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

Guests Present: John Mueller and Logan Rice

President Deb Charles called the meeting to order.

1. Approval of Minutes: Julia Lusk moved to approve the minutes of the February 28, 2012 Staff Senate Executive Committee meeting. Tina White seconded the motion, and the vote was unanimous. The minutes were approved.

2. President’s Reports
   A. Board of Trustees – The Spring Quarterly is April 19-20 in Clemson, SC.
   B. Compensation Advisory – The committee reviewed the salary reports for 2011. The reports will be available via the Office of Institutional Research within the week.
   C. Other:
      1. Human Resources, John Mueller for Michelle Piekutowski. International Employment and Taxation is now a part of HR.
      
         - Changes in HR Policies, Logan Rice. All of the HR policies are being thoroughly reviewed and updated due to the SACS review and changes caused by the appropriations budget. Some of the highlights are:

            - Various policies were combined into a single ethics policy
            - Tuition Assistance was changed to accommodate the new mini semesters
            - Telecommuting was updated to reflect the employee is responsible for a safe work environment when telecommuting
            - Other changes were made to the Employee Recognition Program, unauthorized absences, and terminal/severance pay
            - All changes are maintained on a log viewable from the policy page on HR’s website

      3. Financial Update, Karen Erickson. Vending $ 6,578.43, Other $2,328.36, Travel $-43.92, and SDP $8,174.53.

4. Committees
   A. Standing
      1) Activities, Julie Gambrell. The Awards Luncheon is April 10th following the monthly Senate meeting in Ballroom B of the Madren Center. Everyone should set-up at 9:30 a.m. (Carol/Beth – centerpieces, Karen – plaques, Julie – programs, and Karon – podium/sound).
      2) Communications, Angela Nixon. No report.
      3) Membership, Karen Erickson. Area elections are complete and the election for the SOEC representative is wrapping up today.
      4) Policy and Welfare, Tim Drake. To attain a tuition reciprocity agreement with other state institutions, a statewide policy must be agreed upon and accepted by all institutions. Registrar Stan Smith suggested meeting with Dr. Jackson to discuss further.
5) **Scholarship**, Beth Newton and Carol Pike. The group is still working on the 5K run/walk. The name is the Staff Senate Sprint for Success 5K Run/Walk and is scheduled for November 2012.

5. **Unfinished Business**
   
   A. **Habitat House**, Karon Donald and Julia Lusk. No report.
   
   B. **May Graduation**, Deb Charles. The responsibilities for participating in the graduation ceremonies in May were divided amongst Deb Charles (9:30 a.m.), Julia Lusk (6:30 p.m.), and Angela Nixon (2:00 p.m.).

6. **New Business**
   
   A. **Executive Retreat**, Julia Lusk. The retreat will be broken into two ½ day sessions. The first session will be from 8 a.m. – 11 a.m. on April 24th at the Madren Center Teleconference Room. New Senator Orientation will immediately follow the retreat. The second ½ day session will be on July 31st.
   
   B. **New Senator Orientation**, Julie Gambrell. The orientation is at 11:00 a.m. on April 24th. The tentative agenda is as follows:
   
   - Welcome – Julia Lusk, President
   - Introduction of New Senators
   - Introduction of Officers and Executive Board
   - Introduction of Guests
   - General Information – Deb Charles, President Ex-Officio
     - Purpose of the Staff Senate
     - Responsibilities of the Senate/Senators
     - Milestones
   - What to Expect
     - Before the Meetings – Karon Donald, Administrative Assistant
     - Meeting Day
       - Sample Agenda
       - Robert’s Rules – Chris Sober, Parliamentarian
     - After the Meeting – Angela Nixon, President-elect
   - Standing Committees
     - Activities – Julie Gambrell, Chair
     - Communications – Angela Nixon and Reba Kay-Purdessy, Co-Chairs
     - Membership – Karon Countryman, Chair
     - Policy & Welfare – Sarah Reeves, Chair
     - Scholarship – Beth Newton & Carol Pike, Co-Chairs
     - Committee Signups
   - Questions/Comments – Moderated by Karon Donald
   - Staff Ombudsman – Tom Ward
   - Lunch

   C. **Move-in Traffic Volunteers**, Karon Donald. The consensus of the group is to decline the invitation to participate as an organization, but we will announce the volunteer opportunity to members of the Staff Senate and Staff Development Program.

   D. **Staff Development Program**, Karon Donald. The SDP is seeking volunteers for a short-term commitment. The text of the message to be distributed to the Senate follows:

   Clemson University’s Staff Development Program’s application review committee is seeking several volunteers to help review participant applications for the FY2013 program. Volunteers will be asked to commit to a few hours per week over a 4-week period from April 16 to May 11, 2012.
1. Attend a 1.5 to 2-hour training session the week of April 16 on the evaluation and scoring process based on the SDP application evaluation rubric.

2. Attend weekly meetings from April 23 to May 11 to evaluate and score the applications. The number and duration of meetings will be determined by the number of applications received. We will endeavor to meet as few times as possible and keep meetings as short as possible.

To learn more about the SDP, go to http://www.clemson.edu/sdp.

Download the 2012-2013 SDP participant application and the SDP application guide at http://www.clemson.edu/faculty-staff/sdp/documents-forms.html.

If you are interested in becoming an SDP application review committee member, please contact Terri Vaughan, terriv@clemson.edu, or Karon Donald, karond@clemson.edu.

7. **Announcements:** None.

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

**Next Meeting:** Tuesday, April 24, 2012, 8:30 a.m., Madren Center Teleconference Room