Minutes

Members Present: Phillip Addington, Roberta Balliet, Brandie Bargeloh, Matt Bundrick, Laura Clay, Anne Cummings, Leslie Doss, Shelly Geer, Debra Goss, Shirley Hagood, Adam Hunter, Julie Jones, Jeff Kallin, Julia Lusk, Rusty McDonald, Amanda Menefee, Aubrey Miller, Angela Nixon, Sarah Reeves, Andy Riggins, Lavonne Sloop, Kari Tankersley, Tom Taylor, Erin Thomas, Judy Tribble, Rebecca Trutwin, Terri Vaughan, Tom Warnock, Tina White, Gail Winchester, and Deveraux Williams

Members Absent: Mac Bevill, Meredith Driver, Kim Fisher, Linda Galloway, Jessica Holbrooks, Wendy Howard, Billy Hunt, Jan Lay, Herb Parham, Judy Pruitt, Chris Sober, Joey Thames, and Hagan Walker

Guests Present: Jim Kerr, John Mueller, and Tom Ward

President Matt Bundrick welcomed guests and called the meeting to order.

1. Approval of Minutes: Tina White moved to approve the minutes of the April 8, 2014 Staff Senate meeting as written. Tom Warnock seconded the motion and the vote was unanimous. The minutes were approved.

2. Special Order of the Day: Tom Ward, Staff Ombudsman, presented information about the Ombuds Office. The Ombuds Office is an additional resource for staff seeking to address concerns impacting the workplace. The guiding principles of the Ombuds Office are: Confidentiality, Neutrality, Independence, and Informality. Other resources available to staff are HR, Access & Equity, General Counsel, Ethics hotline, and CU police. For more information on the Ombuds Office visit (http://www.clemson.edu/administration/ombudsman/index.html).

3. President’s Reports – Matt Bundrick attended Dr. Clements’ installation as the 15th president of Clemson University during commencement ceremonies on May 9th. Bundrick also played a role in the investiture ceremony at the 9:30 a.m. event. Throughout the day and evening, Clements was presented with the presidential robe, chain, seal, and a copy of Thomas Green Clemson’s will. During the 6:30 p.m. ceremony, Clements received the state’s Act of Acceptance.

A. Other:
   1. Human Resources, John Mueller. 1) Jim Kerr, Director of HR Partners was introduced. 2) Vivian Morris is working on an onboarding program for new employees. The program is currently being piloted in Facilities. 3) HR would like to thank everyone for attending the employee appreciation luncheon. Pictures from the luncheon are available on HR’s website.
   2. Legislative Update, Angela Nixon. The Senate Finance Committee has passed its version of the state budget, which contains the following specifically for Clemson:

      Clemson E&G
      - $1 million in recurring funding for Student Career Opportunity Programs (on-campus internships)
      - $400,000 in recurring funding for Focus on Student Success (increasing 4-year graduation rates)
      - $1.6 million in nonrecurring funding for critical electrical upgrades

      Clemson PSA
      - $750,000 in recurring funding for the Agribusiness and Emerging Farmers Extension program
      - $750,000 in recurring funding for Precision Agriculture and Environmental Technology Research
- $3 million in nonrecurring funding for Agriculture and Natural Resources Research Equipment

The Committee also funded additional dollars for critical equipment repair and replacement for higher education institutions. Each institution's specific allocation will be distributed on a pro rata basis and will require match dollars.

The Committee included a 1.5% cost of living pay increase for state employees in their version of the budget as well as a $300 bonus for each state employee.

The Committee's version of the budget includes an increase in the cost of health insurance for state employees, which will be paid by the state. Under this plan, state employees would see a small co-pay increase.

The budget is now being deliberated by the full Senate.

4. **Treasurer's Report**, Julie Jones. Funds remaining in the operating budget as of May 8th: (a) Vending: $3,830.50; (b) Staff Senate funds: $1,293.50; (c) Travel: $9.68; (d) SDP: $4,663.44.

5. **Committee Reports**
   
   A. **Standing Committees** – Each committee welcomed their new members.

   1. **Activities**, Tina White. Activities will meet the 1st Tuesday of the month in 801 University Union. The time of the meeting was moved from 10:00 a.m. to 3:00 p.m. The group met on May 6th and discussed the food drive. Tentative plans are to hold two food drives over the next twelve months, possibly in September and February.

