CLEMSON UNIVERSITY STAFF SENATE EXECUTIVE COMMITTEE
August 30, 2016, 12:00 PM, Training Room II Madren Conference Center

Minutes

Members Present: Roberta Balliet, Leslie Doss, Karon Donald (Program Coordinator), Alex Foster (Program Assistant), Shelly Geer, Dan Hofmann, Amanda Menefee, Bindu Rangaraju, Terri Vaughan, Tina White, and Deveraux Williams

Members Absent: Leigh Dodson

1. Approval of Minutes: Tina White moved to approve the minutes from the July 26, 2016 Staff Senate Exec meeting as written. Terri Vaughan seconded the motion and the vote was unanimous. The minutes were approved.

2. President’s Reports
   A. Tuition Assistance – Communication regarding policy revisions should be disseminated to campus soon.
   B. Other
      1. Human Resources
         - Employee Types Document Review – This presentation, originally scheduled for August 30th by Lisa Gagnon, has been rescheduled to September 27th
         - Electronic Communication Issue – An issue raised by constituents has been HR’s single reliance on electronic communication. Some staff members, particularly those in unique and remote locations, do not have clear access to email in order to receive critical information from HR. This includes but is not limited to new staff hires receiving updates and/or requests from HR via email that they do not satisfy in a timely fashion due to their lack of computer/internet/email access. It would be helpful if HR had other forms of communication when this electronic outreach doesn’t work, such as mailings sent to staff addresses, etc. Another method could be to reach out to the supervisor of the staff member if there is no response from the staff member in question by a certain point in time.
   2. Legislative Update, Tina White. No report.

3. Financial Update, Leslie Doss. FY17 funds are (a) Vending: $12,846.29; (b) Staff Senate operating: $5,255.50; (c) Staff Senate travel: $450; (d) SDP: budget currently not populated, but traditionally $15,000.

4. Unfinished Business
   A. State Outreach/CU4Health Assessments – Caitlin Moore has successfully provided CU4Health assessments to off-campus employees at the SandHill and Blackville REC facilities over the month of August. The Exec Committee is planning a low-country outreach around January or February to Florence or a comparable off-campus CU facility with which there is a good chance for high attendance and productive dialogue between the Staff Senate Exec Committee and these off-campus constituents voicing their questions, comments, and concerns.
   B. Committee Documentation In-Process – Committee deadlines, responsibilities, and transition documents due by March 28th, 2017. This report aims to serve newly rotating committee members and chairs in order to give them a better idea of what their committee is responsible for, when they meet, the roles of the committee chair, etc. This should smoothen the process of committee chair changes and recruiting senators to the standing committees.
5. **New Business**
   A. **Pro Benefits Expo, Video Services**- The Pro Benefits Expo tentatively scheduled for October 14th, 2016 in the Hendrix Student Center will be videotaped for access by those employees who are off-campus or unable to attend. There is a tentative schedule of events for the expo (Attachment). The Exec Committee decided that Tina White and Video Services will record the expo in 2 available rooms in order to capture the most pertinent information possible. Recordings will be set up in two rooms for the morning and then switch over to the other desired rooms for the afternoon recording. This footage will be available for those who couldn’t attend, particularly off-campus staff, at a later time online with specific information for accessing this content forthcoming.
   B. **March of Dimes, 4th Annual Tigers for Babies Event** – This event is scheduled for Sunday, November 13th, 2016 and includes a 5K race through Clemson along with a post-race tailgate with food, drinks, and fun for all. How could we involve staff in an effort to support the Tigers for Babies campaign? The Exec Committee discussed a collaborative effort, possibly with Faculty Senate, that could be discussed at the upcoming September 20, 2016 Joint Staff Senate/Faculty Senate Executive Committee meeting. The primary idea involved a Faculty/Staff softball tournament in an effort to raise funds and awareness for the March of Dimes and the Annual Tigers for Babies event. Deveraux will speak with the Faculty Senate to gauge their preliminary interest.
   C. **Upcoming Presentations**
      September 13
      - Office 365 Communication Team, Steve Fullerton
      - Employee Tuition Assistance, Lisa Gagnon
      September 27
      - Employee Types Document Review, Lisa Gagnon
   D. **Traffic Problems and Congestion on Campus** – Shelly Geer raised safety concerns due to the high volume of traffic on all roads and highways feeding into campus. Shelly will work on a draft resolution and the issue will be discussed at the joint exec meeting.
   E. **Campus Signage** – Terri Vaughan will forward her past email regarding campus signage concerns and questions to Barry Anderson as suggested by Dan Hofmann. Barry has full knowledge of campus signage and directs efforts in this area, making them a strong contact to relay these concerns to.

