

CLEMSON UNIVERSITY STAFF SENATE EXECUTIVE COMMITTEE

November 24, 2015, 8:30 AM, 801 University Union

Minutes

Present: Roberta Balliet (conference call), Matt Bundrick (conference call), Karon Donald (program coordinator), Leslie Doss, Julie Jones, Amanda Menefee, Tina White, and Deveraux Williams

Absent: Jeff Leyh and Terri Vaughan

President Tina White called the meeting to order.

1. **Approval of Minutes:** The minutes of the October 27, 2015 Staff Senate Executive Committee meeting were approved as written.
2. **President's Reports**
 - A. **Other**
 1. **Human Resources**, Jim Kerr. OHR would like 15-20 minutes to offer a brief update on the GO LIVE of PeopleSoft/Hiring during the December 8th Staff Senate meeting.
3. **Financial Update**, Julie Jones. Funds remaining in the operating budget as of November 23rd are (a) Vending: \$5,956.57; (b) Staff Senate funds: \$3,234.60; (c) Travel: \$23.76; (d) SDP: \$4,458.17.
4. **Unfinished Business**
 - A. **Open Forum** – Tina will send administrators a link to the Staff Senate website so they may review comments from the open forum.
5. **New Business**
 - A. **Paw Pantry** – Karon met with members from Student Affairs and Student Government regarding the campus food pantry. A small office and storage space beside Chili's Too has been designated for the pantry. Current plans are for the pantry to be run by volunteers. Several organizations are going to help stock the shelves. Items the Staff Senate may be able to help them with are:
 - 1) Wire shelving to allow more storage space within the closet
 - 2) A reception area desk unit with more storage beneath it (as discussed, we really like the wrap-around desk idea with lockable drawers or something of that nature)
 - 3) Grocery-store type food scanners and IT programming to code them to our specific inventory (this works really well at keeping track of items at other schools)
 - B. **College Reorganization**, Matt Bundrick. The group discussed how the reorganization may impact the Senate elections in March. Membership will revisit the membership roster once the reorganization is completed.
 - C. **Donor Appreciation Event**, Tina White. The President's Office has approved the use of the President's Suite for a donor event on December 8th. Due to the late notice of the reservation approval and busy December schedule, the donor event will be a holiday social for Senators and special guests. If funds permit, donors may be recognized in the spring.
 - D. **Faculty Open Forum** – Todd May has granted permission to share a draft Open Forum essay that he plans to submit to the Faculty Senate in early January. Todd also approved further distribution of his essay outside of the Open Forum. He wants staff to feel ratified by some support, but since his goal is to get faculty on board, he believes that waiting until the beginning of next semester to post as an Open Forum is best (Attachment).

6. Committees

A. Standing

1. **Activities**, Roberta Balliet. The committee will meet on December 8th to discuss ways to support the food pantry.
2. **Communications**, Jeff Leyh. Jeff has resigned as committee chair. He has assumed a new position and the demands on his time will not allow him to continue in a leadership role. He will remain on the Senate. Julie agreed to serve out the remainder of the year as committee chair.
3. **Membership**, Deveraux Williams. No report.
4. **Policy and Welfare**, Terri Vaughan. The committee met and reviewed and edited the notes from the forum.
5. **Scholarship**, Leslie Doss. Campus Banner and Design is working on a logo for the Staff Senate Spring Soiree.

7. **Announcements**: None.

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

Next Meeting: Tuesday, January 26, 2016, 8:30 a.m., 801 University Union