1. **Approval of Minutes:**

2. **Open Commentary:**

3. **President’s Reports**
   A. Board of Trustees
   B. Other:

4. **Treasurer’s Report**, Leslie Doss. FY17 funds as of April 7th were (a) Vending: $8,394.09; (b) Staff Senate operating: $1,748.66; (c) Staff Senate travel: $377.94; (d) SDP: $5,135.75; (e) Fund 12 PSA/Extension Outreach: $3,023.66.

5. **Committee Reports**
   A. **Standing Committees**
      1. Activities, Roberta Balliet.
      2. Communications, Bindu Rangaraju.
      • The Senate welcomes new Senators: Dustin Atkins (CCIT), Jeff Bright (Advancement), Sonya Campbell (PSA), Kayla Cleveland (Student Affairs), Glenda Cotton (Facilities), Michael Gilstrap (Facilities), Celeste Hackett (CoSci), Dionne Holt (Student Affairs), Barrett Kendjoria (CCIT), Dan Lewis (CCIT), Tim Nix (Facilities), Beth Perry (Financial Affairs), Amy Smedberg (Provost), Tonyia Stewart (CECA), Althea Thomas (Athletics), and Rebecca Ulmer (CES). Their first official meeting will be in May.
      • Returning Senators appointed/elected: Jan Lay (PSA – At-Large), Aubrey Miller (Financial Affairs), Bindu Rangaraju (Extension – At-Large), Lavonne Sloop (AAH – At-Large), Rebecca Trutwin (PSA), and Tom Warnock (Student Affairs).
      • Retiring Senators: Phillip Addington, Kelli Blankenship, Wendy Howard, Adam Hunter, Jeff Kallin, Rusty McDonald, Herb Parham, Sarah Reeves, Tom Taylor, Joey Thames, Erin Thomas, and Tina S. White. Thank you so much to all of our outgoing senators for your service to the Staff Senate and to Clemson University!
      • New Senator Orientation is scheduled for April 18th from 11am-1pm, Suite 430, Martin Inn.

   • Special guests Lisa Gagnon and Laurie Haughey from HR discussed the Employee Types Guidance document. In an effort to solicit feedback from the P&W Committee regarding HR issues, HR will meet with the P&W Committee each quarter.
      o Employee Types Guidance Document:
         • HR removed inconsistent verbiage as suggested at last Staff Senate meeting.
         • TLP access to leave pool and payout of annual leave; HR still evaluating this issue.
         • Supervisor resources: HR has template language for supervisors to use in offer letters for each position type; HR is also providing supervisor training on the new guidance document as part of the new Supervisor Training Series.
• Supervisor Training Series:
  o Suggestions made from the P&W Committee: HR should provide more lead time in
    advance of the next series offering to allow supervisors time to work the course into their
    schedules; a supervisor development program like the Staff Development Program would
    be a benefit for supervisors; supervisor sessions where HR facilitates conversations among
    supervisor groups and a listserv specifically for supervisors would also be helpful.

• Grant Personal Leave:
  o Deveraux had asked HR whether the University would consider allowing Grant Personal
    Leave to be rolled over from year to year; HR is evaluating whether there is a state law
    prohibiting this and if not, whether this is feasible for the University to implement.

• Michelle Cato and Ashley Strickland, HR contacts for supervisor roles, training, and
  accountability, will be invited to attend the April P&W Committee meeting.

5. Scholarship, Dan Hofmann.
   A. Spring Soirée – Donations, Volunteers, and T-Shirts
      • Staff Senate Spring Soiree – Purchase your tickets HERE for the Spring Soirée. Our annual
        fundraising event will be a smashing success if all senators will commit to purchasing or
        selling a minimum of 5 tickets. Please feel free to forward this email to friends and family
        for ticket purchase. You may also purchase tickets offline by contacting Karon Donald,
        karond@clemson.edu, in the Staff Senate Office, 801 University Union. Also be sure to
        Like, Share and Invite on Facebook,
        https://www.facebook.com/clemsonuniversitystaffSenatescholarship/?hc_ref=SEARCH

      Staff Senate Spring Soirée

      When: Friday, May 5, 2016

      Where: The Fran Hanson Discovery Center, formerly the Wren House, in the South
      Carolina Botanical Garden. The SC Botanical Garden is located in Clemson, SC, on the
      east side of the Clemson University campus. The main entrance is located off Perimeter
      Road between Highway 76 and Cherry Road.

