CLEMSON UNIVERSITY STAFF SENATE
October 11, 2016, 10:30 AM, Madren Conference Center, Seminar Room I

Agenda

1. Approval of Minutes

2. Open Commentary


4. President’s Reports
   A. Board of Trustees – The Fall Quarterly meeting is October 13-14 in Clemson. Deveraux Williams submitted a report in advance on behalf of the Senate (Attachment).
   B. Other:
         a. FLSA, Jamie Byrne.
      2. Employee Tuition Assistance and Open Enrollment, Lisa Gagnon.
      3. Holiday Calendar, Lisa Gagnon and Debra Sparacino.
   2. Legislative Update, Tina White.

5. Treasurer’s Report, Leslie Doss. FY17 funds as of 10/10/16 are (a) Vending: $11,723.77; (b) Staff Senate operating: $4,373.21; (c) Staff Senate travel: $450; (d) SDP: $11,867.55

6. Committee Reports
   A. Standing Committees
      1. Activities, Roberta Balliet.
      2. Communications, Bindu Rangaraju.
      3. Membership, Shelly Geer and Bindu Rangaraju.
   4. Policy and Welfare, Terri Vaughan. The Policy & Welfare Committee held a special meeting on September 6, 2016 to discuss the new tuition assistance policy. The committee members decided that the issue that required focus, and the only one that follows Policy & Welfare’s Standard Operating Procedure, was to request that staff members who are currently enrolled in the graduate program be grandfathered in so they can complete their program without falling under the new policy that will impact many of their abilities to continue with their graduate school programs and may even prevent them from being able to graduate from the program that they entered based on the premise that their tuition would be covered 100%, not 75%.
   5. Scholarship, Dan Hofmann.

B. University Committees
   1. Bookstore Advisory Committee, Amanda Menefee. The Bookstore Advisory Committee met September 20, 2016. B&N Education is now a separate company from Barnes & Noble and includes all the B&N stores on college campuses. The contract with Clemson states that they guarantee them $1 million per year and state the majority of this is used for scholarships. They have a separate 5-year contract with Clemson Athletics that is up for renewal. A couple of new programs now in place are the textbook reservation system and the price-matching program. The price-matching is only with Amazon Direct (not third party dealers) and Barnes & Noble. Book orders for Spring & Summer semesters are going on now. Faculty Enlight is the preferred program to use for ordering. A Bookstore App will be coming soon as well.
2. **Accident Review Board**, Rebecca Trutwin. The Accident Review Board met on September 30, 2016. The accidents involving state vehicles were presented to the board, there was a question/answer session for each case and then the board voted on the action to be taken for each case. The board voted unanimously on all cases.

7. **Unfinished Business:**

8. **New Business:**

9. **Announcements:**
   A. **November Senate Meeting Date Change** – The November 8th meeting falls on a Fall Break/Election Day. Since the University will be closed, the meeting has been moved up a week to November 1st. Please adjust your calendars accordingly.

10. **Adjournment**

**Next Meeting:** Tuesday, November 1, 2016, 10:30 a.m., Student Senate Chambers
CLEMSON UNIVERSITY STAFF SENATE
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Minutes


Members Absent: Mac Bevill, Dan Hofmann, Beverly Lavier, Rusty McDonald, Sarah Reeves, Janine Sutter, Tom Taylor, Joei Thames, Terri Vaughan, and Holly Williams.

Guests: Rebecca Atkins, DeOnte Brown, Jamie Byrne (HR), Robin Chambers, Julie Fleishman, Lisa Gagnon (HR), Ale Kennedy (HR), Chris Lauderdale, Eric Pernotto, Michelle Pickutowski (HR), Susan Pope, Altheia Richardson, Barbara Smith, Debra Sparacino, Ashley Strickland (HR), Tom Ward, and Ashley Young.

1. Approval of Minutes: Tom Warnock moved to approve the minutes from the September 13, 2016 Staff Senate meeting as written. Leigh Dodson seconded the motion and the vote was unanimous. The minutes were approved.

