CLEMSON UNIVERSITY STAFF SENATE
September 8, 2015, 10:30 AM, Madren Conference Center

Agenda

1. Approval of Minutes

2. Open Commentary

3. President’s Reports
   A. Other:
         - Open Enrollment 2016, Lisa Gagnon, HR Benefits Manager
      2. Legislative Update, Matt Bundrick.

4. Treasurer’s Report, Julie Jones. Funds remaining in the operating budget as of August 20 are (a) Vending: $7,886.07; (b) Staff Senate funds: $4,457.64; (c) Travel: $376.10; (d) SDP: $12,078.83.

5. Committee Reports
   A. Standing Committees
      1. Activities, Roberta Balliet. 1) The Staff Senate has pledged to raise $1,800 to support 10 kids this coming school year through the BackPack Program. As of September 7, $640 has been donated. Donations can be made online at https://goldenharvest.org/take-action/find-a-campaign/?clemson-staff-senate-backpack. 2) The November 10 Staff Senate meeting will be held at the Clemson University Planetarium. A short meeting will occur first in the theatre—about 15 minutes. The show will be about 45 minutes. The planetarium is located in 112 Kinard Laboratory of Physics. It seats up to 40.
         http://www.clemson.edu/ces/astro/CUPlanetarium/images/kinard.jpg (map to the planetarium)
         http://www.clemson.edu/ces/astro/CUPlanetarium/images/kinardmap.jpg (map to Kinard)
   2. Communications, Jeff Leyh.
   3. Membership, Deveraux Williams. 1) Judy Pruitt, at-large senator serving Extension resigned from the Senate as of August 17, 2015. Tom Taylor filled her seat on the Student Conduct Code Review Committee. 2) Membership met on August 19th. During the fall semester, the committee decided to lend a hand to any subcommittee that needs ‘extra hands on deck’ when it comes to coming up with ideas, needing help, etc. Contact Deveraux if you need Membership’s help.
   4. Policy and Welfare, Matt Bundrick for Terri Vaughan. The following items were discussed.
      - Revised expiration date for this year’s parking permits/pro-rated permit cost
      - Employee lunch options changed – no more 2 for $10 Mon – Thurs. Friday still $5 any meal at any dining hall. 50 meal plan for $285 available (a cost of $5.70 per meal)
      - Named “Mother Friendly Employer” by the SC Breastfeeding Coalition
      - Holiday Calendar – discussing option to incorporate Labor Day and Memorial Day into employee holiday schedule
   B. University Committees

6. Unfinished Business

7. New Business
A. Joint Executive Committee Meeting – The executive committees of the Faculty and Staff Senates met this morning. Topics discussed were:

- Parking and Transportation
- Smoking policy
- Reorganization of colleges
- Updates on mental health assistance for students
- Tuition assistance
- Improving inclusiveness
- Suggestions to the Board of Trustees on how to preserve Clemson history
- Improving Employee Performance Management System assessment procedures
- Family-friendly policies
- Spousal hires/dual employment

8. Special Order of the Day – Max Allen, Chief of Staff and Interim Chief Diversity Officer

9. Announcements
   A. Benefits Fair – The Benefits Fair is Thursday, October 15th, 9 a.m. to 1 p.m., Fike Recreation Center. The theme this year is Balance = The Key to Health, Wealth and Happiness.

10. Adjournment

Next Meeting: Tuesday, October 13, 2015, 10:30 a.m., Madren Conference Center
Clemson University Staff Senate
September 8, 2015, 10:30 AM, Madren Conference Center

Minutes

Members Present: Roberta Balliet, Mac Bevill, Kelli Blankenship, Matt Bundrick, Leigh Dodson, Leslie Doss, Billy Edwards, Shelly Geer, Wendy Howard, Julie Jones, Jeff Kallin, Jan Lay, Jeff Leyh, Rusty McDonald, Amanda Menefee, Aubrey Miller, Rhonda Powell, Janeen Putman, Bindu Rangaraju (Adobe Connect), Lavonne Sloop, Michelle Voyles, Tom Warnock, Tina White, and Deveraux Williams

