

**CLEMSON UNIVERSITY STAFF SENATE**  
**November 14, 2017, 11:00 AM, Military Heritage Plaza**

A g e n d a

1. Approval of Minutes
2. President's Reports
  - A. Other:
    1. Human Resources
      - EAP Presenters, Derek Lee Ekaitis (OHR) and Kristina Herrera (Deer Oaks).
3. Treasurer's Report, Leslie Doss. FY18 funds as of October 30<sup>th</sup> were (a) Vending: \$12,421.39; (b) Staff Senate operating: \$3,677.61; (c) Staff Senate travel: \$308.60; (d) SDP: budget not populated yet; (e) Fund 12 PSA/Extension Outreach: \$6,885.29.
4. Committee Reports
  - A. Standing Committees
    1. Activities, Roberta Balliet.
    2. Communications, Bindu Rangaraju.
    3. Membership, Shelly Geer & Deveraux Williams.
      - a. Vote on Bylaw Changes (Attachment)
    4. Policy & Welfare, JoAnna Floyd. The P&W Committee met on October 17, 2017. (1) Julia Lusk, President of the Tiger Chapter of the State Employees Association, was the guest speaker to discuss the Pension System Review. Further information regarding the review will be provided to Staff Senate. (2) To further P&W's goal to assist HR in development of supervisor training, P&W solicited topics of interest from senators and provided that information to Ashley Strickland, Training Manager in HR. HR will be introducing an instructor led training series to compliment the webinar series next semester. (3) Vivian Morris from HR will attend the November P&W meeting to discuss perks and benefits available to retired staff. (4) To promote the consistent treatment of staff participating in Staff Senate meetings, P&W revised the Staff Senate Nomination Form to include an acknowledgment and agreement by supervisors that staff volunteering to participate on the Senate will not be required to take leave or use personal time to participate in monthly Staff Senate meetings or committee meetings. The Membership Committee is reviewing the changes to the form. (5) Starting next semester, P&W will be inviting HR representatives to attend periodic P&W meetings to help improve transparency and communications regarding policy changes that impact staff.
    5. 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. President's Commission on Black Faculty and Staff, Karon Donald. The Commission held two forums in October. Notes from the forum have been submitted to ELT and will be shared with the Council on Diversity and Inclusion at their next meeting on November 15.
5. Unfinished Business
  - A. March of Dimes – The 2<sup>nd</sup> 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.eventsignup.org/tigersforbabies](http://www.eventsignup.org/tigersforbabies). Make sure to enter Staff Senate as your team.

6. New Business

7. Announcements:

- A. President and First Lady's Holiday Reception - 11 a.m. until 12:30 p.m., Tuesday, Dec. 5, 2017  
Hendrix Student Center Ballroom, 2nd Floor (Almeda Jacks Ballroom)
- B. The President's Office will present the Martin Luther King Jr. Awards for Excellence in Service at next year's MLK Commemorative Service on Jan. 16, 2018. Three awards are given annually in these categories:
  - Clemson University student (Undergraduate or graduate)
  - Clemson University employee (Faculty or staff)
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Please help by nominating deserving individuals who exhibit excellence in service in one or more of the following areas involved in advancing Dr. King's vision of the "Beloved Community":

- Service to Clemson University or the surrounding community
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- Service above and beyond direct employment

Dr. King's definition of the "Beloved Community" will be helpful in considering your nominations. He said it is "a community inclusive of all people, regardless of race, gender, class, ethnicity ... a community that recognizes people as individuals first, each with a unique set of life experiences that shapes their particular perspectives ... a community where varied perspectives are brought together in a collective effort to achieve goals for the common good." The recipient of the student award will receive a \$500 cash stipend. Other winners will be able to direct a grant of \$500 to the campus or community organization of the recipient's choice. Each will also receive a personal plaque, and be recognized on a permanent plaque showing past winners. An [online nomination form](#) is available. **All nominations should be submitted using the online form no later than Dec. 15, 2017.**

- C. 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](mailto: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@clemsion.edu](mailto:kplayer@clemsion.edu).

8. Adjournment

**Next Meeting:** Tuesday, December 12, 2017, 10:30 a.m., Madren Conference Center

**CLEMSON UNIVERSITY STAFF SENATE**  
**November 14, 2017, 11:00 AM, Military Heritage Plaza**

Notes

Members Present: Roberta Balliet, Savannah Bock, Kayla Cleveland, Glenda Cotton, Leigh Dodson, Leslie Doss, Shelly Geer, Debra Goss, Celeste Hackett, Barrett Kendjoria, Amanda Menefee, Meg Newton, Janeen Putman, Lavonne Sloop, Amy Smedberg, Janine Sutter, Terri Vaughan, Michelle Voyles, Tom Warnock, Sue Whorton, and Deveraux Williams

Members Absent: Dustin Atkins, Mac Bevill, Jeff Bright, Laura Clay, Billy Edwards, JoAnna Floyd, Michael Gilstrap, Dan Hofmann, Jeff Holliday, Dionne Holt, Jan Lay, Dan Lewis, Aubrey Miller, Tim Nix, Beth Perry, Rhonda Powell, Cody Price, Bindu Rangaraju, Tonyia Stewart, Rebecca Trutwin, Rebecca Ulmer, Janay Whitesel, and Holly Williams

Guests: Stephanie Bagwell, Brennan Beck, Glenda Brown, Melina Fischer, Janet Greenlee, Brenda Knighton, and Tom Ward

