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

Agenda

1. Approval of Minutes

2. President’s Reports
   A. Board of Trustees – Leigh Dodson attended the Fall Quarterly meeting held in Clemson on October 5-6. She also submitted a report on behalf of the Senate (Attachment).
   B. Other:
      1. Human Resources
         • Benefits/Open Enrollment Period Oct. 1-30, Lisa Gagnon.
         • Pro Benefits Expo – Thank You for Staff Senate Sponsorship
         • Holiday Calendar, Lisa Gagnon.
         • Training Management System Overview, Ashley Strickland.

3. Treasurer’s Report, Leslie Doss. FY18 funds as of September 25th were (a) Vending: $12,684.49; (b) Staff Senate operating: $4,640.52; (c) Staff Senate travel: $308.60; (d) SDP: budget not funded yet; (e) Fund 12 PSA/Extension Outreach: $7,385.29.

4. Committee Reports
   A. Standing Committees
      1. Activities, Roberta Balliet. Senators save the date – Activities is hosting a reception honoring our veterans (faulty, staff, and students) again this year. The reception will be during Military Appreciation Week at Military Heritage Plaza on Tuesday, November 14. This celebration of service will be a drop-in from 9-11 a.m. To view pictures from last year’s event, go here. This event should not be confused with the recognition event being planned for veteran employees that was announced in Inside Clemson. That recognition event is being planned by the Office of Human Resources and is scheduled for October. The Staff Senate meeting scheduled November 14 will be held immediately after the reception in the plaza.
         • Barbara Hughes (Golden Harvest) & Abby Jones (Former CU Student Athlete)
   B. Communications, Bindu Rangaraju.
   C. Membership, Shelly Geer & Deveraux Williams. Membership is continuing to go over the bylaws for any possible changes that need to be made. Membership has charged the chairs of each committee to look over their standing committee’s statement in the bylaws to see if it needs to be revised or not. Potential timeline: September - Will finish up any further changes; October - we will present the changes to Staff Senate; & November/December - vote on changes (Attachment).
   D. Policy & Welfare, JoAnna Floyd. The P&W Committee met on September 19, 2017, and reviewed the 5-year goals of the Committee. The P&W Committee intends to focus efforts to: (1) Work closely with HR to ensure a transparent process for seamless communications between HR and all Clemson University stakeholders regarding the drafting and implementation of HR policies and procedures. P&W is inviting HR representatives to attend P&W Committee meetings at least quarterly to advance this goal; (2) Assist HR in further development of supervisor training; (3) Address the inconsistent treatment by various units/supervisors of staff volunteering for University committee service by promoting the creation of a University policy that provides that staff who are volunteering for University committee service will not be required to take personal leave or “clock out” to participate
in committee meetings or activities; (4) Continue to monitor the status of and promote the approval and implementation of the Child Care Initiative. The P&W Committee is also reviewing and evaluating perks available to staff retirees (as compared to perks available to Emeritus faculty). Vivian Morris from HR has been invited to the November P&W Committee meeting to discuss further. In order to provide feedback to HR regarding supervisor training topics, Terri Vaughan posed the question at the August Staff Senate meeting asking senators for topics for in-person supervisor trainings. We have not received any responses from senators to date. Please provide topics of interest to JoAnna Floyd at floyd5@clemson.edu by close of business on Monday, October 16th, so P&W can discuss at its next meeting on October 17th.

E. Scholarship, Tonyia Stewart. The Spring Soirée is tentatively scheduled at the Fran Hanson Discovery Center in the South Carolina Botanical Garden at Clemson on May 18, 2018.

B. University Committees
1. Bookstore Advisory Committee, Amanda Menefee. The Bookstore Advisory Committee met September 25th. Good news is that 68% of faculty are using the Faculty Enlight system to be compliant with federal regulations. A reminder that this is just for course book information, even if it is to say no book will be used or to include a recommendation to purchase the book from another source.

2. President’s Commission on Black Faculty and Staff, Karon Donald. Commission members are working on updating the bylaws, seating new members, and holding forums with their constituencies to identify issues. Additionally, we are collaborating with the other commissions on issue that intersect.

