

CLEMSON UNIVERSITY STAFF SENATE
June 13, 2017, 10:30 AM, Madren Conference Center

A g e n d a

1. Approval of Minutes
2. President's Reports
 - A. Board of Trustees
 - B. Other:
 1. Human Resources
 - Kronos Upgrade, Lisa Gagnon.
3. Treasurer's Report, Leslie Doss. FY17 funds as of June 11th were (a) Vending: \$4,199.39; (b) Staff Senate operating: \$1,128.60; (c) Staff Senate travel: \$377.94; (d) SDP: \$2,965.43; (e) Fund 12 PSA/Extension Outreach: \$2,690.84.
4. Committee Reports
 - A. Standing Committees
 1. Activities, Roberta Balliet.
 2. Communications, Bindu Rangaraju.
 3. Membership, Shelly Geer & Deveraux Williams. The half-day retreat for Staff Senators will be Friday, July 7th, 12:30 – 4:30 p.m. at Dan Hofmann's house in Six Mile. More details and an invitation will be emailed the week of June 19. Membership is working on the agenda and lunch will be included.
 4. Policy & Welfare, Terri Vaughan. Special guests Michelle Cato and Ashley Strickland from HR discussed: 1.) Supervisor Training and 2.) EPMS – Suggestions/Questions from the P&W Committee were shared:
 - For seasoned supervisors, a yearly web-based series is helpful. For new supervisors, however, sessions where HR facilitates conversations among supervisor groups would also be helpful.
 - Action Item for P&W Committee to take to Staff Senate: HR requests feedback regarding what training topics need to be instructor-led topics.
 - Implement a listserv for supervisors.
 - HR has already discussed the possibility of creating an open forum (listserv) for supervisors.
 - HR should provide more lead time in advance of the next series offering to allow supervisors time to work the course into their schedule.
 - A supervisor development program like the Staff Development Program would be a benefit for supervisors.
 - HR representatives will attend P&W Committee meetings periodically throughout the year to continue the dialogue about trainings.
 5. Scholarship, Rebecca Trutwin and Savannah Wigington. The scholarship committee met last week and topics included: In addition to the Soiree, we plan to do several smaller fundraising activities throughout the year including profit share days/evenings with local restaurants. Liaisons from other committees will be asked to help with this year's Soiree planning as well.
 - B. University Committees
5. Unfinished Business
 - A. State Outreach: Karon has been coordinating with Caitlin Moore for another round of health assessments for off-campus and cross-state employees.

6. New Business

- A. Blood Drive: The Blood Connection is hosting another Blood Drive in conjunction with the Staff Senate set for July 26th from 10:00 a.m. to 3:00 p.m. The mobile unit will be parked in spaces right out front of Riggs Hall, so make sure to take the time if you are able and donate blood for a great cause!

7. Adjournment

Next Meeting: Tuesday, August 8, 2017, 10:30 a.m., Madren Conference Center

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Minutes

Members Present: Dustin Atkins, Roberta Balliet, Jeff Bright, Laura Clay, Kayla Cleveland, Glenda Cotton, Leigh Dodson, Billy Edwards, JoAnna Floyd, Shelly Geer, Debra Goss, Dan Hofmann, Dionne Holt, Barrett Kendjoria, Aubrey Miller, Tim Nix, Beth Perry, Cody Price, Janeen Putman, Bindu Rangaraju, Lavonne Sloop, Amy Smedberg, Tonyia Stewart, Althea Thomas, Rebecca Trutwin, Terri Vaughan, Tom Warnock, Janay Whitesel, Sue Whorton, Savannah Wigington, and Deveraux Williams

Members Absent: Mac Bevill, Leslie Doss, Michael Gilstrap, Celeste Hackett, Jeff Holliday, Jan Lay, Dan Lewis, Amanda Menefee, Meg Newton, Rhonda Powell, Janine Sutter, Rebecca Ulmer, Michelle Voyles, and Holly Williams

Guests: Lisa Gagnon, Jim Kerr, and Tom Ward

1. Approval of Minutes: Roberta Balliet moved to approve the minutes from the May 9, 2017 Staff Senate meeting as written. Deveraux Williams seconded the motion and the vote was unanimous. The minutes were approved.
 2. President's Reports
 - A. Board of Trustees – The BOT did not meet last month but will be meeting in July. Leigh is currently working on her presentation for the Board, including a PowerPoint slideshow displaying the most recent SDP graduation, along with some of the accomplishments of the FY17 SDP cohort.
 - B. Other:
 1. Human Resources
 - Kronos Upgrade, Lisa Gagnon. TLP employee separation will now be subject for Annual Leave carry-over, as long as that employee works at least 1 day of the new fiscal year. Temporary TLP employees may also now participate in the Leave Donation Pool. In regards to Kronos, Workforce Central has been conducting an independent study on the pros/cons of the Kronos system around campus and has been working on upgrades for Kronos when accessed via mobile devices for a more user-friendly timestamp and account review experience while the working offline version of the App is currently in progress. The Kronos mobile app will be able to track location via IP address so that supervisors can monitor location of timestamps for their employees of concern. This will apply to anyone using Kronos, such as student workers, TLP's, or any other employee type. Phase 2 of these Kronos upgrades will begin during the first half of July, with Part B of Phase 2 coming in August, addressing Java 3 and its cooperation with Kronos. After Phase 2, login issues should subside, as there will be less reliability on Java for Kronos to properly operate.
3. Treasurer's Report, Leslie Doss. FY17 funds as of June 11th were (a) Vending: \$4,199.39; (b) Staff Senate operating: \$1,128.60; (c) Staff Senate travel: \$377.94; (d) SDP: \$2,965.43; (e) Fund 12 PSA/Extension Outreach: \$2,690.84.
4. Committee Reports
 - A. Standing Committees
 1. Activities, Roberta Balliet. An email meeting was held today for Golden Harvest to decide between Elementary or Middle/High School population (\$8 for pantry pack for Middle/High School and \$20 per backpack for Elementary). Senators then voted by a show of hands and clearly favored the \$8 pantry packs for Middle/High School kids. Karon ordered pins for the Veterans reception

