Clemson University Staff Senate
May 14, 2013, 10:30 AM, Madren Conference Center

Minutes

Members Present: Karen Arnold, Kay Bagwell, Roberta Balliet, Pam Barnhill, Mac Bevill, Matt Bundrick, Laura Clay, Anne Cummings, Leslie Doss, Meredith Driver, Wilder Ferreira, Linda Galloway, Shelly Geer, Gail Gilbert, Debra Goss, Christopher Greggs, Shirley Hagood, Jessica Holbrooks, Wendy Howard, Bill Hunt, Adam Hunter, Julie Jones, Reba Kay-Purdessy, Julia Lusk (conference call), Rusty McDonald, Amanda Menefee, Angela Nixon, Dede Norungolo, Meshelle Rabon, Sarah Reeves, Andy Riggins, David Stancil, Karen Tankersley, Judy Tribble, Terri Vaughan, Hagan Walker, Tina White, and Deveraux Williams

Members Absent: Brandie Bargeloh, Deb Charles, Karen Erickson, Kim Fisher, Sharon Kimbell, Carol Pike, Judy Pruitt, Chris Sober, and Cathy Welton

Guests Present: Erin Earl, Renee Hahn, Lisa Hughes, John Mueller, Rumame Samuels, Kelly Smith, Jackie Todd, Tom Ward, and Matt Watkins

President Angela Nixon welcomed guests and called the meeting to order.

1. Approval of Minutes: Tina White moved to approve the minutes of the April 9, 2013 Staff Senate meeting as written. Christopher Greggs seconded the motion and the vote was unanimous. The minutes were approved.

2. Special Order of the Day
   A. Internal Communications Survey Results – Public Information Director Jackie Todd presented the survey results (Attachment A).

3. Open Commentary
   A. Lisa Hughes shared information with the group about the massage therapy services offered at Fike Recreation Center. Hughes is a South Carolina licensed massage therapist. Visit http://www.clemson.edu/campus-life/campus-recreation/ for rate and package information. Appointments can be scheduled by calling 864-656-6673.

4. President’s Reports
   A. Academic Council: Matt Bundrick. The Office of International Affairs is now the Office of Global Engagement. The new Vice Provost for International Affairs, Dr. Sharon Nagy, gave an overview of the OGE’s services and programs. Dr. Bill Lasser gave an overview of the Calhoun Honors College. They are noticing great trends and are expecting a larger number of enrollees. He also mentioned that students enrolled through the Honors College may require a more advanced level of advising and asked for support from the colleges. The Brown room in the main library is being converted into a digital resource laboratory. This room will be focused on high performance computing and research projects needing advanced digital needs. More information can be found here: http://citi.clemson.edu/drl/files/AC.Apr.29.2013.DRL.Overview.pdf.
   B. Board of Trustees - Julia Lusk reported at the April Board meeting, and Angela Nixon was introduced as the new president. The Board will meet again July 18-21 in Charleston.
   C. President’s Cabinet – The Cabinet met on May 13. Minutes from the March meeting were distributed to the Senate via email on May 13.
   D. Other:
1. **Administrative Council**, John Mueller for Michelle Pickutowski. The Council reviewed Clemson University’s billing rates and the KRONOS (electronic timekeeping system) rollout communication plan. They approved the background check policy.

2. **Human Resources**, John Mueller. The State Employee Appreciation Lunch was a lot of fun and well attended. Mueller reported that approximately 2,200 employees attended the lunch. He thanked Christopher Greggs for all of his hard work in making the event a success. Pictures can be viewed by visiting the Faculty/Staff webpage. Mueller also reminded the group that the pay change from biweekly to semimonthly is quickly approaching. Questions should be directed to Human Resources.
   - Employee Assistance Program – Erin Earl presented information on the assistance program offered through Deer Oaks. The services are for employees and their household members. For services provided and contact information, visit [http://www.clemson.edu/employment/worklife/EAP.html](http://www.clemson.edu/employment/worklife/EAP.html).
   - Job Analysis Questionnaire - Rumame Samuels gave an update on the Position Description Standardization project. The project includes: completing all job analysis questionnaires, identification of competencies, linking competencies to job codes, standardization of verbiage, and final review of standardized position descriptions. Those needing further review will be turned over to HR managers to review.

3. **Legislative Update**, Julia Lusk. 1) The Senate Finance Committee’s version of the budget includes a state employee pay increase of 1 percent and a 6.8% increase in the cost of health insurance for state employees, which the state will absorb. Under this plan, state employees would see a 20% co-pay increase. 2) The S.C. Supreme Court on Wednesday, April 24, 2013 ordered that the Budget and Control Board apply funds to State Health Plan premiums according to the 2012-2013 Appropriations Act. Clemson University did not collect any employee premium increases from state health plan participants due to the pending lawsuit, so no refunds will be issued. No action is needed from employees regarding the court decision.