2. Special Order of the Day – Student Group Advisory Search, Susan Pope and Julie Fleishman. Staff senators were encouraged to serve as advisors to one of Clemson’s 600+ student organizations and/or groups. There is a large waitlist of student organizations waiting to be assigned an advisor, such as Greek, sport, and special interest groups. There will be another 20/30 student organizations coming in the Spring, so filling advisor positions is critical. Senators, and any other interested staff members, can be put on the waitlist for advisory positions. Staff can visit TigerQuest.clemson.edu to browse and search student organizations at Clemson. The next student group advisory position workshop will be held on October 19 from 3:00 – 4:00 p.m. in David Peebles Room in the Hendrix Student Center. Serving as a student group advisor may count toward SDP participant credit time if applicable to their originally stated plan goals. Likewise, student group advising would definitely count toward volunteer hours for SDP graduates giving time back to the program.

3. President’s Reports
   A. Board of Trustees – The Fall Quarterly meeting is October 13-14 in Clemson. Deveraux Williams submitted a report in advance on behalf of the Senate (Attachment).
   B. Other:
         a. FLSA, Jamie Byrne. Human Resources gave an update on the FLSA changes to become effective December 1, 2016. For additional information, please visit http://www.clemson.edu/employment/flsa/index.html.
         b. Employee Tuition Assistance and Open Enrollment, Lisa Gagnon. (Attachment)
         c. Holiday Calendar, Lisa Gagnon and Debra Sparacino. (Attachment)
   2. Legislative Update, Tina White. No report.

4. Treasurer’s Report, Leslie Doss. FY17 funds as of 10/10/16 were (a) Vending: $11,723.77; (b) Staff Senate operating: $4,373.21; (c) Staff Senate travel: $450; (d) SDP: $11,867.55
5. **Committee Reports**
   A. **Standing Committees**
      1. **Activities**, Roberta Balliet. Activities is finalizing the plans/orders for the November 1 Military Appreciation Reception in Cox Plaza. Doughnut holes and hot chocolate will be served to all staff veterans who drop in (faculty and student vets will absolutely be accommodated). Karon Donald also ordered Clemson/USA flag pins to be handed out as a token of the Staff Senate’s appreciation to all of our military veterans.
      2. **Communications**, Bindu Rangaraju. No report.
      4. **Policy and Welfare**, Terri Vaughan. The Policy & Welfare Committee held a special meeting on September 6, 2016 to discuss the new tuition assistance policy. The committee members decided that the issue that required focus, and the only one that follows Policy & Welfare’s Standard Operating Procedure, was to request that staff members who are currently enrolled in the graduate program be grandfathered in so they can complete their program without falling under the new policy that will impact many of their abilities to continue with their graduate school programs and may even prevent them from being able to graduate from the program that they entered based on the premise that their tuition would be covered 100%, not 75%.
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6. **Unfinished Business**: None.

7. **New Business**: None.

8. **Announcements**:
   A. **November Senate Meeting Date Change** – The November 8th meeting falls on a Fall Break/Election Day. Since the University will be closed, the meeting has been moved up a week to November 1st. Please adjust your calendars accordingly.

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

**Next Meeting**: Tuesday, November 1, 2016, 11:00 a.m., Student Senate Chambers
October 2016 Report

Staff Development Program
The Clemson University Staff Development Program has begun its 7th year with a class of 25 participants. The Steering Committee would like to share the 2015-16 SDP Impact Report regarding post-program assessment (attachment).

Collaboration
The Staff Senate and Faculty Senate Executive Committees held their annual joint meeting on September 20. 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: revised tuition assistance policy, workplace/education experience as it relates to overloaded parking and transportation resources, impending changes to the Fair Labor Standards Act and the impact to departments and employees, and reorganization of colleges.

The Staff and Faculty Senates plan to meet with the leadership of the Graduate and Undergraduate Student Senates in May of 2017 in order to collaborate on an even more institutionally wide scale.

