

Minutes

Members Present: Alesia Smith (chair), Jerry Knighton, Constancio Nakuma, Kellye Whitaker, Rhondda Thomas, Bruce Ransom, Rosa Grayden, Latoya Maddox, Curtis White (ex officio)
Guests: Karleshia Kakraba (grad student representative attending for Earl Huff)

1. Approval of Minutes: November 23, 2020
Ransom, Knighton. Seconded. Approved
2. Financial Update, Karon Donald. The Division of Inclusion and Equity moved to Shared Services for financial oversight and approval as of December 1st. Their services and scope of work are outlined in the PowerPoint in Box. I will continue to manage your budgets and process your requisition requests, but Shared Services will approve and issue the purchase orders and pay the invoices. Clemson has “NO PO, No Pay” and “Honorariums” policies. There are exceptions to both and noted in the policies. In a nutshell, vendors (businesses, guest speakers requiring a fee, etc.) must be registered and approved in BuyWays and a purchase order issued **before** services are rendered. It takes approximately a month to register a supplier and issue a purchase order.

Expenditures for Kwanzaa: Vaughn Newman/The Studio \$750, and HOTEPEP \$1,000.

3. Committee Reports
 - A. Faculty
Shirley Timmons and Maya Hilsop were nominated for consideration for open Faculty Commissioner seat. We have requested an updated list of faculty so that additional names can be considered.
 - B. Staff
 - C. Students
 - D. Alumni
 - E. Community
 - F. Communication
 - G. Programming and Events
 - H. Strategic Plan
4. Old Business:
 - A. Appoint Commissioner to fill vacancy
 - B. CBE Secretary Position
Select commissioners volunteered to rotate taking minutes until end of semester. Curtis volunteered for March. Kellye volunteered for April. Will vote on position at end of semester
 - C. Constituent Issue and Case Study
 - D. Monthly meeting
5. New Business
 - A. Regina Thompson and Lunch Lecture Series

**Monday, January 25, 2021
3:00 p.m., Zoom Online Meeting**

Dr. Roy Jones was our next scheduled speaker. Alesia will reach out to gauge availability and interest.

B. CBE Spring Open Forum

Checking President Clements availability for April. Committee formed to plan event flow in virtual environment.

C. Community Policing Forum with TCTC

D. Curtis White has offered a \$250 annual award for 5 years that will alternate between faculty and staff to encourage increased engagement with the CBE. Will vote on proposal at next meeting.

E. Unmarked Graves at Woodland Cemetery Project

Rhondda has asked the CBE to get its constituency organized to discuss this project before the end of the semester.