      Schedule of Events:

      5:30 p.m. – Gates Open

      6:00 p.m. – Dinner served (included in the price of your ticket) and enjoy entertainment by
      DJ Jazzy Jeff or bid in our silent auction

      6:30 p.m. – Enjoy live music by the Adam Carter Band

6. Unfinished Business

7. New Business

8. Adjournment
Next Meeting: Tuesday, May 9, 2017, 10:30 a.m., Madren Conference Center, Auditorium.
CLEMSON UNIVERSITY STAFF SENATE  
April 11, 2017, 10:30 AM, Madren Conference Center

Minutes

Members Present: Roberta Balliet, Mac Bevill, Laura Clay, Leigh Dodson, Leslie Doss, Shelly Geer, Debra Goss, Dan Hofmann, Jeff Holliday, Adam Hunter, Jeff Kallin, Jan Lay, Rusty McDonald, Amanda Menefee, Aubrey Miller, Meg Newton, Herb Parham, Rhonda Powell, Janeen Putman, Bindu Rangaraju, Sarah Reeves, Lavonne Sloop, Janine Sutter, Rebecca Trutwin, Terri Vaughan, Michelle Voyles, Tina White, Janay Whitesel, Sue Whorton, Savannah Wigington, Deveraux Williams, and Holly Williams

Members Absent: Phillip Addington, Billy Edwards, JoAnna Floyd, Beverly Lavier, Cody Price, Tom Taylor, Joey Thames, Erin Thomas, and Tom Warnock

Guests: Kelly Ator, Trey Burrell, Matthew Fischer, Laurie Haughey, Jim Kerr, Tina Parker, Greg Telley, and Jackie Todd

1. Approval of Minutes: Tina White approved the minutes from the March 14, 2017 Staff Senate meeting as written. Janeen Putman seconded the motion and the vote was unanimous. The minutes were approved.

2. President’s Reports
   A. Board of Trustees
   B. Other:
      1. Human Resources, Jim Kerr. Laurie Haughey reminded the senate of the Diversity and Inclusion training that is live for full completion. The Staff Senate Exec Committee participated as one of the university’s pilot groups in this training.

3. Treasurer’s Report, Leslie Doss. FY17 funds as of February 27th were (a) Vending: $8,897.64; (b) Staff Senate operating: $2,412.07; (c) Staff Senate travel: $377.94; (d) SDP: $7,453.67; (e) Fund 12 PSA/Extension Outreach: $3,248.66.

4. Committee Reports
   A. Standing Committees
      1. Activities, Roberta Balliet. The Staff Senate held its social outing at Your Pie Clemson and then Wine & Design again, being another success for the group as a team-building activity. The committee definitely plans to continue this style of activity as it has been a measurable success thus far.
      2. Communications, Bindu Rangaraju. Communications is currently soliciting items for the April Staff Senate newsletter. Please submit any content to the committee for approval and/or review for the newsletter this month or for the coming months.
         - The Senate welcomes new Senators: Dustin Atkins (CCIT), Jeff Bright (Advancement), Sonya Campbell (PSA), Kayla Cleveland (Student Affairs), Glenda Cotton (Facilities), Michael Gilstrap (Facilities), Celeste Hackett (CoSci), Dionne Holt (Student Affairs), Barrett Kendjoria (CCIT), Dan Lewis (CCIT), Tim Nix (Facilities), Beth Perry (Financial Affairs), Amy Smedberg (Provost), Tonyia Stewart (CECA), Althea Thomas (Athletics), and Rebecca Ulmer (CES). Their first official meeting will be in May.
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• Supervisor Training Series:
  o Suggestions made from the P&W Committee: HR should provide more lead time in advance of the next series offering to allow supervisors time to work the course into their schedules; a supervisor development program like the Staff Development Program would be a benefit for supervisors; supervisor sessions where HR facilitates conversations among supervisor groups and a listserv specifically for supervisors would also be helpful.