With the assistance of Clemson Broadcast Productions and Office of Human Resources, we are excited to sponsor the recording of all sessions of the Pro Benefits Expo this October. The recordings will be available for those that aren’t able to attend and for those staff members that are off campus and around the state. This will ensure crucial information such as the Employee Assistance Program and health insurance information is available to all employees.

Partnerships
The Blood Connection’s Blood Mobile was on campus July 26th. All donors received a $5 Harcombe Dining Hall coupon donated by Clemson Home and a pair of movie tickets. Donors also earned The Blood Connection 500 TBC points. The blood drive is particularly important during the summer months when the demand for donated blood is high but the number of donations is low. We like to report that The Blood Connection exceeded their goal of 30 donors with a total of 37 completed donors (14 of those first time donors and 11 deferrals). Thanks to Clemson Home for partnering with the Staff Senate for another year to make the Drive a success!
The Staff Senate is pleased to offer health assessments again this year! This is possible due to a partnership with Dr. George Askew and Caitlin Moore from the Sullivan Center. The goal is to offer this opportunity throughout the state this year. Health assessments were held in August at Sandhill REC in Columbia and Edisto REC in Blackville. The 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. Also, the Staff Senate Exec Staff plan to go on the road in early 2017 to a few of the REC areas in the lower part of the state to meet with staff members and tell them about Staff Senate, SDP, and what we can do to help them with their needs and concerns.

The four Presidents met on September 12th to discuss any topics and situations that we are dealing with and offered suggestions or support to any projects we plan to have. I believe each President is passionate about their position and will move forward with our agendas for the remainder of our term.

**Community Outreach**
Staff Senate is sponsoring a backpack food drive via the Golden Harvest Food Bank, an organization we have collaborated with in the past to give back to community members in need. 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 $2,160 to sponsor 12 kids over the period of 1 year, and that goal was exceeded thanks to the generous donations of numerous individuals and/or groups around campus and the community! As of now, the total amount is $2432!

**Campus Involvement**
Activities Committee is continuing to work on an appreciation event honoring our staff veterans during Military Appreciation week. Veterans will receive a patriotic ribbon/pin so they can easily be identified and thanked for their service. Athletics will also invite the veterans to walk in the parade before the Military Appreciation football game.

Submitted by: Deveraux T. Williams, Staff Senate President
In recognition of National Disability Employment Awareness Month, CU welcomes Rosemarie Garland-Thomson, a Professor of English at Emory University whose article “Becoming Disabled” was recently featured in the New York Times. She is a well-known writer and national keynote speaker on disability and disability studies.

Sponsored by: Women’s Leadership

Disability, Diversity and Inclusion Justice with Rosemarie Garland-Thomson

October 13 | 4:30pm
Watt Family Innovation Center Auditorium
FREE T-Shirts to the first 100 attendees

InclusionWorks

A Historical Perspective of Disability in Academia & Service Animals on Campus
October 18 | 11:30am-12:30pm
Biosystems Research Complex G100
By Margaret Camp & Priscilla Harrison

Advancements in Accessibility on Campus & Transportation Options at CU
October 27 | 11:30am-12:30pm
Biosystems Research Complex G100
By Barret Anderson & Daniel Hofmann
Benefits Update
Lisa Gagnon, Benefits Manager

October 11, 2016
Tuition Assistance Program
Employee Tuition Assistance Program

General Information

New program set for fall 2017

Developed by various offices at the University

- Reviewed staff senate employee forum from last fall
- Considered the sustainability of the program
- Rolled program out ahead of time to provide time for changes if needed
  - Receiving feedback that is being carefully reviewed
  - A working group that includes the Staff Senate’s president and president-elect are providing guidance

New program:

- Eliminates waitlists
- Resolved employees’ frustration over their inability to enter academic programs
- Opens up all courses excluding study abroad
- Clarifies roles and responsibilities
Employee Tuition Assistance Program