Members Absent: Phillip Addington, Laura Clay, Debra Goss, Dan Hofmann, Jessica Holbrooks, Adam Hunter, Julia Lusk, Herb Parham, Sarah Reeves, Andy Riggins, Tom Taylor, Joey Thames, Erin Thomas, Rebecca Trutwin, Terri Vaughan, and Hagan Walker

Guests: Robin Chambers, Faith Christner, Julie DuBose, Lisa Gagnon, Jim Kerr, Jackie Todd, Yahong Xu, and Tom Ward

1. Approval of Minutes – Tom Warnock moved to approve the minutes from the August 11, 2015 Staff Senate meeting as written. Matt Bundrick seconded the motion and the vote was unanimous. The minutes were approved.

2. President’s Reports
   A. Other:
      1. Human Resources – Open Enrollment 2016, Lisa Gagnon, HR Benefits Manager. The open enrollment period allows you to make enrollment changes (insurance). During this time there are no increases to premiums for the 4th consecutive year. Also, there may be extensions for dental changes as the bid for dental coverage hasn’t fully finalized yet. Stop by and visit the Benefits Fair on Thursday, October 15 from 9 a.m. to 1 p.m. and get your free flu shot (for those covered by the state health plan).
      2. Legislative Update, Matt Bundrick. No report.

3. Treasurer’s Report, Julie Jones. Funds remaining in the operating budget as of August 20th are (a) Vending: $7,886.07; (b) Staff Senate funds: $4,457.64; (c) Travel: $376.10; (d) SDP: $12,078.83.

4. Committee Reports
   A. Standing Committees
      1. Activities, Roberta Balliet. 1) The Staff Senate has pledged to raise $1,800 to support 10 kids this coming school year through the BackPack Program. As of September 7, $640 has been donated. Donations can be made online at https://goldenharvest.org/take-action/find-a-campaign/?clemson-staff-senate-backpack. 2) The November 10 Staff Senate meeting will be held at the Clemson University Planetarium. A short meeting will occur first in the theatre—about 15 minutes. The show will be about 45 minutes. The planetarium is located in 112 Kinard Laboratory of Physics. It seats up to 40.
      2. Communications, Jeff Leyh. No report.
      3. Membership, Deveraux Williams. 1) Judy Pruitt, at-large senator serving Extension resigned from the Senate as of August 17, 2015. Tom Taylor filled her seat on the Student Conduct Code Review Committee. 2) Membership met August 19. During the fall semester, the committee decided to lend a hand to any subcommittee that needs ‘extra hands on deck’ when it comes to coming up with ideas, needing help, etc. Contact Deveraux if you need Membership’s help.
      4. Policy and Welfare, Matt Bundrick for Terri Vaughan. The following items were discussed.
         • Revised expiration date for this year’s parking permits/pro-rated permit cost
• Employee lunch options changed – no more 2 for $10 Mon – Thurs. Friday still $5 any meal at any dining hall. 50 meal plan for $285 available (a cost of $5.70 per meal)
• Named “Mother Friendly Employer” by the SC Breastfeeding Coalition
• Holiday Calendar – discussing option to incorporate Labor Day and Memorial Day into employee holiday schedule (discussed option for 2 to 3 optional holidays)

5. Scholarship. Leslie Doss and Erin Thomas. The Z-Run is set for November 14 at 10 a.m.

B. University Committees

1. President’s Commission on the Status of Black Faculty and Staff, Karon Donald. The first Commission meeting for this academic year is set for Monday, September 14th at 3:30 p.m.

5. Unfinished Business: None.

6. New Business

A. Joint Executive Committee Meeting – The executive committees of the Faculty and Staff Senates met this morning. Topics discussed were:
   • Parking and Transportation
   • Smoking policy
   • Reorganization of colleges
   • Updates on mental health assistance for students
   • Tuition assistance
   • Improving inclusiveness
   • Suggestions to the Board of Trustees on how to preserve Clemson history
   • Improving Employee Performance Management System assessment procedures
   • Family-friendly policies
   • Spousal hires/dual employment

7. Special Order of the Day – Max Allen, Chief of Staff and Interim Chief Diversity Officer. Max introduced himself and described his role at Clemson while answering any questions that the Senate had.

