Minutes

Members Present: Leigh Dodson, Karon Donald (Program Coordinator), Alex Foster (Program Assistant), Shelly Geer, Dan Hofmann, Amanda Menefee, Terri Vaughan, Tina White, and Deveraux Williams

Members Absent: Roberta Balliet, Leslie Doss, and Bindu Rangaraju

Guests: Michelle Cato and Ashley Strickland from the Office of Human Resources

1. Approval of Minutes: Terri Vaughan moved to approve the minutes from the May 31, 2016 Staff Senate meeting as written. Tina White seconded the motion and the vote was unanimous. The minutes were approved.

2. President’s Reports
   A. Board of Trustees – The Board’s Summer Quarterly and Retreat was held in Clemson July 14-16. Deveraux Williams shared a report with the Board on the Senate’s behalf (Attachment). The demolition of the Clemson House was discussed, after which Tina White shared that she will be working on a project highlighting the Clemson House and its influence/history. She asked for Exec to send anyone with information, pictures and/or stories her way.

   B. Vending Request Update – The Vending Committee meeting was held on June 21, 2016. Deveraux Williams reported that $13,000 was granted out of the $14,000 requested. This should go a long way with helping toward the Staff Senate’s goal to work with ROTC during Military Appreciation Week with some type of outreach event. Exec expressed gratitude toward the Faculty Senate and their representatives who lobbied for the Staff Senate to have a comparable vending allocation.

C. Other
      - Diversity and Inclusion Awareness Training/Education (Attachment), Michelle Cato. The intent of the presentation is to introduce an overview of the Diversity and Inclusion Awareness Training/Education efforts and to ask the Executive Committee to be a pilot group for the training/education. Ashley Strickland, OHR’s Trainer, will be running the pilot sessions. This training/course will be offered through Campus Answers and should take about 30-45 minutes to complete. This is a self-paced online course that will be uniform for and required for all faculty, staff, and students. The committee suggested that the “required” status of the training could result in perhaps a negative mark on performance reviews for those who have not completed the training as incentive to do so. Exec opted for a hybrid pilot testing in which the training could be taken on an individual basis with a group discussion to be facilitated and held later in order to gauge feedback based on the ideas of the group as a whole.
      - Electronic Communication Issue – Due to time limitations, this issue was not discussed.

   2. Legislative Update, Tina White. No update.
3. **Financial Update**: Leslie Doss. FY17 funds are (a) Vending: $13,000; (b) Staff Senate operating: $5,616; (c) Staff Senate travel: $450; (d) SDP: budget currently not populated, but traditionally $15,000.

4. **Unfinished Business**
   A. Open Forum – No update.
   B. State Outreach/CU4Health Assessments, Leigh Dodson and Deveraux Williams. Deveraux met with Dr. Askew on July 27th to discuss the Senate’s proposal that Leigh drafted (Attachment). Dr. Askew approved the funding, so the Senate will plan trips for early 2017. This will allow time for an agenda to be created before visiting the Research and Education Centers.
   C. Conflict of Interest Policy – Staff continue to be confused on the previous requirement to complete the training. It is the Senate’s understanding that the training is being revised and more information will be forthcoming.
   D. Meeting Locations – No more field trips are planned for this Senate term, so a request will be submitted to the Madren Center for the remainder of the meeting dates.
   E. June 1st Meeting with President Clements, Deveraux Williams. (Attachment)
   F. Committee Documentation In-Process – Committee deadlines, responsibilities, and transition documents due by April.

5. **New Business**
   A. Blood Drive – The Blood Connection’s Blood Mobile will be in front of Riggs Hall today, July 26th from 10 a.m. until 3 p.m. All donors will receive a $5 Harcombe Dining Hall coupon donated by Clemson Home and a pair of movie tickets. Donors will also earn The Blood Connection 500 TBC points. Blood donors must bring a photo ID. Donors were allowed to register ahead of time for a time slot, but walk up blood donors are welcome as well.
   B. Upcoming Presentations – Dan Hofmann expressed interest in speaking at an upcoming Staff Senate meeting on behalf of the Joint City University Advisory Board in regards to transit changes/projects currently underway. More information will be forthcoming from Dan.