3. Core Values Statement Task Force, Sue Whorton. At the last meeting, the students created a survey. The survey was distributed at last week’s USG/GSG joint meeting. I’ve adapted the survey the students used. The task force would like senators to complete the survey so that we can get staff feedback. Participation is completely voluntary and anonymous. The survey should be completed by 10/20 and can be accessed here.

4. The following senators were appointed to committees: Celeste Hackett, Committee on Committees, Holly Williams, LGBTQ Commission; Dionne Holt, Student Conduct and Code Review; Sue Whorton, Core Values Statement Task Force; Shelly Geer, Staff Ombuds Evaluation.

5. Special Order of the Day – Long Range Framework Campus Plan, Gerald Vander Mey

6. Unfinished Business
   A. March of Dimes – The 2nd annual March of Dimes Tigers for Babies campaign will be sponsoring a Clemson University based 5K race on Sunday, November 19, starting at the famous Esso Club, the 5K will run through Clemson starting at 2 p.m. with a post-event tailgate starting at 3:15 p.m., including free food & drink, entertainment by the Brooks Dixon Band, silent auction, and more (entry fee includes all this plus a free t-shirt!). You may donate here to our Staff Senate team or to register to walk with us in the 5K, go to www.events signup.org/tigersforbabies. Make sure to enter Staff Senate as your team.

7. New Business
   A. Per the Faculty Manual, elections are being held for a staff member for each of the following search committees: CAFLS Dean, College of Business Dean, and Libraries Dean. Karon will facilitate the election process in each area.

8. Announcements:
   A. Provost Jones and The CAFLS/PSA administrative team invite you to nominate a colleague for the Rowland P. Alston, Sr., ’42 Award for Excellence in Public Relations. The award was established in
2009 to recognize outstanding Clemson University faculty or staff who, through programs and activities related to agriculture and/or natural resources, have provided Clemson University with positive visibility throughout South Carolina, the United States, and the world. Recipients may be from any discipline or area of the university, but should utilize agriculture or the natural resources as their vehicle of influence. The award includes a $2,000 stipend and a plaque for the recipient. The award is made possible by an endowment established by Rowland Alston, retired extension agent and former host of the public television program "Making It Grow," in memory of his father. A representative committee of faculty and staff will select the award recipient. Nominations are confidential, and nominees should not be apprised of their nominations. Guidelines and a nomination form are available at: Alston Award for Excellence in PR Nomination Form

The selection committee will review the nominations and select the recipient. The recipient will be announced on Tuesday, December 12 at 1 PM at the University Awards Ceremony. Please direct any questions you have regarding the award to Kirby Player, kplayer@clemson.edu or 864-656-3662. Provost Jones encourages your participation in nominating persons you feel exemplify the qualities outlined in the award guidelines and would like to thank you in advance for your assistance in identifying worthy candidates for this honor. Completed nomination packets must be received in 101 Barre Hall via email, FAX or Mail, no later than 4:30 p.m. Wednesday, November 15th. Your nomination may be hand delivered, Faxed (864) 656-1286 or emailed to Kirby Player, kplayer@clemson.edu.

B. The Provost's Office will once again be awarding the Thomas Green Clemson Award for Excellence. The Thomas Green Clemson Award for Excellence was established to recognize Clemson University faculty and staff whose teaching, research and/or service have been exemplary. The Award will be given to individuals who have made sustained and significant contributions to the academic life at Clemson University. While all Clemson faculty and staff are eligible, nominations are particularly encouraged for individuals whose contributions have not previously been recognized at the University level. The Award includes $5,000 to be evenly divided between the recipient and the University Libraries. Each recipient of the Award will also receive a plaque, and their name will be added to the perpetual Thomas Green Clemson Award for Excellence plaque on permanent display in the R. M. Cooper Library lobby. The monies donated to the Libraries will be used to purchase new materials to be added to the Libraries' collection, and these purchases will include a personalized donor plate honoring the award recipient. Nominations are confidential, and nominees should not be apprised of their nominations. Please do not hesitate to contact Brenda Smith at bjs@clemson.edu or 864-656-3940 with any questions or concerns. The recipient(s) will be announced at the University Awards Ceremony, December 12, 1:00pm, Brooks Center. Thank you in advance for your assistance in identifying worthy candidates for this great honor. Completed nomination packets must be received by Brenda Smith, Office of the Provost, 206 Sikes Hall, no later than 4:30pm Thursday, November 9, 2017.