8. Announcements

A. Benefits Fair – The Benefits Fair is Thursday, October 15th, 9 a.m. to 1 p.m., Fike Recreation Center. The theme this year is Balance = The Key to Health, Wealth and Happiness.

9. Adjournment: There being no further business to discuss, the meeting adjourned at 11:50 a.m.

Next Meeting: Tuesday, October 13, 2015, 10:30 a.m., Madren Conference Center
Open Enrollment 2016
Lisa Gagnon, Benefits Manager

September 8, 2015
Open Enrollment 2016

General Information

Open Enrollment is the full month of October
• October 1\textsuperscript{st} to October 31\textsuperscript{st}
• Changes effective January 1, 2016

No increase to health premiums, deductibles, copayments, or coinsurance amounts

Prescription vendor will return to Express Scripts
• New ID cards and welcome kits being mailed in December
• Website available Oct 1: \url{www.express-scripts.com/SCPEBA}

New dental vendor will be announced in the near future
Enrollment Options
Effective January 1, 2016

Health, Dental and Vision
• Enroll in, change, or cancel health, dental, and vision coverage for yourself and your eligible dependents

Life Insurance
• Enroll in, increase, decrease or cancel your Optional Life Insurance coverage
  • $50k guaranteed without medical evidence up to the policy maximum of $500k
  • Spouse and child life insurance policies can be changed anytime of the year
Enrollment Options
Effective January 1, 2016

Long-Term Disability

• Enroll in, increase, or decrease, your Supplemental Long-Term Disability (SLTD) coverage without medical evidence
  • One-time event only offered during this open enrollment
  • SLTD helps protect a portion of your income if you are medically unable to work
  • “Paycheck insurance”
  • Benefit may pay up to 62.5 percent of your pre-disability monthly earnings
Tax-Free Benefits

- Enroll in or **re-enroll** in MoneyPlus spending accounts
  - Medical Spending Account
    - 1 year waiting period no longer required for new hires
    - All participants will receive a debit card at no charge
  - Dependent Care Spending Account
    - Election amount capped at $1,500 for high earners

- Enroll or disenroll in MoneyPlus Premium Pre-tax feature
Making Your Changes  
**Effective January 1, 2016**

**PEBA MyBenefits profile**

www.eip.sc.gov/MyBenefits

- Health
- Dental
- Vision
- Life Insurance
- Long-Term Disability
- Premium Pre-tax Feature

*Dependent documents for proof of eligibility must be submitted to OHR*

**MyFBMC online registration**

www.myfbmc.com

- Medical Spending Account
- Dependent Care Spending Account

*All employees are now eligible to enroll and re-enroll online*
Events and Assistance
The Benefits Team is Available for Employees

Benefits Fair
- October 15th, 9 a.m. to 1 p.m.
- Fike Recreation Center
- Balance = The Key to Health, Wealth and Happiness

Open Enrollment Training and Counseling Sessions
- Brief presentation regarding open enrollment
- One-on-one time with a benefits counselor
- 4 sessions
  - Student Senate Chambers
  - Academic Success Center
- Register through www.clemson.edu/HRTraining
Events and Assistance
The Benefits Team is Available for Employees

Email through Ask-HR
  • OHR Service Center

Call OHR
  • (864) 656-2000

Stop by the Administrative Services Building
  • 108 Perimeter Road
Tips for Open Enrollment

Make This A Successful Year

1. View your current elections online
   - PEBA MyBenefits:  www.eip.sc.gov/MyBenefits
   - MoneyPlus MyFBMC:  www.myfbmc.com

2. October 12th is a University holiday (fall break)
   - OHR will be closed
   - Online resources and election tools will continue to be available

3. Educate yourself
   - Visit www.clemson.edu/employment for resources

4. When in doubt, ask a benefits counselor