CLEMSON UNIVERSITY STAFF SENATE
December 8, 2015, 11:00 AM, President’s Suite, Memorial Stadium

Agenda

1. Approval of Minutes

2. Open Commentary

3. President’s Reports
   A. Other:
         • Clemson’s Compensation Policy Now Online – Office of Human Resources (OHR) policy development has finished reformatting Clemson’s new Compensation Policy. You can find the Compensation Policy, along with the supporting Compensation Guidelines, in the Policy and Procedure Manual on OHR’s webpage. All OHR policies will continue to be housed on this page until our new policy webpage is complete. As the policy was developed and approved prior to OHR’s adoption of its new policy development program, this policy did not go out to stakeholders for review. Thank you for your patience as we transition to a new, better policy-development process.

      2. Legislative Update, Matt Bundrick. The SC General Assembly will convene in January.

4. Treasurer’s Report, Julie Jones. Funds remaining in the operating budget as of November 23rd are (a) Vending: $5,956.57; (b) Staff Senate funds: $3,234.60; (c) Travel: $23.76; (d) SDP: $4,458.17.

5. Committee Reports
   A. Standing Committees
      1. Activities, Roberta Balliet.
      2. Communications, Jeff Leyh.
      3. Membership, Deveraux Williams.
      5. Scholarship, Leslie Doss and Erin Thomas.
         • Clemson Z Run – CANCELLED
         • Staff Senate Spring Soiree’ April 8, 2016 at the Wren House in the Botanical Gardens
            Confirmed Activities:
            • DJ – Jeff Bright from 5:00-7:00
            • Tours of the Geology Museum
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         • Sponsorship Levels:
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   B. University Committees
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class, even if it’s “no textbook required.” The bookstore also would like to remind us that early adoptions of textbooks are best so they can offer more for student buyback. If you order books for your department and you missed one of their presentations, please contact Sarah Rinker (srinker@clemson.edu) and she can schedule a presentation for your department or provide instruction booklets. You can also find out more about Faculty Enlight and get started ordering your books for next semester here http://www.clemson.edu/campus-life/campus-services/book-store/faculty-enlight.html. 2) Several suggestions were made by Advisory Council members on possibly making the login to the program the same as your Clemson login instead of creating a new one, connecting the program to Banner to streamline the process and connect it immediately to the classes, and having the link to Enlight on blackboard. There were also suggestions on how to advertise so everyone will start using the program. These include presentations to Faculty and Staff Senates and academic departments and more publicity through the university. 3) In other business, this being the first meeting of the year, Dr. John Spinda, advisory council member representing AAH, volunteered to chair the Council for the year.

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6. Unfinished Business

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President Tina White welcomed faculty, staff, and students to the forum. White opened by explaining the function of the Senate, the purpose/process of the forum, and thanking all of those who participated directly and/or indirectly in the event.

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• Question to Staff Senators: What DO you know about compensation plans for staff?
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• Huge discrepancy in salaries of those doing similar jobs (job descriptions/classification/compensation should be reevaluated and situated accordingly; seems to be a very common theme in staff concerns).
• Extreme lack of a consistent, annual compensation review and reward plan; WHY not more frequent, less extreme performance increases for those employees who do an excellent job? No motivation.
• Recent Student Affairs Cabinet Meeting: informed that there would be no early retirement or voluntary separation incentives offered during the reorganization; where does that leave staff? Will a reduction in force be used?
• Some states are allowing companies/institutions to opt out of workers compensation insurance; this is very concerning and should be an issue that Staff Senate researches and has a firm understanding of in regards to CU’s policies (also lobby for strong workers comp support).

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• In regards to compensation plan, staff retention efforts, etc.: these are all elements of HR information, which is public information and should be released; no legitimate or legal reason as to why this information has not been made available to the public. Transparency builds trust, improves public perception and creates less anxiety.

• Compensation policies for internal promotions limiting the percentage for pay increases. It is more lucrative to leave than to build a career at Clemson through promotions?

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• Age, socioeconomic status, gender, etc. should be considered along with race, ethnicity, etc. when discussing the diversity climate at CU.

• What are the results of the campus climate survey, specifically regarding the diversity and inclusiveness issues that CU has been facing image-wise?

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7.) Tuition Assistance

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• Right now graduate and online programs are being punished if staff utilize tuition assistance in their area, and in turn the student/employee is being punished by way of restrictions/limitations and selective course offerings. Is there/should there be a way to reimburse programs for staff using tuition assistance?

• Is there a way to offer benefits to staff that would include tuition reduction for dependents of employees? I have seen my benefits diminish over the years and having a growing concern that the university (and all state agencies) are losing any competitive edge they may have had to other employers that offer more attractive salaries and
benefits. I realize this would have to be a state-wide initiative but strongly feel this is a viable issue that begs for further research.

