

CLEMSON UNIVERSITY STAFF SENATE EXECUTIVE COMMITTEE

July 29, 2014, 8:30 AM, 801 University Union

Minutes

Members Present: Matt Bundrick, Leslie Doss, Julie Jones, Angela Nixon, Terri Vaughan, Tina White, and Deveraux Williams

President Matt Bundrick called the meeting to order.

1. Approval of Minutes: Terri moved to approve the minutes from the June 24, 2014 Staff Senate Executive Committee as written. Tina seconded the motion and the vote was unanimous. The minutes were approved.

2. President's Reports

A. Board of Trustees: The Board met July 17-20. Matt shared a report on behalf of the Senate.

Matt's meeting highlights:

- The Board did not agree on the tobacco free policy draft. Administrative Council has been charged with revising the policy for further consideration.
- Discussed leadership and leadership opportunities for staff with Gail DiSabatino, VP for Student Affairs.
- The Board received an update on compensation. The report stated staff are at 102% of market. The Exec group expressed frustration at HR's delay in the review of staff positions and their classifications.
- A group is working on creating a week of activities in honor of employees. A week in the fall will be dedicated for employee appreciation activities and events.
- Jackie Todd is working on an internal communications policy. President Clements assured Matt that there will be a collaborative effort in drafting the policy and the Senates would be involved.

3. Financial Update, Julie Jones. The fiscal year has not closed, so June reports are not available. Once the year has closed, the accounts will be reconciled.

4. Committees

A. Standing

- 1) **Activities,** Tina White. No report.
- 2) **Communications,** Angela Nixon. No report.
- 3) **Membership,** Deveraux Williams. A call for nominations went out a few weeks ago to CCIT and PSA. CCIT had a total of 7 nominations! Voting occurred between July 18 and July 28. No nominations were received from PSA. The consensus of the group was not to appoint two at-large members from the 3rd and 4th most votes of the CCIT elections to PSA.
- 4) **Policy and Welfare,** Terri Vaughan.
 - **Improvements needed to Gotcha Ride** – No update at this time. Terri Vaughan meeting with Dan Hofmann on July 29 and will discuss plans for Gotcha Ride.
 - **Researching payroll deduction for the Faculty/Staff meal plan offered by Clemson Home** – Andy Riggins reported that Amanda Finch did not have the number of employees who had taken advantage of the \$5 employee lunch throughout the summer.

The group wanted to use those numbers to determine whether or not we should pursue asking Clemson Home to continue the \$5 employee lunch indefinitely to replace the \$285 meal plan option. Next steps will be to discuss this with Joy Moss, Amanda Finch's direct contact.

- **Payroll deduction for Faculty/Staff computer purchases** – Terri Vaughan spoke with the Clemson Computer Store manager to see if there are any payment plans they offer to help employees buy personal computers. There are none. The P&W committee agreed that this issue is not one that affects staff globally and we will not be pursuing this any further.
 - **Employee tuition assistance for online and Internet programs** – The P&W committee agrees that this is an issue we want to continue to pursue. Next steps include reviewing past P&W meeting minutes to find out exactly where this issue stands and how to proceed.
 - **Lactation rooms/Parental benefits areas** – The P&W committee chair will discuss this issue more with the Faculty Senate at the joint Executive Board meeting. The Women's Commission is currently exploring the development of a child-care facility on campus that would include a lactation/parental benefits area.
 - **Holiday Calendar 2015** – The suggestion is to remove Fall and Spring Break from the Holiday Calendar as paid vacation days and instead offer two additional Optional Holidays. Aubrey Miller is going to discuss this issue with John Mueller and report back to the committee.
 - **Safety** – Aubrey Miller researched proposed changes to the traffic plan at the Williamston/Perimeter Road intersection per information shared by Phillip Addington. The P&W committee decided to table this issue for at least 3 months before taking additional action. At that point, it may be revisited if there is interest and/or no progress has been made on the new traffic pattern based on the University Master Plan.
 - **Parking** – 1) Dan Hofmann and Marvin Dixon increased the presence of PEOs on the section of Daniel Drive where construction company vehicles, supplies and equipment were taking up employee spaces. This seems to have resolved the issue. 2) Two employee spaces have been designated as Visitor spaces temporarily through Orientation, which has ended. This has become a non-issue.
 - **Parking Permits** – Separate motorcycle parking permits should not be required for people who pay for a valid vehicle parking permit. Terri Vaughan will address this in her meeting with Dan Hofmann on July 29.
- 5) **Scholarship**, Leslie Doss. The next joint meeting for the Clemson Z Run is August 8th. Details will be finalized so the website can be launched and online registrations can begin. Scholarship needs volunteers to serve on some of the ad hoc committees for the race (obstacle, signage, etc.).

5. Unfinished Business

- A. **Provost Search**, Angela Nixon. An offer has been extended and accepted for the position. Look for an announcement soon.
- B. **Joint Exec Meeting**, Karon Donald. The joint meeting will be Tuesday, August 12, 8:30 a.m., Training Room II, Madren Conference Center.

6. New Business

- A. **State Outreach** – Tina volunteered to take a lead role in planning the outreach events. Hopefully the first meeting can be planned for September in Greenville.
- B. **Retreat** – Activities suggested a bus tour of CU-ICAR, CBBS Greenville One Building, and Clemson facilities at Patewood.

C. Guest Speakers – The group suggested a variety of speakers. Some of the speakers would be appropriate for the Senate meeting and others would be great for development events.

Suggestions were:

- Jerry Knighton, Access and Equity and Title IX
- Gerald Vander Mey, Campus Planning and Projects
- Caitlin Moore, Wellness Task Force
- Newly Appointed Executive Vice President and Provost
- Leon Wiles, Diversity
- Jerry Reel, History of Clemson University
- Student Government Representatives

7. Announcements: None.

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

Next Meeting: Tuesday, August 26, 2014, 8:30 a.m., 801 University Union