

# CLEMSON UNIVERSITY STAFF SENATE EXECUTIVE COMMITTEE

February 23, 2016, 8:30 AM, 801 University Union

## Minutes

**Present:** Roberta Balliet, Karon Donald (program coordinator), Leslie Doss, Julie Jones, Amanda Menefee, Tina White, Terri Vaughan, and Deveraux Williams

**Absent:** Matt Bundrick

President Tina White called the meeting to order.

1. **Approval of Minutes:** Terri moved to approve the minutes of the January 26, 2016 Staff Senate Executive Committee meeting as written. Roberta seconded the motion and the minutes were approved.
2. **President's Reports**
  - A. **Meeting with Brett Dalton, Tom Dobbins, and Provost Jones** – The meeting to discuss open forum comments has been rescheduled to March 8<sup>th</sup>. Tina asked Exec for assistance selecting issues to address during the meeting. Some of the topics suggested were tuition assistance, classification/compensation, and the Conflict of Interest policy the Provost distributed via email earlier this year.
  - B. **Strategic Framework for Diversity Plan** – Max Allen asked if Janelle Chiasera (American Council of Education Fellow) could present the strategic framework for the 5 year diversity plan to the Senate. Exec would like to meet with Janelle in March. Depending on the presentation, Janelle may present to the full Senate in April.
  - C. **Other**
    1. **Human Resources**, Jim Kerr. No report.
3. **Financial Update**, Julie Jones. Funds remaining in the operating budget as of February 22<sup>nd</sup> are (a) Vending: \$4,983.24; (b) Staff Senate funds: \$2,850.10; (c) Travel: \$23.76; (d) SDP: \$1,959.06.
4. **Unfinished Business**
  - A. **Open Forum Updates** – See 2A.
  - B. **State Outreach** – The Staff Senate is hosting a forum for staff who work in the Charleston area on Tuesday, March 15, 2:30 p.m. at the Clemson University Restoration Institute. Refreshments and tours of the SCE&G Energy Innovation Center will be provided. Registration is required. Roberta is working on a group rate for baseball tickets and possibly passes for the Exec members in attendance. Julie is researching hotels close to the Joe Riley Stadium. Terri is checking on the Public Affairs van.
  - C. **March Senate Meeting**
    - Last Call for Officer Nominations – Senators are required to submit signed nomination forms no later than the beginning of the March Staff Senate meeting. Tina will ask senators for any remaining forms.
5. **New Business**
  - A. **VP of Marketing/Communication Search Committee**, Tina White. Tina and Terri volunteered to serve on the search committee. Tina will submit the names.
6. **Committees**
  - A. **Standing**
    1. **Activities**, Roberta Balliet.
      - Paw Pantry – Activities will continue to support the Backpack Program until the Paw Pantry is operational.

- Planetarium Visit – The March 8<sup>th</sup> Senate meeting will be held at the Clemson University Planetarium. A short meeting will occur first in the theatre—about 15 minutes. The show will be about 45 minutes. The planetarium is located in 112 Kinard Laboratory of Physics. It seats up to 40.
2. **Communications**, Julie Jones. The group commended Julie on the quick turnaround on the February newsletter.
  3. **Membership**, Deveraux Williams. Membership met on February 17<sup>th</sup> to discuss the nominations received and plan the elections. Details below.
    - Have 7 new appointed Senators (no election necessary)
    - Will have (4) elections (Athletics [3], Research [4], Facilities [2], & School of Ed [2])  
Election are Feb. 23-March 1
    - Got a nomination for each officer except Secretary (Due March 8th)
    - Bindu & Shelly will be the new co-chairs for Membership
  4. **Policy and Welfare**, Terri Vaughan. 1) The P&W Committee discussed the main points of the Separation Policy draft and agreed that the committee chair would complete the stakeholder feedback form and include all comments that had been received from staff senators regarding the policy. The form has been sent to all P&W committee members for their review and once approved will be sent to OHR on Monday, February 22 (Attachment). 2) Committee members also discussed the Classification and Compensation Study Project report. We tried to determine next steps for discussing the findings from the report in an effort to convey the urgency with which compensation needed to be addressed. Committee members will read all 83 slides from the report and highlight talking points. We agreed that the first line of communication about the findings should be with Tina and Deveraux so they can share our thoughts with the administration in hopes of finding someone who will listen to our concerns and maybe help with some advice on how we can push for a better compensation plan. Committee members will submit their comments to the committee chair by Tuesday, February 23. 3) Matt gave an update on the status of the golf cart safety concerns that have been expressed by senators and constituents alike. Parking and Transportation Services is working on a solution to make sure all golf cart drivers as well as pedestrians and other vehicle drivers are safe. 4) Wendy suggested that we ask Parking and Transportation Services to provide a shuttle for folks to ride to the Madren Center for the Staff Senate meetings. The committee chair has emailed Dan Hofmann and asked for advice regarding the suggestion.
  5. **Scholarship**, Leslie Doss.
    - **Spring Soiree** – Plans are moving forward for the event.
      - Menu options are being reviewed
      - Auction items are starting to come in
      - Reggie Hawthorne has agreed to provide the beer and wine tasting free of charge
      - Grad students have offered to work on marketing
      - Volunteer t-shirts for senators should arrive by the March 8<sup>th</sup> meeting

## 7. Announcements

- A. **Annual Luncheon** - The April 12<sup>th</sup> meeting has been rescheduled to Tuesday, April 19<sup>th</sup>. The annual luncheon will follow the meeting on the 19<sup>th</sup>.

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

Next Meeting: Tuesday, March 29, 2016, 8:30 a.m., 801 University Union