

# CLEMSON UNIVERSITY STAFF SENATE EXECUTIVE COMMITTEE

January 27, 2015, 3:00 PM, 801 University Union

## Minutes

**Members Present:** Matt Bundrick, Julie Jones, Terri Vaughan, Tina White, and Deveraux Williams

**Members Absent:** Leslie Doss and Angela Nixon

President Matt Bundrick called the meeting to order.

1. **Approval of Minutes:** Terri moved to approve the minutes from the November 25, 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. **Lactation Network Implementation Committee (LNIC)** – Three lactation rooms are in place and policies/committees are being formed to guide the process. Policies in need of discussion and establishment cover topics such as designated breaks for lactation and/or feeding and employer guidelines on the lactation network on an individual and campus-wide level. LNIC hopes to present policies to Administrative Council for approval this spring.

B. **Tuition Assistance** – A lean committee was formed to address tuition assistance issues. The committee met January 26-27. More information will be forthcoming as the committee's work continues.

#### C. Other

1. **Legislative Update**, Angela Nixon. Clemson Advocates Legislative Update – January 26, 2015 distributed via email for review.

3. **Financial Update**, Julie Jones. 1) Funds remaining in the operating budget as of January 26, 2015: (a) Vending: \$4,836.15; (b) Staff Senate funds: \$2,192.66; (c) Travel: \$450.00; (d) SDP: \$10,015.06.

The 2014 Endowment Report has been received from the CU Foundation. Funds as of June 30, 2014: (a) Endowment: \$470,395.91; (b) Endowment Spending (included in fund total) \$78,263.00; (c) Annual Fund: \$26,022.27; (d) Events: \$7,329.15. The 2015 spending allocation is \$13,185, bringing the spending account balance to \$91,448. Matt moved to transfer \$5,000 from the Staff Senate Events (5500979) to the endowment and to reinvest/roll-up \$91,448 from Spending (5790091) to the endowment. Terri seconded the motion, and the vote in favor was unanimous.

### 4. Unfinished Business

A. **State Outreach/Liaisons by Location** – Committee members discussed the possibility of combining an outreach event in Columbia with Clemson Day at the Statehouse on March 3.

### 5. New Business

A. **Scholarship Commitment** – Matt moved to increase the commitment for academic year 2015-2016 from 10 to 12 scholarships at \$1500 each, totaling \$18,000. The additional scholarships are due to the generosity of the donors and fundraisers. Terri seconded the motion, and the vote in favor was unanimous.

B. **Staff Senate Scholarship** – The deadline to apply is March 1. Last year, Student Financial Aid received 41 on time, eligible applications. Another 13 were reviewed but ineligible (GPA,

cancelled admissions, etc.) and 5 were received late (not reviewed). Matt will draft an email for campus distribution announcing the scholarships and eligibility/application information.

## **6. Committees**

### **A. Standing**

#### **1. Membership, Deveraux Williams. Call for Nominations!**

- Membership is accepting nominations for the offices of Vice President (President-Elect), Secretary, and Treasurer for 2015-2016. The term is for one year. Officers will be installed at the Annual Banquet on April 14, 2015. Nomination forms must be completed and returned before the start of the regularly scheduled Staff Senate meeting on March 10, 2015. Each candidate will have the opportunity to address the Senate at the March meeting. Voting will be conducted after the meeting in an online ballot. Elections will close at noon on March 17, 2015. The Executive Committee and Candidates will be notified of the results after they have been confirmed by the Membership Committee. Nominations received as of January 26 are as follows: Deveraux Williams for Vice President, Laura Clay for Treasurer, and Judy Pruitt for Secretary.
- Membership will begin soliciting for new Senators. Areas with vacancies will be notified via email this month.

#### **2. Policy and Welfare, Terri Vaughan.** The Staff Senate Policy and Welfare Committee would like to ask Aramark to send a representative to Staff Senate meetings, as a guest, quarterly so they can give us an update on dining options for employees. Since the employee discounts seem to be up for renewal every semester, we have to keep going back to Aramark to find out whether or not there are employee options available. 2) P&W chair will be meeting with Dan Hofmann next week to get updates to the Douthit Hills parking situation and to discuss parking and transportation issues that have been brought to the committee.

## **7. Announcements**

- A.** Matt Watkins accepted a one-year AmeriCorps position in Vero Beach, Florida. He will start the last week in February. Annual Giving hasn't selected a person to support the Staff Senate fundraising efforts, but they should be contact soon.
- B.** HR Partners donated \$100 to the Staff Senate Scholarship Fund as a part of their departmental holiday celebration.

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

Next Meeting: Tuesday, February 24, 2015, 8:30 a.m., 801 University Union