

CLEMSON UNIVERSITY STAFF SENATE
Executive Committee
November 29, 2011, 8:30 AM, 801 University Union

Minutes

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

Members Absent: Rose Ellen Davis-Gross

President Deb Charles called the meeting to order.

1. **Approval of Minutes:** Jonathan Wylie moved to approve the minutes of the October 25, 2011 Staff Senate Executive Committee meeting. Angela Nixon seconded the motion and the vote was unanimous. The minutes were approved.
2. **President's Reports** – The BOT Winter Quarterly is scheduled for February 1-2, 2012. Reports are due to the CFO by January 16, 2012
3. **Financial Update,** Karen Erickson. Remaining balances for FY12 are: Vending \$ 7,526.30, Other \$4,311.90, Travel \$283.13, and SDP \$12,072.36. Tim Drake moved to approve the report and Carol Pike seconded the motion. The vote was unanimous and the report was approved.
4. **Committees**
 - A. **Standing**
 - 1) **Activities,** Julie Gambrell. The food drive was a success! The Senate collected 985 pounds of food. The food was delivered to Golden Harvest Food Bank. The shelves were bare, so they were very grateful for our support.
 - 2) **Communications,** Angela Nixon. Due to the lack of new business to report and the long holiday break, Communications will forgo creating a December newsletter. Instead, a holiday e-card will be distributed to staff before the holiday break. The committee will resume with the monthly newsletter in January.
 - 3) **Membership,** Karen Erickson. Jonathan Wylie announced that he will be stepping down as the Vice President/President-Elect at the December 16, 2011 Senate meeting. Wylie and his family are moving to China in 2012 to teach English. Everyone extended well wishes to the Wylie family as they prepare for their big move.
 - 4) **Policy and Welfare,** Tim Drake. Deb Charles met with Michelle Piekutowski. Piekutowski informed Charles that the days at issue in the grievance policy are days the University is open and not holidays. P&W also recommended using GIS and physical location for mileage calculation on involuntary reassignments. Currently HR drives the route from the physical location and HR did not indicate there was a need to change existing procedures. Discussion on the conflict of interest/consulting policy is on hold.
 - 5) **Scholarship,** Beth Newton and Carol Pike. Scholarship did not meet in November, but the group touched base via e-mail. The group would like to raise awareness of the Staff Senate and the scholarship fund. Discussion revolved around a signature type event associated with the Senate. Further brainstorming and discussion is needed to formalize a plan.
5. **Unfinished Business**
 - A. **Habitat House,** Karon Donald. The last workday for faculty and staff for 2011 is December 10.

6. New Business: None.

7. Announcements

- A.** The Staff Senate will meet on December 16th at the Union Recreation Center. The Senate meeting will begin at 12:00 p.m. with the Holiday Social immediately following. Lunch will be provided.
- B.** The General Faculty Meeting is December 21, 2011, 1:00 p.m., Brooks Center. Deb Charles will have an opportunity to address the audience on behalf of the Staff Senate.
- C.** The Executive Committee will not meet in December. The next meeting is January 31, 2012.

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

Next Meeting: Tuesday, January 31, 2012, 8:30 a.m., 801 University Union