

CLEMSON UNIVERSITY STAFF SENATE
August 14, 2012, 10:30 AM, Seminar Room I, Madren Center

Minutes

Members Present: Kay Bagwell, Brandie Bargeloh, Pam Barnhill (conference call), Matt Bundrick, Deb Charles, Karen Countryman, Anne Cummings, Tim Drake, Karen Erickson, Kim Fisher, Linda Galloway, Gail Gilbert, Michael Gilstrap, Christopher Greggs, Shirley Hagood, Leslie Hasselbach, Trudy Houston, Wendy Howard, Adam Hunter, Julie Jones, Reba Kay-Purdessy, Julia Lusk, Amanda Menefee, Stella Moore, Angela Nixon, Carol Pike, Judy Pruitt, Meshelle Rabon, Sarah Reeves, Andy Riggins, Chris Sober, David Stancil, Judy Tribble, Cathy Welton, and Tina White

Members Absent: Wilder Ferreira, Shelly Geer, Debra Goss, Sharon Kimbell, Rusty McDonald, Beth Newton, Dede Norungolo, and Mandy Wright

Guests Present: Penny Hall, Kevin McKenzie, John Mueller, Lisa Powers, Steve Robbins, Tom Ward, and Matt Watkins

President Julia Lusk welcomed guests and called the meeting to order.

1. **Approval of Minutes:** Tina White moved to approve the minutes of the June 12, 2012 Staff Senate meeting as written. Karen Countryman seconded the motion and the vote was unanimous. The minutes were approved.
2. **Special Order of the Day:**
 - A. **TigerOne Update** - Lisa Powers, Director for TigerOne Card Services, updated Senators about the new identification cards being issues to all faculty, staff, and students this fall. Card features, photo options, and card distribution methods were discussed (Attachment A). Steve Robbins, Associate VP for Student Affairs, informed the group that the new cards were required because of the new student information system iROAR. Kevin McKenzie, CCIT Chief Security Officer, discussed identity management and security related issues. Some of the concerns shared by Senators were the email transition for staff that also have a student identity, card access to buildings on and off campus, and the distribution method for identification cards for off campus employees. More information can be found out about the TigerOne Card by visiting <http://www.clemson.edu/tigerone>.
3. **Open Commentary**
 - A. Penny Hall, Marketing and Special Programs Manager for the CU Conference Center & Inn, shared some exciting news with the Senate. Seasons by the Lake will be offering a campus shuttle during lunchtime hours, a daily breakfast buffet, and a tailgate on the terrace for every home game this football season (Attachment B). Additional information is available by contacting Seasons at 656-7444 or visiting them on Facebook at [facebook.com/Seasonsbythelake](https://www.facebook.com/Seasonsbythelake).
4. **President's Reports**
 - A. **Academic Council** - The group discussed a Quality Enhancement Plan (QEP) that is tailored to sophomores. A QEP is a part of the reaffirmation of the University's accreditation by the Southern Association of Colleges and Schools Commission on Colleges.
 - B. **Board of Trustees** - The Summer Quarterly was July 19-22 in Clemson, SC. A report was shared with the Board on behalf of the Senate. Board members were invited to participate in the Sprint for Success 5K. They responded favorably to the request.
 - C. **Foundation Board** - The Will to Lead Campaign successfully passed the \$600 million goal. The goal was raised to \$1 billion. The Foundation Board is scheduled to meet on August 16th.