9. Adjournment

Next Meeting: Tuesday, November 14, 2017, 11 a.m., Military Heritage Plaza
Minutes

Members Present: Dustin Atkins, Roberta Balliet, Savannah Bock, Jeff Bright, Laura Clay, Kayla Cleveland, Glenda Cotton, Leigh Dodson, Billy Edwards (Adobe Connect), JoAnna Floyd, Shelly Geer, Michael Gilstrap, Debra Goss, Celeste Hackett, Dionne Holt, Barrett Kendjoria, Jan Lay, Dan Lewis, Amanda Menefee, Aubrey Miller (Adobe Connect), Meg Newton, Tim Nix, Beth Perry, Rhonda Powell, Cody Price, Janeen Putman, Bindu Rangaraju, Lavonne Sloop, Amy Smedberg, Janine Sutter, Rebecca Ulmer (Adobe Connect), Michelle Voyles, Tom Warnock, Deveraux Williams, and Holly Williams

Members Absent: Mac Bevill, Leslie Doss, Dan Hofmann, Jeff Holliday, Tonyia Stewart, Rebecca Trutwin, Terri Vaughan, Janay Whitesel, and Sue Whorton

Guests: Donna Barrett, Jamie Byrne, William Everroad, Lisa Gagnon, Barbara Hughes, Abby Jones, Cindy Nigro, Carol Pelletier, Jackie Todd, and Gerald Vander Mey

1. Approval of Minutes: Tom Warnock moved to approve the minutes from the August 8, 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 – Leigh Dodson attended the Fall Quarterly meeting held in Clemson on October 5-6. She also submitted a report on behalf of the Senate (Attachment).
   B. Other:
      1. Human Resources
         • Benefits/Open Enrollment Period Oct. 1-30, Lisa Gagnon. This month is an open enrollment period, with changes made taking effect January 1, 2018. Coverage cost increases can be seen for Dental Plus, Vision, and Life Insurance. However, there are no increases to health insurance coverage, which now makes 4 years in a row of this trend. This is also a dental year, allowing for you to enroll in, change, or drop dental coverage for yourself and all eligible family. Premium changes are documented at clemson.edu/employment. (Attachment)
         • Pro Benefits Expo – Thank You for Staff Senate Sponsorship. HR just wanted to take a moment while they are already present to speak to the senate to offer their gratitude for Staff Senate’s decision to sponsor a booth at the Pro Benefits Expo on Thursday, Oct. 19, 2017. (Attachment)
         • Holiday Calendar, Lisa Gagnon. Employees will now be able to enjoy Memorial Day off. The 2018 University Calendar will still reflect 13 recognized Holidays. HR is proposing to look at a 3-year Holiday Calendar with directive help from the ELT in order for staff to have the ability to plan out their schedule based on the calendar for the upcoming 3-year period(s), as opposed to having to plan annually and wait for a Holiday Calendar to be released each year, with 2018-2020 being the first proposed 3-year period.
         • Training Management System Overview, Ashley Strickland. HR informally introduced the new cross-functional training tool “Bridge” as a counterpart to the previous and similar “e-Signature” program, serving as the universal training and completion/tracking tool for university employees required to complete a set list of mandatory training modules.

3. Treasurer’s Report, Leslie Doss. FY18 funds as of September 25th were (a) Vending: $12,684.49; (b) Staff Senate operating: $4,640.52; (c) Staff Senate travel: $308.60; (d) SDP: budget not funded yet; (e) Fund 12 PSA/Extension Outreach: $7,385.29.
4. **Committee Reports**  
   A. **Standing Committees**

   A. **Activities**, Roberta Balliet. Senators save the date – Activities is hosting a reception honoring our veterans (faculty, staff, and students) again this year. The reception will be during Military Appreciation Week at Military Heritage Plaza on Tuesday, November 14. This celebration of service will be a drop-in from 9-11 a.m. To view pictures from last year’s event, go [here](#). This event should not be confused with the recognition event being planned for veteran employees that was announced in Inside Clemson. That recognition event is being planned by the Office of Human Resources and is scheduled for October. The Staff Senate meeting scheduled November 14 will be held immediately after the reception in the plaza.

