

CLEMSON UNIVERSITY STAFF SENATE EXECUTIVE COMMITTEE

January 26, 2016, 8:30 AM, 801 University Union

Minutes

Present: Roberta Balliet, Matt Bundrick (conference call), Karon Donald (program coordinator), Leslie Doss, Julie Jones, Amanda Menefee, Tina White, Terri Vaughan, and Deveraux Williams

President Tina White called the meeting to order.

1. **Approval of Minutes:** Leslie moved to approve the minutes of the November 24, 2015 Staff Senate Executive Committee meeting as written. Terri seconded the motion and the minutes were approved.
2. **President's Reports**
 - A. **Other**
 1. **Human Resources**, Jim Kerr. No report.
3. **Financial Update**, Julie Jones. Funds remaining in the operating budget as of January 25th are (a) Vending: \$5,752.22; (b) Staff Senate funds: \$2,970.80; (c) Travel: \$23.76; (d) SDP: \$2,536.84.
4. **Unfinished Business**
 - A. **Open Forum Update**, George N. Smith, Ph.D., Associate Vice President and Chief of Staff for Student Affairs
 - Q. Parking: what is being done/said concerning the parking situation at Sikes, Martin, and Long? There has been a large number of green spaces taken up with development. (Dan Hofmann of the Staff Senate is willing to share publicly a response to open forum concerns.)
 - A. The number of green spaces in the Sikes, Martin Hall and Long Hall area has actually increased by one as a result of development and parking space reallocations. There was a reduction in the number of metered spaces by 5 to allow for the for the 5 VP spots on the side of Sikes. One carpool space was converted to an employee LEV spot in this area. Dan and his staff are always happy to address all concerns regarding parking plans.
 - Q. Transportation Safety: employee golf carts forced onto Perimeter Rd. due to construction/restructuring; staff safety a concern (bicycle/moped/golf cart lane for safe transportation perhaps a solution?)
 - A. A review committee is being formed to address all of the golf cart issues to include routes, parking, speed and etc. The committee will consist of representatives from Risk Management, CUPD, Campus Planning and Design, General Counsel's Office, University Facilities and Parking and Transportation Services to fully consider a comprehensive plan for golf carts moving forward. Their recommendations will include research from comparable peer institutions.
 - Q. Concerns for the safety of staff who regularly have to drive a golf cart on busy roads on campus due to the recent addition of narrow place ballards. These ballards are preventing golf carts access to the side walk that is between the Sikes/Long Hall parking lot and the Hendrix Center forcing golf carts onto Cherry Rd and Perimeter. Alternative to such actions could be attained by designating a golf cart/moped/bicycle lane in this area with signage instructing all in the proper use of such and awareness of pedestrians and riders of all wheeled forms of transportation.
 - A. This issue too will be addressed by the review committee looking into these matters.

- Q. On-campus massage therapist rates sharply increasing. Can anything being done to ensure that rates are comparable to services provided? This is housed by Student Affairs, but available to all of campus.
- A. All service providers in Student Affairs are being asked to review their rate structures and service agreements with providers.
- Q. 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?
- A. There was no reduction in force resulting from the Student Affairs' reorganization, nor is one planned or foreseen. An early retirement/voluntary separation plan was considered, but found to be cost prohibitive and not aligned with our current staffing needs.

5. New Business

A. State Outreach, Tina White. The group discussed visiting CURI and inviting employees from Charleston and the surrounding areas to a forum. Leslie is researching a location for the forum. Karon and Julie will review funding resources for the trip.