General Information

Eligibility:
Participants must:
• Have had 12-months of consecutive employment
• Be in good standing relating to job performance
• Be in an FTE, TLP/TGP position at 75 percent time or more

Availability:
• All programs including CU online
• Excludes study abroad
• No waitlists because of tuition assistance benefit
• 6 credit hours per semester
Employee Tuition Assistance Program

General Information

Cost to Employees:

• Undergraduate
  o 100 percent waived (valued at $11,000/year on average)

• Graduate
  o 75 percent waived (valued at $9,000/year on average); 25 percent employee responsibility
  o Possible taxation per the IRS for graduate enrollees if benefit is valued at more than $5,250 per year
Employee Tuition Assistance Program
General Information

Application:
- Apply to college program
- Apply for tuition assistance benefit (spring 2017)

Resources:
- General program information and eligibility – OHR
- Student bill and fees – Student Financial Services
- Tax liability – Payroll
Open Enrollment 2016
General Information

Open Enrollment is the full month of October
• October 1st to October 31st
• Changes effective January 1, 2017

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

Ameda manual and electric breast pumps covered 100 percent

Telehealth services covered with licensed professionals
Enrollment Options
Effective January 1, 2017

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

Dental
• Dental changes are NOT permitted this year
• Next open enrollment period for dental is 2017
Enrollment Options
Effective January 1, 2017

Life Insurance

- Enroll in, increase, decrease or cancel your Optional Life Insurance coverage
  - Increasing coverage by $50k guaranteed without a medical screening is NOT permitted this year.
    - Medical underwriting is needed to enroll or increase coverage.
  - Spouse and child life insurance policies can be changed anytime of the year.
Enrollment Options
Effective January 1, 2017

Tax-Free Benefits

• Enroll in or **re-enroll** in MoneyPlus spending accounts
  o Medical Spending Account
    ▪ All participants will receive a debit card at no charge.
  o Dependent Care Spending Account
    ▪ Election amount capped at $1,700 for high earners

• Enroll or dis-enroll in MoneyPlus Premium pre-tax feature
Making Your Changes
Effective January 1, 2016

PEBA MyBenefits profile
www.eip.sc.gov/MyBenefits

• Health
• Vision
• Life Insurance
• 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

Pro Benefits EXPO
October 14th, 8 a.m. to 4:30 p.m.
Hendrix Student Center, 2nd Floor

A Conference Style Event
50-minute Facilitated Educational Sessions
  Exhibitor Hall
Open Enrollment Information
  Benefits Counseling
  Refreshments
  Free Flu Shots
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](http://www.eip.sc.gov/MyBenefits)
   - MoneyPlus **MyFBMC**: [www.myfbmc.com](http://www.myfbmc.com)

2. Educate yourself.
   - Visit [www.clemson.edu/employment](http://www.clemson.edu/employment) for resources.
   - The EXPO is a great opportunity to learn more.

3. When in doubt, ask a benefits counselor!
Staff Holiday Calendar
## Holiday Calendar*

<table>
<thead>
<tr>
<th>Holiday Description</th>
<th>Date</th>
<th># Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>Monday, January 2 (observance)</td>
<td>1</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day</td>
<td>Monday, January 16</td>
<td>1</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Friday, March 24</td>
<td>1</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Tuesday, July 4</td>
<td>1</td>
</tr>
<tr>
<td>Fall Break</td>
<td>Monday, October 16</td>
<td>1</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Thursday, November 23 thru</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Friday, November 24</td>
<td></td>
</tr>
<tr>
<td>Winter Break</td>
<td>Monday December 25 thru</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Friday, December 29</td>
<td></td>
</tr>
<tr>
<td>Optional Holiday</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

* - Aligns with the academic calendar; in 2018, Memorial Day will be observed on the Holiday Calendar if observed on the academic calendar.

Total = 13 days
SDP IMPACT FY2016

What is the Staff Development Program?

