

CLEMSON UNIVERSITY STAFF SENATE EXECUTIVE COMMITTEE

September 24, 2013, 8:30 AM, 801 University Union

Minutes

Members Present: Kay Bagwell, Deb Charles, Anne Cummings, Wendy Howard, Julie Jones, Julia Lusk, Angela Nixon, Carol Pike, and Tina White

Members Absent: Matt Bundrick, Shelly Geer, and Reba Kay-Purdessy

Guest: John Mueller

President Angela Nixon called the meeting to order.

1. **Approval of Minutes:** Julia Lusk moved to approve the minutes of the August 27, 2013 Staff Senate Executive Committee meeting as submitted. Carol Pike seconded the motion and the vote was unanimous. The minutes were approved.
2. **President's Reports**
 - A. **Other:**
 1. **Administrative Council**, John Mueller for Michelle Piekutowski. The last meeting was cancelled. No report.
 2. **Human Resources**, John Mueller. 1) As a part of the Affordable Care Act, employers are required to notify all employees of the Health Insurance Marketplace no later than October 1 of each year. Clemson University notified employees about the marketplace via email on September 20. Additionally, October is Open Enrollment for state benefits. The Benefits Fair is October 10, 9 a.m. until 1 p.m., Fike Recreation Center. Employees should contact ASK-HR or Krissy Kaylor if they have questions about state benefits. Questions about the Health Insurance Marketplace should be directed to the marketplace. They can be reached by calling their toll free calling center 1-800-318-2596 or visiting www.healthcare.gov. 2) The phased roll-out of Kronos is moving along. PSA is the next budget center scheduled to transition to the new timekeeping system. 3) Athletics is providing t-shirts to staff employees and reduced tickets to the Georgia Tech game. Senators may be asked to help with the t-shirt distribution. More information to follow. 4) Several members asked Mueller for additional information regarding the rumored 28 hour rule for part-time employees due to the Affordable Healthcare Act. Mueller has not received clarification regarding the 28 hour rule and could not report.
3. **Financial Update**, Julie Jones. No significant changes to report. Funds remaining in the operating budget as of September 9 were: (a) Vending: \$9,453.36; (b) Staff Senate funds: \$4,229.26; (c) Travel: \$9.68; (d) SDP: \$13,109.66.
4. **Committees**
 - A. **Standing**
 - 1) **Activities**, Julia Lusk. The group is working on the 5K and discussing a reception for the Staff Senate Scholarship recipients.
 - 2) **Communications**, Anne Cummings and Reba Kay-Purdessy. The committee has received positive feedback on the newsletter. Work continues on planning the booth at the Benefits Fair and assisting with the 5K. The Senate now has a Facebook page. Committee chairs were encouraged to promote the page during their committee meetings. It is also being promoted in the monthly newsletter.

- 3) **Membership** - Due to Christopher Greggs' resignation, Angela appointed Kay Bagwell and Shelly Geer to co-chair the committee. Bagwell and Geer are familiarizing themselves with the committee's responsibilities and project timelines.
- 4) **Policy and Welfare**, Wendy Howard. 1) Angela Nixon reported on the meeting with Karen Burg, Dean of the Graduate School. Brett Dalton asked the Senate to meet with different stakeholders to see if a financial model could be developed that would be financially feasible for the university and employees. Matt Bundrick, Karon Donald, and Janet Gilbert also attended the meeting. Since HEHD offers two spots per cohort for employees in MHRD, Policy and Welfare was asked to outline the process in that program. The Senate would like to ask for the same consideration to be given in the other programs, but the process needs to be thoroughly understood first. The language is incorrect in the current tuition assistance policy. Nixon will discuss with Michelle Piekutowski during their next meeting. 2) Nixon asked Piekutowski for an update on the status of the market analysis used for staff in 2012. Piekutowski informed Nixon that the project of updating position descriptions is behind schedule. Additionally, the project lead, Rumame Samuels, is no longer employed with Clemson University. This will contribute to further delays. 3) The group discussed the need for a staff manual. This project needs to be fully thought out because this will be an ongoing activity. The manual would need constant updating to stay current. Policy and Welfare was asked to create a list of the top 10 things they would like included in a manual. The Faculty/Staff webpage is a place to potentially house the list. The list of items could grow as interest and use develops amongst staff.
- 5) **Scholarship**, Carol Pike. An update on the progress of the 5K was shared with the group.

5. Unfinished Business

- A. **Presidential Search Update**, Angela Nixon. No update.
- B. **Joint Meeting Recap**, Group. The joint meeting was beneficial to both groups. Positive feedback was received from faculty and staff that attended. What can we do to become more proactive? That is the question that the Staff Senate would like to answer.
- C. **FY14 Compensation Plan**, Group. No update.

6. New Business

- A. **Kronos Discussion**, Group. Comments received from employees regarding Kronos were shared with John Mueller. Staff members feel demoralized in some instances. One person related it to going back in time twenty years to their high school part-time job and not feeling valued as a professional. Others expressed concern over the workload being shifted to exempt employees. It has created morale issues in some departments. Angela Nixon stressed to John Mueller that the Senate is just passing along comments that were received. This is not a Senate issue.
- B. **Bank Change, TD to Wells Fargo** – Concerns have been expressed over the banking change from TD to Wells Fargo. Employees are now asked to make deposits at Wells Fargo on Highway 123 in Clemson. Issues include, but are not limited to: safety when employees carry money to and from their cars; cars are parked in remote locations on campus; transportation concerns; lost time in transit to and from the bank. Members from Financial Affairs will be asked to discuss at the October Senate meeting.
- C. **October Guest Speaker** - Special Order of the Day, Josh Brown, Recruitment

7. Announcements

- A. **Team Up for Clemson Regatta** – The regatta was held Saturday, September 21. The Staff Senate team finished 4th in the College Team Division.

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

Next Meeting: Tuesday, October 29, 2013, 8:30 a.m., 801 University Union