   - Barbara Hughes (Golden Harvest) & Abby Jones (Former CU Student Athlete)
   - Barbara Hughes shared with the senate some of the numbers and stories highlighting the success of the Backpack and Pantry Pack Programs in the past couple years thanks to the initiative of Golden Harvest and the support from our amazing local organizations, such as Clemson University itself. In 2016, Golden Harvest was able to provide 1,220 backpacks filled with tasty and nutritious food supplies to the hungry and less fortunate children in our public school system. Thanks to the efforts of the Staff Senate and other contributing parties at Clemson University, 32 children were able to be fully fed and cared for over the entire span of the 2016 school year. Due to the tremendous response from our local communities, over 11,000 backpacks and pantry packs have been provided to-date in South Carolina and Georgia alone.
   - Abby Jones discussed the Clemson vs. USC “Palmetto Series” Food Drive which will run from Oct. 23 through Nov. 20, 2017, during which the Clemson community will compete against that of USC’s in order to collect the most canned-goods and non-perishables, as well as monetary donations, to help win the fight against hunger in the Upstate. Last year, Clemson University was able to raise enough money and food donations to provide just over 62,000 full meals to the Upstate community! With Dabo Swinney’s “All In” Team Foundation serving as one of the primary contributors toward Clemson’s support of this initiative, the Clemson Football family will be helping to advertise, fundraise, collect, and distribute the canned-goods and food items raised. There are multiple ways that you can give and help out:
     - Text to Give: HHFB TIGERS to 501501
     - Bi-Lo Drop-off for Canned-Goods: Clemson, Pendleton, & Anderson
     - Campus Drop-off for Canned-Goods: Cooper Library, Hendrix Student Center, Bracket Hall, Redfern Health Center, Fike Recreation, Core Campus, McFadden Athletic Department, etc.

   B. **Communications**, Bindu Rangaraju. Communications discussed the possibility of meeting up for 1 hour before one of the upcoming Staff Senate meetings in order to have some of the committee members, and any other interested senators, trained on how to work with InDesign so that there can be plenty of capable senators serving as backup if Jan Lay and/or Holly Williams are ever out or unable to complete the newsletter on their own. No official dates have been scheduled yet, so please be on the lookout for more information regarding this InDesign training opportunity. Also, Communications is currently working on soliciting articles and content for the October 2017 Staff Senate newsletter, so please send any materials pertaining to that into them as soon as possible.

   C. **Membership**, Shelly Geer & Deveraux Williams. Membership is continuing to go over the bylaws for any possible changes that need to be made. Membership has charged the chairs of each committee to
look over their standing committee’s statement in the bylaws to see if it needs to be revised or not. Potential timeline: September - Will finish up any further changes; October - we will present the changes to Staff Senate; & November/December - vote on changes. Membership tentatively plans to remain on this schedule, voting on the proposed changes to the Bylaws at the November Staff Senate meeting. (Attachment)

D. Policy & Welfare, JoAnna Floyd. The P&W Committee met on September 19, 2017, and reviewed the 5-year goals of the Committee. The P&W Committee intends to focus efforts to: (1) Work closely with HR to ensure a transparent process for seamless communications between HR and all Clemson University stakeholders regarding the drafting and implementation of HR policies and procedures. P&W is inviting HR representatives to attend P&W Committee meetings at least quarterly to advance this goal; (2) Assist HR in further development of supervisor training; (3) Address the inconsistent treatment by various units/supervisors of staff volunteering for University committee service by promoting the creation of a University policy that provides that staff who are volunteering for University committee service will not be required to take personal leave or “clock out” to participate in committee meetings or activities; (4) Continue to monitor the status of and promote the approval and implementation of the Child Care Initiative. The P&W Committee is also reviewing and evaluating perks available to staff retirees (as compared to perks available to Emeritus faculty). Vivian Morris from HR has been invited to the November P&W Committee meeting to discuss further. In order to provide feedback to HR regarding supervisor training topics, Terri Vaughan posed the question at the August Staff Senate meeting asking senators for topics for in-person supervisor trainings. We have not received any responses from senators to date. Please provide topics of interest to JoAnna Floyd at floyd5@clemson.edu by close of business on Monday, October 16th, so P&W can discuss at its next meeting on October 17th.

