1. Approval of Minutes

2. Open Commentary

3. President’s Reports
   A. Other:
      1. Administrative Council, Michelle Piekutowski. The Council is currently preparing for the July Board of Trustees meeting.
         - University Policies Update, Emily Wood.
      3. Legislative Update, Matt Bundrick.

4. Treasurer’s Report, Julie Jones. Funds remaining in the operating budget as of June 4, 2015: (a) Vending: $1,964.00; (b) Staff Senate funds: $559.13; (c) Travel: $305.01; (d) SDP: $4,977.74.

5. Committee Reports
   A. Standing Committees
      1. Membership, Deveraux Williams.
      2. Activities, Roberta Balliet.
      3. Communications, Jeff Leyh.
         - Senators are asked to review the parking presentation (available in Box) by Dan Hofmann from the March Staff Senate meeting and submit any questions to Policy and Welfare. We will then compile the questions, send them to Parking and Transportation Services and report the answers back to the senate.
         - When are employees considered on the clock? Employees who park on the perimeter and use the campus transportation system may experience unpredictable issues. When are they considered “at work”?
         - Exploring more development opportunities for staff.
         - Questions about the market compensation analysis.
         - Ensuring that staff members are adequately represented on university committees, particularly those that make decisions affecting staff.
         - Concise information regarding the tuition assistance policy.
         - Release time policy for professional development activities.
         - More outreach to employees across the state.
         - Scheduling meeting with Michelle Piekutowski (HR) and Policy and Welfare/Senate Exec committee.

   5. Scholarship, Leslie Doss and Erin Thomas.

   B. University Committees
      1. Accident Review Board, Jan Lay and Rebecca Trutwin. The Board is seeking an alternate member for 2015-2016.
      2. Campus Climate, Judy Tribble. Seeking one (1) representative for 2015-2016.
      3. Staff Development Program (SDP), Terri Vaughan and Tina White. Congratulations to the following staff members who were selected to participate in the 2015-2016 SDP.
         - Robin Chambers, Library Manager I, University Libraries
         - Carol Pelletier, Applications Analyst I, Records and Registration
         - Greg Weitz, Trades Specialist IV, Univ. Facilities Maintenance Services
4. Other Reports

6. Unfinished Business

7. New Business
   A. State Outreach – The first event is scheduled for Tuesday, June 23, Sandhill Recreation and Education Center, Columbia, SC. Senators interested in attending need to confirm their attendance no later than June 12\(^{th}\). A bus will leave campus at 8 a.m. and return at approximately 4 p.m. Additional information will follow via email. Lunch will be provided.
   B. July Staff Senate Meeting – The meeting scheduled for July 14\(^{th}\) has been cancelled. The next regularly scheduled meeting is Tuesday, August 11\(^{th}\).
   C. Blood Drive Assistance, Tina White.

8. Announcements
   A. Our very own Julia Lusk will be playing the role of Nita later this month in the Southern comedy *The Hallelujah Girls* at the Walhalla Civic Auditorium June 19-21 and 26-28. Friday and Saturday shows at 8:00 PM; Sunday shows at 2:30 PM. Tickets are $12 each. Reserve tickets at 864-638-5277 or [www.walhallacivic.com](http://www.walhallacivic.com).
   B. Title IX Training Reminder – In an effort to maintain a safe and welcoming campus environment for faculty, staff and students, you are invited to participate in an online training by June 30, 2015. The training is both engaging, informative and will take about one hour to complete. Questions, contact the Office of Access and Equity at [CUAE@clemson.edu](mailto:CUAE@clemson.edu) or (864) 656-3181.

9. Adjournment

Next Meeting: Tuesday, August 11, 2015, 10:30 a.m., Madren Conference Center

Members Absent: Debra Goss, Dan Hofmann, Jessica Holbrooks, Adam Hunter, Jan Lay, Rusty McDonald, Judy Pruitt, Bindu Rangaraju, Sarah Reeves, Andy Riggins, Tom Taylor, Joey Thames, Rebecca Trutwin, Michelle Voyles, and Hagan Walker

Guests: Jim Kerr and Emily Wood

1. Approval of Minutes – Deveraux Williams moved to approve the minutes from the May 12, 2015 Staff Senate meeting as written. Lavonne Sloop seconded the motion and the vote was unanimous. The minutes were approved.

2. President’s Reports
   A. Other:
      1. Administrative Council, Michelle Piekutowski. The Council is currently preparing for the July Board of Trustees meeting.
         - University Policies Update, Emily Wood. Clemson University’s policy writing practices have been functional, but far from ideal, for some time now when compared to other institutions of higher learning. The following are some changes you can expect to see in regards to the new policy (Formulation and Issuance of Administrative Policy under the Jurisdiction of the Office of Human Resources: a branded/new look that is standardized in format and content, a final policy document that addresses impact, stakeholders’ feedback, responsibilities, procedures, and training, Institutional involvement throughout the developmental process, interim policies that allow for the careful and full development of time-sensitive policies, a central OHR policy library with volumes, a numbering system, and related procedural documents, searchable documents with links to related policies and procedures, and a user-friendly change log and archives that allow you to view changes and access past versions. The estimated timeframe for implementing the new processes and revising and reformating current OHR policies is 18 to 24 months.
      3. Legislative Update, Matt Bundrick. The South Carolina General Assembly adjourned on June 4. The Sine Die Resolution (H.4274) adopted by the House and Senate enables the General Assembly to return after sine die adjournment to work on the state budget, conference committee reports, and other items agreed on by both bodies. The General Assembly will return June 16-18.