Professional and personal growth. The Clemson University Staff Development Program (SDP) offers Clemson University staff members 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 graduates receive an increase in their base salary upon completion of the program. Clemson’s SDP was developed and is administered by staff members, for staff members.

Individual focus. Because each employee is different, no two SDP participants have the same program. SDP participants design a plan of activities for the year that will add to knowledge they use on the job and enhance their professional and personal skills. SDP plans are reviewed by each participant’s supervisor and approved by the SDP Steering Committee. Progress through the year is monitored by volunteer SDP coaches and SDP Steering Committee members. Twenty-five participants were admitted to the SDP Class of 2015-16 and 24 completed the program.

Multi-faceted. Good employees have the job knowledge and skills they need, are confident and effective communicators, and have strong interpersonal skills. The SDP is designed to support employee growth in these areas through:

1. Professional activities (minimum of 74 hours)
2. Service activities (university or community, minimum of 40 hours)
3. Personal activities (minimum of 26 hours)
4. Core curriculum (minimum of 10 hours) designed to educate participants on university governance, operations and facilities

The SDP gets results!

The SDP measurably improved participants’ general communications and interpersonal skill levels over the year. At the start of the SDP year in August 2015, participants were asked to rate how well prepared they felt to do their jobs. While 80 percent or more of the incoming class rated themselves “highly prepared” to do their jobs when answering questions about their familiarity with job responsibilities, comfort level with collaborating on tasks and working in teams, and ability to build trust with coworkers and be accountable. In six other areas, however, the incoming participants were less confident.

After completing their programs in June 2016, the graduates were asked the same set of questions. Participants’ confidence levels improved in four of the six areas they were less confident in at the beginning of the program.
What FY2016 participants said about the SDP ★★★★★

- Participants rated the Staff Development Program **4.8 out of 5.0 “stars!”**
- Fourteen out of 22 participants said the SDP benefitted them most in their jobs.

<table>
<thead>
<tr>
<th>Program strengths</th>
<th>What the participants gained</th>
</tr>
</thead>
<tbody>
<tr>
<td>The challenge of the program with regard to difficulty, and the amount of commitment involved...</td>
<td>This program has challenged me to think more critically about myself and has given me an incentive to continue my personal professional development.</td>
</tr>
<tr>
<td>...Allowing participants to choose their path.</td>
<td>The Excel classes alone have improved my efficiency. I no longer have to ask anyone else for help (saving them time, as well).</td>
</tr>
<tr>
<td>I enjoyed most of the core curriculum activities. They taught me a lot and have truly enhanced my involvement in the University community.</td>
<td>Participation in the program reminded me that we should never stop learning. I was so excited to be a “student” again.</td>
</tr>
<tr>
<td>I can say it definitely got me out of my comfort zone, which is a good thing.</td>
<td>Participation in this program has really boosted my self-confidence. I will continue to learn how to do new things, professionally and personally...I have an increased level of pride in everything I do.</td>
</tr>
<tr>
<td>Build connections with staff, provide an opportunity for staff to grow and feel part of Clemson family.</td>
<td>To my surprise, I feel like the SDP helped me figure out what I want to be when I grow up! I wasn’t looking for a career change to begin with, but through my project, I have become passionately interested in Emergency Management and plan to pursue a career path in that direction.</td>
</tr>
<tr>
<td>I did things I never thought I’d do.</td>
<td>It is because of the program that I began volunteering, and discovered how much I truly enjoy it.</td>
</tr>
<tr>
<td>This program has a great support staff and coaches.</td>
<td>Overall this program has allowed me to grow in skill areas such as software vital to my position as a designer, but also in the areas of personal development in committing to long-term goals and seeing them through.</td>
</tr>
</tbody>
</table>

SDP FY2016 graduates with Della Baker Sprowl, Chair, SDP Steering Committee (left) and Max Allen, Chief of Staff (right)

Karon Donald, Program Coordinator, Staff Development Program
801 University Union, Clemson, SC 29634 ● 864-656-9000 ● sdp-L@clemson.edu