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5. Special Order of the Day – Long Range Framework Campus Plan, Gerald Vander Mey. Director of Campus Planning Gerald Vander Mey presented to the senate on the long-range framework and master plan for campus development as approved by the Clemson University Board of Trustees. This plan highlights the next
5-10 years of evolution on Clemson’s campus in order to keep up with educational demand and accommodate our rising enrollment rates at record numbers. This growth is so large, in fact, that campus development aims to now control and dial back growth to right at 2% or less. One of campus planning’s main goals, if not the overall primary goal of development over the next decade, is to pedestrianize middle campus in order to provide a safe and efficient campus environment for student and pedestrian foot traffic. This would involve new campus alignment into Highway 93 in order to move people out to Perimeter Road, leaving the center of campus to be a safe zone for walking, biking, and other non-automobile related forms of transportation. Walking and biking zones added along 93 would allow for students to be able to easily come in and out of campus, keeping central campus relatively car-free. Modernization and renovation to student spaces also holds a large portion of emphasis on campus planning’s overall goals. For example, Johnstone and Harcombe could see some remodeling in order to freshen up existing space in order to increase the utilization of space/buildings already in use. Hendrix student center could also see an expansion to make room for more student-centric facilities and services, while Schillette would look to be demolished and even replaced in the process. In order to maximize space and efficiency in regards to buildings that are already in use, 1-story buildings that currently stand such as the Alumni/Visitor Center would be replaced with taller and/or higher density spaces so that limited space is able to be taken full advantage of, whether it be in the form of recreational/student areas or employee work spaces. As central campus would ideally be a very student-driven area, departments such as CUPD and Facilities would be moved out toward Ravenel and the perimeter of campus in order to clear out space for more student-based spaces and organizations. As of now, many of campus planning’s specific ideas and strategies remain in the beginning stages of development and therefore are unavailable to the public, as many objectives and strategies involved in the process might change drastically. As Staff Senate continues to be updated on this entire process, from planning to execution, please be on the lookout for further information pertaining to development that particularly affect staff members at the university.

6. **Unfinished Business**
   A. **March of Dimes** – The 2nd annual March of Dimes Tigers for Babies campaign will be sponsoring a Clemson University based 5K race on Sunday, November 19, starting at the famous Esso Club, the 5K will run through Clemson starting at 2 p.m. with a post-event tailgate starting at 3:15 p.m., including free food & drink, entertainment by the Brooks Dixon Band, silent auction, and more (entry fee includes all this plus a free t-shirt!). You may donate [here](#) to our Staff Senate team or to register to walk with us in the 5K, go to [www.eventsSIGNup.org/tigersforbabies](http://www.eventsSIGNup.org/tigersforbabies). Make sure to enter Staff Senate as your team.

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and staff will select the award recipient. Nominations are confidential, and nominees should not be apprised of their nominations. Guidelines and a nomination form are available at:

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9. Adjournment: There being no further business to discuss, the meeting adjourned.
Faculty and Staff
Pro Benefits Expo
October 19, 2017
Hendrix Student Center

The Office of Human Resources invites you to learn more about faculty and staff insurance, retirement, leave, tuition and wellness benefits.

• Conference Style Event
  Enjoy facilitated sessions, one-on-one time with benefit exhibitors and networking with CU colleagues
• 20 and 50-minute Facilitated Educational Sessions
  Attend one of the many informational sessions on various benefit programs
• Exhibitor Hall
  Talk one-on-one with program administrators and learn about available benefits
• Open Enrollment Information
  Learn important information about open enrollment and make coverage changes
• Benefits Counseling
  Discuss your benefit needs with a CU benefits counselor
• Enjoy Refreshments
• Get Your Flu Shot

MORE INFORMATION!
visit www.clemson.edu/employment

Hosted by: CLEMSON HUMAN RESOURCES, Opeba
Sponsored by: VALIC, MetLife, Clemson STAFF SENATE
Thank you for this opportunity to update the Clemson University Board of Trustees on the current activities of the Staff Senate.

