



**Minutes
May 25, 2022
Business Meeting**

Members Present: Michelle Altman, Brian Beer, Chad Carter, Mallory Maher, Jason Gore, Susan Lunt, Charley Maxwell, Jaime Pohlman, Freddricka Pressley, Faith Isreal, Chase Baillie, Phillip Carnley, Elizabeth Snipes, Janine Sutter, Weatherly Thomas, Mark Cathcart

Welcome

Faith Isreal

Administrative Update

Faith Isreal

Faith shared administrative update from Extension Leadership Team

- Mrs. Legette shared our letter with leadership team regarding cost of living, pay compression, and a merit-based rate. The letter was shared with the administrative team and was sent to CU human resources for review. Dr. Dobbins shared the letter with Dean Belli and the provost for review. It was also recommended that Mr. Tony Wagner (executive VP for University Finance and operations) review our letter. Currently waiting on a response for all parties, when a response is given, Faith will be contacted and given further recommendations for extension Senate.
- Dobbins thanked associations for the great professional development and engagement opportunities.
- Planning is underway for joint conference with Clemson Extension and SC State 1890 December 5-7
- Encouraged extension personnel to follow established extension Senate protocol.

Association Reports

SCAEAP

Alivia Gunter, President

Jaime shared association reports from Alivia Gunter:

- Variety of speakers at conference
- Dobbins round table
- Adobe sign training
- List of officers for 22-23 given

SCACAA

Zack Snipes, President

Jaime shared association reports from Zack Snipes:

- 101 agents in attendance
- Legislative updates and address from Dr. Dobbins
- New officers were installed
- SC #2 in southeast with number of submissions for communication awards
- Several members running for national awards
- Dobbins addressed salary issues presented by the letter signed by all the associations

SCAE-4HA**Lauren Hood, President**

Mallory Maher shared SCAE4-HA report on behalf of Lauren Hood

- Oct. National meeting to be held
- Janine Sutter has arranged monthly trainings
- Meghan Barkley will be the new president

SC-ANREP**Kim Morganello**

Susan Lunt shared SC-ANREP report on behalf of Kim Morganello

- A dozen members in Kalamazoo for national meeting
- Next meeting planned for fall

Committee Reports

- **Organization & Policy**

No report.

- Chad Carter & Freddricka Pressley agreed to join.

- **Ad-hoc**

- Awareness committee: full support of president's office, Faith asked members to please share Extension awareness and engagement survey. Should take less than 10 minutes. Going out to everyone in Extension. Survey addresses what connections they have on campus.
- Chase Baillie asked for survey to be promoted from other avenues other than Dobbin's office.
- Faith said that new hires need to know about extension Senate and what it serves to do. Survey to be released in the next two weeks.
- Mark Cathcartt encouraged everyone to share survey and be truthful in their response
- Members agreed that nothing will improve if steps to do so are not taken
- Jaime Pohlman agreed to join ad-hoc committee
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- **Welfare**

- no updates (Adam Kantrovich not present)
- Chad Carter agreed to join

- **Recognition**

- Freddricka Pressley to serve as new chair of Recognition Committee
- Weatherly Thomas, Brian Beer, Phillip Carnley have agreed to serve on recognition committee.

- **Presentation: Clemson Ombudsman: Tessa Byer**

- The purpose of the Ombuds office is to provide a safe space for members of the Clemson community to share concerns.
- Coaching, helping to figure out options, referral to next steps
- Goal: create global change in Clemson to proactively prevent conflict
- Standards of practice: Neutral 3 party, always informal, independent department, confidential.

Approval of Minutes

- Faith Isreal distributed the March 16, 2022, meeting minutes via email to all members, and asked if there were any questions.
- Motion made by Brian Beer to accept the minutes.
- Seconded by Chad Carter.
- Vote passed to accept the minutes.