1. Approval of Minutes: A quorum was not present at the November 14, 2017 Staff Senate meeting, making those in attendance unable to officially approve the minutes from the October 10, 2017 Staff Senate meeting as written. Approval of the Oct. 10 minutes will be moved to the December 12, 2017 Staff Senate meeting agenda. Notes from the Nov. 14 Staff Senate meeting will be available in Box for review.
2. President's Reports
  - A. Other: Staff Senate President Leigh Dodson met recently with the Clemson Joint City/University Board for a visit and introduction to the newly constructed Fire Department off of Issaquena Trail that will aim to serve the population of East Clemson as calls and reports are up in large numbers compared to this time last year. This new Fire Station will be jointly operated by the City of Clemson and Clemson University in an effort to better serve the outlying community around Clemson's east-side. On another note, one large development discussed at the meeting in regards to construction and renovation was the decision that the road and corresponding area(s) between where College Avenue ends running out of downtown Clemson and the area containing and/or surrounding the Clemson University President's house will be closed immediately following graduation of this academic year and will reopen at the start of the Fall 2018 semester. However, only automobile transport through this area should be affected, as this area is intended to be pedestrianized for students, walkers, bikers, and other forms of personal transportation. There is definite concern that this closure will affect staff commuting and workflow, but with that also being said, it is notable that supervisors have full authority to assess a staff position's telecommuting privileges and the ability to alter your duties and work schedule itself. This action might be necessary and/or helpful during this short span of time over the summer in order to allow staff work to get done efficiently while also keeping a realistic perspective on how this development might affect the staff force on campus who continues their work through the summer periods.
    1. Human Resources
      - Employee Assistance Program (EAP) Presenters, Derek Lee Ekaitis (OHR) and Kristina Herrera (Deer Oaks). Deer Oaks representative and account manager Kristina Herrera spoke with the senate regarding all of the amazing services and benefits offered by Deer Oaks to employees of the university in the form of their Employee Assistance Program. This program encompasses a large range of services. The first service discussed was the ability to make changes to simple will(s) regarding fortune and assets from the comfort of your own home, as opposed to meeting with a service representative. "Take the High Road" is another service offered that allows you to take a cab, lyft, or uber if you are unable to drive safely, after which Deer Oaks will reimburse you for the cab fare (only for point A to point B drives – not an all-night service). Your

reimbursement check will even come directly to your house, as opposed to being sent to Clemson University where you would have to go pick up the reimbursement. Everyone in your home, blood relative or not, has access to this service and many others via Deer Oaks. Retirees are even covered up to 6 months after leaving employment at Clemson University. Other services offered include vacation planning, child/elder care, counseling (includes phone and face-to-face time) for up to 5 sessions, complimentary 30-minute consultation with a professional attorney for legal council, financial planning, job prep (résumé building and mock interviews), etc. All costs are covered besides individual referrals for other services (maids, pet-sitting, etc.) whom are all background checked. Two important notes to consider, however, are that Deer Oaks will not assist with either suing Clemson University, nor with tax problems and/or evasion by a Clemson employee. Login information for Deer Oaks web services (including username and password) is simply Clemson/Clemson.

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#### 4. Committee Reports

##### A. Standing Committees

1. Activities, Roberta Balliet. The Activities Committee would like to thank all senators and volunteers who helped to organize and execute the Military Appreciation Reception today which was held just prior to today's senate meeting. This is an event very near and dear to Activities Chair Roberta Balliet's heart, coming from a military family herself, and the support of the committee and all staff senators involved show that this is truly a special cause that touches the hearts of many in the Clemson family. Roberta also reminded the senate of the Palmetto Series Food Drive that is going on currently, encouraging all senators to research the communication sent out to them regarding this initiative and to do everything possible to share with their areas as well as give and donate directly in order to beat the USC Gamecocks and be crowned champions in the fight against the Upstate.
2. Communications, Bindu Rangaraju. No report.
3. Membership, Shelly Geer & Deveraux Williams.
  - a. Vote on Bylaw Changes (Attachment) – There were not enough senators present at the meeting to hold a vote on the changes to the Bylaws. This action item will be moved to the December Staff Senate meeting.
4. Policy & Welfare, JoAnna Floyd. The P&W Committee met on October 17, 2017. (1) Julia Lusk, President of the Tiger Chapter of the State Employees Association, was the guest speaker to discuss the Pension System Review. Further information regarding the review will be provided to Staff Senate. (2) To further P&W's goal to assist HR in development of supervisor training, P&W solicited topics of interest from senators and provided that information to Ashley Strickland, Training Manager in HR. HR will be introducing an instructor led training series to compliment the webinar series next semester. (3) Vivian Morris from HR will attend the November P&W meeting to discuss perks and benefits available to retired staff. (4) To promote the consistent treatment of staff participating in Staff Senate meetings, P&W revised the Staff Senate Nomination Form to include an acknowledgment and agreement by supervisors that staff volunteering to participate on the Senate will not be required to take leave or use personal time to participate in monthly Staff Senate meetings or committee meetings. The Membership Committee is reviewing the changes to the form. (5) Starting next semester, P&W will be inviting HR representatives to attend periodic P&W meetings to help improve transparency and communications regarding policy changes that impact staff.
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8. Adjournment: There being no further business to discuss, the meeting adjourned.

**Next Meeting:** Tuesday, December 12, 2017, 10:30 a.m., Madren Conference Center

## 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 – “TThe 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 (2<sup>nd</sup> 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 1V, 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”)