(USA/Clemson National Championship Flags Combo). The CU Football Facility tour rescheduling is tabled for after camps are over, so we will try to fit in the tour for June before Bert goes on vacation in July. Also, Bert wanted to offer her gratitude to those senators who assisted with Baseball regionals.

2. Communications, Bindu Rangaraju. One objective for the Communications Committee is reworking the Staff Senate website and streamlining it to make it more user-friendly to access the newsletter and other content even quicker. Leigh will be putting the newsletter together in Jan's absence. Jan will also be offering InDesign training for senators (primarily the Communications Committee) after June 22 when she returns so please register if interested with Bindu and/or Jan so that more senators can be capable of putting together the monthly newsletter with InDesign.
 3. Membership, Shelly Geer & Deveraux Williams. The half-day retreat for Staff Senators will be Friday, July 7th, 12:30 – 4:30 p.m. at Dan Hofmann's house in Six Mile. More details and an invitation will be emailed the week of June 19. Membership is working on the agenda and lunch will be included. Look for an email the week of the 19th for RSVP's. We will also meet for lunch at Core Campus sometime this summer to get together as a group.
 4. Policy & Welfare, Terri Vaughan. P&W met on May 16, 2017, with special guests Michelle Cato and Ashley Strickland from HR discussed: 1.) Supervisor Training and 2.) EPMS – Suggestions/Questions from the P&W Committee were shared:
 - For seasoned supervisors, a yearly web-based series is helpful. For new supervisors, however, sessions where HR facilitates conversations among supervisor groups would also be helpful.
 - Action Item for P&W Committee to take to Staff Senate: HR requests feedback regarding what training topics need to be instructor-led topics.
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 - HR representatives will attend P&W Committee meetings periodically throughout the year to continue the dialogue about trainings.
 5. Scholarship, Rebecca Trutwin and Savannah Wigington. The scholarship committee met last week and topics included: In addition to the Soiree, we plan to do several smaller fundraising activities throughout the year including profit share days/evenings with local restaurants. Liaisons from other committees will be asked to help with this year's Soiree planning as well. Scholarship is also working on a new letter for requesting sponsorships/support for the next Soirée. Tonya S. has also reached out to Zaxby's for a profit sharing night (Monday or Tuesday nights) and will request several dates in July.
- B. University Committees
- Book Store Advisory Committee – Amanda Menefee is approaching the end of her term, so a new Staff Senate rep will be needed if Amanda does not serve another term
 - Women's Commission – 1 Staff seat available for anyone interested in serving. If interested, please let Karon Donald know. Dionne Holt expressed her interest in serving to Karon.
 - Student Code of Conduct Review Committee – The committee needs 1 new Staff Senate rep as Tom Taylor has rotated off of the senate (this committee meets once a month for about an hour or so, committee discusses feelings toward cases and then vote in which majority rules). Billy Edwards expressed his interest in serving on this committee and will follow up with Karon and Laura Clay, who facilitates these meetings in her work area.

5. Unfinished Business

- A. State Outreach: Karon has been coordinating with Caitlin Moore for another round of health assessments for off-campus and cross-state employees. State employees were very appreciative of the recognition and food that was involved with the Staff Appreciation Lunches held across the state.
6. New Business
- A. Blood Drive: The Blood Connection is hosting another Blood Drive in conjunction with the Staff Senate set for July 26th from 10:00 a.m. to 3:00 p.m. The mobile unit will be parked in spaces right out front of Riggs Hall, so make sure to take the time if you are able and donate blood for a great cause! Last year saw 37 donations, so let's come out in support of beating those numbers this year!
 - B. July Senate Meeting Cancelled: There will be no monthly Staff Senate meeting for the month of July, 2017. Membership will be hosting a Staff Senate retreat at Dan Hofmann's house on Friday, July 7. Attendance will not count toward nor against you for this retreat, but we encourage everyone to come out and join the group for the afternoon!
7. Adjournment: There being no further business to discuss, the meeting adjourned.

Next Meeting: Tuesday, August 8, 2017, 10:30 a.m., Madren Conference Center

A dream written
down with a

DATE

becomes a goal. A goal
broken down into

STEPS

becomes a plan.

A plan backed by

ACTION

makes your dreams
come true.

GREG S. REID

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April 2017 Report

Staff Senate Overview

As the outgoing Staff Senate President, 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 involved in the decision-making to make this possible. The Staff are truly grateful and appreciate the administration supporting this benefit.

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 thank 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.

April 2017 Report – pg. 2

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. The staff at these locations was very happy that we were able to come down to engage with them and show them that they are indeed part of Clemson University.

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.