The Staff Senate outreach efforts are still going strong. We are grateful to Dr. George Askew, Vice President of Public Service Activities and Dean of the College of Agriculture, Forestry and Life Sciences, for providing the funds to include the employees across the state in the CU4Health program and our Staff Senate outreach efforts for this fiscal year. Also, we want to thank Caitlin Moore from the Joseph F. Sullivan Center for traveling around the state to do the CU4Health health screenings. Caitlin was at Livestock Poultry Health on July 31st, Sandhill Research and Education Center on August 14th, and Edisto Research and Education Center on August 28th. Health screenings will be scheduled for Pee Dee Research and Education Center and Coastal Research and Education Center late in 2017 or early 2018.

The Staff Senate sponsored a blood drive on July 26th by Riggs Hall. We had an awesome turnout with 73 people and 66 completed units of blood. We are very proud of this accomplishment to help The Blood Connection save precious lives in the upstate of South Carolina. I donated and so very much appreciate everyone that donated!

The Staff Senate believes in giving back to our community. In line with our efforts over the previous 2 years to promote and fund-raise for the Golden Harvest Backpack Program, we will this year contribute to the Golden Harvest's Pantry Pack program, which provides local Middle and High-Schoolers with a steady supply of weekend food and basic hygiene products. It is vital to fill these “weekend meal gaps”, as it is crucial that these children have proper nutrition as they head into higher education and into the workforce as well. We provide a local teen with a weekly supply of weekend food and basic products for their hygiene needs for $8/month. Our Staff Senate’s goal for this year is $2,500! https://goldenharvest.org/take-action/find-a-campaign/?clemson-university-staff-senate

Another activity for the Staff Senate coming up in September is working with our honorary chair of CU Tiger for Babies, Beth Clements, to raise money for the March of Dimes. I had the absolute genius idea of putting our beloved Parking Director and Staff Senate President Elect, Dan Hofmann, in a dunking booth. We are planning to have this fun event in the McGinty Court on Wednesday, September 20th and Thursday, September 21st from 1 until 3 PM. Our fund raising goal for Tigers for Babies is one thousand dollars!

The Staff Senate is hosting its second annual Veterans Appreciation Reception during Clemson’s Military Appreciation Week on Tuesday, November 14th from 9 until 11 AM at the Military Heritage Plaza. We want to honor our military heritage and show our love and appreciation to our retired and active members of our military. This is just a small event to say a huge “thank you.”

The Staff Senate Policy and Welfare Committee has been working with Clemson University Office of Human Resources to encourage and promote online supervisor trainings. We feel that all supervisors can use reminders and refreshers on policies and procedures related to employees annually. We are providing feedback to CU HR regarding topics for in class training of supervisors to compliment the online training series.
Additionally, we are asking for University policies to address equitable treatment for all staff volunteering for University service and/or University activities. We will work closely with CU HR to promote opportunities to benefit all employees.

Thank you again for your support of the awesome staff at Clemson University.

Sincerely,

Leigh Dodson

Staff Senate President ‘17-18
Potential Changes

**Article III – Section 2 (Elections)**

For Budget Centers that do not have staff interested in running for staff senate positions:

1. Any prior or currently retiring senator who was not re-elected can be appointed to a 1yr up to 3-year special appointment for that budget center as an “at large” designation. After each year 1 and year 2, the budget center will be able to hold elections with all other budget centers filling vacant seats. In the event that someone from the budget center runs for election, the special appointment for the at large senator will end for the senator that is outside that budget area. In the event that the budget center has no interested Staff again, the currently serving specially appointed at large senator will carry out the duties of that budget center (max 3-year term to match current senate bylaws).

2. In the event of any special unforeseen circumstances that arise with the specially appointed at large situations, the executive committee reserves the right to discuss and vote to finalize a decision to fill all staff senate seats needed.

**Article VI – Section 1 (Membership)**

The purpose of the Membership Committee is to assess representation in each of the constituent budget centers, conduct all Senate representative and officer elections, implement new member orientation and evaluate excessive absences.

**Article III - Section 4 (Absences)**

B. If it is determined by the Executive Committee upon the recommendation of the Membership Committee that a dismissal action should be initiated, then a notification letter from the Staff Senate President will be sent to the Senator informing her/him of the committee’s recommendation.