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.
https://goldenharvest.org/clemson-staff-senate-backpack. As of August 23rd, the donation drive has raised $2,432.

- Military Appreciation Week – Roberta Balliet met with athletic event coordinators in order to gauge the interest and possibilities for a staff-involved Military Appreciation Event. It was decided that this event would focus mainly on veteran staff involvement as opposed to including and honoring Clemson University ROTC for their 100th anniversary. This is due to the Staff Senate’s mission focus on staff in all dealings with events and a limitation of resources available to the Staff Senate for this effort. Roberta mentioned the idea of staff veterans having the opportunity to participate in the parade and run down the hill for Military Appreciation Week with a corresponding reception, possible on Bowman Field. Roberta will bring this information to the Activities Committee and brainstorm further.

2. Communications, Bindu Rangaraju. Jeff Kallin currently creates the Staff Senate newsletter every month. However, Jeff’s term is up for Staff Senate in 2017 and a backup/replacement is needed. Bindu will talk with Jeff Kallin and Jan Lay, another senator in this area with knowledge of InDesign (program for creating the Newsletter) in order to discuss her possible role as a backup and an eventual replacement to Jeff for this responsibility. It was also suggested that Jan, a university Adobe trainer, could lead future efforts to train other senators who would be able to serve as backups/further replacements for this role with the university’s free Adobe training sessions.

3. Membership, Shelly Geer and Bindu Rangaraju. The committee is still exploring the idea of a small Staff Senate outing to dinner at Your Pie of Clemson with a group painting to be held at Uptown Art. Shelly and Bindu will send out a survey link to all senators inquiring which date/time out of a preselected sample would appeal to those who wish to attend. After analyzing the response to this survey, an official date will be communicated by Monday next week (September 5, 2016) to the senators.

4. Policy and Welfare, Terri Vaughan, FTE Allocations Wendy Howard provided us with information about the FTE allocations. Here is what she shared:

**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.

Pregnancy Parking
I met with Dan Hofmann and Priscilla Harrison, Access & Equity, about the pregnancy parking policy and there is already a procedure in place for helping pregnant faculty, staff and students deal with special parking needs. If any constituents ask about pregnancy parking, send them to Access and Equity.

Tuition Assistance
The Tuition Assistance policy is still being worked on but we hope to have an update soon.

New Hiring Policies Stakeholder recommendations
The general theme of the hiring policies is that they are clear and concise, do not need to go to the full senate for review, but must include some training modules for new supervisors as well as follow-up training for seasoned supervisors. This can be done as an online module, as is most of the training we have now, for the seasoned supervisors, but I think new supervisors should have classroom training so they can network with other new supervisors and gain various perspectives on their personal supervisory style.

5. Scholarship, Dan Hofmann. Dan and the Scholarship Committee have been brainstorming and researching ideas for events/initiatives that will solicit support for the Staff Senate Scholarship Fund. Dan is meeting with Brandy Paige from Development in the near future to discuss the collaborative possibilities.

7. Announcements

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

Next Meeting: Tuesday, September 27, 2016, 8:30 a.m., 801 University Union