   August 9
   - Employee Tuition Assistance and Pro Benefits Expo, Lisa Gagnon.
   - FLSA Changes, Jamie Byrne and Ale Kennedy.

   August 30
   - Employee Types Documents Review, Lisa Gagnon.

   September 13
   - Office 365 Communication Team, Steve Fullerton.

6. **Committees**
   A. Standing
      1. Activities, Roberta Balliet.
      - BackPack Donation Drive – The BackPack Program provides over 4,500 children at-risk of hunger with a supply of easy-open, nutritious foods for the weekend. In Georgia and South Carolina, one in four children live in families at or below the federal poverty level. These children often receive assistance from programs operating during the week, such as free or reduced price lunches and after school programs. However, it is over the weekend that many of these children risk going hungry. These children come back to school on Mondays, famished and weak, thinking only of the free meal that will come at breakfast and/or lunch. Once again the Staff Senate is teaming up with The Golden Harvest Food Bank to sponsor a donation drive to benefit the Back Pack Program. Last year we sponsored 10 Back
Packs, and this year we would like to sponsor 12. The cost is $180 for the year for each one. The goal is to raise a total of $2,160. Please follow the link provided below to contribute.


- **Military Appreciation Week** – The committee is still discussing possible ideas regarding an outreach event during the week. Tina spoke with Colonel Sandy Edge and would like to sit down with his team to see what their week looks like in order to see where Staff Senate may be able to assist.

2. **Communications**, Bindu Rangaraju. No report.

3. **Membership**, Shelly Geer and Bindu Rangaraju. The lunch scheduled for the end of July was canceled. The committee may plan another lunch later in the year.

4. **Policy and Welfare**, Terri Vaughan. The Policy & Welfare Committee did not meet in July. However, there were two issues that the P&W Committee was addressing. Among them are questions regarding FTEs and Wendy Howard was able to provide the following information:
   - **How does the University manage their current FTEs?**
     - The management of FTEs has moved between Budget Centers and HR several times over the past years. Currently the management of FTEs is in the Budget Centers.
     - If an FTE is not filled within 12 months, then the State takes it back. Therefore, it’s important that the University manage the FTEs they have.
     - Each Budget Center gets a monthly FTE report of their vacancies. All colleges are required to have an approved hiring plan.
   - **There are two kinds of vacant FTEs:**
     - Vacant and committed – these are a high percentage of the vacant FTEs. An employee has left the position; however, there are definitive plans to hire a replacement. A faculty hire can take up to two years. These vacancies make it seem like we have a lot of vacant FTEs, when we really don’t.
     - Vacant and uncommitted – no plans to rehire the employee who left.
   - **What is the process to receive more FTEs from the State?**
     - The University makes FTE requests during the budget process. There were 82 requested from the State in the last budget process; however, the State saw our high number of vacant FTEs (over 200) and denied the request. The State doesn’t differentiate between the committed and uncommitted FTEs. Therefore, the requests to the State for additional FTEs has had to become very specific.
   - **When the University does receive additional FTEs, how are those allocated?**
     - Since most of the additional FTEs are specifically requested for a specific position, then that FTE is used for that specific position.
     - They are based on the “ask” and the approved hiring plans.

The second issue is pregnancy parking special permit possibilities. P&W Committee chair, Terri Vaughan, will be meeting with Parking and Transportation Services director, Dan Hofmann, as well as representatives from Access & Equity and Student Accessibility Services, on Wednesday, July 27 to find out more about this issue.

5. **Scholarship**, Dan Hofmann. Scholarship committee did not meet last month but talked in their previous meeting about the idea of smaller events involving local businesses that would highlight the scholarship and earn a percentage of proceeds from these businesses to go toward the scholarship fund. Dan also suggested inserting a check-box into the CU Online Marketplace with an option to donate to the Staff Senate Scholarship when customers buy their football parking passes online.
7. **Announcements**: None.

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

Next Meeting: Tuesday, August 30, 2016, 12:00 p.m., Training Room II, Madren Center