3. Treasurer’s Report, Julie Jones. Funds remaining in the operating budget as of June 4, 2015: (a) Vending: $1,964.00; (b) Staff Senate funds: $559.13; (c) Travel: $305.01; (d) SDP: $4,977.74.

4. Committee Reports
   A. Standing Committees
      1. Activities, Roberta Balliet. 1) The group would like to offer four “field trips” this year to introduce everyone to different areas of campus. The group discussed a retreat at the Outdoor Lab and tours of the CU Planetarium, SC Botanical Garden and Campbell Geology Museum.
A trip to Experience Clemson in Greenville has been recommended by members of the Executive Committee. Due to the travel involved, this location has been temporarily tabled for further discussion. 2) The committee would also like to continue to support Golden Harvest’s Backpack Program. The program provides food for on the weekends for qualifying children.


   - Senators are asked to review the parking presentation (available in Box) by Dan Hofmann from the March Staff Senate meeting and submit any questions to Policy and Welfare. We will then compile the questions, send them to Parking and Transportation Services and report the answers back to the senate.
   - When are employees considered on the clock? Employees who park on the perimeter and use the campus transportation system may experience unpredictable issues. When are they considered “at work”? 
   - Exploring more development opportunities for staff.
   - Questions about the market compensation analysis.
   - Ensuring that staff members are adequately represented on university committees, particularly those that make decisions affecting staff.
   - Concise information regarding the tuition assistance policy.
   - Release time policy for professional development activities.
   - More outreach to employees across the state.
   - Scheduling meeting with Michelle Pickutowski (HR) and Policy and Welfare/Senate Exec committee.

5. **Scholarship**, Leslie Doss and Erin Thomas. The committee is planning a spring fundraiser at the Wren House. The tentative date is Friday, April 8th from 5-10 p.m. The date of the Z Run is tentatively scheduled for October 24th. The October date conflicts with the regatta, so the Z Run event date may be changed.

**B. University Committees**

1. **Accident Review Board**, Jan Lay and Rebecca Trutwin. The Board is seeking an alternate member for 2015-2016. Tom Warnock agreed to serve.

2. **Campus Climate**, Judy Tribble. Seeking one (1) representative for 2015-2016. The committee is not currently meeting. The recommendation was to revisit the appointment in August/September.

3. **Staff Development Program (SDP)**, Terri Vaughan and Tina White. Congratulations to the following staff members who were selected to participate in the 2015-2016 SDP.
   - Robin Chambers, Library Manager I, University Libraries
   - Carol Pelletier, Applications Analyst I, Records and Registration
   - Greg Weitz, Trades Specialist IV, Univ. Facilities Maintenance Services
   - Faith Christner, Administrative Coordinator, University Housing & Dining
   - Linda Davis, Administrative Specialist II, Athletic/IPTAY
   - Brenda Nicholson, Administrative Assistant, Dean of Students Office
   - Jamal Williams, Library Specialist, Cooper Library
   - Christopher Porter, Student Services Manager I, CES Dean's Office
   - Michelle Voyles, Records Analyst II, University Libraries
   - Donna Duncan, Administrative Assistant, Eugene T. Moore School of Education
   - Julie DuBose, Acct/Fiscal Analyst II, Office of Undergraduate Studies
   - Richard Cox, Trades Specialist IV, Custodial and Recycling Services
   - Michelle Bright, HR Manager II, Human Resources
   - Charlotte Swafford, Acct/Fiscal Analyst I, Forestry & Environmental Conservation
   - Yahong Xu, Information Resource Consultant II, Clemson Online
   - Wanda Hendricks, Acct/Fiscal Analyst II, Student Affairs Business Offices
   - Charlene Mayfield, Graphics Manager II, PSA Publishing
5. **Unfinished Business**: None.

6. **New Business**
   A. **State Outreach** – The first event is scheduled for Tuesday, June 23, Sandhill Recreation and Education Center, Columbia, SC. Senators interested in attending need to confirm their attendance no later than June 12th. A bus will leave campus at 8 a.m. and return at approximately 4 p.m. Additional information will follow via email. Lunch will be provided.
   B. **July Staff Senate Meeting** – The meeting scheduled for July 14th has been cancelled. The next regularly scheduled meeting is Tuesday, August 11th.
   C. **Blood Drive Assistance**, Tina White. The Blood Connection has asked the Senate to help with a summer blood drive. The group discussed potential locations and dates in July. The Senate will help promote the event.