**Article IV – Section 1 (President & Immediate Past President)**

Put space between “-” and “shall”

Should we remove part of the statement under Immediate Past President “shall serve as liaison to the Board of Trustee for one (1) year following their term as President.” – Rationale: That is what the acting President currently does and should move statement to the President portion for Duties (Section 1)
Article VIII, part A, section 1 “Meeting Schedule”: delete the extra T at beginning – “The Senate...”

Article VIII, part A, section 1 “Agenda”:
  regarding numbering at number 6 “Committee Reports” – either indent sub numbers 1-3 or change numbers to letters a-c. Seeing numbers 1-6 then 1-3 then 7-10 is confusing (at least to me)
  regarding Executive Session: as a proper noun, shouldn’t it read Executive Session?

Article VIII, part B, section 2 “Administrative Assistant”: change “paid support staff” to “full-time support staff....”; change “appointed” to employed; capitalize administrative assistant (2nd line – Administrative Assistant); change “annually evaluating...” to “...responsibility of evaluating this position annually.”

Article VIII, part B, section 3 A: change “…then” (....”assign the issue...”) to either (“assign the issue...”) and delete “if appropriate.”

Article VIII, part B, section 3 B 1: delete “along with copies” and change to read “...copies of the present and proposed revised policy...”

Article VIII, part B, section 3 C: change “....resolve” to decision

Article VI, section 4 B: delete the apostrophe after members (“...members’ attendance....members’ list.”) The use of an apostrophe makes this plural possessive, which is unnecessary. Change to read “...completed assignments and letters, a list of committee members and their attendance at meetings.”

Article VI, section 5: delete the period at the end of the statement: “... of An Elected Senator and An appointed member.”

Article V, section 1: change “…will” to shall; use capital S and C for Standing Committee

Article IV, section 2f: rewrite to read: “Elections will take place by the currently serving Senators by either online voting prior to or paper ballot at the April meeting.”

Article III, section 1, part C 1: change to read “...connection to the budget center (delete the comma) either in physical location (add or be) a former employee of that budget center...”

Article III, Section 1, part A: why is 2007 the “base year”? (Had discussion with Karon about this statement; will remove “2007 base year”)
Active employees

What you can do during the 2017 open enrollment

October 1-31, 2017

During open enrollment, eligible employees may change their coverage for the following year. Below is a full list of changes that you can make during this year’s open enrollment. If you are satisfied with your current coverage, you do not need to do anything during open enrollment. Make a note, however, you must re-enroll in flexible spending accounts each year. All open enrollment changes take effect January 1, 2018.

MyBenefits (mybenefits.sc.gov) is the easiest way to change your coverage during open enrollment. During October, each section in which you are eligible to make changes provides links to instructions.

Health
- Change from one health plan to another:
  - State Health Plan Savings Plan;
  - State Health Plan Standard Plan; or
  - GEA TRICARE Supplement Plan (available to eligible members of the military community who are not eligible for Medicare).
- Enroll yourself or any eligible dependents in health coverage.
- Drop health coverage for yourself or any dependents.

If you enroll in the Savings Plan in October, you may also sign up for a Health Savings Account (HSA).

Dental
- Enroll yourself or any eligible dependents in State Dental Plan or Dental Plus.
- Drop State Dental Plan or Dental Plus coverage for yourself or any dependents.

Your next opportunity to add or drop dental coverage will be October 2019.

Vision
- Enroll in or drop State Vision Plan coverage for yourself and/or your eligible family members.

Life insurance
- Enroll in or increase Optional Life coverage up to $50,000 without evidence of insurability.
- Enroll in or increase Dependent Life-Spouse coverage with evidence of insurability.
- Enroll in or drop Dependent Life-Child coverage.
- Drop or decrease Optional Life and Dependent Life-Spouse coverage.

Long term disability
- Apply for supplemental long term disability coverage with medical evidence of good health.
- Change your benefit waiting period from 90 days to 180 days for existing coverage without medical evidence of good health.
- Drop coverage.

MoneyPlus
- Enroll in or drop the Pretax Group Insurance Premium feature.
- Enroll in, re-enroll in or drop flexible spending accounts:
  - Dependent Care Spending Account
  - Medical Spending Account
  - Limited-use Spending Account
- Enroll in or drop a Health Savings Account. A Health Savings Account is only available to Savings Plan members.