D. Other:

1. **Administrative Council and Human Resources**, John Mueller for Michelle Piekutowski. The Council is reviewing compensation information and the information will be shared with the group when it is available. The renovation at the Administrative Services Building may be finished the end of October and the Benefits Fair is tentatively scheduled for October 9th.
 2. **Legislative Update**, Deb Charles. Charles briefly mentioned the increase to employees regarding health insurance premiums and the subsequent lawsuits. Charles is interested if the increase will go into effect for calendar year 2013. Mueller is going to do some research and report back to the group.
5. **Treasurer's Report**, Karen Erickson. The balances as of August 13th are as follows: (a) Vending: \$9,700.00; (b) Staff Senate funds: \$4,429.97; and (c) Travel: \$500.00. Michael Gilstrap moved to accept the report as written. Tim Drake seconded the motion and the vote was unanimous.
6. **Committee Reports**
- A. **Standing Committees**
 1. **Activities**, Julie Jones. Activities did not meet this month; however, we continue collaborating with Scholarship regarding the 5K fundraiser.
 2. **Communications**, Angela Nixon and Reba Kay-Purdessy. No report.
 3. **Membership**, Karen Countryman. No report.
 4. **Policy and Welfare**, Chris Sober. No report.
 5. **Scholarship**, Beth Newton and Carol Pike. Scholarship met on August 7th. The committee is moving forward with the Sprint for Success 5K and Kid's Fun Run for November 3, 2012. We have finalized on the layout of our brochure/flyer and will be manning information tables once or twice a month during September and October on the Library Bridge and by Vickery Hall – to make students, staff, and faculty aware of the run. We will have a sign-up sheet for senators to volunteer time to help with these information tables. Also, we drafted a thank you letter to be mailed to our sponsors. The Scholarship Committee will meet again on Tuesday, September 4th at 11:00 a.m.
 - B. **University Committees**
 1. **Clemson University Environmental**, Tim Drake. The Administrative Council has dissolved the Clemson University Environmental Committee and integrated its work into the President's Commission on Sustainability. Therefore, the Staff Senate will no longer need a representative.
 2. **Human Resources Advisory**, Stella Moore. 1) Amy Hood announced that HR/Payroll would be rolling out a new ESS Direct Deposit and W-4 functionality that would allow the employee the ability to add additional accounts to their compensation distribution. This process would allow for up to five different distributions of the employee's net pay. Michelle Piekutowski announced that the bill allowing for the 3% increase for all permanent faculty and staff would be retroactive to the first pay period in July 2012. The new salary would be reflected in the August 3, 2012 payroll while the retro-active pay would be processed at a later check date. 2) Logan Rice discussed, in detail, the aspects and findings of an audit that was completed on temporary positions, FLSA status, and timesheets. This audit was able to show some areas that would allow for improvements when dealing with the rehiring of temporary employees, but also highlighted areas where individuals were not following their requirements with the completion of timesheets due to their current FLSA status. Information was provided to the HR Managers on how to proceed with correcting these issues. 3) John Mueller gave a short presentation on what the HR Service Center is accomplishing and how they are utilizing the website to provide swift answers to common questions. The next meeting is scheduled for October 10th with the location to be announced late.
7. **Unfinished Business**
- A. **August Graduation**, Julia Lusk. Six staff members participated in the staff processional during graduation.

8. New Business

A. Parking Review Board, Julia Lusk. The Staff Senate is seeking six (6) volunteers to serve a 3 year term on the Parking Review Board. The Board's time commitment should be less due to a change in the appeal process. President Barker approved one significant change to the appeal process that adds a separate first level of appeal comprised of two (2) hearing officers, one from Parking Services and one from the Municipal Court. The Parking Review Board will now be the second level of appeal. Current staff members are:

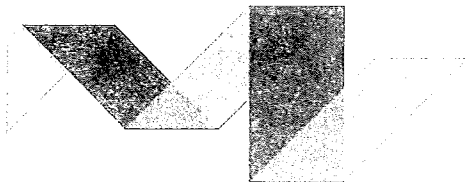
Appt. 2010	Tina White	twhite1@clermson.edu	656-2695
Appt. 2010	Angela Nixon	anixon@clermson.edu	656-0382
Appt. 2011	Christopher Greggs	greggs@clermson.edu	656-5609 (alternate)
Appt. 2011	Ken Hellams	khellam@clermson.edu	656-2602 (alternate)
Appt. 2011	Sarah Reeves	reeves@clermson.edu	656-4870 (alternate)

9. Announcements:

A. The Gymsitters child care service is back this fall; there was a two year break. This is a service that was started approximately 9 years ago to provide child care during select home football games that have kickoff at 3 p.m. or earlier for children ages 3-10. This year we will be providing this service on Sept. 8, Sept. 15, and Nov. 10 (pending kickoff time TBA). We would like to get the word out to as many people who could help us re-market and promote the return of this popular service. The cost is \$50/child and includes a nutritious snack, arts and crafts item to take home, t-shirt, time with certified staff, etc. For more information refer to the Department of Campus Recreation website <http://www.clemson.edu/campus-life/campus-recreation/fitness/services.html>. Registration must be received no later than the Monday prior to the game day.