5. **Treasurer’s Report**, Julie Jones. The balances as of May 12 were: (a) Vending: $4,914.37; (b) Staff Senate funds: $952.38; (c) Travel: $161.72; (d) SDP: $5,400.97. Tina White moved to approve the report and Wendy Howard seconded the motion. The report was approved.

6. **Committee Reports**
   **A. Standing Committees**
   1. **Activities**, Julia Lusk. Next meeting is Tuesday, June 4th at 10:00 a.m. in 801 Union. We will discuss goals for this year.
   2. **Communications**, Anne Cummings and Reba Kay-Purdessy. No report.
   3. **Membership**, Christopher Greggs. The Membership Committee met via email on Tuesday, April 16, 2013. The committee prepared and reviewed the New Member Orientation presentation and discussed goals for 2013-2014. The committee will enforce the attendance policy for 2013-2014 and monitor the attendance of senators at committee meetings. The new senators were contacted about attending the New Member Orientation workshop that will be held on April 30, 2013 at 11 AM in the Martin Inn. The committee discussed changing the date/time of the meeting and decided to keep the current location.
   4. **Policy and Welfare**, Wendy Howard. P&W continues researching objections to staff enrolling in online programs for free (using their 6-credit hour/semester benefit) to determine if a supporting cost model can be proposed through proper channels deemed by exec. The role of the P&W Committee was discussed. We will have joint sessions once or twice a year with Faculty Senate P&W and work in conjunction with them on matters regarding staff and faculty. We discussed making sure that a variety of staff are included in committees concerning new policies and procedures and that prior approval has been given by exec. We will contact the Foundation office looking for sources for gifts and/or endowment possibilities for scholarships for staff dependents (similar to what USC has). P&W looked at
the current HR reporting structure. We gathered data on the HR reporting structure of Top 25 institutions and our Peer Institutions; however, given President’s Barker subsequent resignation announcement, this topic was tabled until the new president is in place.

5. Scholarship, Carol Pike. The Sprint for Success 5K is tentatively scheduled for November 9th. The committee is currently updating forms and reserving the venue.

B. University Committees

1. Student Conduct Code Review Committee, Christopher Greggs and Judy Pruitt. The Student Senate recently passed a resolution supporting the Disciplinary Record External Non-Disclosure (DREND) Policy (Attachment B). This was originally presented as an expungement policy which was not passed previously. The draft policy was presented to the Faculty Senate where it was endorsed but not unanimously. Erin Doolittle reported that the Graduate Student Government endorsed the non-disclosure policy as well.

2. Tobacco Free Task Force, Julia Lusk. The final tobacco policy needs to be approved in the fall 2013 semester. There then needs to be at least a full year for communication before the policy is fully implemented. Therefore, implementation will probably be fall 2015.

3. Other reports.

7. Unfinished Business: None.

8. New Business

A. Call for Nominations/Volunteers

1. Terri Vaughan was nominated to serve as the Senate representative on the Staff Ombuds Evaluation Committee. Receiving no other nominations, Matt Bundrick moved to close the nominations and appoint Vaughan as the representative for 2013-2014. Christopher Greggs seconded the motion and the vote was unanimous. Terri Vaughan was appointed.

2. Adam Hunter was appointed to the Alcohol & Drug Advisory Board.

3. Amanda Menefee was appointed to the Bookstore Advisory committee

9. Announcements

A. Learn to Row! Want to be on the Staff Senate rowing team for the 2nd annual regatta? The City of Clemson is offering a training session during the month of May. Let Julia Lusk, mcbride@clemson.edu, know of your interest. She will communicate with the City of Clemson regarding the training session.

B. Diversity Incentive Grant Funds for 2013-14: These funds are available on a competitive basis to provide funding support for special and unique learning opportunities for Clemson students. Awards will be made in the range of $500 to $3,500 for educational initiatives or projects which heighten an awareness, understanding and appreciation of diverse cultures and people. Grant proposals are due no later than Friday, June 14, 2013. Awards will be announced on Monday, July 15, 2013. Please refer to the Diversity Incentive Fund Guidelines for specific details regarding procedures for submitting a proposal for grant funds.

C. There is a new parking map online to help employees find parking while the Sirrine lot is closed: http://www.clemson.edu/campus-life/campusservices/parking/multimedia/pdf/EmployeeShuttle.pdf

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

Next Meeting: Tuesday, June 11, 2013, 10:30 a.m., Madren Center