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D. Benefits Fair – Congratulations to all of our 2015 drawing winners and more importantly THANK YOU to all of our generous scholarship fund donors. The Staff Senate Scholarship Fund Benefits Fair drawing winners are:
Shelly Geer - President's Box FB Tickets
Deveraux Williams - Clemson Duffle Bag
Penny Reid - Autographed Sports Ball Package
Julie Newman – Clemson Cooler/Trunk Tote
Jackie Ellis – Clemson Fold-Out Double Frame

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   A. Clemson Libraries Employee of the Year – The Library is in the process of redesigning the procedures for their Employee of the Year selection process. The committee will consist of one library staff, one library faculty, a past year recipient, and an external individual. They would like for the external individual to be a Staff Senator. This is a short-term commitment.

8. Announcements
   A. General Faculty Meeting – The meeting will be held on Wednesday, December 16, 2015, 1:00 p.m., Brooks Center for the Performing Arts. Tina White is a part of the stage party and will speak on behalf of Staff Senate at this meeting. Please reserve this time on your calendars to attend this event.

9. Adjournment

Next Meeting: Tuesday, January 12, 2016, 10:30 a.m., Madren Conference Center
Clemson University Staff Senate
December 8, 2015, 11:00 AM, President’s Suite, Memorial Stadium

Minutes


Members Absent: Phillip Addington, Leigh Dodson, Billy Edwards, Dan Hofmann, Jessica Holbrooks, and Aubrey Miller.

Guests: Tim Drake, Jackie Todd, and Tom Ward.

1. Approval of Minutes Tom Warnock moved to approve the minutes from the October 13, 2015 Staff Senate meeting as written. Terri Vaughan seconded the motion and the vote was unanimous. The minutes were approved.

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      1. Activities, Roberta Balliet. The committee has been discussing the food pantry project on campus, including details on the small square footage and whom the pantry would cater to. The committee would like to meet with student leadership in order to better understand needs/role of the pantry. It was suggested that senators gather nonperishables, particularly toiletries, over the holiday season in order to give back for the holiday season.
      2. Communications, Jeff Leyh. Committee chair Jeff Leyh is stepping down as the Communications committee leader due to work commitments for a new position that he recently took on. Julie Jones will take his place as committee chair for the Communications.
      4. Policy and Welfare, Terri Vaughan. The P&W committee analyzed the open forum notes that Alex compiled. The group will meet next in January 2016.
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7. **Announcements**
   A. **General Faculty Meeting** – The meeting will be held on Wednesday, December 16, 2015, 1:00 p.m., Brooks Center for the Performing Arts. Tina White is a part of the stage party and will speak on behalf of Staff Senate at this meeting. Please reserve this time on your calendars to attend this event.
   B. **Madren Center Renovations** – The Madren Center restaurant “Seasons By the Lake” has closed down and will be replaced by “Solé on The Green”, an eatery extended by the owners of the “Solé” restaurant in Seneca, SC.
   C. **Clemson History** – December 11 is the final due date for any input regarding thoughts/suggestions on how to communicate and preserve the historical legacy of Clemson University (this opportunity is open to alumni as well).

8. **Adjournment:** There being no further business to discuss, the meeting adjourned for the commencement of the 2015 Staff Senate Holiday Social.

**Next Meeting:** Tuesday, January 12, 2016, 10:30 a.m., Madren Conference Center
**Staff Development Program**
The Clemson University Staff Development Program is beginning its 6th year with a new class of 25 enthusiastic participants. We would like to share with you the 2013-14 SDP Impact Report regarding post-program assessment. As a leadership body here at Clemson University, we aim to share some of the results that have stemmed from staff development (attachment).

The SDP is a performance-based, peer-reviewed, and volunteer-operated program that offers Clemson University staff an opportunity to grow professionally and personally by voluntarily participating in various professional development and relevant service activities. Annual progress evaluations, year-end and supervisor’s surveys are administered to help program administrators determine the usefulness and impact of the program and assist in the accountability process.

**Collaboration**
The Staff Senate and Faculty Senate executive committees held their annual joint meeting on September 8. This annual meeting is held during the fall semester and is used to gauge common interests, issues, and resolutions between the staff and faculty constituencies. Topics discussed were: reorganization of colleges, family-friendly policies, dual employment/spousal hires, tuition assistance issues, and campus climate.

The Staff and Faculty Senates plan to meet with the leadership of the Graduate and Undergraduate Student Senates in January in order to collaborate on an even more institutionally wide scale.

**Partnerships**
The July 28th Blood Drive in partnership with Clemson Home and the Blood Connection was a huge success! The Staff Senate’s blood donation goals were not only met, but were exceeded over initial expectations. This is particularly important during the summer months when the demand for donated blood is high but the number of donations is low.

The Staff Senate is also partnering up with the Sullivan Center and their CU4Health program which provides employees/retirees enrolled in the state health plan with many benefits including comprehensive physical exams, pre and post assessment counseling, blood work, and access to online health management tools. The Senate
has made efforts to bring these benefits to off-campus employees of Clemson University that don’t normally get to appreciate the same benefits that we on the main campus do. Representatives from the Sullivan Center were able to, thanks to Senate sponsorship, travel to Edisto REC and the Sandhill REC areas in order to provide a large number of off-campus employees with comprehensive health screenings. This off-campus effort was the first of its kind and was very well received/appreciated by the employees who were able to take part.