B. Convocation is Tuesday, August 21, 2012. The staff processional for Convocation will begin at the Brackett Hall Atrium and end at the Brooks Center for the Performing Arts. Participants should be at their starting points by 8:15 a.m. Julia Lusk, Deb Charles, and Angela Nixon will participate on behalf of the Staff Senate. Senators are encouraged to participate.

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



NEW ID PHOTO OPTIONS



1. Keep your current ID photo
2. Submit your new ID photo online Sept. 3–21, 2012
(visit clemsont.edu/tigerone for guidelines and requirements)
3. On-site ID photo capturing:

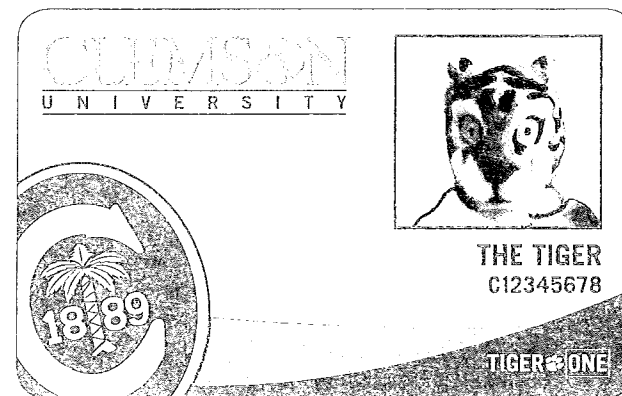
<p>Sept. 10–14, 2012 Sept. 10–12, 8:30 a.m.–6 p.m. Sept. 13, 1–6 p.m. Sept. 14, 8:30 a.m.–noon</p>	<p>University Bookstore (located in Hendrix Student Center)</p>
<p>Sept. 17–21, 2012 8 a.m.–4:30 p.m.</p>	<p>TigerOne Card Office (located in Fike Recreation Center lobby)</p>

All photos must be taken or submitted no later than 4:30 p.m. on Sept. 21, 2012. If a new ID photo is not submitted or taken at the available locations, your current ID photo will be used.

NEW ID CARD DISTRIBUTION

New TigerOne ID cards will be distributed in December 2012. For distribution details, visit clemsont.edu/tigerone.

Your new TigerOne Card COMING THIS FALL



TigerOne Card Features

- Official University ID
- TigerStripe account
- Meal Plan
- Library access
- Building access
- Fike Recreation Center access
- Athletic events access

Manage your TigerStripe account online at: clemsont.edu/tigerone

TigerOne Card Services

Fike Recreation Center Lobby, Mon.–Fri. 8 a.m.–4:30 p.m.

Questions: tigerone-card@lists.clemsont.edu, 864-656-0763

TIGER ONE



Three More
Reasons
to Choose

Seasons
by the
Lake

Catch the Lunchtime Shuttle

As a great new benefit for University faculty and staff, Seasons by the Lake will offer complimentary lunchtime shuttle service, beginning Monday, August 27. Tiger Transit minibuses will run Monday through Friday from 11:15 a.m. until 2 p.m. Pick-up and drop-off locations are as follows:

- In front of the IPTAY office
- At the covered breezeway behind Harcombe and beside the Student Post Office
- At the west side of Sikes Hall
- In front of the Hendrix Student Union

The shuttle route is approximately 20 minutes round trip. For information about the shuttle, visit our website at Clemson.edu/madren/shuttle.

Breakfast is Waiting

Beginning August 20, Seasons will be offering a breakfast buffet every day from 6:30 until 9:30 a.m. In addition, the private dining room is available for breakfast meetings. Come and enjoy a full buffet of your favorites, such as waffles, bacon, eggs, hash browns, quiche, biscuits and gravy and a made to order station with such items as carved ham, omelets and pancakes. The price is only \$8.95 (plus tax).

Tailgate, Cheer and Celebrate

Join Seasons for a fun- and fan-filled new program! Tiger Tailgate on the Terrace will be held at Seasons on every Clemson football game day (rain or shine, home and away games) from 9 a.m. until 9 p.m. for daytime games and from noon until midnight for evening games. Enjoy our large-screen TV, Bloody Mary and Mimosa bar, specialty drinks and a great tailgate menu, all on the Seasons restaurant terrace.

For more information on Seasons, call 656-7444 or visit us on Facebook at facebook.com/Seasonsbythelake.