Clemson University Staff Senate Executive Committee
January 30, 2018, 8:30 a.m., 801 University Union

Minutes

Members Attending: Roberta Balliet, Leigh Dodson, Leslie Doss, JoAnna Floyd, Alex Foster (Program Assistant), Shelly Geer, Janeen Putman, Tonyia Stewart, and Deveraux Williams

Members Absent: Karon Donald (Program Coordinator), Dan Hofmann, and Bindu Rangaraju

1. Approval of Minutes: Deveraux Williams moved to approve the minutes from the November 28, 2017 Staff Senate Executive Committee meeting as written. Roberta Balliet seconded the motion and the vote was unanimous. The minutes were approved.

2. Financial Update, Leslie Doss. FY18 funds as of January 7th were (a) Vending: $9,721.12; (b) Staff Senate operating: $2,706.49; (c) Staff Senate travel: $308.60; (d) SDP: N/A [budget not populated yet]; (e) Fund 12 PSA/Extension Outreach: $6,608.49.

3. Unfinished Business
   A. CSI:Clemson – This camp is offered to rising 5th through rising 7th graders. There is more information about the camp on our website (http://www.clemson.edu/centers-institutes/culsoc/summer-camps.html). The tentative dates for the camp would be the week of July 23-27 or July 30- August 3. The camp normally costs $100 per kid for all three days, but for this camp we would only charge for the supplies. That would be about $5 per kid per day. So, $15 per kid for 16 kids would be $240. We can charge the parents the $15 or with your help find another option for payment. We are however concerned that if the camp is free of charge that the participants may not show up for the full camp. In the past we have offered a couple spots in are camp free of charge to students in need, and not realizing the value of the camp the students only showed up for 1 day of the 5-day camp. We really want to make our camp a success, which would mean having each child participates fully. In order to achieve this we believe it would be best if the child had an interest in science. As for determining need, we were hoping the senate could help us with that part. Ideally, we would like to offer this camp to families who normally would not be able to participate because of financial constraints. Basally we do not want to offer this camp to babysit, but to provide opportunities for children who normally would not receive them. Submitted by Katherine Freeman, CULSOC Instructor and Lab Technician.

4. New Business
   A. Annual Scholarship Commitment Form – Business regarding the Annual Scholarship Commitment form has been tabled until further notice or Karon’s return. The one note is that this commitment from the Staff Senate is due to be turned in, signed and approved by Staff Senate President Leigh Dodson next month (February).
   B. State Outreach Discussion (1st Week of March) – The Executive Committee has narrowed down date range options for this outreach to the week of February 26 or the week of March 5, 2018. With that being said, it tentatively looks as if the week of March 5-7 works best for the majority of the group. The committee would prefer to go with the catering option for this year, as opposed to having Alex’s vehicle pick up food before each forum again. Alex sent out route logistics from last year to the group, and Leigh will possibly check with George Askew to see if there is a full, efficient route that they have used in the past, as PSA has visited all of the REC’s on multiple occasions before and might have a highly efficient route mapped out. Exec would like to add Charleston to the list for the trip this year, but will not do so if attendance looks to be poor for that location. Tentative attendees are: Deveraux, Alex, Bert, Shelly, JoAnna, and Karon. The group will need to check with Dan and Bindu, who were not in attendance at today’s meeting.
5. **Committees**  
   A. Standing  
      1. Activities, Roberta Balliet. Activities has been discussing the idea of booking another painting outing for Staff Senate team building purposes. Roberta will take back any ideas to the Activities Committee in order to come up with a few dates as options. From what it seems, Exec would actually prefer to go with a pottery/ceramic outing at Glazed of Clemson, as this would be something different and new. Janeed volunteered to contact Glazed, as she if familiar with them, in order to discuss some group options and discounts. On another note, Military Appreciation has been announced for the Duke game for the upcoming football season in the next to last week of November 2018, which is around the same time we have been hosting the reception in the past, so the committee needs to decide what the pins will look like this year without having won a national championship. Roberta introduced the tentative idea to go with a pin that has the USA flag and a blue South Carolina flag with the palmetto tree.  
      2. Communications, Bindu Rangaraju. No report.  
         a. Updated Officer Nomination Form – The updated nomination form is now in Box under the Membership folder. The form has been updated the upcoming year, made to have a separate signature and acknowledgment from both the potential staff senate nominee as well as their supervisor. JoAnna mentioned that it should be noted as previously discussed that the staff member will not be expected to take any personal leave in order to attend monthly Staff Senate meetings. Deveraux and Shelly assured that they will reflect this suggestion and any other changes to the form before it is sent for distribution. The committee agreed that all nominees running for Staff Senate should address senators at the March meeting to explain why they would be best suited to serve for their respective areas. Alex came up with wording along the lines of “…we ask that you attend the monthly meeting on March 13 in order to address the Staff Senate…” i.e. “we ask that you” in order to strongly encourage them to speak.  
            b. Requested Eligible Staff Listings for Budget Centers  
            c. Staff Senator Eligibility (2nd Term and Retirement)  
      4. Policy and Welfare, JoAnna Floyd.  
         a. Responses from the Staff Senate Survey – JoAnna will ask for the original message or verbiage from HR and report back to Exec with how to proceed further.  
         b. Comp/Overtime Policy and Communication to Staff Senate  
         c. Update from P&W Meeting with HR (on Jan. 16) – HR was willing and able to answer all questions asked by P&W. JoAnna discussed releasing the Q&A document, not on the website but to send to Alex and Karon in order to send out with the next Staff Senate meeting agenda, but no official plans have been made yet.  
      5. Scholarship, Tonyia Stewart.  
         a. Spring Soiree – Scholarship has decided that the bar this year will strictly run as a cash bar as opposed to selling drink tickets which just hasn’t worked as efficiently as necessary in the past. Tonyia is hoping that Reggie Hawthorne (drink vendor) will donate some of that cash bar money toward the Staff Senate Scholarship, as he will be allowed to keep his profits personally. Alex will talk to Kayla Cleveland regarding Manna from Heaven catering the Soiree again and will inform the committee at the next meeting. Jeff Bright, now a staff senator, will serve again as MC/DJ for the event, as he has done a phenomenal job in the past. Tonyia mentioned wanting to do paper tickets, such as giving out 5-10 tickets to each Staff Senator and asking them to sell all or as many of the tickets as possible to friends, family, and coworkers. Janeed suggested raffle prizes for senators who sell the most tickets. Tonyia has a large list of companies that donated to boosters back in the day when she was in Daniel and will likely reach out to those companies to see if they would be interested in supporting the...
soiree. Scholarship will also look into setting something up with Zaxbys, Chipotle, Todaros, etc. for a fundraising night. For example, Todaros will host a fundraiser all day long during which guests don’t even have to say anything to get proceeds donated to the Staff Senate Scholarship fund. Further findings regarding this will be reported back to Exec and to the Staff Senate by Tonyia.

6. **Announcements**

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

Next Meeting: Tuesday, February 27, 2018, 8:30 a.m., 801 University Union