B. February Senate Meeting

- OHR Benefits Update, Lisa Gagnon. Presentation on what the Benefits unit within OHR is doing in regards to the new tobacco-free policy which went into effect January 1st and offer a few details on tobacco cessation resources OHR will have available. Also update the group on a few important benefit “notes” due to the first of the year, e.g. open enrollment changes will be reflected on the January 15th paycheck, state health plan members should have received new health and prescription cards, etc.
- CCIT Transport System Project, Mark Harouff.
- Second Call for Officer Nominations
- Scholarship Financial Commitment 2016-2017 – Tina signed the 2016-2017 commitment. Karon will forward to Debbi Towery.
- Applications Open for Staff Senate Scholarship: Deadline March 1

6. Committees

A. Standing

1. Activities, Roberta Balliet.

- Paw Pantry – Students will be asked about the individuals they are working with and to elaborate on barriers they are incurring in opening the pantry.
- Planetarium Visit – Amanda is trying to obtain the Planetarium for the March 8th meeting.

2. Communications, Julie Jones. Contents of the upcoming newsletter were discussed.

3. Membership, Deveraux Williams. Membership met on January 20. The group discussed the upcoming elections and senators that will retire due to term limits. Procedures of nominations, elections, and forms were also reviewed.

Target Dates for Nominations/Elections

February 2nd – Call for nominations for new Senators

February 2nd-March 8th – Call for Officers email sent with call for agenda items and reports

February 15th – Reminder email sent

February 16th – Nominations for new Senators closed

February 23rd-March 1st – Elections for new Senators (reminder email Feb. 29th)

March 9-March 16 @ Noon – Officers elections (reminder email Feb. 15th)

March 2nd-March 4th – Verify election votes (new Senators) by Membership Committee

March 7th – Notify the new senators elected

March 16th – Verify Officers votes during Membership Committee meeting

April 12th – Luncheon/Transfer of gavel/new Senators/Retirement

April 26th – Retreat and Orientation

4. **Policy and Welfare**, Terri Vaughan. The Staff Senate Policy and Welfare Committee identified top issues brought up during the Staff Senate Open Forum that fit the P&W SOP guidelines and can/should be acted upon by the P&W Committee.

The issues we chose to begin with are:

- Staff Participation (and all of the issues it encompasses – better communication/resolution, inclusiveness, timeliness of communication).
- Upper Level Administration (which we feel is tied directly to Staff Participation – accountability, support from supervisors to participate in professional development,
- Requiring training for new supervisors with a yearly refresher for continuing supervisors, recommending that HR revise the EPMS procedures particularly as they apply to the order of sign-off, who is responsible for signing off and how to resolve inaccuracies in job duties leading to unrealistic expectations by the people who have to sign off on your EPMS but don't really know the true job you do since they only have the inaccurate job description to go by).
- Staff Recruitment and Retention (where is the full 2020 Forward Recruitment and Retention report if it is already available and if it is not available, when will it be?).

Discussion

Terri met with Tina before the committee took action regarding these issues.

- Wendy suggested that we find a researcher on campus who can do a white paper that explains what makes a better organization according to research. She recommends we should use global statistics but we also talked about using Top 20 statistics first to get the attention of the administration. Another idea was to create an ad hoc committee from all senates and commissions to discuss ways to reach the administration regarding the realities of their decisions and how they affect staff. Tina approved for the committee to move forward with the white paper.
- Another idea that was shared was taking the P&W Committee on the road – around campus that is – so that folks will know that we exist, what we have accomplished and how we can help them. We are thinking of setting up meetings among the budget centers so we can meet with several people at the same time and not just individual departments. We also hope to get a spotlight in the newsletter to let people know who we are and what we do. Terri will submit information for the newsletter and Julie will include in February or March issues.
- Aubrey Miller researched the WVU Staff Council website and discovered from the minutes that President Clements frequently attended their monthly meetings. Tina will see if anything can be done to facilitate his attendance at more meetings.

5. **Scholarship**, Leslie Doss. Scholarship will present on the Soiree at the February Staff Senate meeting. The event is taking shape. Parking Services is sponsoring the food and entertainment. The committee is still working on logistics of the event and all senators will be asked to solicit sponsors and silent auction items.

7. **Announcements**: None.

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

Next Meeting: Tuesday, March 29, 2016, 8:30 a.m., 801 University Union