7. **Announcements**
   A. Our very own Julia Lusk will be playing the role of Nita later this month in the Southern comedy *The Hallelujah Girls* at the Walhalla Civic Auditorium June 19-21 and 26-28. Friday and Saturday shows at 8:00 PM; Sunday shows at 2:30 PM. Tickets are $12 each. Reserve tickets at 864-638-5277 or www.walhallacivic.com.
   B. **Title IX Training Reminder** – In an effort to maintain a safe and welcoming campus environment for faculty, staff and students, you are invited to participate in an online training by June 30, 2015. The training is both engaging, informative and will take about one hour to complete. Questions, contact the Office of Access and Equity at CUAE@clemson.edu or (864) 656-3181.

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

**Next Meeting**: Tuesday, August 11, 2015, 10:30 a.m., Madren Conference Center
Human Resources Updates to Staff Senate

Provide regular updates to Staff Senate
• Onboarding
• Hiring and Recruitment
• PD Project Review and Wrap-up
• Compensation Plan
• Benefits Overview (Open Enrollment)
• PeopleSoft Upgrade
• Performance Management
• Others?

In addition, a corresponding article will be published in the monthly Staff Senate Newsletter
Policy Initiative
June 9, 2015
Introduction: Reason For Policy Change

Current Clemson University Administrative Policies:
• Lack standardization in content and format
• Little institutional involvement in the creation or review of policy
• No system in place to prompt updating
• Inaccessible; no centralized housing; lack linking and search-ability
• Cumbersome version control
• Archives are difficult to locate
The Cornell Model

- Consistent
- Comprehensive
- Accessible
- Actionable
- Supported
Implementation by the Office of Human Resources: Adjusting Cornell’s Model to Fit Clemson’s Needs

<table>
<thead>
<tr>
<th>Steps</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>Outline the procedure (complete)</td>
</tr>
<tr>
<td>2.</td>
<td>Assign roles and responsibilities (complete)</td>
</tr>
</tbody>
</table>
| 3.    | Prioritize policies into comprehensive categories (complete)  
   a. Hiring and separation policies  
   b. Compensation policies  
   c. Benefits and leave policies  
   d. Etc. |
| 4.    | Feedback and approval—CFO, Office of General Council (complete)  
   Information and feedback—Faculty/Staff Senates, Admin Council |
| 5.    | Implementation and revision/conversion of existing policies (estimated timeline is 18-24 months) |
Clemson’s New Model:

- **Consistent**
  - Formulation and Issuance of Administrative Policy under the Jurisdiction of the Office of Human Resources: standardized format and content
  - OHR Policy Group: in house policy group (editorial consistency; one voice)
  - Templates with suggested language and guidance embedded

- **Comprehensive and actionable**
  - Prescribed format and procedure
  - Writing process addresses impact, stakeholders’ feedback, responsibilities, procedures and training
  - Interim policy option allows for full, careful development in rushed situations

- **Accessible**
  - Central Policy Library: volumes and numbering system; Web page
  - Enhanced version control, including archives
  - Searchable
  - Extensive linking of related documents

- **Supported**
  - OHR Policy Group (Editorial, housing, archives, updates)
  - Policy Toolkit
The Clemson University Office of Human Resources (OHR) formally approves, issues and maintains in a consistent format, official University policies under the jurisdiction of OHR in a central policy library. Individuals engaged in developing and maintaining administrative policies under the jurisdiction of OHR and requiring approval by the Administrative Council, the Board of Trustees, and/or the state of South Carolina must follow the requirements outlined in this document for drafting, approving, revising and withdrawing administrative policy under the jurisdiction of OHR.

REASON FOR POLICY

Administrative policies under the jurisdiction of OHR must be thoroughly reviewed, maintained and made available to the University community to promote practicality, compliance and accountability.

ENTITIES AFFECTED BY THIS POLICY

- All Clemson University Office of Human Resources professionals

WHO SHOULD READ THIS POLICY

- CHRO; all unit directors; OHRPG; individuals considering issuing, revising or assisting the drafting of an administrative policy under the jurisdiction of the Office of Human Resources.

WEB SITE ADDRESS FOR THIS POLICY

- This policy:
Policy Process:

• Proposal
  o OHR professional identifies the need for a policy.
  o CHRO approves the need / appoints the appropriate personnel to draft the policy.
  o Responsible personnel prepare an impact statement.
  o Impact statement approved by advisory group.

• Development
  o Stakeholders informed (including faculty/staff senate) and feedback incorporated.
  o Responsible personnel draft the policy with guidance from OHR Policy Group.
  o Policy considered/approved by PAG to go before the Administrative Council.
  o CHRO ensures operational systems & training are in place.

• Approval
  o CHRO presents policy to the Administrative Council for comment/approval.
  o Feedback incorporated.

• Promulgation
  o Policy issued.
  o Policy document housed in central policy library.
  o Policy announced to University community.
Questions?