Old Business

- Resolution chart
 - Faith shared her story about pre-knowledge of Senate and her experience in various roles. She desires to have a system in place for new hires who are unfamiliar with Extension Senate. Faith shared updated resolution chart: Liaison is the only new element added to chart from previous years flow of concern. Faith mentioned that input was taken from last meeting and now concerns can be shared online as an alternative in “share your concerns” tab. Faith thanked Charley for the idea of online form. Online forms be shared directly with their region Senator and executive committee. Faith shared “members” tab.
- Senate president shares at ELT meetings with all program team leaders, district directors, & field ops leaders.
 - Faith gave an update from meeting: Sign in sheets update: ethnicity and name can’t be combined on a shared document.
- Brian Beer asked a question about previous concern getting stalled, and not everything needing a resolution. He likes that the updated chart allows Senate body to push an issue forward.
- Chad Charter asked for a motion to be amended for the executive Senate box to be removed from flow chart. He recommends Senators to bring issue directly to open Senate and request to be added to agenda.
 - Chase Ballie stated that box be edited not removed.
- Charley Maxwell is worried future president would be gate keeper and requests that the chart defined in constitution to avoid future issues.
- Move to amend box to say “notification to be added to meeting agenda”.
- Mallory mentioned that updated chart helps to organize concerns.
- Mark mentioned editing box to read easier but that is needed to help keep concerns organized.
 - Chad mentioned that his concern is that executive committee box is not defined.
 - Chad withdrew his motion to edit box.
 - Brian makes a motion to state that exec committee is contacted to add item to agenda.
 - Chad seconded motion.

- Jason asked for approval of motion. No nays, all members in agreement.
- Jason recommended that we seek approval of amended resolution chart.
- Charley moves to adopt resolution chart as policy, Mallory seconded.
- Jason asked members to adopt resolution chart as policy. None opposed.

New Business

- Weatherly asked how a new Senator would find old minutes/resolutions.
 - Mallory mentioned that past Senator could inform/update new Senators on extension Senate. She also mentioned Extension Senate being added to Onboarding.
 - Faith stated she will try to update web site to help new Senators navigate their roles and stay informed.
 - Susan Lunt stated having a mentoring Senator to help new members. Create a checklist for new Senators.
 - Chad brought up an actual Senate Onboarding/ new Senator orientation prior to our first Senate meeting. Crash course on parliamentary procedure, updating members.
- Mark Cathcart, alternates typically don't come but maybe they should be invited to all open Senate meetings as non-voting members to stay informed in case they need to vote in the future.
- Faith shared committee summaries from constitution.
- Faith asked what recommendations we have for Clemson's Onboarding process. Mallory mentions that Senate members get more involved and have more of a role in Onboarding topics.
 - Faith compiled a drafted list of topics that Senate members felt needed more attention during Onboarding:

Onboarding Month 1:

- travel procedures
 - In-state
 - Out-state
 - CUMIS request
 - Reimbursement
- P-Card Training
- HR benefits checklist
- Account Breakdown
 - 11 & 12 accounts
- mentor system

Onboarding Month 2:

- Relationship building
 - Community resources
 - County council

- Janine requested Faith to send this out to entire Senate members and get feedback for next meeting. Mallory agreed and suggests to make it a Qualtrics survey.
- Faith mentioned two surveys will be released in the future:
 - Awareness committee survey to come out.
 - Onboarding issues survey to come out.
- Faith future meetings will be scheduled as needed. If nothing comes up, we will meet again at president's meeting at end of the year.

Open for discussion:

- The following Senate members agreed to join committees:
 - Organization and Policy Committee: Chad Carter & Freddricka Pressley agreed to join.
 - Welfare Committee: Chad Carter agreed to join.
 - Awareness Committee: Jaime Pohlman agreed to join.

Adjourn

- Motion to Adjourn by Mallory Maher
 - Seconded by Freddricka Pressley
 - Meeting approved to be adjourned (12:35 pm)