The Senate is also partnering up yet again with the City of Clemson and Helping Hands to put on the “2nd annual” Clemson Z-Run at Nettles park. The event will be similar to last year with the exception of a 10 a.m. start time (pre-race registration and party begin around 8 a.m.) on Saturday, November 14. Proceeds will again benefit Helping Hands and the CU Staff Senate Scholarship fund!

**Outreach**
Staff Senate is sponsoring a backpack food drive via the Golden Harvest Food Bank, an organization we have collaborated with in the recent past to give back to community members in need. However, this time we are raising funds online in order to sponsor backpacks filled with easy-to-open food for impoverished youth, specifically for the weekends during which free lunch is not provided. We set out with the goal of $1,800 to sponsor 10 kids over the period of 1 year, and that goal was met thanks to the generous donations of numerous individuals and/or groups around campus and the community!

**Campus Involvement/Education**
We currently have plans to hold a handful of upcoming Staff Senate meetings around lesser-known and interesting locations across Clemson’s campus, starting with our first experimental Senate meeting being held at the CU Planetarium on Tuesday, November 10, located at 112 Kinard Laboratory. The idea behind this is to immerse the staff behind the Senate with new areas of the campus, to not only show them areas of our campus that they might have never seen but to also educate them in other areas of our University.

**Staff Accomplishments**
Clemson University is made up of some of the best employees in the country. I would like to give you one example. Clemson Staffer Emily Clarke, an administrative assistant in the English department, was recently honored with the Greenville News 2015 award for “Best Local Visual Artist” which is a part of the newspaper’s annual “Best of the Upstate” series. She has been with Clemson since 2013. We are so
proud that the folks outside of Clemson recognize the wonderful accomplishments of our staff. Emily will be a shining star for years to come.

Submitted by: Tina White, Staff Senate President

www.clemson.edu/staffsenate
Clemson University
Staff Development Program
Impact 2013-14

What is the SDP?
The Clemson University Staff Development Program (SDP) offers Clemson University staff an opportunity to grow professionally and personally by participating in employment-related education and training, campus and community service, and activities of personal interest.

SDP Value to Participants
SDP participants were asked to rate their satisfaction with the program, the value of the program, offer suggestions for program improvement, and give reflections on any substantive impacts of the program. Twenty-three staff members graduated from the SDP in 2013-14 and 20 graduates responded to the survey.

What 2013-14 graduates said about the SDP:

“It opened up professional doors for me…”

“[SDP] forced me to do some of the professional development I have needed and wanted to do…”

“The program was very helpful in teaching us how to interact with other people in more collaborative ways…”

“Through service I developed a hobby that I love…”

“Through professional development I attained a new role in my department…”

“I am better prepared to help faculty and students.”

SDP Participant Post-Graduation Survey, 2013-14

- SDP valuable to development as CU staff: 100%
- More advanced job skills: 90%
- More confident: 100%
- Stronger bond with university community: 95%
- Highly or somewhat satisfied with SDP services: 95%
- Highly satisfied with their participation in SDP: 100%
SDP Value to Supervisors

Supervisors of the 2013-14 SDP graduates were asked how the SDP affected their employee’s engagement with their job and the university, and their job and interpersonal skills. Ten to 12 supervisors completed the survey.

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<th>Supervisors SDP Survey, 2013-14</th>
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<tr>
<td>Very positive about encouraging others to complete SDP</td>
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<tr>
<td>SDP graduates more engaged in their Clemson positions</td>
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<tr>
<td>Very positive impact on employee morale</td>
</tr>
<tr>
<td>Employees with improved job or interpersonal skills</td>
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<td>Very positive impact on employee work performance</td>
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What supervisors said about the SDP:

“There are very little opportunities in professional or personal development in the same job. The only way to improve your income is to bid on other jobs. With SDP or other programs the employee becomes productive and should be compensated.”

“Really helped employee’s organizational skills and awareness of contributions to department.”

“My experience with the SDP is very positive with two employees completing and one leaving Clemson for better paying job. All three had a positive experience and received knowledge of job and relationships that will last a lifetime.”

“The Staff Development Program is an excellent opportunity to engage staff with the university as well as with their own personal and professional development.”

The Clemson University Staff Development Program (SDP) offers Clemson University staff an opportunity to grow professionally and personally by participating in employment-related education and training, campus and community service, and activities of personal interest. Annual progress evaluations, year-end graduate and supervisor’s surveys are administered to help program administrators determine the impact of the program and assist in the accountability process.

No two participant SDP programs are the same because each employee is different. Participants design their own programs, which are reviewed and approved by a selection committee. The SDP requires participants to complete 150 contact hours of work, including 74 hours of professional development, 26 hours of personal development, 40 hours of university or community service, and 10 hours of core curriculum.

The SDP is administered by an all-volunteer Steering Committee. Administrative support is shared with the Staff Senate. For more information and program details, see: http://www.clemson.edu/faculty-staff/sdp/.