• Grant Personal Leave:
  o Deveraux had asked HR whether the University would consider allowing Grant Personal Leave to be rolled over from year to year; HR is evaluating whether there is a state law prohibiting this and if not, whether this is feasible for the University to implement.

• Michelle Cato and Ashley Strickland, HR contacts for supervisor roles, training, and accountability, will be invited to attend the April P&W Committee meeting.

• Policy & Welfare is not meeting on April 18, 2017 due to New Senator Orientation and will be having some guests from HR attending the May meeting.

5. Scholarship, Dan Hofmann. Spring Soirée – Donations, Volunteers, and T-Shirts

• Staff Senate Spring Soirée – Purchase your tickets HERE for the Spring Soirée. Our annual fundraising event will be a smashing success if all senators will commit to purchasing or selling a minimum of 5 tickets. Please feel free to forward this email to friends and family for ticket purchase. You may also purchase tickets offline by contacting Karon Donald, karond@clemson.edu, in the Staff Senate Office, 801 University Union. Also be sure to Like, Share and Invite on Facebook, https://www.facebook.com/clemsonuniversitystaffsenatescholarship/?hc_ref=SEARCH

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Schedule of Events:
5:30 p.m. – Gates Open

6:00 p.m. – Dinner served (included in the price of your ticket) and enjoy entertainment by DJ Jazzy Jeff or bid in our silent auction

6:30 p.m. – Enjoy live music by the Adam Carter Band

Rhonda Powell encouraged pre-sale tickets in order to get a good idea of ticket sale numbers as opposed to waiting to purchase at the gate. Volunteer sign-up sheet will be passed around at today’s meeting to collect shirt sizes and volunteer time-frames, along with contact info, so that we can start getting an idea of our volunteer force.

B. University Committees: No reports.

5. Unfinished Business: None.


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

Next Meeting: Tuesday, May 9, 2017, 10:30 a.m., Madren Conference Center, Auditorium.
April 2017 Report

Staff Senate Overview
As the outgoing President of Staff Senate, it has been my pleasure to represent the 3,500+ staff that make this great University what it is today! Below you will find some accomplishments that are very important to Clemson’s staff.

- Was able to successfully fix the Tuition Assistance Program that was offered for so many years
- Conducted our first annual Staff/Faculty Veterans Appreciation Reception
- Almost finishing another successful year of Staff Development Program and updated some eligibility requirements that will allow more staff to participate
- Visited with several PSA REC locations to meet with staff
- Working with the other three Presidents with the Value Statement Project

Tuition Assistance Program
When I began my term as Staff Senate President, one of my main goals was to look into tuition assistance. I am excited that the policy has been recently modified to provide 100% tuition funding for all eligible employees desiring to further their education. This program will begin this coming fall semester. I want to thank all those that were involve in the decision-making to make this possible. The Staff are truly grateful and appreciate the administration looking after them.

Military/ROTC Partnership
Back on November 1st (during Military Appreciation Week), Staff Senate hosted our first Veterans Appreciation Reception by providing refreshments and a Clemson/USA lapel pin to all faculty, staff, and student veterans in attendance. Staff Senate plan to do something even bigger next year to show our appreciation to veterans.

Staff Development Program
The Staff Development Program is moving right along and will be ending very soon. We plan to have the graduation on June 5th and very excited that the participants are reaching their goals. The Staff Senate thanks the administration for their continued support of this program now and well into the future. The goal of the program is to allow staff members to grow personally and professionally while at the same time strengthening their engagement with the university. Participants must complete 150 hours of personal and professional development, university-related service and core curriculum activities geared towards increasing the engagement between participants and the university as a whole.
Community Outreach
Staff Senate sponsored a backpack food drive via the Golden Harvest Food Bank, back in the fall. 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!

Staff Senate Road Trip to PSA REC Locations
Back in late January, my Staff Senate Executive team and I visited a number of PSA REC Facilities. We met with employees to tell them about the Staff Senate, the Staff Development Program, and the Staff Senate Scholarship Fund. In addition, we wanted to hear what concerns and suggestions they may have as well.

Staff Senate Spring Soirée
Our annual Staff Senate Spring Soirée will be held on May 5th at the Fran Hanson Discovery Center in the Botanical Gardens. All proceeds will go straight towards the Staff Senate Scholarship Fund. We will have live music along with a silent auction and great food.