   2. **Communications**, Angela Nixon. The first meeting is Wednesday, May 14th. The group will begin preparing the May newsletter.

   3. **Membership**, Deveraux Williams. Membership held an orientation for new Senators on April 29th. New Senators for the term May 2014 through April 2017 are as follows: Jeff Kallin, ATHLETICS; Rebecca Trutwin, PSA; Lavonne Sloop, PROVOST; Joseph Thames, CAFLS; Jan Lay, CCIT; Tom Taylor, CCIT; Tom Warnock, STUDENT AFFAIRS; Phillip Addington, FACILITIES; Herb Parham, FACILITIES; Aubrey Miller, FINANCIAL AFFAIRS; Erin Thomas, FINANCIAL AFFAIRS. Returning Senators: Adam Hunter, BBS; Sarah Reeves, STUDENT AFFAIRS; Rusty McDonald, FACILITIES.

   4. **Policy and Welfare**, Terri Vaughan. P&W will meet the third Tuesday of the month at 10:30 a.m. in 801 University Union. The first face-to-face meeting is scheduled for June 17th.

   5. **Scholarship**, Leslie Doss. The committee is researching a zombie themed run for the fall. The Senate may also have an opportunity to participate in the Spring Scene activities next year.

B. **University Committees**

   1. **Athletic Council**, Matt Bundrick. The Council met on May 6th. Outgoing members were thanked for their service and new members were introduced.

   2. **Safety Council**, Anne Cummings. Safety Council met April 24th. The council discussed the emergency notification systems used by the University and concluded that the outdoor sirens perform an important purpose of outdoor notifications. Plans to maintain and upgrade will continue to move forward. The Dean of Students office will continue to have a Dean on call during the summer months. Please call the Dean of Students office, if needed. Pre-Collegiate Programs (pepoffice@clemson.edu) updated the council on the plans and contact information for programs taking place on campus between May 10th and August 15th. Over this time period, over 7,400 youth are expected to participate in summer programs at Clemson.

   3. **Staff Development Program**, Terri Vaughan.

   - **Staff Development Program application period now open**

   Clemson’s Staff Development Program (SDP) has begun accepting applications. Staff members with at least five years of university service are eligible to apply for the program.

   The SDP allows for up to 25 staff members to complete 150 hours of professional development, personal development and university involvement/service activities; upon
successful completion, participants will receive a permanent base salary increase. The program is one way the university works towards the 2020 Roadmap objective of attracting, retaining and rewarding top people.

Participants work with their supervisors and a coaching committee to develop a concrete list of goals and a plan on how they will achieve those goals that benefit both themselves and the university. Participants will have approximately 10 months to complete their 150 hours of documented activities. Salary increases for successfully completing the program will take effect in July 2015.

Applications must be turned in to 801 University Union by 4:30 p.m. on May 21\textsuperscript{st}. Participants will be selected by July 16\textsuperscript{th}.

For more information on eligibility requirements and to download an application, go to [http://www.clemson.edu/sdp/eligibility.html](http://www.clemson.edu/sdp/eligibility.html) or email sdp-L@clemson.edu.

- **Peer reviewers needed** – Volunteers are needed from across campus to help with reviewing and scoring applications. Applications are scored through a blind, peer-review process. If you are interested in reviewing applications, please contact Karon Donald at 656-9000 or karond@clemson.edu for additional information.

4. **Seeking Nominations** – The Senate is seeking nominations for representatives to serve on the Campus Climate and the Sexual Violence Task Forces. Judy Tribble was appointed to the Campus Climate Task Force and Angela Nixon was appointed to the Sexual Violence Task Force.

6. **Unfinished Business**
   A. **Provost Search Committee**, Angela Nixon. The search committee has started reviewing applications. Finalists will be invited to campus to participate in open forums.
   B. **Time Limited and Temporary Grant Employees**, Matt Bundrick. See 7B.

7. **New Business**
   A. **July Retreat**, Matt Bundrick. Senators indicated they would like to participate in a half day retreat in July. More information will follow as the plans for the retreat are finalized.
   B. **Amendment of Bylaws**, Matt Bundrick. The proposed changes were read and briefly discussed by the group. Hearing no objections and only one addition (changing the ratio of the Senator to constituents from 1:50 to 1:75) the proposed amendments to the bylaws will be presented in June for a vote.

8. **Announcements**: None.

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

**Next Meeting**: Tuesday, June 10, 2014, 10:30 a.m., Madren Conference Center