The schedule is November 3, 5, 10, 17, 19; December 1, 8, 10, 15, 22, 29; January 5, 7. Once we get past the first few workdays, we will work on publicity and assess our volunteer needs.
- C. **Staff Survey, Group.** Suggestions were to offer computer lab times and/or a paper option for individuals without regular computer access. Senators felt the survey results were potentially skewed because of the education level and salary range of the respondents. It was noted in the October 11 Senate meeting that some employees had difficulty with the drop box for budget area affiliation. Karon Donald will send the comments to David Knox for consideration

6. New Business

- A. **Staff Development Program, Deb Charles.** The consensus of the group is to fill the two Senate seats on the SDP with the president and president elect. Jonathan Wylie will join the group and replace Mandy Wright and his term will expire June of 2013. Deb Charles' seat will be filled by the newly elected president elect on July 1, 2012 and the term will expire July of 2013.

7. **Announcements:** None.

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

Next Meeting: Tuesday, November 29, 2011, 8:30 a.m., 801 University Union